



Course Outline

Conduct HACCP Studies and Internal Audits within a Quality and Food Safety Management System (NQF5)

FoodBev SETA Skills Programme Registration No: 09SP000365020205/0

Course Target Group

This course is targeted at management and the HACCP team.

Course Objective

- To interpret and apply each clause of the international standard.
- To interpret and apply each element of the relevant pre-requisite programme.
- To conduct HACCP studies to international standards and implement these within a sensitive manufacturing environment.
- To conduct internal audits on the shop floor.

This course will not only equip the team with the skills and understanding necessary to roll out the process into the factory as a whole, but also result in the production of actual HACCP studies incorporating the specific deliverables listed under section 5 below.

Course Content

Module 1: System Implementation

- Food Safety Systems Implementation
- Food Safety Principles
- 8 Principles of Quality Management
- Food Safety Management System
- Management Responsibility
- Resources
- Planning and Realisation of Safe Products
- Validation, Verification and Improvement

Module 2: Introduction to Food Safety and HACCP

- Characteristics of the Food Industry
- Food Safety Hazards



Module 3: Prerequisite Programmes (Good Manufacturing Practices – GMP)

- Primary Production
- Design and Facilities
- Control of Operation
- Maintenance and Sanitation
- Personal Hygiene
- Transportation
- Product Information and Consumer Awareness
- Training

Module 4: Conduct Audits Within a Food Safety Management System

- Definition of an Audit
- Purpose of an Audit
- Types of Audits
- Internal Audit Structure
- Process Flow to Manage an Audit
- Principles in Auditing
- Establishing an Audit Programme
- Conducting a GMP Audit
- GMP Audit Checklist
- GMP Audit Case Study

Module 5: Conducting a HACCP Study

- Assemble HACCP Teams
- Define the Terms of Reference
- Describe the Product, its intended use in detail and Sensitive Raw Material Identification
- Construct Process Flow Chart and Site Schematics
- On-site Verification of Flow Chart and Site Schematics
- Hazard Analysis - Hazard Identification and Risk Assessment
- Critical Control Point (CCP) Identification
- Establish Critical Limits
- Establish Monitoring Procedures
- Establish Corrective Action Procedures
- Verification and Validation of a HACCP Study
- Establish Record Keeping
- CCP Implementation
- Change Control



Learning Assumed To Be In Place

Knowledge, comprehension and application of language, mathematics, natural science and technology on NQF5 and achievement of unit standards 9042, 120404, 120410 & 243193 contained in our *Food Safety Practices and Procedures* programme.

Contextual knowledge of the area to be audited.

Further Education and Training Certificate or Diploma / Occupational Certificate in processing and manufacturing of food or sensitive consumer products.

Supervisory and Leadership skills.

Course Duration

Duration : 3 days depending on size and level of group

Assessment & Certification

Delegates will be assessed by means of a written examination and case studies. Successful candidates with employer companies registered with FoodBev SETA will receive a "letter of endorsement" from FoodBev SETA indicating successful completion of the requirements of the unit standards.

SAQA No.	Unit Standard Title	NQF Level	NQF Credits
119797	Conduct audits within a quality management system	5	8
123357	Conduct a hazard analysis critical control point (HACCP) study in the food handling environment	5	12
		TOTAL	20

Skills Levy Claim

Mandatory Grants

Employers may claim up to 60% of the Skills Levy that they have paid to the SETA via the Receiver of Revenue. Conditions & claim forms are available on the website at www.foodbev.co.za.

Discretionary Grants

- **Skills Programme**

You may claim a Discretionary Grant of R50.00 per person per NQF Credit earned for any person assessed as competent on our registered Skills Programmes.

- **Learnerships**

Discretionary Grants are also available for anyone enrolled on a Learner ship. Full details should be obtained from the FoodBev SETA (Tel: 011 802 1211).



Contact Details

For more information regarding the above or any other training requirements, please contact our **Training Administrator, Emily Ackerman** on 021 713 2380 or email training@wha.co.za