



# Lead Auditor course Gauteng

17.02.2020—21.02.2020



## TARGET AUDIENCE

- ☞ Quality Manager
- ☞ Hygiene Manager
- ☞ Internal Auditor
- ☞ Supervisors



## DELEGATE FEEDBACK

*My knowledge and skills to audit facilities improved remarkably. The course is recommended to all who are responsible for auditing functions in food safety management systems*

## COURSE OUTLINE

Lead Auditors conduct audits for compliance to legislation and regulatory requirements. This SAATCA approved Lead Auditor Program includes:

- ☞ Food safety management systems criteria
- ☞ Purpose of an audit
- ☞ Audit principles
- ☞ Audit approach
- ☞ Auditors responsibilities
- ☞ Leading an audit team
- ☞ Audit strategy
- ☞ Auditing techniques
- ☞ Nonconformance and corrective actions
- ☞ Accreditation and certification

## ENTRY REQUIREMENTS

- ☞ At least 4 years work experience in the **food safety management systems**
- ☞ Training in food related microbiology
- ☞ Training in food related regulations / legislation
- ☞ Training in pre-requisite program **min 3 days**
- ☞ Advance HACCP implementation 3 day minimum
- ☞ **ISO 22000 bridging course (3 Days) or HMS HACCP / ISO 22000 course (4 days)**
- ☞ Training in auditing techniques according to ISO19011

## Cost:

**RMAA Members: R8 075 (Excl VAT)**

**Non-Members: R9 075 (Excl VAT)**

**Includes study guides, facilitation, practical's, assessment and certification**

AST reserves the right to re-schedule dates and venues

Cancellation within 5 days of commencement date will incur a 20% administration fee

**Closing date for  
registration  
2020.02.10**

## Contact us:

**Phone: (012) 349-1237/8**

**Fax: (012) 349-1240**

**E-mail: ella@rmaa.co.za**

**Website: www.rmaa.co.za**

## Accreditation:

**Accredited Training provider—AgriSETA AGRI/c prov/027710**

**Registered Private FET College—2011/FE07/010**

**SAATCA training course provider**



Dear Prospective Delegate

Thank you for your interest in the ISO 22000 Auditor/Lead Auditor Course.

As this course is registered with the Southern African Auditor and Training Certification Association ([www.saatca.co.za](http://www.saatca.co.za)), it is imperative that you are aware of the pre-requisites which you need to comply with to be adequately prepared.

This course is intended for experienced food safety professionals i.e. the ideal candidate has worked in the food industry for at least 4 years and has been involved in food safety management systems as a core function. Prior to registering for the Lead auditor course you must conduct at least a 3 day course in ISO 22000 related to Understanding & Implementation to the related standard. (Including HACCP) PRP/HMS course of 4 days.

I assume that you intend to register as an auditor with SAATCA and as such you need to understand the requirements for registration and how they relate to attendance on this course.

SAATCA require the following for food safety auditors:

1. At least 4 years work experience in the food industry in food safety management systems
2. Training in food related microbiology if not part of qualification 1 day
3. Training in food related regulations/legislation
4. Training in Pre-requisite programmes 3 day minimum
5. Advance HACCP implementation 3 day minimum
6. Proof of training for a 3 day ISO 22000 course, including modules Introduction and Implementation or 4 day HMS HACCP/ISO 22000 course including ISO 22000 modules and PRP's
7. Training in auditing techniques according to ISO 19011 which is where this course comes in.
8. An audit log of at least 20 audits totaling 120 audit hours (for auditor level)



(Please note you cannot register with SAATCA as a lead auditor unless you have met these requirements and then fulfilled additional audit requirements as a lead auditor)

In order to have the maximum benefit from this course, you should ideally have already complied with requirements 1-7 of the above list. I urgently suggest that you ensure you have attended these training components as a pre-requisite to this course.

I would love to have you on training but I do not want the pre-requisite knowledge of the audit standards such as SANS 10049, SANS 10330, ISO 22000 and the Meat Safety Act 2000 to be overwhelming if you have not previously been trained on these standards.

Please also note that knowledge of the standards is evaluated daily with closed book tests which contribute to the overall course assessment.

Kind regards

**Gerhard Neethling**  
**Abattoir skills Training**



# CHECKLIST FOR PRE REQUISITE REQUIREMENTS

NAME OF DELEGATE: \_\_\_\_\_

DATE OF COURSE: \_\_\_\_\_

	REQUIREMENT	EVIDENCE RECORDED	
		YES	NO
1.	At least 4 years work experience in the food industry in food safety management systems		
2.	Training in food related microbiology if not part of qualification 1 day		
3.	Training in food related regulations/legislation		
4.	Training in Pre-requisite programmes 3 day minimum		
5.	Advance HACCP implementation 3 day minimum		
6.	Proof of training for a 3 day ISO 22000 course, including modules Introduction and Implementation or 4 day HMS HACCP (ISO 22000) course including ISO 22000 modules and PRP's		
7.	Training in auditing techniques according to ISO 19011 which is where this course comes in		

\_\_\_\_\_  
Name and designation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# LEAD AUDITORS COURSE FOOD SAFETY MANAGEMENT SYSTEM ISO22000 REGISTRATION FORM

The following documents must be submitted. Upon receipt of these documents your registration will be confirmed:

- (1) Completed registration form
- (2) Copy of ID
- (3) Proof of attendance equivalent to RMAA HMS HACCP/ISO22000 course
- (4) Proof of qualifications as per pre-requisite check list

<b>Place of employment: (Abattoir Name)</b>		<b>Registration number of abattoir: (where applicable)</b>	
<b>Name of contact person:</b>		<b>Tel No:</b>	
<b>Cell:</b>		<b>Fax No:</b>	
<b>Postal Address:</b>		<b>Email:</b>	
<b>Course dates:</b>		<b>VAT no.</b>	
<b>RMAA member (yes/ no) please indicate (✓)</b>	Yes		No
<b>NB: The type of practical you submit is the type of Lead Auditor Certificate you receive</b>			
<b>NOMINEES</b>			
<b>Name and Surname</b>	<b>ID No</b>	<b>Job Position</b>	<b>Highest Grade or Qualification (e.g. Grade 12)</b>
<b>PROGRAMME FEE</b>			
<i>Prices in ZAR excluding 15% VAT</i>		<b>Number of learners</b>	<b>Total</b>
<b>Members      R 8 075.00 (VAT excl) per learner</b>			
<b>Non Members R 9 075.00 (VAT excl) per learner</b>			
<b>PAYMENT</b>			
Upon receipt of the complete registration form and other documents an invoice will be issued. Please email the proof of payment to: ella@rmaa.co.za			

## Terms and Conditions

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**IMPORTANT:** Special dietary requirements: .....