

Training Programme
Auditing general hygiene requirements and control procedures
based on the HACCP principles developed by food business operators
TS02, 8 - 12 October 2018 in Paris, France



Training coordinators **TC DUO**: Plinio Simon / Andreas Wunsch

Tutors: **DUO 1**: Elizabeta Micovic / Lisa-Marie Hedberg; **DUO 2**: Panagiotis Katoikos / Maurizio Ferri; **DUO 3**: Franciscus Henderixx / Roberto Valcarce; **DUO 4**: Donal Cousins / Thomas Longley; **DUO 5**: Ita White / Gerard Barry

NE: National Expert

	Day 1: Monday, 8 Oct 2018		Day 2: Tuesday, 9 Oct 2018		Day 3: Wednesday, 10 Oct 2018		Day 4: Thursday, 11 Oct 2018		Day 5: Friday, 12 Oct 2018						
	Topic 1: HACCP overview Topic 2: Prerequisites programmes Topic 3: HACCP method and plan		Topic 3: HACCP method and plan		Topic 4: The audit process		Topic 4: The audit process		Topic 5: Guides and flexibility						
08:00										08:00					
08:15										08:15					
08:30	Opening & welcome. BTSF initiative presentation.		3.4 DUO 2	Case study principles 1 and 2: hazards analysis and determining CCPs - part 2	4.1 DUO 4	Principles of an audit and exercises on audit techniques	Trip to the FBO		5.1 TC	Flexibility	08:30				
08:45	Training objectives & presentation of the training programme										08:45				
09:00	Presentation & expectations of each participant										09:00				
09:15	Initial test of knowledge										09:15				
09:30											09:30				
09:30	Coffee break								Coffee break		09:30				
09:45	1.1 DUO 1	Background to HACCP systems and EU legislation related to HACCP					4.5 NE / TC		5.2 TC	Case study applying the EFSA methodology: Small Food Retailer FSMS	09:45				
10:00			3.5 TC / DUO 2	Flexibility on principles 1 and 2	Coffee break				10:00						
10:15	Coffee break								10:15						
10:30			Coffee break						10:30						
10:30									10:30						
10:45							10:45								
10:45	2.1 DUO 1	General hygiene requirements: prerequisites	3.6 DUO 2	Principles 1 and 2: Q&A and debriefing	4.1 DUO 4	Principles of an audit and exercises on audit techniques			5.3 TC	Examples of flexibility and guides to good practice	10:45				
11:00			3.7 DUO 2	Discussion on specific situations related to CCPs					5.4 TC	Q&A and closing discussion on flexibility	11:00				
11:15									Coffee break		11:15				
11:30	2.2 TC	Virtual visit to an FBO. Exercise on auditing prerequisites programmes.	3.8 DUO 3	Principle 3, 4 and 5: establishing critical limits, monitoring CCPs and establishing corrective actions	4.2 DUO 4	FSMS / HACCP audit check-list	Field visit		Dissemination module		11:30				
11:45					4.3 DUO 5 / TC	Audit simulation							11:45		
12:00	2.3 DUO 1	Case study on a prerequisite											Final knowledge test		12:00
12:15															12:15
12:30															12:30
12:45											12:45				
12:45			Lunch		Lunch		Trip to the hotel + lunch		Online evaluation for CHAFAEA and training session conclusions		12:45				
13:00									Closure & certificates		13:00				
13:15									Lunch		13:15				
13:30											13:30				
13:30	3.1 DUO 1	Preparatory stages of HACCP	3.9 DUO 3	Case study on Principles 3, 4 and 5			4.6 TC	Field visit: exercise			13:30				
13:45													13:45		
14:00	3.2 DUO 1	Practical activity on flow diagram											14:00		
14:15											14:15				
14:30											14:30				
14:30	3.3 DUO 2	Principles 1 and 2: hazard analysis and determining CCPs	3.10 DUO 3	Principle 6: validation and verification of the system	4.3 DUO 5 / TC	Audit simulation					14:30				
14:45											14:45				
15:00											15:00				
15:15											15:15				
15:30											15:30				
15:30											15:30				
15:45	Coffee break										15:45				
16:00			3.11 DUO 3	Principle 7: documentation and records							16:00				
16:15											16:15				
16:15	3.4 DUO 2	Case study Principles 1 and 2: hazards analysis and determining CCPs - part 1	3.12 DUO 3	Case study on Principle 6	4.4 NE / TC	Field visit preparation			4.8 TC		16:15				
16:30											16:30				
16:45											16:45				
16:45			3.13 DUO 3	Case study on Principle 7					Feedback and day conclusions Q & A		16:45				
17:00											17:00				
17:15	Feedback and day conclusions Q&A		Feedback and day conclusions Q&A								17:15				
17:30											17:30				
17:45											17:45				
18:00											18:00				
18:30			Social activity (visit of the city and dinner)								18:30				
Welcome cocktail															

General points in orange

Plenary sessions and theoretical
modules in white

Working group sessions,
discussions and practical modules
in green

Field visit in blue