



RBA INTERNAL AUDITOR TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

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Course Title: RBA Internal Auditor Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training equips participants with the knowledge and skills needed to perform internal audits based on the Responsible Business Alliance (RBA) Code of Conduct. The programme covers audit principles, audit planning, conducting audits, gathering evidence, writing findings and developing corrective action plans. Participants will learn to assess compliance across Labour, Health & Safety, Environment, Ethics and Management Systems while ensuring readiness for customer assessments and RBA Validated Assessment Program (VAP) requirements.

OBJECTIVE(S):

- Understand RBA Code of Conduct requirements in detail
- Learn internal audit principles, processes and best practices
- Develop skills to plan, conduct and report RBA internal audits
- Learn how to evaluate evidence, identify gaps and document findings
- Understand CAPA development, verification and effectiveness review
- Strengthen readiness for RBA VAP audits and customer compliance assessments

TARGET GROUP(S):

- Internal auditors
- Compliance and sustainability teams
- HSE and HR personnel
- QA/QC and supplier quality teams
- Procurement and supply chain personnel
- Supervisors, executives and managers

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Overview of RBA Code of Conduct and Audit Requirements
2. Internal Audit Principles, Roles and Responsibilities
3. Understanding Labour, HSE, Environmental and Ethics Requirements
4. RBA Audit Planning, Risk Assessment and Audit Programme
5. Conducting RBA Internal Audits: Interviews, Records and Site Inspection
6. Evidence Collection, Verification and Documentation
7. Identifying Non-Conformance and Categorisation
8. Writing Audit Findings and Effective Audit Reporting
9. Corrective Action Plans, Root Cause Analysis and Follow-Up
10. Preparing for RBA VAP Audits and Customer Assessments

LIST OF REFERENCE BOOK(S):

- RBA Code of Conduct (Latest Version)
- Internal Auditing Guidelines
- RBA VAP Operations Manual
- Labour, HSE and Environmental Compliance 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 Code of Conduct |
| 9:45 am – 10:30 am | Topic 2: Internal Audit Principles & Auditor Competency |
| 10:30 am – 10:45 am | Morning Tea Break |
| 10:45 am – 11:30 am | Topic 3: Audit Planning, Programme Development & Scope |
| 11:30 am – 12:30 pm | Topic 4: RBA Requirements – Labour, HSE & Environment |
| 12:30 pm – 1:30 pm | Lunch Break |
| 1:30 pm – 2:30 pm | Topic 5: Ethics & Management Systems Requirements |
| 2:30 pm – 3:30 pm | Topic 6: Evidence Collection & Verification Techniques |
| 3:30 pm – 3:45 pm | Afternoon Tea Break |
| 3:45 pm – 5:00 pm | Workshop: Preparing RBA Internal 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: Conducting Audit Interviews & Workplace Site Audit |
| 9:45 am – 10:30 am | Topic 8: Identifying NCs & Writing Clear Audit Findings |
| 10:30 am – 10:45 am | Morning Tea Break |
| 10:45 am – 11:30 am | Topic 9: Root Cause Analysis & Corrective Action Planning |
| 11:30 am – 12:30 pm | Topic 10: RBA VAP Audit Requirements & Customer Compliance |
| 12:30 pm – 1:30 pm | Lunch Break |
| 1:30 pm – 2:30 pm | Audit Simulation: Document Review, Evidence & Interview |
| 2:30 pm – 3:30 pm | Audit Simulation: Site Tour & NC Identification |
| 3:30 pm – 3:45 pm | Afternoon Tea Break |
| 3:45 pm – 5:00 pm | Final Workshop: Audit Report, CAPA & Q&A |