

H S E

HEALTH

SAFETY

ENVIRONMENT



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Food Safety & Quality Management

Duration: 5 Days



Introduction:

Many organizations in the food and associated industries are under pressure to demonstrate due diligence when it comes to ensuring the safety of the products they manufacture. At the same time, increasing consumer awareness has resulted in strict quality standards. For this reason, organizations may elect to implement recognized food

safety and quality standards to demonstrate their commitment to producing safe and exceptional quality products. Many organizations do not have a choice and are forced to implement food safety and quality standards or stand the chance of losing business. With the plethora of standards which are available, selecting the appropriate standard may be a daunting task. Understanding your market, product and customer is essential to ensure selection of the right standard. This training workshop which assists organizations will the implementation of these standards. The approach is one which ensures that these standards are not merely marketing tools, but essential business management tools.

Who Should Attend?

Team Leaders, Managers, Line Managers, Supervisors, Team Leaders, Project Managers, Control Center Operators and Supervisors, Emergency Dispatchers, Security Personnel and CCTV Operators, HSE Officers, HSE Personnel, HSE Professionals, Emergency Response Team Members, HSE Managers and Auditors, Health & Safety and Environmental Professionals, Coordinators, Specialists and other full-time safety practitioners, Fire Officers, Loss Control Managers, Security Directors and Managers, Security Supervisors, Facilities Directors and Managers, HR and Administrative Managers with responsibility for security, Project Managers, Safety Inspectors, Plant Managers and Supervisors, Incident Control Point (Forward Control) Team Members, Supervisors, Advisors, Auditors, Laboratory Personnel, Emergency Personnel, Maintenance Personnel, Procurement and Supply Chain Managers, Engineers & Maintenance Personnel, Experienced and new auditors linked to the company's HSE Management Systems

Course Objectives:

By the end of this course delegates will be able to:

- Know the know-how on how to implement a food safety and quality management system
- Understand how to interpret the food safety and quality management standards
- Design and managing documentation which demonstrates compliance to food safety and quality
- Management standards
- Translate the legal requirements and putting these into practice
- Develop a pre-requisite program

- Allocate responsibility to ensure food safety and quality
- Perform a practical HACCP study
- Examine various validation techniques

Course Outline:

Identifying the Appropriate Food Safety and Quality Management Standard

- Performing due diligence
- Providing an overview of different food safety and quality management standards
- Understanding the role of your market/customer in selecting the appropriate standard
- Looking into private standards
- Recognizing the certification process

Understanding the Role of Senior Management in Food Safety and Quality Management Systems

- Examining the role of senior management
- Looking into the resource requirements
- Putting measurable objectives in place
- Outlining the management review process
- Providing with knowledge on how to approach and review your food safety and quality management system
- Agenda
- Attendees

- Effective minutes
- Focusing your communication
- Gaining buy-in from senior management
- Providing you with strategies on how to effectively manage the change process
- Looking into critical success factors for an effective food safety and quality management system

System Requirements

- Showing you how to formulate policies that are aligned to your overall strategy
- Looking into the PDCA approach (Plan/Do/Check/Act)
- Identifying and documenting key business processes
- Specifications
- Raw material
- In process material
- Final product
- Identifying and documenting mandatory procedures
- Using systems as management tools
- Internal audits
- Non conformances
- Complaints
- Preventive and corrective actions
- Continual improvement

Legal Requirements

- Looking into the legal requirements relating to traceability and recall
- Investigating quantity control

Legislation

- Traceability and recall
- Quantity control
- Identifying relevant legislation, regulations and codes of practice

- Designing a legal register
- Maintaining updated legislation

Foundation Elements for Food Safety

- Looking into the importance of pre-requisite programs (PRP's) as a basis for food safety
- Identifying shortfalls
- Identifying the appropriate PRP's
- Establishing programs to manage and verify PRP's

The Food Safety Team

- Recognizing the composition and competencies of the team
- Looking into the roles and responsibilities of the team
- Reviewing the food safety system
- Establishing the link between the food safety team, staff and management

Applying Codex Principles to Perform a HACCP Study

- Clarifying terminology
- Examining the codex principles
- List the food safety hazards and measure to control the hazards
- Determine critical control points (CCP's)
- Establish critical limits for each CCP
- Establish a monitoring system for each CCP
- Establish corrective action plans
- Establish validation, verification and review procedures
- Establish record keeping and documentation
- Providing you with a step-by-step guidance through codex principles

Validation

- Exploring the reasons why one needs to validate
- Knowing when to validate?
- Investigating validation approaches
- Referencing literature and science
- Experimental trials
- Data collection
- Mathematical modelling
- Statistically designed surveys
- Using systems as management tools
- Internal audits
- Non conformances
- Complaints
- Preventive and corrective actions
- Continual improvement