COURSE OVERVIEW HE0621
Advanced (ISO 22000) Food Safety Management Systems Lead Auditor

Course Title
Advanced (ISO 22000) Food Safety Management Systems Lead Auditor

Course Date/Venue
February 02-06, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference
HE0621

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

The ISO 22000:2018 provides industry with a standard for managing and reducing the risks to health resulting from operations across the food chain. The principal aim of this course is to help participants with a food industry background to assess the adequacy of the design, implementation and improvement of a food industry organization's food safety management system against ISO 22000:2018 in accordance with ISO 19011.

The food safety management system auditor's task is a complex one, with audit activity having to take into account many different levels of practices and procedures that support food safety, compliance to food safety legislation and other food safety requirements throughout the whole food chain. Whatever is actually in place within an organization, there is a need to recognize that food safety priorities must form the focus of the audit process.

This course is designed to provide food chain professionals with the skills and knowledge necessary to audit food safety management systems. Although there is a clear, identifiable trend toward adopting a systematic approach to the regulation of food safety, there has been little commonality internationally amongst industry practices, with a great many different standards and guidance documents in use, including rating systems, point systems and a variety of management systems and management system guidelines. ISO 22000:2018 now provides the opportunity for achieving such commonality across all sectors of the food chain internationally.

The focus of this course is on evaluating the effectiveness of a FSMS through interpretation of ISO 22000:2018 in the context of the scope of an organization's management arrangements, its legislative framework and the significant hazards of its operational processes.

The course is based on ISO 22000:2018 and ISO 19011, and audit activity of a food safety management system will require the auditor or audit team to recognise a wide variety of system components (i.e. a combination of a management system, risk assessment and control methodology and a variety of industry good practice and standard operating procedures that comprise the food safety management system).

Course Objectives

Upon successful completion of this course, each participant will be able to:-

- Get certified as a *"Certified ISO 22000 Lead Auditor"*

- Describe the fundamental purpose of a food safety management system as well as the principles, processes and techniques used for the assessment and management of food safety hazards, including the significance of these for FSMS auditors

- Explain the purpose, content and interrelationship of the following: management system standards; ISO 22000:2018, the ISO 9000:2000 series; guidance documents (ISO 15161:2002); industry practice; standard operating procedures; and the legislative framework relevant to a FSMS

- Explain the role of an auditor to plan, conduct, report and follow up and food safety management systems audit in accordance with 19011

- Interpret the requirements of ISO 22000:2018 in the context of an audit an organization's FSMS, with particular reference to:

    - The effectiveness of the organization's management of risk through its food safety risk assessment and control planning

    - The capability of an organization to maintain and exceed compliance with legislative requirements

    - The adequacy of the organization's emergency preparedness and response

    - The implementation of operational risk control, monitoring and measurement

    - The continuous improvement of food safety management system performance

- Plan, conduct, report and follow up a food safety management system audit in accordance with ISO 19011

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK**®). The **H-STK**® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of ISO 22000: 2018 Lead Auditing for experienced food safety professionals seeking an understanding of the management systems approach to food safety and the skills required to audit effectively against food safety management systems standards. It is not intended to be an implementer's course, or one that will create an expert in food safety legislation, or one that will train to an acceptable level a participants with no prior knowledge of the standard or of the food industry. Therefore, prior to attending this training course participants must:

- Have experience of working within the food chain (refer ISO 22000 Figure 1), preferably with an understanding of implementing or operating a management system

- Have an understanding of relevant key food safety legislation (this may be specific to their food industry context and location)

- Have an understanding of prerequisite programmes

- Have an understanding of Good Practice guides for Agriculture (GAP), Veterinary (GVP), Manufacturing (GMP), Hygiene (GHP), Production (GPP), Distribution (GDP) and/or Trading (GTP) depending on the segment of the food chain in which the participants operates

- Have an understanding of the principles of HACCP as defined by the Codex Alimentarius

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30%   Lectures
20%   Practical Workshops & Work Presentations
30%   Hands-on Practical Exercises & Case Studies
20%   Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Card Certificates will be issued to participants who have successfully completed the course and passed the exam at the end of the course. Successful candidate will be certified as a "*Certified ISO 22000 Lead Auditor*". Certificates are valid for 3 years.

Recertification is FOC for a Lifetime.

Sample Certificates

The following are samples of the certificates that will be awarded to course participants:-
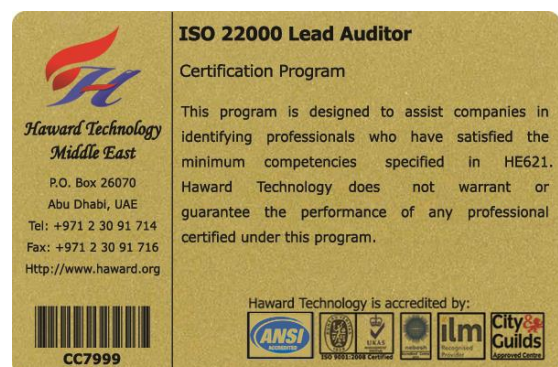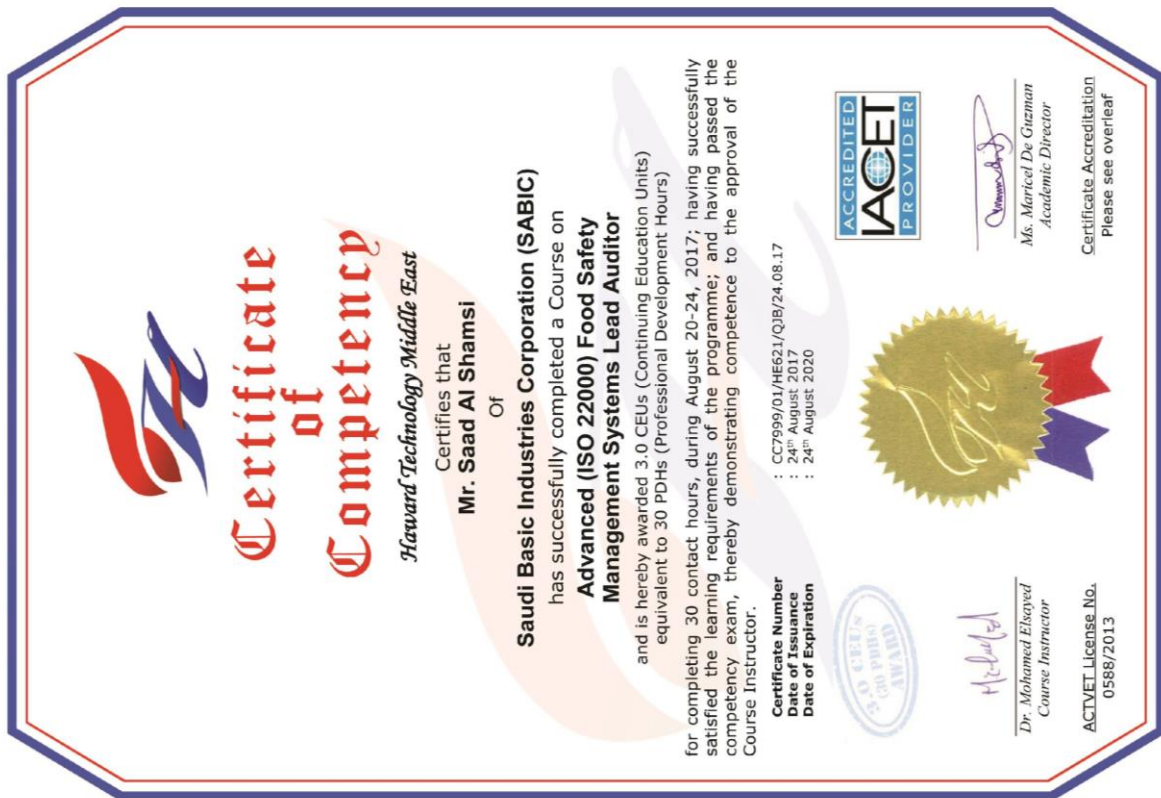
(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Haward Technology Middle East
Continuing Professional Development (HTME-CPD)

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CEU Official Transcript of Records

TOR Issuance Date:	**24-August-17**
HTME No.	**PAR213882**
Participant Name:	**Saad Al Shamsi**

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE621	**Advanced (ISO 22000) Food Safety Management Systems Lead Auditor**	August 20-24, 2017	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date	**3.0**

TRUE COPY

Maricel De Guzman
Academic Director

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 11130 Sunrise Valley Drive, Suite 350 Reston, VA 20191, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

ANSI ACCREDITED | BAC | ilm Recognised Provider | nebosh | AWS American Welding Society INTERNATIONAL AGENT | ACCREDITED PROVIDER IACET | UKAS ISO 9001:2008 Certified | City & Guilds Approved Centre | Proud Provider API

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | Fax: +971 2 3091 716 | E-mail: info@haward.org | Website: www.haward.org

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Dr. Rawda El-Sheikh, PhD, MSc, BSc, is a **Medical Laboratory & Food Expert** and a **Senior Health**, **Safety & Environment (HSE) Consultant**. She is well-versed in the areas of **HACCP**, **Food Sampling**, **Food Safety & Management**, **LIMS**, **Analytical Laboratory Management**, **Laboratory Equipment**, **Quality Control**, **Laboratory Accreditation**, **Laboratory Auditing**, **Biological Monitoring**, **Statistical Analysis of Laboratory Data**, **Analytical Chemistry**, **Toxicology Surveillance**, **Occupational Safety** and **Health**, **Food Safety Management**. She is also an expert in **Quality Management**, Nutrition Promotion, Food Hygiene, Industrial Hygiene, Oilfield Safety Programs and Risk Assessment, Job Safety Analysis (JSA). Presently, she is the **Professor** in **Public Health** & **Industrial Medicine** of **Al-Azhar University** and a **Certified Consultant** and a **Registered Trainer** for **Food Safety** and **Occupational Health & Safety Trainer** of various International oilfield companies.

Dr. El-Sheikh is a **Certified Lead Auditor** for **ISO 22000:2005**, **OHSAS 18001:2007**, **ISO 14001:2004** from the International Registered of Certified Auditors (**IRCA**, **UK**), **Certified Safety Manager/Trainer**, **HAZWOPER Training Specialist** (**HTS**) and **Safety Planning Specialist** from the National Association of Safety Professional (**NASP**, **USA**) as well as a **Registered Food Safety Trainer** from the National Environmental Health Association (**NEHA**, **USA**) and **Authorized OSHA Trainer** for **Construction** and for **General Safety** from the **OSHA Training Institute**, **USA**. She is also an **International Member** and an **Authorized & Approved Trainer** of **OSHA**, **NEBOSH**, **CIEH**, **ICOH**, **IASP**, **IEMA**, **IOSH** and **APHA**. Further, her vast professional experience includes facilitating **occupational**, **health**, **safety** and the **environment** aspects and continuous delivery of numerous training courses in coordination between World Health Organization (**WHO**) and Ministry of Health & Population. She has been the **Lecturer** in Public Health & Industrial Medicine and **Demonstrator** of Occupational Health & Industrial Medicine for various Universities as well as the **Public Health Trainer** for International Non-Governmental Organizations (**NGO**s), the **Consulting Editor** at **the Journal of Psychology** (**USA**) and **Field & Central Supervisor** for the Ministry of Health.

Dr. El-Sheikh has a **Doctor of Medicine** (**MD**) in **Occupational Health & Industrial Medicine**, has a **Master's** degree in **Occupational Medicine** (**MSc**), a **Bachelor's** degree in **Medicine & Surgery** (**MBBCh**) and a **Diploma Certificate** in **Total Quality Management** from the **American University**. Further, she is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**), an **Approved Food Safety Person in Charge (Level 1-4)** by **Dubai Municipalit**y (**DM**) and has participated in various international conferences and **published numerous papers** and **journals** globally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: **Sunday, 02nd of February 2025**

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	***The Fundamental Purpose of the Food Safety Management System*** *Principles ● Processes ● Techniques ● Assessment & Management ● Food Safety Hazards ● FSMS Auditors*
0930 – 0945	*Break*
0945 – 1100	***Purpose & Business Benefits of the Food Safety Management System*** *Managing & Reducing Risk*
1100 – 1230	***Background & General Food Safety Issues*** *The Concept of Food Safety Risk Management as a Strategic Business Driver ● The Historical and Social Aspects of Public Health and Food Safety Provision ● International Frameworks and Protocols for the Safe Provision of Foods ● General Food Microbiology and Hygienic Food Practices ● The Typical Hazards Associated With the Full Range of Food Products from Primary Production to Consumption ● The Application of Food Safety Management Principles and Relevant Management Tools and Techniques*
1230 – 1245	*Break*
1245 – 1420	***Purpose, Content & Interrelationship of the International Standards*** *ISO 22000:2018/Changes ● ISO 9000:2000 ● ISO 15161:2002 ● Industry Practice ● Standard Operating Procedures ● Legislative Framework*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2: **Monday, 03rd of February 2025**

0730 – 0930	***Purpose & Intent of ISO 22000:2018*** *ISO 9001:2000 ● ISO 15161:2002*
0930 – 0945	*Break*
0945 – 1100	***ISO 22000:2018 Requirements*** *The Principles of Food Safety Risk Management using HACCP and Verification Planning, and the Application of the Plan, Do, Check, Act (PDCA) Cycle to Food Safety Management ● The Structure, Intent and Requirements of each Clause of ISO 22000:2018 ● The Benefits of Documenting a Food Safety Management System and Suggest Approaches for Doing So in a Variety of Situations ● The Difference Between Legal Compliance and Conformance with ISO Standards, including the Significance of these Terms when Conducting Audit*
1100 – 1230	***Other Applicable Food Safety Management Standards & Guidance***
1230 – 1245	*Break*
1245 – 1420	***The Framework of Relevant Legislation, Codes & Practices*** *Regional ● National ● Local ● Interaction between the Food Organization & the Relevant Authorities*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3:   **Tuesday, 04th of February 2025**

0730 – 0930	*The Role of an Auditor to Plan, Conduct, Report & Follow Up an Audit in Accordance with ISO 19011*
0930 – 0945	*Break*
0945 – 1100	*The Structure of the FSMS Certification Industry* *The Differences and Commonality in the Purpose, Scope and Conduct of 1st, 2nd and 3rd Party and Regulatory Audits ● The International Accreditation Forum Interpretations and Guidelines for 3rd Party Certification Bodies (Registrars) including the Two-stage Approach ● The System of Accredited Certification (Registration), including the Functions of the Accreditation Bodies and Certification Bodies (Registrars) ● The Existence of Private Schemes and their Differences in Content and Operation as Prescribed By the Scheme Owners (e.g. BRC, EUREPGAP)*
1100 – 1230	*The Role of the Auditor* *The Roles and Responsibilities of the Client, Auditors, Lead Auditors, Auditees and Guides in Accordance with ISO 19011, including the Management Responsibilities of the Lead Auditor In Managing the Audit and the Audit Team ● The Need for Effective Communication with the Auditee for Auditor Confidentiality and for Auditors to be Sensitive to Local Customs Throughout the Audit Process*
1230 – 1245	*Break*
1245 – 1420	*The Process of Planning an Audit* *Typical Forms of Pre-audit Contact, their Purpose and when They Might be Appropriate ● The Purpose of Document Review/Stage One Audits and Describe a Typical Document Review Process and Outputs ● The Purpose and Significance of the Audit Scope, the Importance of Team Competency and Selection of Team Members Particularly with regards to Specific Process Knowledge and Relevant Food Safety Regulations and Legislation ● The Use, Benefits and Potential Limitations of a Process-based Checklist (or Alternative), and Considerations for Planning an Audit of an Activity for which there are No Documented Procedures*
1420 – 1430	*Recap*
1430	*Lunch & End of Day Three*

Day 4:   **Wednesday, 05th of February 2025**

0730 – 0930	*The Process of Conducting an Audit* *The Purpose of Typical Content of and Attendees Typically Present at Audit Meeting Including Opening and Closing Meetings, Audit Team Meetings And Auditee Feedback/Review Meetings ● The Process of and Different Methods for Gathering Objective Evidence During an Audit Including the Benefits and Limitations of Sampling ● The Typical Role of Top Management in an Audit and Suggest Approaches for Auditing Top Management Commitment*
0930 – 0945	*Break*
0945 – 1100	*The Process of Reporting & Following Up an Audit* *The Purpose and Typical Content of a Non-conformity Report, and Typical Systems for Grading Non-conformity Reports, including the Implications and further Actions Required for Different Grades of Non-conformity ● The Terms Correction, Corrective Action and Preventive Action and The Roles and Responsibilities for Taking and Verifying Corrective Action ● Types of Objective Evidence That may be Required to Demonstrate Effective Implementation of Corrective and Preventive Action ● The Purpose of Ongoing Surveillance Visits*

1100 – 1230	***Requirements of ISO 22000:2018 to Audit an Organization's FSMS*** *The Legislative and Regulatory Items Appropriate to Specific Food Chain Activities and the Appropriate Activities for an Organization to Maintain compliance with Legislative and Regulatory Requirements ● Appropriate Attribution of Risk to Identified Hazards and the Effectiveness of the Organization's Management of Risk Through its Food Safety Risk Assessment and Control Planning ● Appropriate Operational Control(s) for Specific Food Safety Hazards and Evaluate the Implementation of Operational Risk Control, Monitoring and Measurement ● Potential Emergency Situations for Specific Food Chain Activities and Evaluate the Appropriate Planning and Capability of an Organization to Respond to Emergency Situations ● Capability of an Organization to Maintain Compliance with Legislative Requirements ● Appropriate Monitors and Measures for the Operational Control of Specific Food Safety Hazards and Evaluate The Organization's Measures of Performance for Management System Activity ● Continuous Improvement of Food Safety Management System Performance and Evaluate Performance Improvement*
1230 – 1245	*Break*
1245 – 1420	***Plan, Undertake and Report an Audit of a Food Safety Management System in Accordance with ISO 19011***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5:   ***Thursday, 06th of February 2025***

0730 – 0830	***The Role of an Auditor and/or Audit Team Leader to Plan an Audit*** *The Pre-Audit Information Required to Plan the Duration & Resources Needed to Conduct the On-Site Audit & Write an Audit Scope ● On-site Audit Plan that is Appropriate to the Sequence & Interaction of the Organization's Processes, their Food Safety Hazards Aspects and Produce a Process-Based Audit Checklist (Or Alternative) ● Document Review or Stage One Audit in Order to Assess Whether Documentation Meets the Requirements of ISO 22000:2018 and to Determine Whether Adequate Arrangements are in Place to Justify Proceeding with the Implementation Audit*
0830 – 0930	***The Role of an Auditor to Manage & Conduct an Audit to Evaluate an Organization's Effective Implementation of Processes, Procedures & Methodologies for Conformance with ISO 22000:2018*** *Participate in and Demonstrate Ability to Control Opening and Closing Meetings*
0930 – 0945	*Break*
0945 – 1045	***The Information Gathered in the Context of ISO 22000:2018 & the Audit Organization*** *Gaining an Understanding of its Food Safety Processes, Including their Purpose, Inputs, Outputs, Controls and Related Performance Indicators ● Selecting Sufficient and Relevant Samples ● Reviewing Appropriate Documents ● Differentiating Between Documentation and Records ● Exercising Objectivity in the Review of Evidence Collected*
1215 – 1230	*Break*
1230 – 1245	***Effective Interpersonal Skills & Interview Techniques*** *Build Rapport with the Auditee ● Use Appropriate Types of Questions ● Listen Effectively ● Make Notes, Use a Checklist Effectively & Follow Audit Trails ● Provide Feedback to the Auditee ● Be Sensitive to the Needs & Expectations of the Auditee, including the Local Custom & Culture*

1245 – 1300	***Role of an Auditor to Report & Follow Up the Audit*** *Objective Evidence Gathered & Correctly Identify Conformance & Non-Conformance with Requirements ● Positive Audit Findings & Opportunities for Improvements ● Summary Report of the Audit Including Graded Non-Conformity Reports Based on Objective Evidence Obtained During the Course of the Audit ● Recommendations for Certification/Supplier Approval Based on Audit Findings ● Audit Findings & Recommendations to the Client ● Proposals for Corrective Action & Differentiate Between Correction, Corrective & Preventive Action ● What Follow-Up Activities will be Required After the Audit*
1300 – 1315	***Course Conclusion*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
1315 – 1415	***COMPETENCY EXAM***
1415 – 1430	*Presentation of Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

Course Coordinator
Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org