

COURSE OUTLINE

#HACCP360 | MS1480: 2019 HACCP: INTERNAL AUDITING

Programme Overview

Internal Auditing is an essential tool for HACCP Programme verification and as such, a useful skill for all HACCP team members. Through role-play of a CCP operation scenario, participants prepare and practice using an Audit Checklist. Effective communication skills and questioning techniques are emphasized throughout the course. Writing of audit findings is addressed in detail and non-conformities are discussed in a risk-based context. **Course content is based on ISO 19011**, and is applicable internationally to all field of business sectors.

Course Content

- Principles of Auditing
- Specific knowledge according to MS 1480: 2019 HACCP Requirements
- Review on MS 1514: 2009 GMP requirements
- Planning the audit programme
- Implementing the audit programme
- Verification the audit programme
- Improvement on the audit programme
- Selection of the internal auditor
- Maintaining the competency of the internal auditor

Learning Outcomes

- Determine the principles of auditing
- Determine the requirements in HACCP certification
- Method on implementation of HACCP auditing: Develop an Audit Checklist
- Method on handling post auditing activities: Write Non-Conformity Report (NCR)
- Overview on management review meeting activities

Assessment

- Test
- Presentation

Who should attend?

- Managers
- HACCP Coordinator and Team Members
- Fresh Graduate/ QA Executive/ Quality Controller
- And those who involved in the development and implementation of company's food safety system

Duration: One & Half (1.5) Days

COURSE TENTATIVE

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Day 1

TIME	CONTENTS
0900 – 1000	Section A: Introduction Terms & Definitions (ISO19011: 2018) Principles of Auditing
1000-1030	Section B: Managing an Audit Programme Establishing the audit programme, Implementing the audit programme, Monitoring the audit programme & Reviewing and Improving the audit programme
1030 – 1200	Section C: Performing an Audit Initiating the audit, Preparing audit activities, Conducting the audit activities, Preparing and distributing the audit report, Completing the audit & Conducting audit follow-up
1200 – 1300	Section D: Competence and Evaluation of Auditors Auditor competence, Auditor evaluation criteria, Auditor evaluation method, Auditor evaluation & Maintaining and improving auditor competence
1300 – 1400	Lunch Break
1400 – 1420	Brief on the Group Activity 1 & 2
1420 - 1530	Group Activity 1: Develop audit committee team Group Activity 2: Develop internal auditing procedure
1530 – 1545	Brief on the Group Activity 3, 4 & 5
1545 -1630	Group Activity 3: Create audit plan Group Activity 4: Develop audit checklist (audit question) Group Activity 5: Case Study & Writing NCR/ CAR
1630	End of Day 1

Day 2

TIME	CONTENTS
0900 - 1030	Continue Group Discussion
1030 - 1245	Presentation Session
1245 - 1300	Conclusion
1300	End of Programme