

ISO 22000:2005

Food Safety Management System Internal Audit



RM1000 ~ Hotel Singgahsana, Petaling Jaya

Course Objectives

- An understanding of ISO 22000: 2005 requirements and its application
- An understanding of the requirements and importance of Internal Audits within a Food Safety Management 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 FOOD SAFETY MANAGEMENT SYSTEM

- Definitions
- Purpose & Structure of Food Safety Management System
- ISO 22000: 2005 Food Safety Management 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

5. POST AUDIT ACTIVITIES

- Preparing Audit Report
- Approving And Distributing The Audit Report
- Retention Of Audit Records
- Conducting Audit Follow Up
- Corrective Action

Course Timetable

Day 1

Time	Subject
0900	Introduction of Participants, Course Outline, Course Requirements
0915	Chapter 1: Introduction to Audit
1030	Tea Break
1045	Introduction to Audit (con't)
1130	Chapter 2: Introduction to Food Safety Management System
1230	Lunch
1330	Exercise 1
1415	Discussion of Exercise 1
1445	Introduction to Food Safety Management System (con't)
1515	Tea Break
1530	Introduction to Food Safety Management System (con't)
1700	End of Day 1

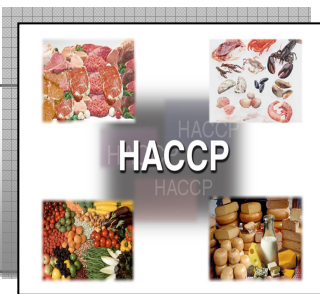
Day 2

Time	Subject
0900	Chapter 3: Pre-Audit Activities
1030	Tea Break
1045	Exercise 2
1130	Discussion of Exercise 2
1230	Lunch
1330	Chapter 4: On Site Audit
1430	Exercise 3
1515	Tea Break
1530	Discussion of Exercise 3
1600	Chapter 5: Post-Audit Activities
1700	End of Day 1

For Whom

Top Management, Quality Managers, Management Representatives, Departmental Head, Auditors and staff responsible for implementing and/or maintaining the Food Safety Management Systems

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Location Map



Date

11 & 12 January 2012
12 & 13 March 2012
9 & 10 May 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

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REGISTRATION FORM *Please (/) your preferred date*

11 & 12 January 2012 12 & 13 March 2012 9 & 10 May 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

() Pay during the training

Bank Draft/Cheque No

RM

() 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”**