



GMP INTERNAL AUDITING TRAINING



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Course Title: GMP Internal Auditing Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with the knowledge and skills required to conduct internal audits for Good Manufacturing Practice (GMP) based on MS 1514:2022 and ISO 19011:2018 guidelines. The course covers auditor competencies, audit planning, checklist development, GMP requirement auditing, evidence gathering, documentation review, nonconformity reporting, corrective action evaluation, and verification processes. Participants will learn how to perform structured and effective GMP audits to support continuous improvement and compliance.

OBJECTIVE(S):

- Understand GMP requirements from MS 1514:2022 from an auditor's perspective.
- Learn ISO 19011 auditing principles, auditor roles & competencies.
- Develop skills in GMP audit planning, execution & reporting.
- Audit key GMP components including hygiene, facility controls, sanitation, pest control & personnel practices.
- Identify nonconformities and write clear, evidence-based findings.
- Evaluate corrective actions and verify effectiveness of GMP compliance improvements.
- Strengthen organisational readiness for regulatory and certification audits.

TARGET GROUP(S):

- Internal Auditors
- QA/QC Personnel
- Production & Operations Supervisors
- Food Safety Team Members
- Food Manufacturers, Processors & Handlers
- Anyone involved in GMP audits

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Overview of GMP & MS 1514:2022 Requirements
2. ISO 19011 Auditing Principles
3. Auditor Competence, Responsibilities & Ethics
4. Internal Audit Programme & Risk-Based Planning
5. Developing GMP Audit Checklists
6. Auditing Facility & Equipment Conditions
7. Auditing Personnel Hygiene & PRPs
8. Auditing Cleaning, Sanitation & Pest Control
9. Auditing Allergen, Chemical & Contamination Controls
10. Auditing Documentation, Records & Traceability
11. Identifying Nonconformities (NC) & Writing Correct Findings
12. Corrective Action, Verification & Audit Follow-Up
13. GMP Internal Audit Simulation (Practical Exercise)

LIST OF REFERENCE BOOK(S):

- MS 1514:2022 GMP Standard
- ISO 19011:2018
- Codex General Principles of Food Hygiene

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Practical internal audit simulation

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 Overview
9:45 am – 10:30 am	Topic 2: ISO 19011 Auditing Principles & Competency
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Internal Audit Programme & Planning
11:30 am – 12:30 pm	Topic 4: Developing GMP Audit Checklists
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Auditing Facility, Equipment & Utilities
2:30 pm – 3:30 pm	Topic 6: Auditing Personnel Hygiene & PRPs
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Workshop: Preparing GMP Audit 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: Auditing Cleaning, Sanitation & Pest Control
9:45 am – 10:30 am	Topic 8: Auditing Allergen, Chemical & Environmental Controls
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 9: Auditing Documentation, Records & Traceability
11:30 am – 12:30 pm	Topic 10: Writing Nonconformities & Objective Evidence
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 11: Corrective Actions, Root Cause & Verification
2:30 pm – 3:30 pm	Topic 12: Conducting Opening & Closing Meetings
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Final Simulation: GMP Internal Audit & Reporting