Fundamentals of Internal Audit- Food Industry

QP Code: FIC/MCr-0002

Version: 1.0

NSQF Level: 4.0

Food Industry Capacity and Skill Initiative (FICSI)
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Training Parameters

Sector	Food Processing
Sub-Sector	Multi-sectorial
Occupation	Quality Analysis/ Assurance
Country	India
NSQF Level	4.0
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7543.4001
Minimum Educational Qualification and Experience	12th Grade Pass or Equivalent OR 10th pass with 3 years of experience in the relevant field OR Previous relevant Qualification of NSQF Level 3 with 3 years of experience in the food Industry OR Previous relevant qualification of NSQF Level 3.5 with 1.5 years of experience in food processing
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	08/05/2025
Next Review Date	07/05/2028
NSQC Approval Date	08/05/2025
QP Version	1.0
Model Curriculum Creation Date	15/02/2025
Model Curriculum Valid Up to Date	07/05/2028
Model Curriculum Version	1.0
Minimum Duration of the Course	15 Hours
Maximum Duration of the Course	15 Hours

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills to:

- Understand the basics of the audit process
- Gain insight to auditing techniques and effective tactics
- Create well-written audit reports and effectually follow through with corrective actions
- Develop the ability to plan and organise an internal audit.
- Collect and analyse evidence, exercising objectivity
- Evaluate and report the results of an internal audit

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory Modules of the Micro-credential.

NOS and Module Details	Theory Duration	Practical Duration	Total Duration
Module 1: Introduction to Internal Auditing of Food Processing Facility	05:00	01:00	06:00
Module 2: Food Safety Audit Process	03:00	06:00	09:00
Total Duration	**08:00**	**07:00**	**15:00**

Module Details

Module 1: Introduction to Internal Auditing of Food Processing Facility

Terminal Outcomes:

- Understand about importance of internal audit.
- Understand about basics of internal auditing of food processing facility.
- Understand various terms and standards related to internal auditing of food processing facility.

Duration: 05:00	**Duration: 01:00**
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss importance and ways of food safety during food processing • Describe HACCP, GHP, GMP, PRPs, OPRPs and CCPs • Differentiate between HACCP, GHP, GMP, PRPs, OPRPs and CCPs • Differentiate between HACCP audit, FSSC 22000 audit, BRCGS audit and GFSI audit • Describe various terms i.e. Audit Lifecycle, Compliance Verification, Risk Assessment Matrix, Non-Conformance Report (NCR), Corrective Action Plan (CAP), Root Cause Analysis (RCA), Audit Evidence Collection, GFSI (Global Food Safety Initiative), Food Safety Management System (FSMS), Ethical Auditing, Technological Audit Tools etc. • List ISO 19011 and ISO 22000 auditing guidelines, their applications and differences • List various challenges during audit process. • State the purpose and objectives of an internal audit system, emphasizing risk management • List the requirements of an Internal Audit System • Discuss the pre-audit information required for planning an audit • Describe various auditing techniques and tactics • Describe corrective actions and preventive action (CAPA) • Discuss the importance of ethical behavior and integrity in the audit process	• Demonstrate pre-requisites for the food safety audits by showing a video • Show how HACCP, GHP, GMP, PRPs, OPRPs and CCPs control the hazards in a food facility • Apply appropriate practices to arrange pre-auditing information required for planning an audit • Prepare sample plans and schedules for the audit • Prepare sample corrective actions and preventive actions (CAPA) • Show how to analyze real-world case studies to understand common audit challenges and best practices

• Discuss the role of technology in modern food safety audits, including software tools for audit management, data analysis, and reporting	
Classroom Aids	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
FSMS audit documents, FSMS audit related videos, RCA tools	

Module 2: Food Safety Audit Process

Commented [MG1]: Audit report preparation

Terminal Outcomes:

- Conduct food safety audit process
- Write audit reports and prepare corrective and preventive plans
- Evaluate the effect of audit findings and corrective and preventive actions

Duration: 03:00	Duration: 06:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe types of food safety audits i.e. Compliance audits, programs audits, Safety management system audits, internal audits, first, second & third-party audits • Explain the role of an auditor in planning, conducting, reporting and following up an FSMS audit in accordance with ISO 19011:2018 and ISO TS/22003, ISO 17021 • Describe FSMA, ISO 22000, GFSI audit standards • List tasks for planning and preparations for FSMS auditing • Explore advanced techniques for conducting food safety audits, including the use of audit checklists, sampling methods, and interviewing techniques • Outline the steps taken to conduct food safety internal audits • Describe RCA and its approaches • List various tools for conducting RCA • List various documents and records need to prepare and maintain for FSMS audit • Describe use of various types of evidence to support audit findings and ensure the robustness of audit reports	• Show how to confidently plan, conduct, report and follow up an audit of an FSMS to establish conformity • Show how to conduct a pre-audit inspection of the facility • Create audit schedules and checklists to verify programs • Perform risk assessments of the food processing facility • Demonstrate process of conducting food safety internal audits i.e. includes designing audit schedules, selecting audit teams, and ensuring comprehensive follow-up • Show how to conduct and face first, second- & third-party audits • Demonstrate techniques for conducting audit interviews • Demonstrate use of RCA tools for conducting RCA • Use the requirements of an effective internal audit system • Show how to identify, assess, and prioritize risks effectively to enhance audit efficiency and effectiveness • Show how to uncover non-conformities and root causes • Show how to gather, evaluate, and document audit evidence meticulously • Summarize the findings of the audit in a report format • Effectively write corrective and preventive action plans • Apply appropriate ways to communicate the audit findings and corrective actions to management • Apply appropriate ways to evaluate the

	impact of audit and corrective actions suggested • Practice internal (first, second and third party) audits of an FSMS against ISO 22000, in accordance with ISO 19011
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
FSMS audit documents, FSMS audit related videos, RCA tools	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
B.Sc or graduate/ B.Tech/ BE	Food technology or food engineering	3	Food processing	1	Food processing	
M.Sc/ M.Tech/ ME	Food technology or food engineering	2	Food processing	1	Food processing	

Trainer Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "Fundamentals of Internal Audit- Food Industry" mapped to MCr: "FIC/MCr-0002", v1.0. Minimum accepted score as per SSC guideline is 80%	Recommended that the Trainer is certified for the Job Role: "Trainer" (VET & SKILLS), mapped to the Qualification Pack: "MEP/Q2601", V2. Minimum accepted SCORE IS 80 % as per SSC guidelines.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training/Assessment Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
B.Sc or graduate/ B.Tech/ BE	Food technology or food engineering	3	Food processing	2	Food processing	
M.Sc/ M.Tech/ ME	Food technology or food engineering	2	Food processing	1	Food processing	

Assessor Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "Fundamentals of Internal Audit- Food Industry" mapped to MCr: "FIC/MCr-0002", v1.0. Minimum accepted score as per SSC guideline is 80%	Recommended that the Assessor is certified for the Job Role: "Assessor" (VET & SKILLS), mapped to the Qualification Pack: "MEP/Q2701", V2. Minimum accepted SCORE IS 80 % as per SSC guidelines.

Assessment Strategy

1. Assessment System Overview:
   - Batches assigned to the assessment agencies for conducting the assessment on SDSM/SIP or email.
   - Assessment agencies send the assessment confirmation to VTP/TC looping SSC.
   - The assessment agency deploys the ToA certified Assessor for executing the assessment.
   - SSC monitors the assessment process & records.
2. Testing Environment:
   - Confirm that the centre is available at the same address as mentioned on SDMS or SIP.
   - Check the duration of the training.
   - Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
   - If the batch size is more than 30, then there should be 2 Assessors.
   - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
   - Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
   - Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
   - Check the availability of the Lab Equipment for the particular Job Role.
3. Assessment Quality Assurance levels / Framework:
   - Question papers created by the Subject Matter Experts (SME).
   - Question papers created by the SME verified by the other subject Matter Experts.
   - Questions are mapped with NOS and PC.
   - Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management.
   - An assessor must be ToA certified & the trainer must be ToT Certified.
   - The assessment agency must follow the assessment guidelines to conduct the assessment.
4. Types of evidence or evidence-gathering protocol:
   - Time-stamped & geotagged reporting of the assessor from assessment location.
   - Center photographs with signboards and scheme-specific branding.
   - Biometric or manual attendance sheet (stamped by TP) of the trainees during the trainingperiod.
   - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos.
5. Method of verification or validation:
   - A surprise visit to the assessment location.
   - A random audit of the batch.
   - Random audit of any candidate.
6. Method for assessment documentation, archiving, and access:
   - Hard copies of the documents are stored.

- Soft copies of the documents & photographs of the assessment are uploaded / accessedfrom Cloud Storage.
- Soft copies of the documents & photographs of the assessment are stored in the HardDrives.

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need tobe known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	A key learning outcome is a statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. Aset of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to completespecified hours of training on-site
OJT (R)	On-the-job training (Recommended); trainees are recommended thespecified hours of training on-site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform atask. It is the ability to work or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understandand be able to do upon the completion of the training.
Terminal Outcome	The terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set ofterminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
NOS	National Occupational Standard (s)
NSQF	National Skills Qualifications Framework
OJT	On-the-job Training
QP	Qualifications Pack
PwD	People with Disability
PPE	Personal Protective Equipment