



## **GMP COMPLIANCE PLAN LAYOUT TRAINING**



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**Course Title:** GMP Compliance Plan Layout Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training provides participants with a comprehensive understanding of how to design, develop, and implement a complete GMP Compliance Plan Layout based on MS 1514:2022 and general Good Manufacturing Practice principles. The course guides participants through structural requirements, documentation formats, compliance matrices, monitoring systems, internal inspection programmes, verification activities and GMP improvement tools. Participants will learn to build a functional GMP compliance framework suitable for food manufacturers, processors, warehouses and related industries.

## **OBJECTIVE(S):**

- Understand key requirements of GMP under MS 1514:2022.
- Learn how to develop an effective GMP Compliance Plan Layout.
- Build a structured compliance matrix for facilities, equipment, personnel & processes.
- Develop GMP documentation including PRPs, procedures, forms & inspection checklists.
- Establish monitoring, verification & corrective action mechanisms.
- Strengthen capability to implement and maintain GMP compliance across operations.

**TARGET GROUP(S):**

- QA/QC Personnel
- Food Safety Team Members
- Production & Operations Supervisors
- Internal Auditors
- Food Manufacturers, Handlers & Processors
- Anyone responsible for GMP planning and implementation

**ENTRY REQUIREMENT(S):**

- Able to read, write, and communicate in Malay/English

**TOPIC(S):**

1. Overview of GMP & MS 1514:2022
2. Components of a GMP Compliance Plan
3. GMP Requirements Compliance Matrix
4. Facility & Equipment Compliance Planning
5. Personnel Hygiene & PRP Planning
6. Cleaning, Sanitation & Pest Control Programmes
7. Allergen Management & Cross-Contamination Controls
8. Supplier, Raw Material & Storage Compliance Requirements
9. Documentation Structure: SOPs, Forms & Records
10. Monitoring, Verification & Internal Inspection Plans
11. CAPA & GMP Improvement Planning
12. Developing a Full GMP Compliance Plan Layout (Workshop)

**LIST OF REFERENCE BOOK(S):**

- MS 1514:2022 GMP Standard
- Codex General Principles of Food Hygiene
- Food Industry GMP Guidelines

**LIST OF TEACHING AID(S):**

- LCD projector
- Computer
- Whiteboard with accessories

**METHODOLOGY(S):**

- Lecture
- Group discussions
- Case studies
- Hands-on GMP layout workshop

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 9:45 am	Topic 1: GMP Requirements & MS 1514 Overview
9:45 am – 10:30 am	Topic 2: Components of a GMP Compliance Plan Layout
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 3: GMP Compliance Matrix Structure
11:30 am – 12:30 pm	Topic 4: Facility, Layout & Equipment Compliance Planning
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 5: Personnel Hygiene, Cleaning & PRP Planning
2:30 pm – 3:30 pm	Topic 6: Pest Control, Allergen & Chemical Management
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Workshop: Designing a GMP Compliance Matrix

## TRAINING SCHEDULE

### Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: Supplier, Raw Material & Storage Compliance
9:45 am – 10:30 am	Topic 8: Process Control & Production Monitoring
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 9: GMP Documentation – SOPs, Forms & Records
11:30 am – 12:30 pm	Topic 10: Internal Inspection, Verification & Monitoring Plans
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 11: Corrective Actions, Root Cause & GMP Improvement
2:30 pm – 3:30 pm	Topic 12: Developing a Full GMP Compliance Plan Layout
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Final Workshop: Presenting the GMP Compliance Plan