



Australian Government

AMPQUA416 Conduct an internal audit of a documented program

Release: 1

AMPQUA416 Conduct an internal audit of a documented program

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

Application

This unit describes the skills and knowledge required to conduct an internal audit of a documented program.

This unit applies to plant managers, quality management personnel, managers and marketing personnel who have a role in scheduling, preparing for and conducting an internal audit in a meat processing premises. The scope of the audit may include operational areas such as food safety, workplace health and safety, vendor and environmental programs. This may include industry standards and codes.

Work in this unit must be carried out to comply with the appropriate Australian Standard.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Quality Assurance (QUA)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

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1. Plan the audit	1.1 Interpret audit schedule and plan and organise the timely conduct of internal audit 1.2 Determine objectives, scope and criteria of audit according to workplace requirements 1.3 Assemble and brief audit team about the objectives, scope and criteria of the audit 1.4 Notify those affected by and involved in the audit, and document responsibilities according to workplace requirements 1.5 Notify stakeholders involved in an internal audit according to workplace requirements 1.6 Identify procedures, records and workplace documentation needed for the audit 1.7 Document evidence collection methods and sources to be used during the audit, including developing workplace checklists according to workplace specifications 1.8 Conduct a document review prior to audit
2. Conduct the audit	2.1 Conduct an entry meeting with relevant parties to explain the purpose, scope and criteria for the audit, the methods to be used for conducting the audit, and procedures for reporting and following up results 2.2 Conduct an audit of the program according to workplace and regulatory requirements 2.3 Use effective communication skills when conducting the audit 2.4 Collect verifiable objective evidence against the criteria of the audit 2.5 Make findings using the objective evidence against the audit criteria 2.6 Identify and categorise non-conformances according to workplace requirements 2.7 Record audit activity according to workplace requirements
3. Report on audit findings	3.1 Prepare an audit report, detailing areas of the program that were audited and findings against the audit criteria, including non-conformances 3.2 Document objective evidence according to workplace standards 3.3 Keep records of audit process, objective evidence and findings

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	according to workplace and regulatory requirements 3.4 Report findings according to workplace requirements
4. Confirm and close out corrective action	4.1 Verify the effectiveness of corrective actions 4.2 Maintain records of the effectiveness of corrective actions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	- Conduct research to identify, collect and analyse evidence - Use information systems, technologies and software to manage security, authorisation and distribution of audit data and records
Reading	- Interpret relevant Commonwealth, state and/or territory legislation, regulations and related codes of practice, and determine the legal responsibilities of the business - Interpret relevant codes or compliance program requirements
Oral communication	Use negotiation skills to organise and facilitate audit processes, including following meeting procedures and resolving issues
Numeracy	Analyse processing data to recognise trends

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPQUA416 Conduct an internal audit of a documented program	AMPX404 Conduct an internal audit of a documented program	Unit code updated Performance Criteria clarified Foundation Skills added Performance Evidence,	Equivalent

Code and title current version	Code and title previous version	Comments	Equivalence status
		Knowledge Evidence and Assessment Conditions reworded for clarity	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>