

COURSE OUTLINE FOR QUALITY ASSURANCE TRAINING FOR THE INDUSTRY

- What is Quality Assurances
- What are the benefits of Quality Assurance
- Quality Assurance Documentation and Definitions of related terms
- Quality Assurance and Management Systems
 - Mission, Vision, Quality Policy, Quality Objectives
 - Management Principles
- How do you Assure Quality
 - Procedures
 - Processes
 - Raw materials control
 - Process control
 - Finished product control
 - Warehousing, Storage and Delivery
 - Quality Control and Records
 - Continual improvement
- Quality Assurance support medium
 - Work Environment and Infrastructure
 - ❖ Good Manufacturing Practices (GMP)
 - Layout and Building
 - Structure
 - Equipment and Machines
 - ❖ Good Hygiene Practices (GHP)
 - Facilities
 - Personal Hygiene and Health
 - Maintenance
 - Pest Control
 - Cleaning and Disinfection
 - Waste Management
- Group work and discussions.
- Assessment

COURSE OUTLINE FOR FOOD SAFETY ASSURANCE TRAINING FOR THE INDUSTRY

- What is Food Safety and its relation to Food Safety Management System?
- How do you Assure Food Safety?
 - Pre-requisite programs (PRP's)
 - Hazard Analysis and Critical Control Points (HACCP)

HACCP PLAN DEVELOPMENT AND IMPLEMENTATION

- Introduction
 - HACCP overview / History
 - Needs and Benefits of HACCP, Concepts
 - Laws and regulations in relation to HACCP Plans
 - Industry driven and Third party Auditors requirements in relation to HACCP Plans
- Pre-requisite programs (PRP's)
 - What are they? SSOP's and GMP's
 - Required PRP's
 - Format for writing PRP Procedures
 - Developing PRP manual and its Contents
 - Necessity of PRP'S before HACCP Plan development
- Basic steps in the development of a HACCP Plan
 - Assemble the HACCP team
 - Describe the product and its method of distribution
 - Develop a complete list of ingredients and raw materials
 - Develop a process flow diagram
- HACCP Principles
 - Presentation of HACCP Principles as defined by CODEX and others
 - Details of the seven principles
 - Conduct a hazard Analysis (Biological, Chemical, Physical hazards)
 - Identify Critical Control Points (CCP'S)
 - Establish Critical Limits
 - Establish Monitoring Procedures
 - Establish Corrective Action
 - Establish Record Keeping Procedures
 - Establish Verification Procedures
- Developing HACCP Manual
- HACCP Implementation / Management Responsibility
- Group work and Discussions
- Assessment

ADVANCED HACCP TRAINING

Overall Course Objectives:

1. Differentiate between Verification and Validation Activities
2. Identify the Components of Prerequisite Program Verification
3. Identify the Components of CCP Verification
4. Identify the Components of HACCP System Verification
5. Identify the Components of HACCP Plan Validation
6. Identify Regulatory Requirements for Verification and Validation

Overall Course Description:

1. Course must cover all above-stated learning objectives and key goals for each objective.
2. Course is designed to disseminate information via lecture and workshop environments.

Course Outline and Key Goals:

1. HACCP Overview
 - Review prerequisite programs, the five preliminary steps of HACCP Principles
 - Define Verification and Validation
2. Verification of Prerequisite Programs
 - Develop a common understanding of Prerequisite Programs
 - Identify Verification and Validation activities for Prerequisite Programs
 - Understand the concept of Prerequisite Program Verification and Validation
 - Identify examples of specific activities for Prerequisite Program Verification and Validation.
3. CCP Verification
 - Understand the components of CCP Verification
 - Calibration
 - Records Review
 - Independent Observations / Checks
 - Identify specific examples of each CCP Verification activity
 - Identify parties responsible for, and the frequencies (when and how often) of, conducting CCP verification activity.
 - Identify the CCP Verification Records
 - Describe the role of microbiological testing in CCP Verification
4. HACCP System Verification
 - Identify the difference between a HACCP Plan and a HACCP System
 - Describe the components of a HACCP System verification
 - Identify examples of activities conducted in a HACCP system Verification

- Identify parties responsible for, and the frequencies (when and how often) of, conducting HACCP System Verification
- Identify the HACCP system verification records
- Demonstrate how to interpret and utilize the results of a HACCP System Verification

5. HACCP Plan Validation

- Contrast the differences between HACCP System Verification and HACCP Plan Validation
- Propose how to evaluate the Hazard Analysis and other components of a HACCP Plan (i.e. CCP, Critical Limit activities, Corrective Actions, Verification and Record-keeping)
- Identify examples of activities conducted in a HACCP Plan Validation
- Identify parties responsible for conducting HACCP Plan Validation activities and their frequencies.
- Identify the HACCP Plan Validation Records
- Demonstrate how to interpret and utilize the results of a HACCP Plan Validation

6. HACCP Regulatory Requirements (as required by specific organizations etc.)

- Recognize the regulatory requirements related to verification and validation ('reassessment') requirements
- Identify current, pending and proposed Agency activities relating to Verification and Validation.

FOOD SAFETY IN CATERING SERVICES

- Introduction to Food Safety
- Identifying Safe Methods
 - Cross-contamination
 - Personal hygiene
 - Personnel health
 - Cloth
 - Separating foods
 - Pest control
 - Maintenance
 - Food Allergies
 - Physical and Chemical contamination
 - Cleaning
 - Effective cleaning
 - High priority cleaning
 - Clear and Clean as you go
 - Hand washing
 - Cleaning Schedule
 - Chilling
 - Chilled Storage and Displaying chilled food
 - Chilling down hot food
 - Defrosting
 - freezing
 - Cooking
 - Cooking safely
 - Foods that need extra care
 - Reheating
 - Checking your menu
 - Hot holding
 - Ready-to-eat foods
 - Management
 - Opening and closing checks
 - Extra checks
 - Prove it
 - Training and Supervision
 - Customers
 - Suppliers and Contractors

- Stock control
- Identify how to use the safe methods
- Safe methods completion record
- Completing the Diary – records to be kept
- Group work / Discussions
- Assessment

AUDITING TRAINING

- Terms and Definitions
- Principles of Auditing
 - Ethical conduct
 - Fair presentation
 - Due professional care
 - Independence
 - Evidence-based approach
- Managing an audit program
 - Why audit
 - Objectives and extent
 - Audit program responsibilities, resources and procedures
 - Audit program implementation
 - Audit program records
 - Audit program monitoring and reviewing
- Audit activities
 - Outline
 - Initiating the audit
 - Audit planning
 - Audit performance
 - Audit close out
 - Audit follow up
 - Conducting document review
 - Preparing for the on-site audit activities
 - Conducting on-site audit activities
 - Do's and don'ts of the auditor
 - Questioning skills and audit techniques
 - Preparing, approving and distributing the audit report
 - Completing the audit
 - Conducting audit follow up
- Competence and evaluation of auditors
 - Personal attributes
 - Knowledge skills
 - Education, work experience, auditor training, audit experience
 - Maintenance and improvement of competence
 - Auditor evaluation
- Case studies Assessment

QUALITY MANAGEMENT SYSTEM ISO 9001 (QMS) TRAINING

- Overview / History
- Why you need QMS and benefits / Quality Concepts
- QM Principles
- Fundamentals

ISO 9001:2008 Requirements

- Overview of ISO 9001:2008 Standard
 - Clause 4 Quality management system requirements
 - Documentation requirements
 - Clause 5 Management Responsibility
 - Management commitment
 - Customer focus
 - Quality policy
 - Planning
 - Responsibility, authority and communication
 - Management review
 - Clause 6 Resource management
 - Provision of resources
 - Human resource (competence, training and awareness)
 - Infrastructure
 - Work environment
 - Clause 7 Product Realization
 - Planning of product realization
 - Customer-related processes
 - Design and development
 - Purchasing
 - Production and service Provision
 - Control of Monitoring and Measuring Equipment
 - Clause 8 Measurement, Analysis and Improvement.
 - General requirement
 - Monitoring and Measurement
 - Control of nonconforming product
 - Data analysis
 - improvement

Implementation and evaluation of ISO 9001: QMS

- Guidance on implementation processes and documentation

- The basic steps involved in implementing the process approach for a quality management system within an organization
 - Structure of documentation
 - Control of documentation and records
 - Evaluation of documentation and audit preparation.
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- Case studies and Discussions
 - Assessment

FOOD SAFETY MANAGEMENT SYSTEM (FSMS) TRAINING

- Food Safety
- Why Food Safety, Benefits and Limitations
- Management Principles

Overview of ISO 22000:2005 Food Safety Management System (FSMS) Standard

- Clause 4 food Safety Management System Requirements
- Clause 5 Management Responsibility
 - Management commitment
 - Food safety policy
 - Food safety management system planning
 - Responsibility and authority
 - Food safety team leader
 - Communication
 - Emergency preparedness and response
 - Management review
- Clause 6 Resource Management
 - Provision of resources
 - Human resource
 - Infrastructure
 - Work environment
- Clause 7 Planning and Realization of Safe Products
 - General requirements
 - Prerequisite programs (PRP's)
 - Hazard Analysis
 - Establishing the operational prerequisite programs
 - Establishing the HACCP Plan
 - Updating of preliminary information and documents specifying the PRP's and the HACCP Plan
 - Verification planning
 - Traceability system
 - Control of nonconformity
- Clause 8 Validation, Verification and Improvement of the Food safety management system
 - General requirement
 - Validation of control measure combinations
 - Control of monitoring and measuring
 - Food safety management system verification
 - improvement

ENVIRONMENTAL MANGEMENT SYSTEM TRAINING

- Overview
- Terms And Definitions
- Why Environmental Management Systems/ Benefits
- Structure of the Standard.
- Clause 4
 - 4.1 General Requirements
 - 4.2 Environmental Policy
 - 4.3 Planning
 - 4.3.1 Environmental Aspects
 - 4.3.2 Legal And Other Requirements
 - 4.3.3 Objectives, Targets and Programme(S)
 - 4.4 Implementation and Operation
 - 4.4.1 Resources Roles Responsibilities and Authority
 - 4.4.2 Competence Training and Awareness
 - 4.4.3 Communication
 - 4.4.4 Documentation
 - 4.4.5 Control Of Documents
 - 4.4.6 Operational Control
 - 4.4.7 Emergency Preparedness and Response
 - 4.5 Checking
 - 4.5.1 Monitoring and Measurement
 - 4.5.2 Evaluation Of Compliance
 - 4.5.3 Nonconformity, Corrective Action and Preventive Action
 - 4.5.4 Control Of Records
 - 4.5.5 Internal Audit
 - 4.6 Management Review

Implementation and evaluation of ISO 14001:2004 EMS

- Guidance on implementation processes and documentation
 - The basic steps involved in implementing the process approach for a quality management system within an organization
 - Structure of documentation
 - Control of documentation and records
 - Evaluation of documentation and audit preparation.
- Case studies and Discussions
- Assessment

MANAGEMENT SYSTEM TRAINING FOR CHIEF EXECUTIVE OFFICERS AND MANAGERS OF INDUSTRY

QUALITY MANAGEMENT SYSTEMS (QMS)

- Brief introduction to ISO 9001: 2008 QMS Standard – What is it
- Why the need for ISO 9001: 2008 QMS
- Overview
- Management Principles
- Role and Responsibilities of Management in QMS

The course duration is half a day

FOOD SAFETY MANAGEMENT SYSTEMS (FSMS)

- Brief introduction to ISO 22000:2005 FSMS Standard – What is it
- Why the need for ISO 22000 FSMS
- Overview
- Management Principles
- Role and Responsibilities of management in Food Safety Management System

The course duration is half day