



ISO 22000:2018 INTERNAL AUDITING 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: ISO 22000:2018 Internal Auditing Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training equips participants with the competencies required to plan, conduct, report, and follow up internal audits on Food Safety Management Systems (FSMS) based on ISO 22000:2018. Participants will learn ISO 19011 auditing principles, food safety requirements, PRPs, OPRPs, HACCP controls, and operational process auditing. The course includes practical exercises, evidence collection techniques, writing nonconformities, and evaluating corrective actions to support continual improvement and certification readiness.

OBJECTIVE(S):

- Understand ISO 22000:2018 requirements from an auditor's perspective.
- Learn ISO 19011:2018 auditing principles and auditor competencies.
- Plan and conduct effective internal audits for FSMS operations.
- Audit PRPs, OPRPs, CCPs, hazard analysis, and food safety controls.
- Identify nonconformities and write clear, evidence-based audit findings.
- Evaluate corrective actions and verify effectiveness.
- Strengthen organizational readiness for ISO 22000 certification audits.

TARGET GROUP(S):

- Internal Auditors
- QA/QC Executives
- Food Safety Team Leaders & Members
- Production & Operations Personnel
- Food Manufacturers, Distributors & Retailers

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English
- Basic knowledge of food safety is an advantage

TOPIC(S):

1. Introduction to ISO 22000:2018 Requirements
2. ISO 19011 Auditing Principles & Competency Requirements
3. Internal Audit Programme & Risk-Based Planning
4. Developing FSMS Audit Checklists
5. Auditing PRPs & Operational Controls
6. Auditing HACCP: Hazard Analysis, CCPs & OPRPs
7. Auditing Process Controls, Monitoring & Traceability
8. Auditing Verification, Validation & Performance Evaluation
9. Writing Nonconformities & Objective Evidence
10. Corrective Actions & Root Cause Analysis
11. Conducting Audit Meetings (Opening & Closing)
12. Internal Audit Simulation & Reporting

LIST OF REFERENCE BOOK(S):

- ISO 22000:2018 Standard
- ISO 19011:2018 Auditing Guidelines
- Codex HACCP Guidelines

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: Overview of ISO 22000:2018 Requirements
9:45 am – 10:30 am	Topic 2: ISO 19011 Auditing Principles & Competence
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 FSMS Audit Checklists
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Auditing PRPs & Operational Controls
2:30 pm – 3:30 pm	Topic 6: Auditing Hazard Analysis, CCPs & OPRPs
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Workshop: Preparing the FSMS 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 Monitoring, Verification & Validation
9:45 am – 10:30 am	Topic 8: Auditing Traceability & Recall Processes
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 9: Writing Nonconformities & Objective Evidence
11:30 am – 12:30 pm	Topic 10: Root Cause Analysis & Corrective Actions
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 11: Conducting Opening & Closing Meetings
2:30 pm – 3:30 pm	Topic 12: Internal Audit Simulation (Practical Exercise)
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Final Workshop: Audit Reporting & Follow-Up