Australian Government

Assessment Requirements for FBPPPL4007 Manage internal audits

Release: 1

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Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed at least one internal audit, including:

- determining scope of and purpose of audit
- scheduling audit and making required arrangements
- establishing information collection parameters
- selecting information collection techniques
- collecting and analysing information
- ensuring compliance with workplace procedures
- developing and communicating required corrective action plan
- completing workplace records as required.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and intent of the program being audited, including the requirements of relevant national, state and local government legislation relating to program purpose and requirements
- auditor roles, responsibilities and legal obligations as relevant to the audit purpose, including:
  - responsibilities of both internal and external auditors
  - different types of auditors and of authorised officers who may be involved in the audit program
- legal responsibilities for reporting imminent and serious non-conformities
- audit requirements relating to work health and safety and quality environmental management audits

- requirements and procedures for certification/registration of auditors and authorised officers according to audit type
- frequency and scope of audit requirements to meet legal obligations
- appropriate ethical conduct of auditors as set out in codes of ethics of auditors, and additional requirements as may be determined by the workplace
- the purpose and stages involved in the audit process, including compliance with International Organization for Standardization (ISO) audit standards as appropriate to audit requirements
- workplace information and related information management systems
- techniques for collecting information, including:
  - appropriate sampling techniques
  - information collection methods
  - the strengths and weaknesses of each method to ensure data is adequate and representative
  - an understanding of techniques identified in the relevant ISO standard.
- data analysis methods relevant to the audit process
- communication skills and techniques, including appropriate questioning, observation and related communication skills to support information collection, appropriate to the workplace
- technical knowledge relevant to the program being audited in order to verify the adequacy of:
  - workplace safety processes and standards
  - control methods, including industry standards/practice
  - monitoring and recordkeeping
  - validation processes
  - corrective action/process improvement procedures
- where program control methods or limits vary from industry standards or where there are no industry standards, technical knowledge required to assess data used by the business to validate acceptable limits (this may be addressed by identifying and involving appropriate technical expertise)
- information management and communication systems to document and communicate audit outcomes in appropriate formats.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - workplace program and related documentation
- specifications:
  - relevant legislation

- audit procedures and standards, including any external standards relevant to the audit, including ISO standards
- advice on related technical industry standards and codes of practice
- information systems and data collection technology.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4