COURSE OVERVIEW HE0625
Food Safety Management (ISO 22000:2005)
Policies, Accreditation, Documentation & Auditing

Course Title
Food Safety Management (ISO 22000:2005): *Policies, Accreditation, Documentation & Auditing*

Course Date/Venue
Session 1: April 06-10, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai UAE
Session 2: August 04-08, 2025/Glasshouse Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
HE0625

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.

This course is designed to provide participants a detailed and up-to-date overview of Food Safety Management (ISO 22000:2005): Policies, Accreditation, Documentation & Auditing. It covers the ISO 9000, ISO 22000 and ISO 22000:2005 and its certification, registration and accreditation; the manual preparation covering the installation instructions, food safety manual and food safety procedures; the food safety manual and its purpose; and scope and the relations to ISO 22000:2005.

During this interactive course, participants will learn company's food safety management system and the validation, verification and improvement of the food safety management system; the food safety procedures, food safety records, hazard analysis, supplier evaluation and manufacturing; and the identification, labeling and traceability, control of monitoring and measuring, internal audit and system validation and continuous improvement.

Course Objectives

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

- Apply and gain an in-depth knowledge on food safety management system (ISO 22000:2005) including its policies, procedures and other aspects

- Discuss ISO 9000, ISO 22000 and ISO 22000:2005 as well as its certification, registration and accreditation

- Carryout manual preparation covering the installation instructions, food safety manual and food safety procedures

- Review the food safety manual and its purpose and scope that covers the relations to ISO 22000:2005

- Company's food safety management system and the validation, verification and improvement of the food safety management system

- Identify the food safety procedures, records, hazard analysis, supplier evaluation and manufacturing

- Perform identification, labeling and traceability, control of monitoring and measuring, internal audit and system validation and continuous improvement

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 is intended for those involved in the support or implementation of food safety or quality management system including senior management and managers of an internationally recognized food safety management system as well as food safety auditors and consultants.

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 Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- 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.

- 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.

Course Instructor

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:

Mr. Saad Bedir, BSc, NEBOSH-IGC, NEBOSH-ENV, is a **Senior Fire**, **Health**, **Safety & Environment** (**HSE**) **Consultant** with over **35 years** of extensive experience in the **Power**, **Petrochemical** and **Oil & Gas** industries. He is a **NEBOSH Approved Instructor** for various certification programs. He is well-versed in the areas of **NEBOSH** International General Certificate, **NEBOSH** Certificate in Environmental Management, Health, **Fire**, Safety, Hazard Analysis of Critical Control Points (**HACCP**), **Industrial Hygiene**, **Food Safety Management**, **Food Hygiene**, **Food Sampling**, **Food Risk Analysis**, Security & Environmental Codes of Practice, Legislations and Procedures, **Active** and **Positive Fire Fighting**, **Fire & Gas Detection Systems**, **Fire Fighting Systems**, **Fire Proofing**, **ESD**, Escape Routes, Mobile Crane Operation, Heavy Lifting Equipments, Scaffolding, Rigging Slinging, the implementation of **OHSAS 18001**, **ISO 9001**, **ISO 14001**, **QHSE** Management Planning, Crisis & Business Continuity Management Planning, **Emergency Response & Procedures**, Industrial Security Risk Assessment & Management, Environmental Impact Assessment (**EIA**), **Behavioural Safety**, **Occupation Safety**, **Incident & Accident Investigation**, Integrated EHS Aspects, Risk Assessment & Hazard Identification, Environmental Audits, **Chemical Handling**, Hazardous & Non-Hazardous Waste Management, Confined Space Safety, **SHEMS** Principles, Process Safety, Basic & Advanced Construction Safety, **Mobile Crane Operations**, **Rig & Barge Inspection**, **Lifting & Slinging**, **Scaffolding**, Air Quality Management, Safety & Occupational Health Awareness, Loss Control , Marine Pollution Hazards & Control, Ground Contamination & Reclamation Processes, Waste Management & Recycling, Clean Energy & Power Saving, **FMEA**, **HAZMAT/HAZCOM**, **HAZOP**, **HAZWOPER**, **HAZID**, **HSEIA**, **QRA**, Hazardous Area Classification and **Radiation Protection**. Further, he is also well-verse in **Performance Standards**, **Statistical Report Writing**, Basic **Motivation Management**, **Performance Assessment & Appraisal**, **Manpower Planning**, **Managing & Coordinating Training**, **Strategic Talent Management**, **Developing Others**, **Managing Employees Performance**, **Performance Evaluation** and **Human Resource Management**. Presently, he is the **HSE Director** for one of the largest and renowned companies in the Middle East, wherein he takes charge of all HSE and security operations of the company.

Mr. Saad's vast professional experience in directing and managing health, safety and the environment aspects as per **OSHA framework** and guidelines can be traced back to his stint with a few international companies like **Saudi ARAMCO**, **CONOCO**, **Kuwait Oil Co.** (**KOC**), where he worked as the Field HSE Senior Engineer handling major projects and activities related to the discipline. Through these, Saad gained much experience and knowledge in the implementation and maintenance of international safety standards such as the National Fire Protection Association (**NFPA**), the American Petroleum Institute (**API**), Safety of Life at Sea (**SOLAS**) and Safety for Mobile Offshore Drilling Unit (**MODU**).

Mr. Saad has **NEBOSH** certificate which includes health & safety measures including:
- Firefighting management system
- Rescue mechanisms (Escaping routes, Rope rescue, and emergency evacuation Plan)
- Machinery Safety requirement
- Occupational health measures & requirement

Mr. Saad has a **Bachelor's** degree in **Chemistry**. Further, he is a **Certified Instructor/Trainer**, an **Approved Tutor** in **NEBOSH International General Certificate**, an **Approved Tutor** in **NEBOSH Certificate** in **Environmental Management**, a **Certified Lead Auditor** for **OHSAS 18001**, **ISO 9001**, **ISO 14001** and a **member** of the **Egyptian Syndicate** & **Scientific Professions**. His passion for development and acquiring new skills and knowledge has taken him all over the Middle East to attend and share his expertise in numerous trainings and workshops.

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 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

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Introduction*** *Background ● ISO 9000 and ISO 22000 ● ISO 22000:2005 ● Food Safety Systems ● Certification, Registration and Accreditation ● ISO Definitions*
0930 – 0945	*Break*
0945 – 1100	***Manual Preparation*** *Installation ● Installation Instructions*
1100 – 1230	***Manual Preparation (cont'd)*** *Your Food Safety Manual ● Effective Communication*
1230 – 1245	*Break*
1245 – 1420	***Manual Preparation (cont'd)*** *Food Safety Procedures*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	***Food Safety Manual*** *Purpose ● Scope*
0930 – 0945	*Break*
0945 – 1100	***Food Safety Manual (cont'd)*** *Relation to ISO 22000:2005*
1100 – 1230	***Food Safety Manual (cont'd)*** *Our Company's Food Safety Management System*
1230 – 1245	*Break*
1245 – 1420	***Food Safety Manual (cont'd)*** *Management Responsibility*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3

0730 – 0930	**Food Safety Manual (cont'd)** *Resource Management*
0930 – 0945	*Break*
0945 – 1100	**Food Safety Manual (cont'd)** *Planning and Realization of Safe Products*
1100 – 1230	**Food Safety Manual (cont'd)** *Validation, Verification and Improvement of the Food Safety Management System*
1230 – 1245	*Break*
1245 – 1420	**Food Safety Procedures** *Document Control ● Food Safety Records ● Management Responsibility*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4

0730 – 0930	**Food Safety Procedures (cont'd)** *Competence, Awareness and Training ● Job Descriptions ● Prerequisite Programs*
0930 – 0945	*Break*
0945 – 1100	**Food Safety Procedures (cont'd)** *Hazard Analysis Preparation ● Hazard Analysis*
1100 – 1230	**Food Safety Procedures (cont'd)** *HACCP Plan Management ● Purchasing*
1230 – 1245	*Break*
1245 – 1420	**Food Safety Procedures (cont'd)** *Supplier Evaluation ● Receiving and Inspection*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Four*

Day 5

0730 – 0930	**Food Safety Procedures (cont'd)** *Manufacturing*
0930 – 0945	*Break*
0945 – 1045	**Food Safety Procedures (cont'd)** *Identification, Labeling and Traceability ● Control of Monitoring and Measuring*
1045 – 1230	**Food Safety Procedures (cont'd)** *Control of Potentiality Unsafe Food Product ● Internal Audit and System Validation*
1230 – 1245	*Break*
1245 – 1345	**Food Safety Procedures (cont'd)** *Corrective Action ● Continuous Improvement*
1345 – 1400	**Course Conclusion**
1400 – 1415	**POST-TEST**
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

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