

**JADUAL PENCERAMAH & FASILITATOR BAGI LATIHAN
HALAL EXECUTIVE**

Day	Time	Module	Topic	Duration (Hour)	Room 1	Room 2	Room 3	
Day 1 26 March 2018(Monday)	8.00 am-11.00am	Halal Manual and Records Administration	Establishment of Halal Assurance Management System Manual (Syariah)	3	Hidayu	Asyraf	Vivi	
	11.00 am -1.00 pm		Establishment of Halal Assurance Management System Manual (Law)	2				
	1.00 pm- 2.00 pm		LUNCH					
	2.00 pm - 3.00pm		Establishment of Halal Assurance Management System Manual (Law)	1	Hidayu	Asyraf	Vivi	
	3.00 pm-4.00 pm		Halal Assurance Management System Manual Implementation	1				
	4.00 pm-6.00pm		Activity 1: Perform Halal Assurance System Documentation, Establishment and Implementation	2	Hidayu Samir	Asyraf Hasdiana	Vivi Liza	
	6.00pm-8.00 pm		DINNER					
	8.00 pm-9.00 pm		Internal Halal Committee Programme Administration	Development of Halal Policy	1	Nasir	Zuraini	Arzdlina
	9.00 pm-10.00 pm			Formation of Internal Halal Committee (IHC) and Meeting Management	1			
	8.00 am-9.00 am			Implementation of Action Plan	1			
Day 2 27 March 2018(Tuesday)	9.00 am-1.00 pm	Internal Halal Committee Programme Administration	Activity 2: Internal Halal Committee Programme Administration	4	Nasir & Samir	Zuraini Hasdiana	Arzdlina Liza	
	1.00 pm- 2.00 pm		LUNCH					
	2.00 pm- 3.00pm	Halal Quality Assurance	Description of Products and/or Services Manufacturing Process	1	Solihin	Asyraf	Nisa	
	3.00pm -5.00 pm		Facilitation on Endorsement of Flow Diagram by Internal Halal Committee (IHC)	2				
	5.00 pm - 6.00pm		Establishment of Halal Critical Control Point (HCCP)	1				
	6.00pm-8.00 pm		DINNER					
	8.00 pm - 9.00pm		Establishment of Halal Critical Control Point (HCCP)	1	Solihin	Asyraf	Nisa	
	9.00 pm - 10.00pm	Establishment of Recall Products Management and Approval of Verification Procedure	2					
	ch 20 18 (M)	8.00 am-9.00 am						

	9.00am 1.00 pm		Activity 3: Perform Halal Quality Assurance	4	Solihin Samir	Asyraf Hasdiana	Nisa Liza			
	1.00 pm- 2.00 pm		LUNCH							
	2.00pm -4.00 pm	Halal Internal Audit Facilitation	Audit Program Management	2	Aniqah	Khalid	Ardzlina			
	4.00 pm- 6.00 pm		Activity 4: Perform Halal Internal Audit Facilitation	2	Aniqah Samir	Khalid Hasdiana	Ardzlina Liza			
	6.00pm-8.00 pm		DINNER							
	8.00 pm- 10.00 pm	Halal Certification Process Administration	Preparation of Documents for Application of Malaysia Halal Certification and Online Submission	2	Hidayu	Hanan	Farah			
8.00 am-9.00 am	On Site Audit Facilitation Based on Audit Scope		1							
9.00 am - 11.00am	Preparation of Feedback on Audit Findings/ NCR		2							
11.00 am -1.00 pm	Acceptance of Application Result and Maintainance of Halal Post Compliance		2							
1.00 pm- 2.00 pm	LUNCH									
2.00 pm- 6.00 pm	Activity 5 : Perform Halal Certification Process Administration		4	Hidayu Samir	Hanan Hasdiana	Farah Liza				
Day 5 30 March 2018(Friday)	8.30 am-10.00 am	Knowledge Assessment	Halal Manual and Records Administration	1.5	Samir	Hasdiana	Liza			
	11.30 am -1.00pm		Internal Halal Committee Program Administration	1.5						
	1.00 pm- 2.00 pm		LUNCH							
	3.00 pm-4.30pm		Halal Quality Assurance	1.5						
	4.30pm-8.00 pm		DINNER							
	8.00 pm -10.00 pm		Halal Internal Audit Facilitation and Certification Process Administration	2						