C-TPAT INTERNAL AUDITOR TRAINING

Course Title: C-TPAT Internal Auditor Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION:

This training provides participants with the skills needed to plan, conduct and report internal audits based on C-TPAT Minimum Security Criteria (MSC). It focuses on evaluating supply chain security controls, identifying gaps, assessing risks and verifying compliance across facilities, processes and business partners. Through case studies, audit exercises and simulations, participants will gain practical competency to perform effective security audits and support C-TPAT validation readiness.

OBJECTIVE(S):

- Understand C-TPAT internal audit requirements.
- Learn audit principles, ethics and auditor responsibilities.
- Develop audit plans, checklists and sampling methods.
- Conduct internal audits across facilities, supply chain flows and partners.
- Evaluate compliance with C-TPAT MSC requirements.
- Identify gaps, nonconformities and security vulnerabilities.
- Prepare clear audit findings and follow-up corrective actions.
- Strengthen organisational readiness for C-TPAT validation.

TARGET GROUP(S):

- Internal auditors

- Supply chain and logistics personnel

- Compliance and security officers

- Warehouse, distribution and transport staff

- Risk management and quality assurance teams

- Vendors and external service partners

ENTRY REQUIREMENT(S):

- Able to read and communicate in Malay/English

TOPIC(S):

1. Introduction to C-TPAT Internal Auditing

2. Audit Principles, Ethics and Auditor Competency

3. Understanding C-TPAT MSC as Audit Criteria

4. Audit Planning, Checklist Development and Documentation Review

5. Conducting Security Audits Across Supply Chain Operations

6. Identifying Nonconformities and Security Vulnerabilities

7. Audit Reporting, Corrective Action and Follow-Up

8. Audit Simulation, Evidence Gathering and Practical Assessment

LIST OF REFERENCE BOOK(S):

- C-TPAT Minimum Security Criteria

- ISO 19011:2018 Auditing Guidelines

- Supply chain security and compliance references

LIST OF TEACHING AID(S):

- LCD projector

- Computer

- Whiteboard with accessories

- Flip chart with accessories

- Audit checklists and C-TPAT templates

METHODOLOGY(S):

- Lecture

- Case studies

- Group discussions

- Audit simulation and role-play

- Documentation review

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: C-TPAT Internal Audit Overview
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 2: Audit Principles, Ethics and Auditor Competency
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 3: Understanding C-TPAT MSC as Audit Criteria
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 4: Audit Planning and Checklist Development

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TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Conducting Security Audits Across Operations
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 6: Identifying Nonconformities & Vulnerabilities
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 7: Audit Reporting & Corrective Action Follow-Up
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 8: Audit Simulation & Practical Assessment