



- Quality Management ISO 9001
- Environmental Management ISO 14001
- Food Safety Management ISO 22000
- OHSAS 18000
- ISO Training
- ISO IMPLEMENTATION
- SHEQ Consulting
- HACCP (Food Safety)
- EUREPGAP



SHEQ/HACCP AUDITOR & IMPLEMENTATION COURSE

5 DAYS COURSE PROGRAMME

- Day 1 – Understanding the relevant standards: ISO 9001, OHSAS 18001, ISO 14001, SANS 10330 and ISO 22000.
- Day 2 – Development of a SHEQ/HACCP management system, audit process.
- Day 3 – Audit process continue
- Day 4 - HACCP Principles and hygiene management
- Day 5 - Practical examples and case studies.

NOTE: At the end of day 5 all delegates need to write a 2 hour theoretical examination to proof effectiveness of training.

Key objective: The objectives of this course is to ensure that HACCP practitioners and line managers have the knowledge and practical skills to prepare for, plan, process and audit a structured HACCP process in the SHEQ environment – understanding and implementing the basic concepts of SANS 10330 and ISO 22000 and applicable legislation.

The following requirements apply to all sections of the training course, regardless of media and method of delivery:

- Training is highly participative to allow all students to apply new knowledge and enhance their learning, and the training methods will involve and engage students throughout the duration of the course.
- Each student must participate in practical, interactive activities.

The following topics/ learning outcomes (amongst others) will be covered during the course

DAY 1: Understanding the relevant standards

***Explain the purpose and intent of the relevant standards:**

Explain the purpose of a SHEQ/HACCP management system.

Explain the purpose of the SHEQ/HACCP standards, how they interrelate to ISO 14001, ISO 9001 and OHSAS 18001, SANS 10330, ISO 22000 and the benefits to organisations using these standards.

Outline the content of SANS 10330 and ISO 22000.

Describe the structure and scope of the relevant standards.

***Describe the HACCP requirements and the interrelationship to other standards:**

For each numbered clause of HACCP

- Explain the intent of the requirement.
- Suggest possible ways in which organisations might satisfy the requirement.
- Explain key HACCP definitions and terminology.
- Draw the continual improvement cycle, based on the requirements of relevant standards

DAY 2: DEVELOPMENT OF A SHEQ/HACCP MANAGEMENT SYSTEM, AUDIT PROCESS

***Explain the relationships between the clauses of the relevant standards:**

Determine conformance of an integrated HACCP management system to the relevant requirements.

Use and development of documentation as required by the relevant standards and legislation:

- Process flow charts
- Aspect and impact registers
- Document templates
- Procedure writing
- Integrated HACCP policies
- Integrated HACCP manual

- Integrated HACCP procedures
- Integrated HACCP work instructions
- Control of documents

***The auditing process**

Steps in the audit process

Types of audits

Audit techniques

Audit documentation

DAY 3: AUDIT PROCESS CONTINUE

Audit checklists

Opening meeting

Closing meeting

Audit findings

Audit findings matrix

Non-conformances

Report writing

DAY 4: HACCP PRINCIPLES AND HYGIENE MANAGEMENT

*** 7 HACCP Principles**

Explain the HACCP Principles

Good Hygiene Practices

Legislation

*** Hazard identification and risk assessments**

- Decision trees
- Critical Control Points (CCP and CP)
- Hazard identification process
- Practical applications

DAY 5: PRACTICAL EXAMPLES AND CASE STUDIES

Applying theoretical information, using practical examples, group work and case studies