MS 1480 HACCP DOCUMENTING TRAINING

Course Title: MS 1480 HACCP Documenting Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with a detailed understanding of documentation requirements under MS 1480:2019 HACCP. The course covers the creation, control, and maintenance of all HACCP-related documents, including prerequisite program (PRP) procedures, HACCP plans, monitoring forms, verification records, flow diagrams, hazard analysis worksheets, CCP/OPRP records, and traceability documentation. Participants will learn how to structure effective documentation systems to ensure food safety compliance and readiness for HACCP certification.

OBJECTIVE(S):

- Understand MS 1480:2019 documentation and record requirements.
- Learn how to develop HACCP documentation structure (procedures → forms → records).
- Document PRPs such as cleaning, hygiene, pest control, allergen management & supplier control.
- Develop hazard analysis worksheets, CCP determination records, and monitoring forms.
- Learn documentation for verification, validation, recall, traceability & corrective actions.
- Build competence to prepare and maintain HACCP documentation for certification.

TARGET GROUP(S):

- QA/QC Executives

- HACCP Team Leaders & Members

- Food Safety Documentation Controllers

- Production & Operations Personnel

- Internal Auditors

- Anyone responsible for HACCP documentation

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Overview of MS 1480:2019 Documentation Requirements

2. Documentation Hierarchy (Policies, Procedures, Forms, Records)

3. Document Control (Approval, Revision, Issue Control)

4. PRP Documentation (Cleaning, Hygiene, Pest, Allergen, Water, Supplier)

5. Flow Diagrams & On-Site Verification Records

6. Hazard Identification & Risk Assessment Worksheets

7. CCP/OPRP Determination Records

8. Monitoring & Corrective Action Forms

9. Verification & Validation Documentation

10. Recall & Traceability Documentation Requirements

11. Record Retention, Retrieval & Control

12. Practical Documentation Development Workshop

LIST OF REFERENCE BOOK(S):

- MS 1480:2019 Standard
- Codex HACCP Guidelines
- Food Industry Regulatory Documentation

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Development workshop

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TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 9:45 am	Topic 1: HACCP Documentation Requirements
9:45 am – 10:30 am	Topic 2: Documentation Structure & Hierarchy
10:30 am – 10:45 am	**Morning Tea Break**
10:45 am – 11:30 am	Topic 3: Document Control Processes
11:30 am – 12:30 pm	Topic 4: PRP Documentation Requirements
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 2:30 pm	Topic 5: Flow Diagrams & On-Site Verification Documentation
2:30 pm – 3:30 pm	Topic 6: Hazard Analysis Worksheets Development
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Workshop: Developing PRP Procedures & HACCP Forms

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: CCP/OPRP Determination Records
9:45 am – 10:30 am	Topic 8: Monitoring, Deviation & Corrective Action Forms
10:30 pm – 10:45 am	**Morning Tea Break**
10:45 am – 11:30 am	Topic 9: Verification & Validation Documentation
11:30 am – 12:30 pm	Topic 10: Recall, Traceability & Product Withdrawal Records
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 2:30 pm	Topic 11: Record Control, Retrieval & Retention
2:30 pm – 3:30 pm	Topic 12: Documentation Maintenance for HACCP Certification
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Final Workshop: Creating a Complete HACCP Documentation Set