COURSE OVERVIEW HE0622(ZA2)
Food Safety Management & HACCP
(Accredited by the British Accreditation Council)

Course Title
Food Safety Management & HACCP (Accredited by the British Accreditation Council)

Course Date/Venue
February 09-13, 2025/Business Meeting Room, Crowne Plaza Al Khobar, Al Khobar, KSA

Course Reference
HE0622(ZA2)

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 food safety principles; HACCP and food safety; identifying and controlling hazards; food purchasing, receiving and storage; food preparing, holding, serving and reheating; principles of HACCP; implementing and maintaining HACCP plan; the factors affecting food-bourne illness; personal hygiene; facility requirements and plans; and the regulatory requirements.

Course Objectives

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

- Apply and gain a comprehensive knowledge on application of and assessment of HACCP

- Explain the basics of food safety principles including its terminologies used in food safety, the complex principles of food hygiene, biological, physical and chemical hazards and potentially dangerous foods

- Distinguish the relationship between food safety and HACCP and recognize the benefits of implementing food safety and HACCP system and good manufacturing practices

- Identify and control hazards as well as determine the significant hazards and explain control measures that prevent, reduce or minimize hazards associated with foods

- Carryout food safety in a professional manner including food purchasing, receiving and storage as well as food preparing, holding, serving and heating

- Recognize the principles of HACCP as well as implement and maintain HACCP plan

- Identify the factors affecting food-borne illness, personal hygiene, facility requirements and plans as well as the regulatory requirements

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 application of and assessment of HACCP for Food & Beverage (F&B) managers, executives, inspectors, supervisors, analysts, chemists or food handlers who have the responsibility to implement, maintain and monitor good food hygiene procedure. Further, the course is suitable for camp-bosses, catering and laboratory staff.

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 Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of 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.

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Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date:	**20-Apr-17**
HTME No.	**PAR15552**
Participant Name:	**Jamal Al Darwish**

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0622(ZA2)-3D-IH	Application of And Assessment of HACCP	April 18-20, 2017	19.5	1.95

Total No. of CEU's Earned as of TOR Issuance Date	**1.95**

TRUE COPY

Maricel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, 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

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Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- **IACET** **ACCREDITED PROVIDER**   <u>The International Accreditors for Continuing Education and Training (IACET - USA)</u>

  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.

- **BAC**   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:

Mr. Douglas Robinson is currently the **President** of **DSR Consulting**. He is a **Facilitator** and **Consultant** of **Food & Beverage** with over **35 years** of experience in industry. His wide experience and expertise cover **Food and Safety Management**, **Hazard Analysis of Critical Control Points** (**HACCP**), **Food Hygiene**, **Food Sampling**, **Food Risk Analysis** Quality Management, ISO Standards, **Microbiology** and **Food** & **Pharmaceutical** Technology. He is a **Registered Assessor of Food & Beverage** and Quality Management.

Mr. Robinson facilitated in-house skills development programmes in a lot of companies worldwide and has extensive consulting experience in both public and private sectors with knowledge assessments and practical workplace assessments on **food & beverage**, **HACCP**, **microbiology**, **Food & Pharmaceutical** technology, **food safety** and quality, manufacturing principles, systems, production and project management.

During his long career life, Mr. Robinson worked for many international companies such as **Tiger Foods Brands**, **National Foods**, **Premier Foods**, **Unilever**, **Nestle's**, **SAB Miller**, **Mondi Manufacturing**, **Mondi Forests**, **Masonite Africa**, **Frame** etc.

Mr. Robinson has a **Master**'s degree in **Business Administration** (**MBA**) from the **University of Durban-Westville**, a **Bachelor**'s degree with **Honors** in **Business Management** and **Administration** and **Diplomas** in **Medical Technology**, **Marketing Management**, **Business Management** and **Project Management** from the **University of Rhodesia** and from the **Damelin Management Schoo**l respectively. Further, he is a **Certified Instructor/Trainer**, a **Certified Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**), an active member of international professional affiliations and delivered innumerable trainings, courses, workshops and seminars 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.

Haward Technology Middle East

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, 09th of February 2025**

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	**Basics of Food Safety Principles** *Explain Terminologies Used in Food Safety • Understand the Complex Principles of Food Hygiene*
0930 – 0945	*Break*
0945 – 1100	**Basics of Food Safety Principles (cont'd)** *Define a Hazard(s) Biological, Physical & Chemical • Potentially Dangerous Foods*
1100 – 1230	**HACCP & Food Safety** *Relationship Between Food Safety & HACCP*
1230 – 1245	*Break*
1245 – 1420	**HACCP & Food Safety (cont'd)** *Benefits of Implementing Food Safety & HACCP System • Good Manufacturing Practices*
1420 – 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2:   **Monday, 10th of February 2025**

0730 – 0900	**Identify & Control Hazards** *Determine the Significant Hazards*
0900 – 0915	*Break*
0915 – 1100	**Identify & Control Hazards (cont'd)** *Explain Control Measures that Prevent, Reduce or Minimize Hazards Associated with Foods*
1100 – 1230	**Food Safety** *Food Purchasing, Receiving and Storage (Food Process with No Cook Step, Food Preparation for Same-Day Service, Complex Processes, Purchasing, Receiving, Issuing, Guidelines for Purchasing Specific Foods & Storing)*
1230 – 1245	*Break*
1245 – 1420	**Food Safety (cont'd)** *Food Preparing, Holding, Serving and Heating (Preparing, Preventing Contamination from Equipment, Utensils and Linens, Freezing, Thawing and Marinating, Preparing Cold Foods, Cooling, Reheating, Other Forms of Information, Special Requirements for Highly Susceptible Populations)*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Two*

Day 3:   ***Tuesday, 11th of February 2025***

0730 – 0900	***Principles of HACCP*** *Advantages of HACCP • Understand the Food Process and Product • Conduct a Hazard Analysis • Prepare List of Steps in the Process Where Significant Hazards Occur • Describe the Preventive Measures • Identify Critical Control Points in the Process*
0900 – 0915	*Break*
0915 – 1100	***Principles of HACCP (cont'd)*** *Introduction Critical Limits for Preventive Measures Associated with Each Critical Control Point • Critical Control Point Monitoring Requirements and Procedures for Using the Results of Monitoring to Adjust the Process and Maintain Control • Corrective Actions to be Taken When Monitoring Indicates that there is a Deviation from an Established Critical Limit • Effective Record Keeping Procedures that Document the HACCP System • Procedures for Verification that the HACCP System is Working Correctly*
1100 – 1230	***Implement & Maintain HACCP Plan*** *Determine the Key Factors for Successful HACCP Implementation • Steps for Developing and Implementing HACCP in the Production Plant • Develop Implementation Steps Using GMPs as a Foundation for HACCP*
1230 – 1245	*Break*
1245 – 1420	***Implement & Maintain HACCP Plan (cont'd)*** *Convey Realistic Expectations of Time and Commitment Needed to be Successful • Staff Training Program & Requirements • HACCP Plan Maintenance and Measurement Procedures • Food Incidents & Crisis Management Plan*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4:   ***Wednesday, 12th of February 2025***

0730 – 0900	***Factors Affecting Food-Bourne Illness*** *Factors Contributing to Food-Borne Illness • Temp Danger Zone • Time and Temperature Control*
0900 – 0915	*Break*
0915 – 1100	***Factors Affecting Food-Bourne Illness (cont'd)*** *Temperature Measurements & Temperature Measuring Devices • Personal Hygiene • Food Sample Collection and Storage Requirements for ADFCA*
1100 – 1230	***Personal Hygiene*** *Health Requirements for Catering Staff • Pre-employment Health Assessment & Periodic Health Assessment and Maintaining Health Records • Illness & Injuries • Exclusion of Food Handler*
1230 – 1245	*Break*
1245 – 1420	***Personal Hygiene (cont'd)*** *Personal Cleanliness • Personal Behavior • Visitors Control*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5:   **Thursday, 13ᵗʰ of February 2025**

0730 – 0930	***Facility Requirements & Plans*** *Contents of the Plans and Specifications • Kitchen Inspections Checklist • Incoming Martial Requirements • Packaging Material • Water Plumbing • Maintenance • Cleaning Procedures and Methods*
0930 – 0945	*Break*
0945 – 1100	***Facility Requirements & Plans*** *Cleaning Protocols • Cleaning and Sanitizing Equipment • Cutting Boards and Blades • Pest Control System • Waste Management • Staff Training • Food & Water Quality Testing Requirements*
1100 – 1230	***Regulatory Requirements*** *Regulation No.6, Food Hygiene throughout the Food Chain, ADFCA • Code of Practice No.(3) of 2009, HACCP for Manufacturing Sector, ADFCA • Code of Practice No.(6) of 2011, HACCP for Manufacturing Sector, ADFCA*
1230 – 1245	*Break*
1245 – 1300	***Regulatory Requirements (cont'd)*** *Code of Practice No.(13) of 2009, Food Safety and Hygiene Guide to Catering Sector, ADFCA • Code of Practice No.(23) of 2012, A Guide to the Preparation of a HACCP-Based Food Safety Management System for Labour Camps, ADFCA • ADNOC CoP VI-10 – Food & Water Safety and Welfare*
1300 – 1315	***Course Conclusion***
1315 – 1415	***COMPETENCY EXAM***
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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