



ISO 22000:2018 DOCUMENTING 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 Documenting Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION This course provides participants with a complete understanding of ISO 22000:2018 documentation requirements and how to develop, implement, and maintain documented information for a Food Safety Management System (FSMS). The training focuses on documentation structure, mandatory and supporting procedures, PRPs, HACCP documentation, monitoring records, verification activities, and traceability documents. Participants will learn how to write clear procedures, develop HACCP records, control documents, and compile evidence required for certification.

OBJECTIVE(S):

- Understand ISO 22000:2018 documentation and record requirements.
- Learn how to develop an FSMS documentation structure
- Understand PRP, OPRP, CCP, and HACCP-related documentation.
- Learn traceability, monitoring, verification, and validation documentation requirements.
- Strengthen document control processes including approval, revision control, retention & access.
- Develop practical competency to create and maintain documents required for ISO 22000 certification.

TARGET GROUP(S):

- QA/QC Executives
- Food Safety Team Leaders & Members
- Operations & Production Staff
- Internal Auditors
- Food Industry Documentation Controllers
- Anyone responsible for FSMS documentation

ENTRY REQUIREMENT(S):

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

TOPIC(S):

- 1.Introduction to ISO 22000 Documentation Requirements
- 2.Documentation Structure (Policy, Manual, Procedures, PRPs, HACCP Records)
- 3.Document Control Requirements (Approval, Revision, Versioning)
- 4.Mandatory FSMS Procedures & Supporting Documents
- 5.PRP Documentation (Cleaning, Pest Control, Allergen, Supplier Management)
- 6.HACCP Documentation (Flowcharts, Hazard Analysis, CCP Determination)
- 7.OPRP & CCP Monitoring Records
- 8.Traceability, Recall, and Incident Documentation
- 9.Verification & Validation Documentation
- 10.Record Control, Retention & Traceability Requirements
- 11.Writing Effective Procedures & Forms
- 12.Practical Documentation Workshop

LIST OF REFERENCE BOOK(S):

- ISO 22000:2018 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
- Documentation development workshop

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 9:45 am	Topic 1: ISO 22000 Documentation Requirements Overview
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: FSMS Document Control Requirements
11:30 am – 12:30 pm	Topic 4: Mandatory FSMS Procedures
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: PRP Documentation Requirements
2:30 pm – 3:30 pm	Topic 6: HACCP Documentation (Flowchart, Hazard Analysis)
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Workshop: Developing PRP Procedures & Forms

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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 Monitoring Records
9:45 am – 10:30 am	Topic 8: Traceability, Recall & Incident Documentation
10:30 am – 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: Record Control & Retention Requirements
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 11: Writing Effective SOPs, Work Instructions & Forms
2:30 pm – 3:30 pm	Topic 12: Documentation Maintenance for Certification
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Final Workshop: Creating a Complete ISO 22000 Documentation Set