

# HACCP Internal Audit

RM1000 ~ Hotel Singgahsana, Petaling Jaya



## Course Objectives

- An understanding of HACCP system requirements and its application
- An understanding of the requirements and importance of Internal Audits within HACCP System
- Understand the responsibilities of Internal Auditors
- Sufficient information and materials to develop and plan an Internal Audit program
- Sufficient skills to conduct Internal Audits (collect and analyze evidence and report the results of an audit)

## Course Contents

### 1. Introduction to Audit

- Definition
- Concepts Of Audit
- Objectives Of Internal Audit
- Types Of Audit
- Responsibilities Of Auditors

### 2. Introduction to HACCP System

- Definitions
- Purpose & Structure of HACCP System
- HACCP System Requirements

### 3. Pre-Audit Activities

- Preparing An Audit Program
- Document Review
- Preparing Audit Checklists
- Preparing Audit Schedule

### 4. On-Site Audit

- Opening Meeting
- Audit Methods
- Gathering Audit Evidence
- Good & Bad Auditing Practices
- Identifying Audit Findings
- Objective Evidence
- Closing Meeting

## Course Timetable

Day 1

<b>Time</b>	<b>Subject</b>
0900	Introduction of Participants, Course Outline, Course Requirements
0915	Chapter 1: Introduction to Audit
<b>1000</b>	<b>Tea Break</b>
1030	Introduction to Audit (con't)
1045	Chapter 2: Introduction to HACCP System
1130	Exercise 1
<b>1300</b>	<b>Lunch</b>
1400	Discussion of Exercise 1
1445	Introduction to HACCP System (con't)
<b>1515</b>	<b>Tea Break</b>
1530	Introduction to HACCP System (con't)
<b>1700</b>	<b>End of Day 1</b>

Day 2

<b>Time</b>	<b>Subject</b>
0900	Chapter 3: Pre-Audit Activities
<b>1000</b>	<b>Tea Break</b>
1030	Exercise 2
1130	Discussion of Exercise 2
<b>1300</b>	<b>Lunch</b>
1400	Chapter 4: On Site Audit
1445	Exercise 3
<b>1515</b>	<b>Tea Break</b>
1530	Discussion of Exercise 3
	Chapter 5: Post-Audit Activities
<b>1700</b>	<b>End of Day 1</b>

## For Whom

This course is design for Quality Managers, Management Representatives, Departmental Head, Auditors and staff responsible for implementing and/or maintaining HACCP Systems.

# HACCP Internal Audit

RM1000 ~ Hotel Singgahsana, Petaling Jaya



## Location Map



---

### Date

28 & 29 February 2012

### Time

9.00 am – 5.00 pm

### Hotel Singgahsana Petaling Jaya

Persiaran Barat Off Jalan Sultan  
46760 Petaling Jaya  
Selangor Darul Ehsan  
Tel : 03-7956 2100  
Fax : 03-7954 2041

---

### Course Fee

**RM 1000 per person**

*Course Fee includes Lunch, Tea-Breaks, Course Notes and Certificate of Completion*

---

### Early Bird and Group

#### Discount

Register at least 2 weeks before the training and enjoy a discounted fee of RM950.

Group of 3 or more participants from the same company will enjoy a 5% discount on the applicable fee

---

# HACCP Internal Audit

RM1000 ~ Hotel Singgahsana, Petaling Jaya



## REGISTRATION FORM *Please (/) your preferred date*

28 & 29 February 2012

### Billing Details

Company Name : \_\_\_\_\_

Contact Person (Mr / Mrs / Ms) : \_\_\_\_\_

Designation : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Company Stamp:

Authorised Signature :

## PARTICIPANT(S) DETAILS

### Participant 1

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

### Participant 2

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

### Participant 3

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

### Method of Payment

Kindly select the method of payment on the following:

- ( ) Pay the 1 week before the training  
( ) By bank transaction  
( ) By courier / by post

Bank Draft/Cheque No

RM

- ( ) Pay during the training

- ( ) HRDF-SBL claimable

Application is subject to PSMB approval. You may submit the application with this brochure, together with the programme agenda and speaker's profile which we will provide to you upon request once you have registered.

## ADMINISTRATIVE DETAILS

### CONTACT PERSON

Ms YY Lee / Mrs Nor Aini Bahrom  
Tel: 03-6241 5211 / 016-226 4799 /  
012-278 666  
Fax: 03-6259 5455  
Email: yylee@cammgnt.com /  
admin@cammgnt.com

### ADDRESS

**CAMBRIDGE MANAGEMENT SDN BHD**  
No. 33-3A-1 Jalan Metro Perdana Barat 1,  
Taman Usahawan Kepong Utara, 52100  
Kuala Lumpur

### COURSE FEE

Normal fee – RM1000  
Group Discount – 5% (3 or more participants  
from the same company)

### REGISTRATION

Complete the Registration Form  
and fax or email for reservation. All  
registrations will be confirmed **ONE WEEK**  
before the commencement of the course.

### PAYMENT

Payment of fee must be made **PRIOR** to  
commencement of the programme.

Crossed cheques should be made payable to  
“**CAMBRIDGE MANAGEMENT SDN  
BHD**” or bank-in payment to **Maybank  
Account No. 5-12389-117631**.

Please fax the bank-in slip with your  
company's name to 603-6259 5455 as proof  
of payment.

### CANCELLATION

Once a registration is confirmed, no  
cancellation will be allowed. If the registered  
delegate is unable to attend, a substitute is  
allowed and please inform us in writing via fax  
or email. Confirmed delegate who failed to  
attend and last minute cancellation is liable for  
the entire fee of the training.

### CONFIRMATION

You will receive an invoice indicating course  
fee and seminar date. Check it for accuracy.

### DISCLAIMER

CAMBRIDGE MANAGEMENT reserves the  
right to change the speaker, date and to  
cancel the programme should circumstances  
beyond the company control arise. CAMBRIDGE MANAGEMENT also reserves  
the right to make alternative arrangements  
without prior notice should it be necessary to  
do so.

**“ALL TRAININGS ARE 100%  
HRDF CLAIMABLE UNDER  
SBL SCHEME”**