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F A X

To :
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Total Page/s : 4

**Program 1: ADVANCED HACCP IMPLEMENTATION & DOCUMENTATION
REVIEW TRAINING (12-13 JULY 2010)**

**Program 2: AUDITING SKILLS & AUDITOR COMPETENCY TRAINING
(14-15 JULY 2010)**

at

Institut Pengurusan Veterinar, Cheras, Kuala Lumpur

Jointly organized with

Department of Veterinary Services (DVS) Malaysia

Urgent

For Review

Please Comment

Please Reply

The above matter refers.

In view of overwhelming response from our previous training sessions and the food industry, we will be organizing **further training sessions** on “ **Advanced HACCP Implementation & Documentation Review Training**” on **12-13 July 2010** and “**Auditing Skills & Auditor Competency Training**” on **14 – 15 July 2010** at Institut Penyelidikan Veterinar (IPV), Cheras, Kuala Lumpur to accommodate more participants to attend.

We would like to extend our invitation to you to participate in this training workshop, in particular to support your existing HACCP/VHM certification as a continual improvement program. Our registration dateline for this training will be on 21 June 2010. Please note that this training is 100% HRD claimable.

We enclosed herewith a copy of our brochure for your kind consideration and registration. Please check the group discount available. We shall look forward to your enthusiastic participation.

Should you require information, please do not hesitate to contact us at 03-21426884 (Ms Kristin / Ms Anna/ Ms Rozie or at 012-2037882-Ms Kristin).

Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kristin Chin', written over a light blue horizontal line.

Kristin Chin
Director

ADVANCED HACCP IMPLEMENTATION & DOCUMENTATION REVIEW TRAINING
12-13 JULY 2010 AT INSTITUT PENGURUSAN VETERINAR, CHERAS, KUALA LUMPUR

A TWO DAYS COMPREHENSIVE TRAINING WORKSHOP

INTRODUCTION

The application of HACCP principles not only allows food businesses to identify and control the critical points in their manufacturing processes but also offers an opportunity to improve the integrity of the control systems used. This workshop offers participants the knowledge to assess their own HACCP systems and to identify areas within the HACCP Plan where amendment / upgrading may benefit the company's overall food safety program.

COURSE OBJECTIVES

Upon completion of this training programme, participants will be able to :

- Integrate both food safety with quality systems in the relevant food industry sector (a brief introduction to ISO 22000 Food Safety Management System will be presented)
- Define the philosophy & principles of food safety management system
- Define the methods of effective implementation and monitoring
- How to perform effective Validation and Verification program
- How to improve on internal and external audit findings and evaluate the relevance of your Food Safety Objectives in meeting your business goals
- How to evaluation your documentation to ensure it meets auditing requirement.

TARGET PARTICIPANT

This programme is targeted to personnel across the organization that are involved in the implementation and auditing the Food Safety Programme (FSP).

- 1) Top Management (Management Representatives)
- 2) HACCP team members (QA/QC, R&D, Production, Purchasing, Human Resource, Maintenance, Logistic)
- 3) Key Management Personnel.

It is suitable for both Management, Supervisors and Operational level of staffs.

COURSE CONTENT

This two (2) days programme will cover the following topics :

- Refresher on HACCP Principles.
- Codex Guideline: The 12 important implementation steps and its practical application.
- Assessing HACCP systems – tools & technique to be used.
- Common issues and problems encountered during CCP monitoring.
- Practical application of HACCP principles.
- Methods of effective implementation.
- How to perform a documentation review for your existing system prior audit
- Overcoming the barriers to effective HACCP Implementation

HIGHLIGHTS

A total of three (3) workshops will be conducted to facilitate group discussion. This hands-on session is to ensure in-depth participation to maximise participants' understanding.

COURSE CONDUCT

This training programme is conducted and facilitated in various ways :

- Theory / Audio Visual Aids
- Practical/ Workshop Sessions
- Discussion Groups / Presentation of Case Studies

PSMB CLAIMABLE

Qualified companies can apply up to 100% reimbursement from HRDF under SBL Scheme.

Dateline for Registration : 21 June 2010

TO REGISTER

Kindly complete and fax the reply form to : **03-2142 6885**
and post your cheque to be made payable to :

QUANTUM FOOD ACADEMY SDN BHD
Any enquiries can be addressed to :
Ms Anna/ Ms Rozie at
tel : 03-2142 6884
or Ms Kristin (012-203 7882)



Website : www.quantumfood.com.my

Email : kristin.chin@quantumfood.com.my

AUDITING SKILLS & AUDITOR COMPETENCY TRAINING
14-15 JULY 2010 AT INSTITUT PENGURUSAN VETERINAR, CHERAS, KUALA LUMPUR

A TWO DAYS COMPREHENSIVE TRAINING WORKSHOP

INTRODUCTION

The Auditing Skills & Auditor Competency Training Course is designed for personnel who are required to conduct first party (or internal) audits within their own businesses as well as to be trained in conducting supplier audit in the Supplier Quality Assurance Programme (SQA).

ISO 19011:2002 requires that internal audits are carried out by appropriately trained and competent auditors. With this in mind, this 2-day intensive audit workshop is aimed at providing an overview and study of the auditing protocol. It introduces the theory of internal auditing and provides practical experience in obtaining objective evidence from an audit trail.

This workshop covers every aspect needed to set up and audit program i.e. from planning, preparation of checklists and overcoming problems. The course is aimed primarily for personnel having responsibility to perform internal audit, as well as to assist those who deals with the management of the audit process or those on the receiving end of an audit. No previous experience of auditing is necessary.

WORKSHOP CONTENTS

- Introduction to process-based approach to auditing
- How to plan & perform audit on HACCP system & prerequisites program
- Developing and using audit checklist
- Auditing to a standard (utilising ISO 19011:2002)
- Audit skills, interview techniques and how to develop competency
- Dealing with difficult auditees
- Obtaining objective evidence – sampling and document review
- Post audit activity and reporting
- Reporting and closing non-conformances

Participants who have successfully completed this training course will be able to conduct and assess their own plant audit prior to the verification audit from the certification body/inspection authority.

TARGET PARTICIPANT

This programme is targeted to personnel across the organization that are involved in the implementation and auditing the Food Safety Programme (FSP).

- 4) Top Management (Management Representatives)
- 5) HACCP team members (QA/QC, R&D, Production, Purchasing, Human Resource, Maintenance, Logistic)
- 6) Key Management Personnel.

It is suitable for both Management, Supervisors and Operational level of staffs.

COURSE CONTENT

This two (2) days programme will cover the above topics.

COURSE CONDUCT

This training programme is conducted and facilitated in various ways:

- Theory / Audio Visual Aids
- Practical / Workshop Sessions
- Discussion Groups / Presentation of Case Studies

A total of four (5) workshops will be conducted to facilitate group discussion. This hands-on session is to ensure in-depth participation to maximise participants' understanding.

HIGHLIGHTS

A total of four (4) workshops will be conducted to facilitate group discussion. This hands-on session is to ensure in-depth participation to maximise participants' understanding.

PSMB CLAIMABLE

Qualified companies can apply up to 100% reimbursement from HRDF under SBL Scheme.

Dateline for Registration : 21 June 2010

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