

HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) AWARENESS AND INTERNAL AUDIT

DATE: 14-15 May / 24-25 September / 2-3 December 2025 **DURATION:** 2 Days
FEE: RM 880 **HRD CORP SCHEME:**
HRD Corp Claimable Courses

PROGRAM OVERVIEW

HACCP is based on the principle that hazards affecting food safety can be either eliminated or minimized by prevention during production rather than by inspection of the finished product. Its goal is to prevent hazards at the earliest possible point in the food chain. The HACCP approach can be applied right from harvest to the point of consumption. Adding HACCP to traditional inspection and quality control activities would lead to a preventive quality assurance system in a company. Companies using the HACCP system will be able to provide greater confidence about food safety to consumers as well as to food regulatory authorities. In many food processing industries established ways of operating, including methods of food processing and handling have become entrenched. The application of HACCP may require a fundamental change in the culture or attitudes of those involved in food processing.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- To identify the basic concepts of HACCP to control food hazards.
- To understand seven HACCP Principles used to establish and develop effective plan to prevent, eliminate and reduce hazards in food.
- To ensure understanding on carrying out auditing related to HACCP Principles and ensuring ongoing compliance during validity of certification.
- To ensure verification procedure and correct assessment techniques is applied ensuring effective corrective action is taken to maintain food safety.

METHODOLOGY

- Presentation by instructor
- Individual and Team Exercises
- Group discussion
- Case studies and simulation

WHO SHOULD ATTEND

- Mid/Senior Level Manager
- First Level Manager
- Executive/ Supervisory
- Non-Executive

FACILITATOR

Nasra Naturhana Binti Ahmad Suhaimi

She earned her Bachelor Degree specializing in Food Biotechnology from Universiti Sains Islam Malaysia (USIM) and completed her final year internship at Nutrition and Product Development Department at Malaysia Palm Oil Board (MPOB). She began to be actively involved in the food industry as a Training Assistant (and quickly rose in rank to Senior status), and also assumed the role as a Food Technologist. To date she has conducted more than 50 Halal Sessions (adding value to 900 people in halal areas alone) and more than 5000 people in food safety and halal area since 2013.

PROGRAM CONTENT

Module 1

Introduction to HACCP?

- The importance of HACCP in the Food Industry
- HACCP terms and definition

Module 2

Overview on pre-requisite programme (PRP)

Module 3

7 HACCP Principles

Hazards/Contaminations categories in food safety approach

- Physical
- Biological
- Chemical
- Allergen

Module 4

How to construct and implement HACCP Plan

- Identification of hazards and establishing preventive measures
- Identification of CCPs using decision trees for raw materials and processing
- Establishing critical limits
- Establishing corrective actions
- Establishing monitoring procedures
- Establishing verification procedures
- Establishing record keeping and documentation

Working example of HACCP Plan

Module 5

Managing Product Recall and Complains

Module 6

Introduction to Internal Audit

- Comparison of Internal & External Audit
- Audit vs Inspection
- Types of Audit

Module 7

Review on HACCP Plan and Principles

Module 8

Audit & Verification Activities

- Auditing Techniques & Skills
- Auditor, Auditee & Management Roles

Module 9

Audit / Verification Process Flow and Stages

- Preliminary
- Gathering Information
- Carry Out
- Decisions on Preliminary Report
- Final Report
- Follow-up
- Records

Module 10

Develop HACCP Audit Checklist

- Workshop
- Presentation

Module 11

Corrective Action & Managing problem in food safety approach

Review and Summary

PROGRAM SCHEDULE

Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 2 & 3
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 4
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 4 (<i>Continue</i>)
		End of the day

Day 2

9:00am - 10:30am	:	Module 5 & 6
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 7 & 8
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 9
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 10 & 11
		End of the day

