

**COURSE OVERVIEW HE0725**

**Food Hygiene & HACCP: Principles & Application**

**Course Title**

Food Hygiene & HACCP: Principles & Application

**Course Date/Venue**

July 13-17, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

**Course Reference**

HE0725

**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.***

Food hygiene issues have become so complex that traditional attention to cleanliness and maintenance is not enough. The general principles of food hygiene follow the food chain from primary production through to the consumer, highlighting the key hygiene controls at each stage. The Hazard Analysis and Critical Control Point (HACCP), is an effective tool to enhance food safety management, thoroughly looks at food preparation to identify the root cause of potential problems and to establish corrective or control measures. HACCP system is a preventative food safety management system, that can be applied throughout the food supply chain from primary production to the consumer.



HACCP is internationally recognized as the most effective way to manage safe food, providing a structure for objective assessment of what can go wrong and requiring controls to be put in place to prevent problems. In its simplest form, HACCP is an assessment of all the chemical, physical and biological hazards which may contaminate food and cause illness or injury when the food is consumed. When these hazards are identified, appropriate steps must then be taken to eliminate the hazard where possible or reduce the risk (illness or injury) to a safe and acceptable level. The system also requires certain records to be kept as proof that food safety is being managed.



This course is designed to provide a broad understanding of the principles of food hygiene and HACCP systems and how to make the best use of them in terms of food handling. It will equip participants with the ability to develop, implement, and manage effective food safety management system. The course will teach the participants every aspect of food hygiene, HACCP, and sanitation from purchasing and receiving food to properly washing the dishes. The course will cover hazards to food safety; the factors affecting food-borne illness; food safety regulations; food purchasing, receiving and storage; food preparing, holding, serving and reheating; HACCP principles and procedures; and facility plan.

### **Course Objectives**

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

- Apply proper techniques and principles of food hygiene and HACCP procedures and its application
- Identify the various hazards to food safety including investigating a food-borne illness outbreak and identifying a potentially dangerous food
- Recognize the factors affecting food-borne illness and discuss their prevention
- Discuss the food safety regulations including its inspection & correction of violations as well as verification & documentation of correction.
- Identify the different processes involved in purchasing, receiving and storage of food
- Explain the requirements and standards used in food preparation, holding, servicing and reheating and list the equipments needed in each process
- List seven principles of HACCP, identify their advantages & standard operating procedures and demonstrate a good crisis management plan using HACCP
- Describe the contents and specifications of a facility plan and determine the various processes and equipments used in developing a facility plan

### **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 Food Hygiene and HACCP for food and beverage (F&B) managers, executives, supervisors, personnel and food handlers who have the responsibility to implement, maintain and monitor good food hygiene procedure.

**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: -


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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.

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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, MD, MSc, BSc, is a Certified OSHA Instructor and a Senior Health, Safety & Environment (HSE) Consultant with over 20 years of extensive experience. She is well-versed in the areas in Radiation Safety/Protection, Radiation Physics, Nuclear Medicine, Radiation Oncology, Radiotherapy, Digital Image Protection, Operational Radiation Protection, Radiological Safety, Nuclear Medicine, Diagnostic Radiology, Accident/Incident & Condition Reporting, Occupational Health and Safety, OSHA, Food Safety Management, Food Hygiene, Industrial Hygiene, Oilfield Safety Programs, HAZCOM, HAZOP, HAZWOPER, Occupational Exposure Limits, Hazardous Waste Management, Emergency Response Planning, First Aid, Associate Ergonomic Professional (AEP), Ergonomic Interventions, Incident & Accident Investigation & Reporting, Defensive Driving Program, Confined Spaces Program, H2S Awareness, Biological Monitoring, Air Sampling, Risk Assessment, Job Safety Analysis (JSA), Scaffolding Safety, Toxicology Surveillance, Hearing Conservation Program, Fire Prevention and Control, Nutrition Promotion, Assessment of Fitness of Workers for Work, Disability Compensation, Drug Abuse Cessation, Obesity Management, Pre-employment Medical, Periodic Medical Examination and Quality Management. 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 NEBOSH Certified in International General Certificate in Occupational Safety and Health, 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 (NGOs), 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 degree in Occupational Medicine (MSc), a Bachelor 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 Municipality (DM) and has participated in various international conferences and published numerous papers and journals globally.**

### 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: Sunday, 13<sup>th</sup> of July 2025**

0730 - 0800	Registration & Coffee
0800 - 0830	Welcome & Introduction
0830 - 0845	<b>PRE-TEST</b>
0845 - 0930	<b>Hazards to Food Safety</b> Biological, Physical & Chemical • Potentially Dangerous Foods
0930 - 1000	<b>Catering Crew</b> Health Requirements for Catering Crew • Pre-employment Health Assessment • Periodic Health Assessment • Health Records • Health and Illness
1000 - 1015	Break
1015 - 1100	<b>Factors Affecting Food-Borne Illness</b> Factors Contributing to Food-Borne Illness • Time and Temperature Control • Temperature Measurements • Temperature Measuring Devices • Performance-Thermocouples, Thermistors and Infrared Thermometers • Calibration Procedures • Personal Hygiene • Temp Danger Zone
1100 - 1200	<b>Food Safety Regulations</b> Health Department • Inspection and Correction of Violations
1200 - 1215	Break
1215 - 1345	<b>Prerequisites of a HACCP Plan</b>
1345 - 1420	<b>Kitchen Safety</b> Fire • Slippery floor • Stepping, lifting and handling • Noise/Lighting • Ventilation • Hot Surfaces and Cut Wounds
1420 - 1430	<b>Recap</b> 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, 14<sup>th</sup> of July 2025**

0730 – 0930	<b>Food Purchasing, Receiving &amp; Storage</b> Food Process with No Cook Step • Food Preparation for Same-Day Service • Complex Processes • Purchasing
0930 – 0945	Break
0945 – 1045	<b>Food Purchasing, Receiving &amp; Storage (cont'd)</b> Receiving • Issuing • Guidelines for Purchasing Specific Foods • Storing
1045 – 1230	<b>Food Preparing, Holding, Serving &amp; Heating</b> Preparing • Preventing Contamination from Equipment, Utensils and Linens • Freezing • Thawing and Marinating • Preparing Cold Foods
1230 – 1245	Break
1245 – 1420	<b>Food Preparing, Holding, Serving &amp; Heating (cont'd)</b> Cooling • Reheating • Other Forms of Information • Special Requirements for Highly Susceptible Populations
1420 – 1430	<b>Recap</b> 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 Two

**Day 3: Tuesday, 15<sup>th</sup> of July 2025**

0730 – 0930	<b>HACCP</b> HACCP's Seven Principles • Flow Diagram
0930 – 0945	Break
0945 – 1045	<b>HACCP (cont'd)</b> Contents of a HACCP Plan • Advantages of HACCP
1045 – 1230	<b>HACCP (cont'd)</b> Standard Operating Procedures (SOPs) • SOPs to Control Contamination of Food
1230 – 1245	Break
1245 – 1420	<b>HACCP (cont'd)</b> Purchasing • Receiving and Storing
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Three

**Day 4: Wednesday, 15<sup>th</sup> of July 2025**

0730 – 0930	<b>HACCP (cont'd)</b> Food Preparation • Facility/Equipment • Job Descriptions and Job Lists
0930 – 0945	Break
0945 – 1045	<b>HACCP (cont'd)</b> Job Breakdowns • The HACCP Team
1045 – 1230	<b>HACCP (cont'd)</b> HACCP Training Guide
1230 – 1245	Break
1245 – 1420	<b>HACCP (cont'd)</b> Crisis Management Plan
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Four

**Day 5: Thursday, 17<sup>th</sup> of July 2025**

0730 – 0930	<b>Facility Plan</b> Contents of the Plans and Specifications • Physical Facilities • Outdoor Areas • Cleaning
0930 – 0945	Break
0945 – 1130	<b>Facility Plan (cont'd)</b> Janitorial and Maintenance Service • Equipment • Cutting boards and blades • Kitchen Inspections checklist
1130 – 1230	<b>Facility Plan (cont'd)</b> Cleaning and Sanitizing Equipment • Water and Plumbing • Garbage and Recyclables • Pest Management
1230 – 1245	Break
1245 – 1330	<b>Facility Plan (cont'd)</b> Toxic Materials • Training Your Staff • Safety • Exposure to Hazardous Chemicals
1330 – 1345	<b>International Food Safety Icons</b>
1345 – 1400	<b>Course Conclusion</b>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	Presentation of Course 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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