



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF INDUSTRY AND TRADE

**TANZANIA BUREAU OF STANDARDS (TBS)**



Member of the International Standardization (ISO), Codex Alimentarius Commission (WHO/FAO), Agent for ISO and other National Standards Bodies

**TRAINING COURSE ANNOUNCEMENT**

**COURSE TITLE: INTERNAL AUDITORS FOR HACCP**

**Duration: Five working days (26<sup>th</sup> to 30<sup>th</sup> May, 2025)**

**Target participants:** Scientists, researchers, food technologists, quality assurance personnel, microbiologists, chemists, food safety officers, public health officers, quality control personnel and food processors and any other from food sector.

**Participant shall have knowledge on HACCP –TZS 1770 and or EAS 151:2024 standards requirements.**

**Course Outline**

1. Concept of internal audit;
2. Importance of internal audit;
3. Audit principles as per ISO 19011:2018;
4. Preparation and execution of internal audit;
5. Reporting of internal auditing findings; and
6. Follow-up on corrective action.

**Course presentation and methodology**

Course will be presented in Swahili-English language. Also, the course will be delivered in mode of interactive tutor-led and trainee-led discussion, case studies and discussions.

**Benefits of the course**

After completion of this course, candidates shall be able to:

- Understand a risk-based approach to internal auditing;
- Understand roles and responsibilities of the internal auditor;
- Prepare audit plan and conduct audit as per standards requirements;

**TBS HEADQUARTERS**

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- Report audit findings; and
- Understand how to conduct follow-up audits and evaluate corrective actions with objective evidence of the audits.

### Course requirements

Each student shall have laptop/iPad

### Course assessment and awards

Participant, who attends the course, participates group work, exercises and final test, and **scores 60%** and above of the final course evaluation awarded a **certificate of successful completion**. Otherwise, a participant who **scores less than 60%** of the final course evaluation awarded a **certificate of attendance**. In addition, the participant will be provided with training materials for further reference. Full attendance of participants is required during the course.

### Course fees

The course fee is **TZS 500,000.00 per person for Tanzanians and USD 500 per person for foreigners, non-refundable**. The fee shall cover tuition fee, stationeries, training materials, food and refreshments. Each applicant shall be responsible for his/her own travelling and accommodation expenses.

### Mode of application

Interested applicants are advised to apply for the course through email [researchandtraining@tbs.go.tz](mailto:researchandtraining@tbs.go.tz) and provide the following information:

- Full name of applicant;
- Region and district of applicant;
- Contact (physical address /P. O. Box) of applicant;
- Phone number and email address of applicant; and
- Organization name, TIN number, contact (physical address / P. O. Box), region and district (if any).

### Mode of payment

Course fees shall be paid in full prior to the date of training. Government bill will be issued to applicant.

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## Postponement and cancellation of training course

If a participant fails to attend the training for any reason, the paid course fee will not be refunded. In case the Bureau postpones the training, the applicant will be informed ten (10) days before commencement of the training course together with re-scheduled date.

## Training location and venue

The training will be conducted at **Dodoma - Tanzania**; however, training venue will be communicated to the registered applicants.

For enquiries, contact us through cell phone No. **0800110827** from **Monday to Friday (0730AM - 0400PM)**.

Issued by:

Gladness H. Kaseka

**Public Relations and Marketing Manager**



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