

COURSE OVERVIEW HE0747
Food and Drug Administration Procedures
for Standardization of Retail Food Safety

Course Title

Food and Drug Administration Procedures for Standardization of Retail Food Safety

Course Date/Venue

Session 1: August 17-21, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai UAE
 Session 2: December 15-19, 2025/Glasshouse Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE



Course Reference

HE0747

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



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



The Food and Drug Administration (FDA) is responsible for assisting all governmental authorities and local retail food protection programs. Therefore, FDA inspectors must be fully qualified to perform their duties effectively. This course provides inspectors with the necessary knowledge and skills to maintain the safety of food sold at retail to consumers.



The course covers standard technical and administrative procedures, required equipment specifications, and standardization of field requirements. As a result of the inspection process, a certificate may be issued based on the findings. Certificates can undergo three statuses: renewal, suspension, termination, or cancellation. Inspectors use various forms to cover all aspects. To carry out the inspection process effectively, inspectors must possess strong communication skills. The FDA grants clients the right to appeal an inspector's decision by following specific procedures.

Course Objectives

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

- Apply and gain an in-depth knowledge on food and drug administration procedures for standardization of retail food safety
- Identify the purpose of standardizing retail food safety inspection procedures
- Define terminology related to standardization
- Recognize the equipment required for inspections
- Communicate positively with clients
- Complete the appropriate inspection-related forms accurately
- Explain appeal procedures and utilize the relevant forms for the process

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 and drug administration procedures for standardization of retail food safety for all staff members of the food and drug authority, including technicians, officials, and employees in the inspection department.

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 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.

Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. 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)

CEUs

CEU Official Transcript of Records

TOR Issuance Date: 15-Nov-23

HTME No. 74851

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0747	Food and Drug Administration Procedures for Standardization of Retail Food Safety	November 11-15, 2023	30	3.0

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

TRUE COPY



Jaryl Castillo
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 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 1-2018 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: -

- 
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.

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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.

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 of 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.

Course Program

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

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	Purpose & Definitions
0930 – 0945	<i>Break</i>
0945 – 1030	Background Knowledge
1030 – 1130	Introduction
1130 – 1215	Purpose
1215 – 1230	<i>Break</i>
1230 – 1330	Scope
1330 – 1420	Applicability & Terminology Definitions
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0830	Qualification for Standardization
0830 – 0930	Required Experience & Training
0930 – 0945	<i>Break</i>
0945 – 1100	Objective - Competence - Eligibility
1100 – 1215	Standardization: Field & Administrative Requirements <i>Scope • Objective</i>
1215 – 1230	<i>Break</i>
1230 – 1420	Performance Areas - Methodology (Work Approach)
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 – 0930	Inspection Equipment Requirements
0930 – 0945	<i>Break</i>
0945 – 1100	Using Equipment - Equipment Checklist
1100 – 1215	Inspection
1215 – 1230	<i>Break</i>
1230 – 1330	Field Exercise
1330 – 1420	Performance Standards - Evaluation - Compliance with Performance Standards
1420 – 1430	Recap
1430	<i>Lunch & End of Day Three</i>

Day 4

0730 – 0830	FDA Standards - Certificate Issuance
0830 – 0930	Expiration & Maintenance of Standardization (Calibration)
0930 – 0945	<i>Break</i>
0945 – 1100	Renewal of Standardization
1100 – 1215	Requirements & Expired Standardization

1215 - 1230	Break
1230 - 1300	Completion, Suspension or Cancellation of Field Exercise
1300 - 1330	Suspension or Cancellation of Standardization
1330 - 1420	Request for Re-Standardization After Termination, Suspension or Cancellation
1420 - 1430	Recap
1430	Lunch & End of Day Four

Day 5

0730 - 0930	Appeals Appeals Committee Members • Submitting an Appeal Request
0930 - 0945	Break
0945 - 1100	Appeals (cont'd) Appeals Committee Meeting • Hearings (Sessions)
1100 - 1215	Communication or Application Skills - Objective - Introduction
1215 - 1230	Break
1230 - 1300	Dialogue & Discussion with the Official & Concluding the Meeting
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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