



Course Specification

(Bachelor)

Course Title: Guidelines for auditing management systems (ISO 19011)

Course Code: APFQ3115

Program: Intermediate Diploma in Food Quality and Safety

Department: Clinical Nutrition

College: Applied Medical Sciences

Institution: Umm Al-Qura University

Version: 3

Last Revision Date: 14/8/2024

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A. General information about the course:

1. Course Identification

1. Credit hours: (3 CH)

2. Course type

- A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others
- B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (3rd Level / 2nd Year)

4. Course General Description:

This course introduces the applications to ISO 19011 and its amendments and audit steps, types of internal audits, internal auditors, lead auditors, preparation of reviews, preparation of checklists, opening session, implementation of the review, non-conformity, closing session, preparation of the audit report, corrective & preventive actions and follow-up reviews.

5. Pre-requirements for this course (if any):

NA

6. Co-requisites for this course (if any):

NA

7. Course Main Objective(s):

1. Understand the purposes and business benefits of a quality management system, quality management system standards, management system audits.
2. Learn the role and responsibilities of an auditor in planning, conducting, reporting and following up on a quality management system audit to establish conformity (or otherwise) with ISO 9001, in accordance with ISO 19011, as applicable.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> • Traditional classroom • E-learning 		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
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1.	Lectures	30
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify) Applications	15
Total		45

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Identify the concept of auditing in food industry	K1	Lectures, case studies, group exercises, scenarios and discussions	Midterm exam and rubric for assignments
1.2	Acquire the necessary expertise to support an organization in implementing, managing and maintaining a QMS as specified in ISO 9001	K3	Lectures, case studies, group exercises, scenarios and discussions	Final exam and rubric for assignments
2.0	Skills			
2.1	Prepare reviews, opening session, implementation of the of the review.	S2	Role play, case studies, group exercises, scenarios and discussions	Midterm exam and rubric for assignments
2.2	Improve the capacity for analysis and decision making in the context of quality management	S3	Role play, case studies, group exercises, scenarios and discussions	Final exam and rubric for assignments
3.0	Values, autonomy, and responsibility			
3.1	Implement ethics and code of conducts in auditing process with Applying leadership quality and approach	V1	Group exercises, scenarios and discussions	Rubric for assignments



C. Course Content

No	List of Topics	Contact Hours
1.	Definition and Fundamentals <ul style="list-style-type: none"> • Introduction to ISO 9001 • Basic terminology and definitions of Quality Management Systems • Fundamental principles of Quality Management Systems • Introduction to ISO 9001 family of standards and versions • Fundamentals of ISO 9001:2015 	2
2.	Structure <ul style="list-style-type: none"> • Changes in ISO 9001:2015 • Requirements of ISO 9001:2015 and its clauses • Layout standards that follow the PDCA (Plan, Do, Check, Act) cycle • Approaches and implementations • Scope and limitations 	4
3.	Quality Improvements <ul style="list-style-type: none"> • Compliance procedures • Planning for improvement • Rectifying errors efficiently • Quality Management principles • Implementation of Quality Management 	4
4.	Internal Audit Structure <ul style="list-style-type: none"> • Auditing types, procedures, and planning • Auditing techniques, decision-making processes and corrective actions • Phases of an audit • Assessment of audit reports and documents • Roles, responsibilities and leadership skills of an internal auditor and their team members • Choosing the right audit plan for a business 	4
5.	Quality Control and procedure + Midterm Exam <ul style="list-style-type: none"> • Evaluation of reports and write-ups • Records and follow-ups • Using correct procedures in reference to the 9001:2015 standard • Definition of scope, objectives, and policies of a QMS • Analysing implementation methodologies • Methods to operate a QMS efficiently • Planning, selecting and reviewing the implementation process <ul style="list-style-type: none"> • Different ways to detect problems • Roles and responsibilities of a Lead Implementer and quality team 	4
6.	Implementing an ISO 9001 QMS + Midterm Exam	4





	<ul style="list-style-type: none"> • Report reconciliation and documentation • How to maintain QMS structure through compliance policies • Sequential operation process • Measurement, monitoring and controlling of errors 	
7.	Lead Auditor Training and on-Site Lead Audit Techniques <ul style="list-style-type: none"> • Roles and responsibilities of a lead auditor • Lead Auditor requirements, scope, and procedures • Report preparation, findings, reconciliation, and conclusions • Team selection and planning • Interactive meetings • Opening meeting • Daily discussion meetings • Closing meeting • Objective of an Audit Report • Presentation of reports • Techniques and processes of an audit 	4
8.	Closure of Audit <ul style="list-style-type: none"> • Prevention of errors • Rectifying errors efficiently • Reviewing audit strategies and plans • Follow ups • Checklist closure • Surveillance audit 	4
Total		30

Applications content

No	List of Topics	Contact Hours
1	Quality Improvements <ul style="list-style-type: none"> • Compliance procedures • Planning for improvement • Rectifying errors efficiently • Quality Management principles • Implementation of Quality Management 	1
2	Internal Audit Structure <ul style="list-style-type: none"> • Auditing types, procedures, and planning • Auditing techniques, decision-making processes and corrective actions 	2





	<ul style="list-style-type: none"> • Phases of an audit • Assessment of audit reports and documents • Roles, responsibilities and leadership skills of an internal auditor and their team members • Choosing the right audit plan for a business 	
3	<p>Quality Control and procedure</p> <ul style="list-style-type: none"> • Evaluation of reports and write-ups • Records and follow-ups • Using correct procedures in reference to the 9001:2015 standard • Definition of scope, objectives, and policies of a QMS • Analysing implementation methodologies • Methods to operate a QMS efficiently • Planning, selecting and reviewing the implementation process • Different ways to detect problems • Roles and responsibilities of a Lead Implementer and quality team 	2
4	<p>Implementing an ISO 9001 QMS</p> <ul style="list-style-type: none"> • Report reconciliation and documentation • How to maintain QMS structure through compliance policies • Sequential operation process • Measurement, monitoring and controlling of errors 	2
5	<p>Lead Auditor Training and on-Site Lead Audit Techniques</p> <ul style="list-style-type: none"> • Roles and responsibilities of a lead auditor • Lead Auditor requirements, scope, and procedures • Report preparation, findings, reconciliation, and conclusions • Team selection and planning • Interactive meetings • Opening meeting • Daily discussion meetings • Closing meeting • Objective of an Audit Report • Presentation of reports • Techniques and processes of an audit 	4
6	<p>Closure of Audit</p> <ul style="list-style-type: none"> • Prevention of errors • Rectifying errors efficiently • Reviewing audit strategies and plans • Follow ups • Checklist closure 	4





	• Surveillance audit	
Total		15

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignments	9 th	10%
2.	Presentation	10 th	10%
3.	Midterm exam	6 th	25%
4.	Practical assessment	All weeks	15%
5.	Final theoretical exam	17 th or 18 th Week	40%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	• Olanrewaju A.B, (2018)Food Safety Management Systems (FSMS): Fundamental Guide to ISO 22000 Implementation & Auditing
Supportive References	• Bolton A., (1997) Quality Management Systems for the Food Industry. Springer . ISBN: 978-1-4613-7790-0
Electronic Materials	https://www.iso.org/obp/ui/#iso:std:iso:9001:ed-5:v1:en
Other Learning Materials	-

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms
Technology equipment (projector, smart board, software)	Board and projectors, Endnote software
Other equipment (depending on the nature of the specialty)	-





F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Student	- Course questionnaire evaluation - Program questionnaire evaluation - Student experience questionnaire evaluation
Effectiveness of Students assessment	Student	Questionnaires of faculty, students and staff
Quality of learning resources	Peer review	Questionnaires
The extent to which CLOs have been achieved	Student	Course questionnaire evaluation
Other	Student	Indirect

Assessors (Students, Faculty, Program Leaders, Peer Reviewers, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	Umm Al-Qura University Council
REFERENCE NO.	851141114462/190392
DATE	22/11/1446

