HALAL INTERNAL AUDITING

October 5 & 6, 2020 (Monday & Tuesday)
8.45 am – 5.00 pm @ FMM Institute, Perak

This course is an intensive training program designed specifically to provide an in-depth view for participants who want to learn the auditing process based on the requirements of Malaysian Halal Certification.

This course is expected to apply the knowledge according to the needs of the industry itself as well as an understanding of monitoring and auditing procedures. This Audit Training is adapted based on theories, rules and experiences that can be adapted according to the suitability of the existing industry.

--- COURSE CONTENTS ---

INTRODUCTION OF HALAL INTERNAL AUDITING
- Definition
- The purpose and Objective
- Types and Stages of Halal Internal Auditing

ROLES AND ETHICS OF INTERNAL AUDITOR
- Criteria for Internal Halal Auditor
- Roles and Responsibilities of Internal Halal Auditor
- Code of Ethics of Internal Halal Auditor

PLANNING AND PREPARATION OF INTERNAL AUDITING
- Typical Audit Process & Procedure
- Audit Program
- Audit Checklist
- Audit tools

PERFORMING HALAL INTERNAL AUDITING
- Opening Meeting
- Tools and Method for gathering information
- Audit sampling
- Closing meeting

HALAL INTERNAL AUDITING REPORTING
- Audit finding and judgement
- Audit Evaluation
- Non-conformity report
- Audit Report for Management Review

--- TRAINING METHODOLOGY ---
Lecture, Group Activity, Case Studies

--- OBJECTIVES ---
- To produce trained, competent and efficient personnel that can execute internal halal auditing processes more efficiently
- Able to provide a basic understanding of the concept of auditing according to the procedures of Malaysian Halal Certification
- Aims for improvement thus as an input to the company to find out Halal Assurance system management strengths and weaknesses of the company.
- Understand the concept of Halal internal audit based on the needs of the Malaysian Halal Certification as well as improving the ability of techniques to conduct internal halal audits

--- LEARNING OUTCOMES ---
Upon completion of the course, participants will be able to:
- execute internal Halal Audit for further improvement of Halal Assurance Management System
- Apply and implement Halal Requirement based on Halal Standards and Malaysia Halal Certification requirement

--- WHO SHOULD ATTEND ---
- All employees
- Internal Halal Committee
- Internal Halal Auditor
- Halal Supervisor/ Executive/Manager
- Halal Practitioners

For further details, please contact Ms Nicole / Pn Eda / Ms Harvindar
-phone: (05) 548 8660 (05) 548 8221 e-mail: fmmperak@fmm.org.my
ENCIK MUHAMAD NORIDHAM BIN NORDIN holds a Diploma in Food Technology, UiTM and a Bachelor of Technology Management (Hons), OUM. En Noridham has over 10 years of hands on industrial experience in Halal Supply Chain in the capacity of Quality & Halal Compliance Manager, Head of Quality, Health, Safety, Security and Environment (QHSSE), Head of Procurement, Administration and Certifications. He is also highly experienced in attaining and maintaining numerous standards & certifications, and having successfully led various certifications including the implementation of Halal best practice within the company. Among his key contribution is spearheading the Internal Halal Committee as Halal Chairman/Leader in obtaining and securing the Halal Logistics Certificate (MS 2400:2010) for his company and eventually became the first MS 2400 Halal certified Logistics Company in Malaysia.

ENCIK NORIDHAM was appointed as Expert Panelist by Department of Skills Standard of Malaysia & Halal Industry Development Corporation (HDC) for the development of National Competency Standard (NCS) and Halal Occupational Framework (OF). Appointed as Permanents Member of Standard Writing Group for MS 2400 (Halal Supply Chain Standard) by Department of Standard Malaysia. He is also actively participated and presented at several trainings, seminar and conference related to Quality, Food Safety and Halal domestically and internationally. He is a registered trainer with HRDF.

Course Details

<table>
<thead>
<tr>
<th>Date</th>
<th>October 5 &amp; 6, 2020 (Monday &amp; Tuesday)</th>
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<tbody>
<tr>
<td>Time</td>
<td>8.45am - 5.00pm</td>
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<tr>
<td>Venue</td>
<td>FMM Institute Perak</td>
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<tr>
<td></td>
<td>No 1, Lorong Raja DiHilir,</td>
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<tr>
<td></td>
<td>30350 Ipoh, Perak Darul Ridzuan</td>
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<tr>
<td>Medium of Instruction</td>
<td>English</td>
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<tr>
<td>CPD</td>
<td>14 hours</td>
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<tr>
<td>Fees</td>
<td>MEMBERS RM614.80/pax</td>
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<td>NON-MEMBERS RM731.40/pax</td>
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<td>(Fees inclusive of Service Tax at 6%, Course Materials, Refreshment, Lunch and Certificate of Attendance)</td>
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Administrative Details

Disclaimer
The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

Registration
- Upon Faxing/Mailing the completed Registration Form to FMM Institute, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.
- Will be based on First-Come-First served basis.

Payment
- Cheques made in favour of “FMM Institute” should be forwarded to FMM Institute Perak.
- For SBL Scheme, an Attendance of 100% is a must, in any case, employers will be billed in full.
- FMM Institute SST Registration No. W10-1901-32000105

Cancellation
- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost.

Registration Form...

HALAL INTERNAL AUDITING

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak
Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1. Name: 
   Designation: 

2. Name: 
   Designation: 

3. Name: 
   Designation: 

(Please attach a separate list if space is insufficient)

Enclosed cheque/bank draft No _________ for RM _________ being payment for _______ participant(s) made in favour of the “FMM Institute”.

Submitted by:

Name: 
   Designation: 

Company: 
   Tel: 
   Fax: 

Address: 

Email: 
   FMM Membership No 

Closing Date: SEPTEMBER 28, 2020