

COURSE OVERVIEW HE1067
Certified ISO 22000 Lead Auditor & Occupational Food Safety
Inspector

Course Title

Certified ISO 22000 Lead Auditor & Occupational Food Safety Inspector

Course Date/Venue

November 10-14, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

HE1067

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.



The ISO 22000:2005 provides industry with a standard for managing and reducing the risks to health resulting from operations across the food chain. The principal aim of this course is to help participants with a food industry background to assess the adequacy of the design, implementation and improvement of a food industry organization's food safety management system against ISO 22000:2005 in accordance with ISO 19011.



The food safety management system auditor's task is a complex one, with audit activity having to take into account many different levels of practices and procedures that support food safety, compliance to food safety legislation and other food safety requirements throughout the whole food chain. Whatever is actually in place within an organization, there is a need to recognize that food safety priorities must form the focus of the audit process.

This course is designed to provide food chain professionals with the skills and knowledge necessary to audit food safety management systems. Although there is a clear, identifiable trend toward adopting a systematic approach to the regulation of food safety, there has been little commonality internationally amongst industry practices, with a great many different standards and guidance documents in use, including rating systems, point systems and a variety of management systems and management system guidelines. ISO 22000:2005 now provides the opportunity for achieving such commonality across all sectors of the food chain internationally.

The focus of this course is on evaluating the effectiveness of a FSMS through interpretation of ISO 22000:2005 in the context of the scope of an organization's management arrangements, its legislative framework and the significant hazards of its operational processes.

The course is based on ISO 22000:2005 and ISO 19011, and audit activity of a food safety management system will require the auditor or audit team to recognise a wide variety of system components (i.e. a combination of a management system, risk assessment and control methodology and a variety of industry good practice and standard operating procedures that comprise the food safety management system).

This course is designed to provide participants with a comprehensive overview of occupational safety for food inspector. It covers the food safety; the associated hazardous areas; the food inspection process safety elements; the food inspection plan; the codes and standards; the legal requirements; the health and food validity certificates; the sanitation safety practices; the food industry personnel including inspector teams; the different aspects of the operation; the food inspection risk management and risk assessment; the hazardous analysis; the technical approach including data collecting, packing and labeling; and the safety and emergency response plan

Course Objectives

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

- Get certified as a “*Certified ISO 22000 Lead Auditor & Occupational Food Safety Inspector*”
- Describe the fundamental purpose of a food safety management system as well as the principles, processes and techniques used for the assessment and management of food safety hazards, including the significance of these for FSMS auditors
- Explain the purpose, content and interrelationship of the following: management system standards; ISO 22000:2005, the ISO 9000:2000 series; guidance documents (ISO 15161:2002); industry practice; standard operating procedures; and the legislative framework relevant to a FSMS
- Explain the role of an auditor to plan, conduct, report and follow up and food safety management systems audit in accordance with 19011
- Interpret the requirements of ISO 22000:2005 in the context of an audit an organization's FSMS, with particular reference to:

- The effectiveness of the organization's management of risk through its food safety risk assessment and control planning
- The capability of an organization to maintain and exceed compliance with legislative requirements
- The adequacy of the organization's emergency preparedness and response
- The implementation of operational risk control, monitoring and measurement
- The continuous improvement of food safety management system performance
- Plan, conduct, report and follow up a food safety management system audit in accordance with ISO 19011
- Discuss food safety and associated hazardous areas
- Identify food inspection process safety elements and carryout food inspection plan
- Recognize codes and standards, legal requirements, health and food validity certificates
- Employ sanitation safety practices and communicate with food industry personnel including inspector teams
- Inspect different aspects of the operation including food inspection risk management and risk assessment
- Explain hazardous analysis and technical approach including data collecting, packing and labeling
- Implement safety and emergency response plan
- Have experience of working within the food chain (refer ISO 22000 Figure 1), preferably with an understanding of implementing or operating a management system
- Have an understanding of relevant key food safety legislation (this may be specific to their food industry context and location)
- Have an understanding of prerequisite programmes
- Have an understanding of Good Practice guides for Agriculture (GAP), Veterinary (GVP), Manufacturing (GMP), Hygiene (GHP), Production (GPP), Distribution (GDP) and/or Trading (GTP) depending on the segment of the food chain in which the participants operates
- Have an understanding of the principles of HACCP as defined by the Codex Alimentarius

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, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of water resources management and policies for industrial waste water compliance managers, supervisors, engineers, inspectors, plant managers and HSE staff. Further, the course is suitable for operations, inspection, maintenance and design engineers and technical staff including laboratories.

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® (Howard 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)

(1) Internationally recognized Wall 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 “*Certified ISO 22000 Lead Auditor & Occupational Food Safety Inspector*”. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample 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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Howard Technology Middle East

Continuing Professional Development (HTME-CPD)

CEUs

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CEU Official Transcript of Records

TOR Issuance Date: 09-Feb-17

HTME No. PAR11317

Participant Name: Rashid Al Otaibi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE1067	Certified ISO 22000 Lead Auditor & Occupational Food Safety Inspector	Feb 05-09, 2017	30	3.0

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

TRUE COPY



Maricel De Guzman
Academic Director

Howard 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, Howard 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, Howard Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Howard 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.

Howard Technology is accredited by










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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 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 degree in Business Administration (MBA)** from the **University of Durban-Westville**, a **Bachelor 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 School** 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.

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, 10th November 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0900	The Fundamental Purpose of the Food Safety Management System Principles • Processes • Techniques • Assessment & Management • Food Safety Hazards • FSMS Auditors
0900 – 0930	Purpose & Business Benefits of the Food Safety Management System Managing & Reducing Risk
0930 – 0945	Break

0945 - 1015	<p>Background & General Food Safety Issues</p> <p>The Concept of Food Safety Risk Management as a Strategic Business Driver • The Historical & Social Aspects of Public Health and Food Safety Provision • International Frameworks & Protocols for the Safe Provision of Foods • General Food Microbiology & Hygienic Food Practices • The Typical Hazards Associated With the Full Range of Food Products from Primary Production to Consumption • The Application of Food Safety Management Principles & Relevant Management Tools & Techniques</p>
1015 - 1045	<p>Purpose, Content & Interrelationship of the International Standards</p> <p>ISO 22000:2005 • ISO 9000:2000 • ISO 15161:2002 • Industry Practice • Standard Operating Procedures • Legislative Framework</p>
1045 - 1115	<p>Purpose & Intent of ISO 22000:2005</p> <p>ISO 9001:2000 • ISO 15161:2002</p>
1115 - 1230	<p>ISO 22000:2005 Requirements</p> <p>The Principles of Food Safety Risk Management using HACCP and Verification Planning, & the Application of the Plan, Do, Check, Act (PDCA) Cycle to Food Safety Management • The Structure, Intent & Requirements of each Clause of ISO 22000:2005 • The Benefits of Documenting a Food Safety Management System and Suggest Approaches for Doing So in a Variety of Situations • The Difference Between Legal Compliance and Conformance with ISO Standards, including the Significance of these Terms when Conducting Audit</p>
1230 - 1245	Break
1245 - 1315	Other Applicable Food Safety Management Standards & Guidance
1315 - 1345	<p>The Framework of Relevant Legislation, Codes & Practices</p> <p>Regional • National • Local • Interaction between the Food Organization & the Relevant Authorities</p>
1345 - 1420	The Role of an Auditor to Plan, Conduct, Report & Follow Up an Audit in Accordance with ISO 19011
1420 - 1430	<p>Recap</p> <p>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</p>
1430	Lunch & End of Day One

Day 2: Monday, 11th November 2024

0730 - 0815	<p>The Structure of the FSMS Certification Industry</p> <p>The Differences & Commonality in the Purpose, Scope & Conduct of 1st, 2nd & 3rd Party & Regulatory Audits • The International Accreditation Forum Interpretations & Guidelines for 3rd Party Certification Bodies (Registrars) including the Two-stage Approach • The System of Accredited Certification (Registration), including the Functions of the Accreditation Bodies & Certification Bodies (Registrars) • The Existence of Private Schemes and their Differences in Content & Operation as Prescribed By the Scheme Owners (e.g. BRC, EUREPGAP)</p>
0815 - 0845	<p>The Role of the Auditor</p> <p>The Roles & Responsibilities of the Client, Auditors, Lead Auditors, Auditees & Guides in Accordance with ISO 19011, including the Management Responsibilities of the Lead Auditor In Managing the Audit & the Audit Team • The Need for Effective Communication with the Auditee for Auditor Confidentiality & for Auditors to be Sensitive to Local Customs Throughout the Audit Process</p>

0845 - 0930	<p>The Process of Planning an Audit <i>Typical Forms of Pre-audit Contact, their Purpose & when They Might be Appropriate • The Purpose of Document Review/Stage One Audits & Describe a Typical Document Review Process & Outputs • The Purpose & Significance of the Audit Scope, the Importance of Team Competency & Selection of Team Members Particularly with regards to Specific Process Knowledge & Relevant Food Safety Regulations & Legislation • The Use, Benefits & Potential Limitations of a Process-Based Checklist (or Alternative), & Considerations for Planning an Audit of an Activity for which there are No Documented Procedures</i></p>
0930 - 0945	Break
0945 - 1030	<p>The Process of Conducting an Audit <i>The Purpose of Typical Content of & Attendees Typically Present at Audit Meeting Including Opening & Closing Meetings, Audit Team Meetings And Auditee Feedback/Review Meetings • The Process of & Different Methods for Gathering Objective Evidence During an Audit Including the Benefits & Limitations of Sampling • The Typical Role of Top Management in an Audit & Suggest Approaches for Auditing Top Management Commitment</i></p>
1030 - 1115	<p>The Process of Reporting & Following Up an Audit <i>The Purpose & Typical Content of a Non-conformity Report, & Typical Systems for Grading Non-conformity Reports, including the Implications & further Actions Required for Different Grades of Non-conformity • The Terms Correction, Corrective Action & Preventive Action & The Roles and Responsibilities for Taking & Verifying Corrective Action • Types of Objective Evidence That may be Required to Demonstrate Effective Implementation of Corrective & Preventive Action • The Purpose of Ongoing Surveillance Visits</i></p>
1115 -1230	<p>Requirements of ISO 22000:2005 to Audit an Organization's FSMS <i>The Legislative & Regulatory Items Appropriate to Specific Food Chain Activities & the Appropriate Activities for an Organization to Maintain compliance with Legislative & Regulatory Requirements • Appropriate Attribution of Risk to Identified Hazards & the Effectiveness of the Organization's Management of Risk Through its Food Safety Risk Assessment & Control Planning • Appropriate Operational Control(s) for Specific Food Safety Hazards & Evaluate the Implementation of Operational Risk Control, Monitoring & Measurement • Potential Emergency Situations for Specific Food Chain Activities & Evaluate the Appropriate Planning & Capability of an Organization to Respond to Emergency Situations • Capability of an Organization to Maintain Compliance with Legislative Requirements • Appropriate Monitors & Measures for the Operational Control of Specific Food Safety Hazards & Evaluate The Organization's Measures of Performance for Management System Activity • Continuous Improvement of Food Safety Management System Performance & Evaluate Performance Improvement</i></p>
1230 - 1245	Break
1245 - 1315	<p>Plan, Undertake & Report an Audit of a Food Safety Management System in Accordance with ISO 19011</p>

1315 - 1345	The Role of an Auditor and/or Audit Team Leader to Plan an Audit The Pre-Audit Information Required to Plan the Duration & Resources Needed to Conduct the On-Site Audit & Write an Audit Scope • On-site Audit Plan that is Appropriate to the Sequence & Interaction of the Organization's Processes, their Food Safety Hazards Aspects & Produce a Process-Based Audit Checklist (Or Alternative) • Document Review or Stage One Audit in Order to Assess Whether Documentation Meets the Requirements of ISO 22000:2005 and to Determine Whether Adequate Arrangements are in Place to Justify Proceeding with the Implementation Audit
1345 - 1420	The Role of an Auditor to Manage & Conduct an Audit to Evaluate an Organization's Effective Implementation of Processes, Procedures & Methodologies for Conformance with ISO 22000:2005 Participate in & Demonstrate Ability to Control Opening and Closing Meetings
1420 - 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 12th November 2024

0730 – 0830	The Information Gathered in the Context of ISO 22000:2005 & the Audit Organization Gaining an Understanding of its Food Safety Processes, Including their Purpose, Inputs, Outputs, Controls & Related Performance Indicators • Selecting Sufficient & Relevant Samples • Reviewing Appropriate Documents • Differentiating Between Documentation & Records • Exercising Objectivity in the Review of Evidence Collected
0830 – 0930	Effective Interpersonal Skills & Interview Techniques Build Rapport with the Auditee • Use Appropriate Types of Questions • Listen Effectively • Make Notes, Use a Checklist Effectively & Follow Audit Trails • Provide Feedback to the Auditee • Be Sensitive to the Needs & Expectations of the Auditee, including the Local Custom & Culture
0930 – 0945	Break
0945 – 1100	Role of an Auditor to Report & Follow Up the Audit Objective Evidence Gathered & Correctly Identify Conformance & Non-Conformance with Requirements • Positive Audit Findings & Opportunities for Improvements • Summary Report of the Audit Including Graded Non-Conformity Reports Based on Objective Evidence Obtained During the Course of the Audit • Recommendations for Certification/Supplier Approval Based on Audit Findings • Audit Findings & Recommendations to the Client • Proposals for Corrective Action & Differentiate Between Correction, Corrective & Preventive Action • What Follow-Up Activities will be Required After the Audit
1100 - 1230	Introduction Food Safety & Associated Hazardous
1230 – 1245	Break
1245 – 1345	Food Inspection Process Safety Elements Food Inspection Plan
1345 - 1420	Stamps & Labels Legal Requirement • Definitions
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 13th November 2024

0730 – 0830	Asking Questions <i>Health Certificates • Food Validity Certificates</i>
0830 - 0900	Sanitation Practices Safety <i>Ability to Communicate with Food Industry Personnel</i>
0930 - 0945	<i>Break</i>
0945 - 1115	Inspection of Different Aspects of the Operation <i>Freezers & Refrigerators</i>
1115 - 1230	Inspectors Teams <i>Cutting Tools • Lifting Tools</i>
1230 - 1245	<i>Break</i>
1245 - 1330	Codes & Standards & Legal Requirement
1330 - 1400	Case study
1400 - 1420	Illustrative Video
1420 - 1430	Recap
1430	<i>Lunch & End of Day Four</i>

Day 5: Thursday, 14th November 2024

0730 - 0830	Inspection of Small Slaughter Houses that Do Not Use Assembly Lines <i>Packing & Labeling • Personal Protective Equipment</i>
0830 - 0930	Food Safety Inspector Medical Check <i>Testing Equipment</i>
0930 - 0945	<i>Break</i>
0945 - 1030	Food Inspection Risk Management <i>Food Inspection Risk Assessment</i>
1030 - 1115	Collecting Samples <i>Hazardous Analysis • Technical Approach • Data Collecting</i>
1115 - 1200	Safety & Emergency Response Plan
1200 - 1215	<i>Break</i>
1215 - 1230	Case study
1230 - 1300	Illustrative Video
1300 – 1315	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1315 – 1415	COMPETENCY EXAM
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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