



Australian Government

Assessment Requirements for AMPX404 Conduct an internal audit of a documented program

Release: 1

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Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidate must conduct an internal audit of at least one complete section of a documented program.

The candidate must:

- locate relevant commonwealth, state and/or territory legislation, regulations and related codes of practice and determine the legal responsibilities of the business
- locate relevant codes or compliance program requirements
- communicate the audit process, requirements and findings to relevant personnel clearly and accurately
- apply planning skills to ensure the smooth conduct of the audit process
- use negotiation skills to organise and facilitate audit processes, including following meeting procedures and resolving issues
- identify and follow an audit trail
- conduct research to identify, collect and analyse evidence
- gather, analyse and record data accurately
- plan and organise audit activities
- use information systems, technologies and software to manage security, authorisation and distribution of audit data and records
- interpret evidence and make a judgement on the level of compliance
- prepare well-balanced, factual and objective written audit reports

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- audit management processes to develop and implement an audit against an agreed plan, including an understanding of the scope/level of authority to revise the resource and allocate time allocations to take account of variation to plan
- legislation, regulations, orders, codes and standards applicable to the areas being audited
- communication methods relevant to different groups and audience

- evidence appropriate for use in audit processes, including an understanding of the difference between objective and hearsay evidence and methods for recording and managing evidence to provide reliable reference information in the event that evidence is challenged
- evidence collection methods including record sampling and sample analysis, including an understanding of the evidence collection options relevant to a given audit situation, the reliability of each collection method and the range/extent of evidence collection methods required to ensure that audit outcomes are objective, consistent, fair and reliable
- legislation that impacts on acceptable communication methods and conduct including anti-discrimination, anti-harassment and privacy legislation
- methods used to identify Critical Control Points and establish critical limits, appropriate to the nature of the hazard, the requirements of the audit and the industry sector
- personal attributes required of an auditor
- the internal auditing policies and procedures of the workplace
- the structure, authority levels and lines of reporting within the organisation
- the underlying principles of risk-based approaches to controlling food safety hazards including HACCP as described in the Codex Alimentarius Guidelines
- vocabulary and terms relating to food safety, including terms and jargon used to describe technical processes, industry standards and common biological and chemical terms

Assessment Conditions

Competency must be demonstrated while conducting an internal audit of an operating meat processing enterprise.

All evidence must be collected in the context of current Australian meat industry standards and regulations.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

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