



## **RBA VAP (VALIDATED ASSESSMENT PROGRAM) READINESS TRAINING**



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

**Course Title:** RBA VAP (Validated Assessment Program) Readiness Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training prepares organisations for the RBA Validated Assessment Program (VAP), the industry's most recognised social, environmental and ethical compliance audit. The programme provides in-depth understanding of VAP requirements, scoring methodology, evidence expectations, auditor techniques and common non-conformance areas. Participants will learn how to conduct internal assessments, close gaps, prepare documentation and ensure operational readiness before a VAP audit. Practical workshops help participants build robust compliance systems aligned with RBA's five main pillars.

## **OBJECTIVE(S):**

- Understand the structure, purpose and process of the RBA VAP audit
- Learn VAP scoring, findings categories and performance indicators
- Understand documentation and evidence expectations for each requirement
- Identify common non-conformances and audit red flags
- Learn how to conduct internal VAP-style assessments and close gaps
- Strengthen readiness for customer, external and VAP auditor evaluations

**TARGET GROUP(S):**

- Compliance and sustainability teams
- HSE, HR & administrative personnel
- QA/QC and supplier quality teams
- Procurement and supply chain personnel
- Managers, executives and supervisors
- Manufacturers and suppliers under RBA requirements

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Introduction to RBA VAP and Audit Framework
2. VAP Scoring, Categories and Non-Conformance Classifications
3. Documentation Review Requirements and Evidence Preparation
4. Labour Section: Key Risks, Checks and Required Controls
5. Health & Safety Section: Requirements, Controls and Auditor Expectations
6. Environmental Section: Compliance Requirements and Evidence
7. Ethics Section: Integrity, Anti-Corruption and Responsible Business Practices
8. Management Systems Section: Policies, Training, Monitoring and Improvement
9. Internal VAP Assessment, Gap Identification and CAPA Development
10. VAP Auditor Techniques, Site Walkthrough and Mock Readiness Evaluation

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

- RBA VAP Operations Manual (Latest Version)
- RBA Code of Conduct
- Labour, HSE and Environmental Compliance Guidelines
- Ethics and Anti-Corruption Standards

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

- LCD projector
- Computer
- Whiteboard with accessories

**METHODOLOGY(S):**

- Lecture
- Group discussions
- Case studies
- Audit simulation workshop

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Understanding RBA VAP Structure & Purpose
9:45 am – 10:30 am	Topic 2: VAP Scoring Methodology & NC Classifications
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 3: Evidence Requirements & Documentation Review
11:30 am – 12:30 pm	Topic 4: Labour Section – Key Issues & Controls
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 5: Health & Safety – Auditor Expectations & Evidence
2:30 pm – 3:30 pm	Topic 6: Environmental Requirements & VAP Checks
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Workshop: Identifying Gaps Using VAP Checklist

## 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: Ethics Section – Integrity & Business Conduct
9:45 am – 10:30 am	Topic 8: Management Systems – Policies, Monitoring & Improvement
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 9: Conducting Internal VAP Assessments & Gap Closure
11:30 am – 12:30 pm	Topic 10: Preparing for Auditor Walkthrough & VAP Readiness
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Readiness Simulation: Document Review & Evidence Evaluation
2:30 pm – 3:30 pm	Readiness Simulation: Site Tour, Interviews & NC Identification
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Final Workshop: CAPA Planning & Readiness Roadmap