

## ANNUAL TRAINING PLAN

Department/Location: Compliance (Quality &amp; Halal Management)

Year: 2022

Sr. #	Training Title	Key Contents*	Resources Person / Trainer*	Institution**	Potential Participants	Time Period			
						Q 1	Q 2	Q 3	Q 4
1	Document Control	<ul style="list-style-type: none"> <li>IMS Requirement</li> <li>ISP of Doc. Info. Control</li> <li>Online Document Control</li> </ul>	Ali Raza Gohar		IMS Team	March			
2	Implementation of halal management system	<ul style="list-style-type: none"> <li>Awareness on standard</li> <li>Document requirements</li> <li>Operational controls</li> </ul>	Ali Raza Gohar		IMS Team		April		
3	Identification & Traceability	<ul style="list-style-type: none"> <li>Introduction &amp; importance</li> <li>Current Gaps</li> <li>Recommendations</li> </ul>	Ali Raza Gohar		IMS Team		May		
4	Root Cause Analysis Techniques	<ul style="list-style-type: none"> <li>Introduction &amp; importance</li> <li>Techniques of analysis</li> </ul>	Ali Raza Gohar		IMS Team			July	
5	Data Analysis	<ul style="list-style-type: none"> <li>Introduction &amp; importance</li> <li>Methods &amp; Techniques of analysis</li> </ul>	Ali Raza Gohar		IMS Team			Aug	
6	Risk Assessment	<ul style="list-style-type: none"> <li>Introduction &amp; importance</li> <li>Risk analysis process</li> </ul>	Ali Raza Gohar		IMS Team				Oct
7	Objectives and Targets	<ul style="list-style-type: none"> <li>SMART Rule</li> <li>How to set smartly</li> <li>Examples</li> </ul>	Ali Raza Gohar		IMS Team				Nov

Prepared by: \_\_\_\_\_

Approved by (GM): \_\_\_\_\_

\* In case of internal (In house) training

\*\* In case of external training