

IFC Food Safety Toolkit Course

An exceptional opportunity for food businesses and experts in developing countries to upgrade food safety systems using the IFC Food Safety Toolkit



Why this course?

- A new and exclusive product in the market
- Hands-on approach to food safety training with special interactive methodology leading to behavioral changes
- Opportunities for further IFC advisory support and partnership

What is the course about?

- Implementation of a modern food safety management system is a hands-on training that builds on the IFC Food Safety Toolkit
- Teaches to systemically apply the IFC Food Safety Toolkit at a workplace
- The best international practice customized to the regional and local markets
- Designed specifically to address typical challenges and mistakes
- Strong accent on the most labor-intensive stage of implementation: tailoring and maintenance of documents (templates are provided)
- Flexible methodology is applicable to companies from various sectors with varying levels of food safety sophistication
- Interactive approach engages, motivates, builds up practical skills and encourages to share experience with peers
- Practical self-service tools and visual aids combined with modern training techniques help achieve better than an expected result

Program content

- International food safety legislation
- International standards and certification schemes
- Food safety management system planning
- Prerequisite programs
- HACCP system development
- Traceability and non-conforming products management
- Verification of the Food safety management system
- Four days training includes a site visit

Course structure

- Based on an interactive methodology and the pragmatic approach of the IFC Food Safety Toolkit
- Helps participants quickly systematize knowledge, acquire practical skills and maximize effect of behavioral change
- Combined with the IFC Food Safety Self-Assessment to enable course effectiveness evaluation

Target Groups

- Processing companies (meat, dairy, fruits, vegetables and other)
- Catering and retail
- Food safety consultants



IFC Food Safety Toolkit

A unique product to help food producers integrate a modern food safety system

- An instructional manual provides the know-how on improvements in line with the best international practices.
- Companies (which have improved food safety with the Toolkit) have become better positioned to enter new markets, raised profitability, increased customer trust and confidence.

An ideal self-guide for businesses without a system (yet) or willing to improve it through:

- Applying the Toolkit in any processing (irrespective of the company size, location and food safety sophistication)
- Developing systemic science-based approaches to food safety management
- Benchmarking an in-house food safety system against the best international practices
- Replicating the system at all production lines
- Tailor the templates as needed

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Learn More: www.ifc.org/foodsafety

International Finance Corporation (IFC), a member of the World Bank Group, is the largest global development institution focused on the private sector in developing countries. IFC provides investment and advisory services to companies throughout the agribusiness value chain.

DEMO

IFC FOOD SAFETY TOOLKIT

TRAINING COURSE

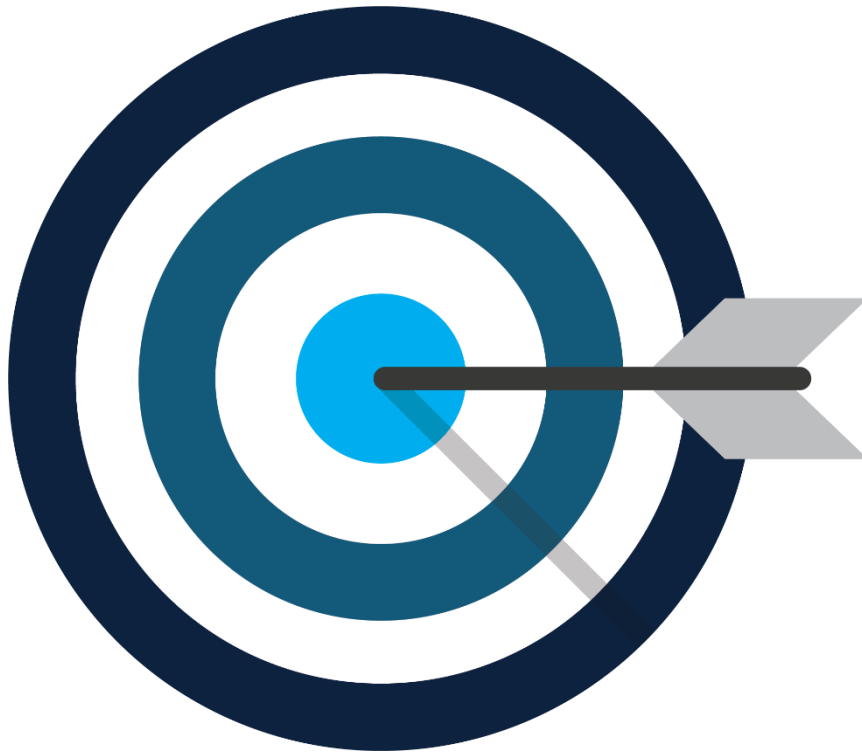


Creating Markets, Creating Opportunities

SESSION 3

HACCP SYSTEM DEVELOPMENT

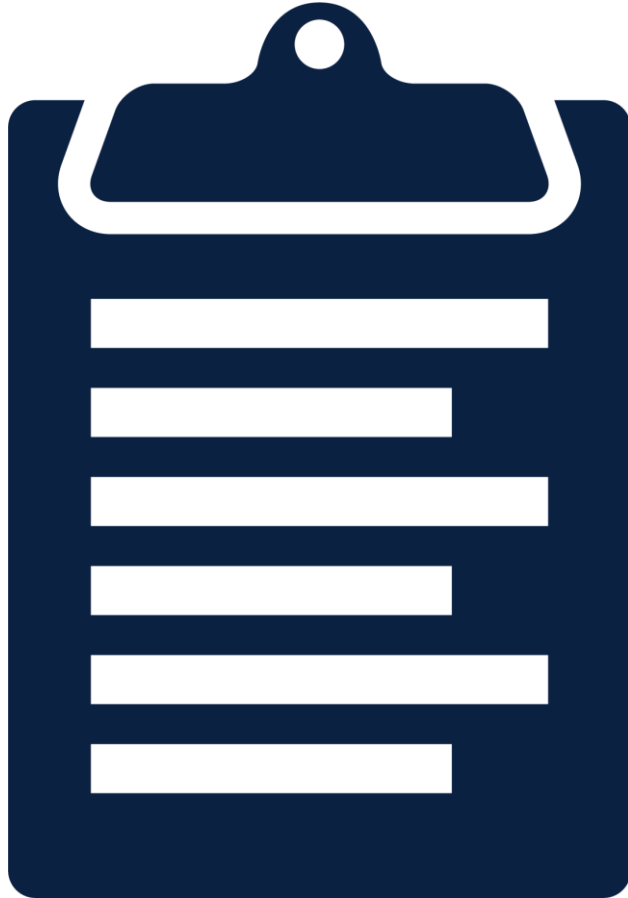
SESSION OBJECTIVES



You will be able to:

- Identify requirements for the development and implementation of HACCP System
- Demonstrate practical skills in the development and implementation of HACCP System using the IFC Food Safety Toolkit

SESSION CONTENT



- Preliminary Steps
- 7 principles of HACCP
- Development and implementation of HACCP plans and operational prerequisite programs

FOOD SAFETY QUIZ SHOW: MULTIPLE CHOICE

Question

When should HACCP principles be developed and implemented ?

1

After developing Food Safety management System documentation

2

After developing food safety manual

3

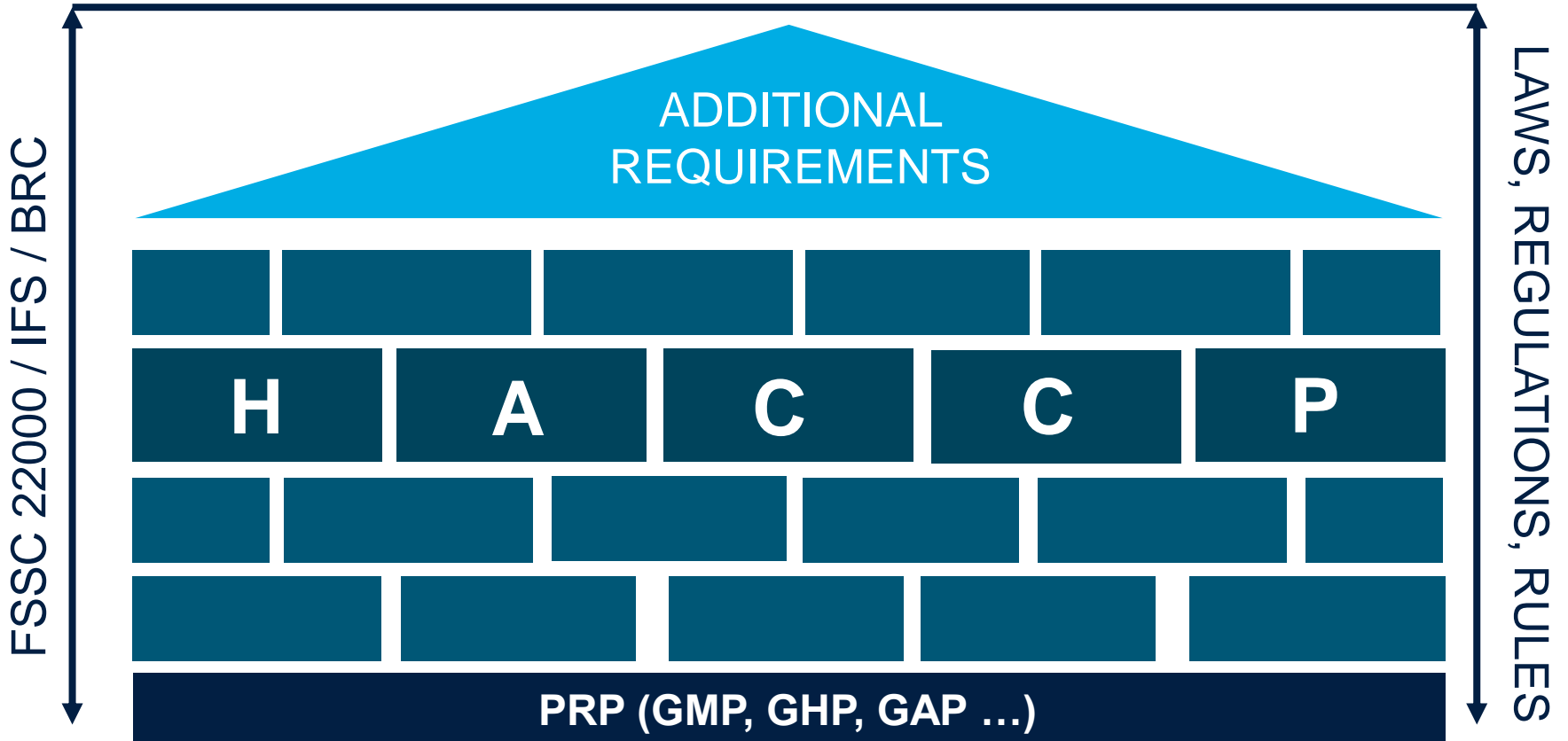
After Prerequisite programs and preliminary steps are developed

4

After certifying according to ISO 22000

FOUNDATIONS FOR FOOD SAFETY

DEMO



FSTK MODULE 4:

FOOD SAFETY TOOLS AND TECHNIQUES

HACCP MAIN WORKBOOK

- HACCP Scope Worksheet [WS 1]
- Product/Ingredient Description Worksheet [WS 2]
- Flow Diagram Worksheet [WS 3]
- Hazard Identification and Description Worksheet [WS 4]
- Control Measure Selection and categorization Worksheet [WS 5]
- Validation of Control Measure Worksheet [WS6]
- HACCP Plan / OPRP Worksheet [WS 7]
- Verification Plan Worksheet [WS 8]
- Modification and Follow-Up Worksheet [WS 9]
- Meeting Summary Worksheet [WS 10]

SUMMARY WORKSHEET:

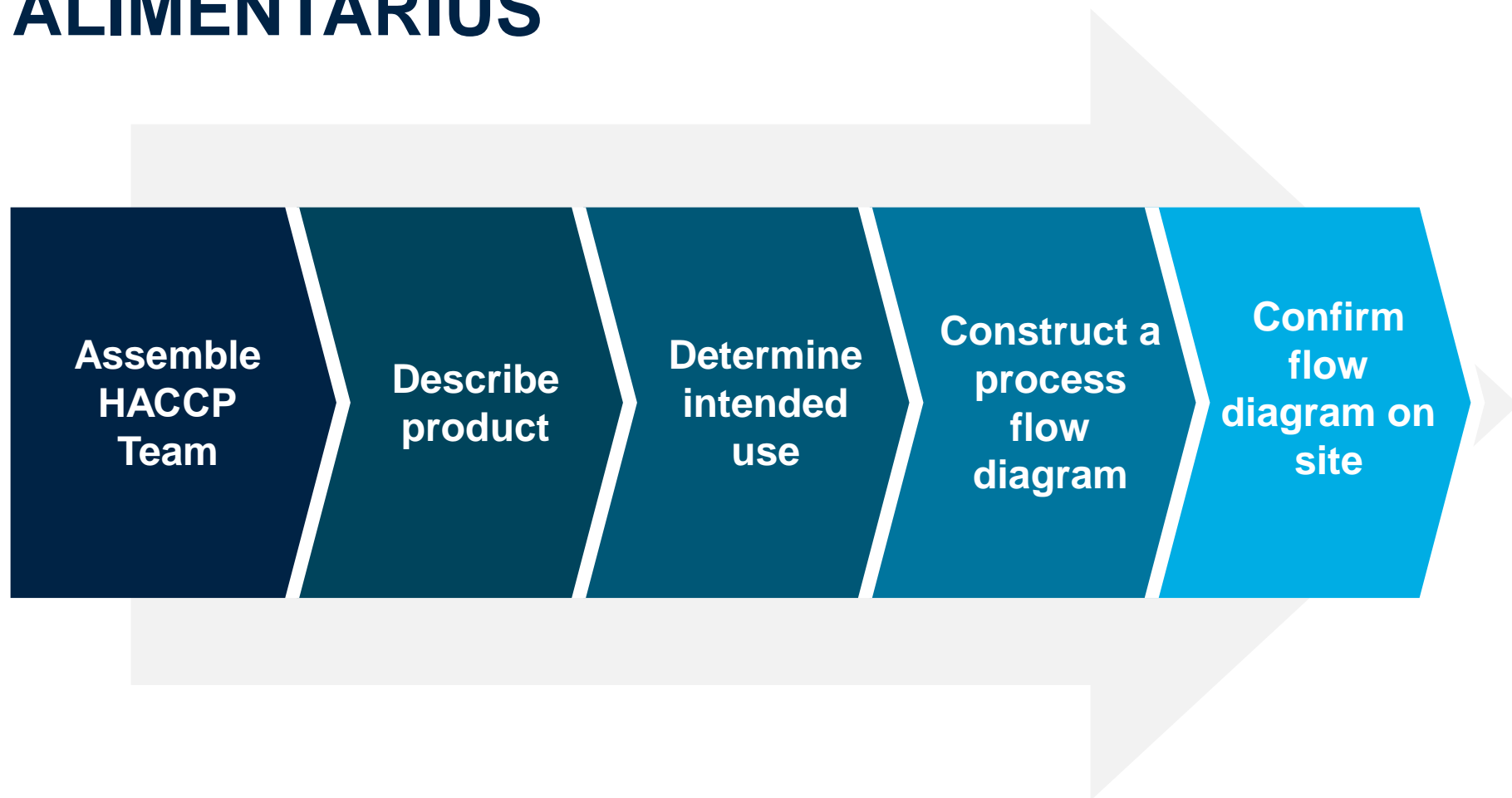
- Hazardous Agent Codes and Classification worksheet [WS A]
- Hazard Assessment Table [WS B]
- HACCP List of Supporting Documents Worksheet [WS C]



Food Safety Tools
and Techniques

MODULE 4

5 PRELIMINARY STEPS FOR HACCP SYSTEM IN CODEX ALIMENTARIUS



FSTK FASTEST FINGERS

Are you ready?

1. Close your FSTK.
2. Raise it up in the air.
3. Listen for the question to be announced.
4. When the instructor says “GO! Find the answer as fast you can.
5. Stand up quietly when you have found it.

The 5 preliminary steps in developing a HACCP Plan



1
2
3
4
5
6
7

Food Safety Toolkit

In partnership with


































































































































































































































































































































































ASSEMBLE HACCP TEAM

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Requirements of team members:

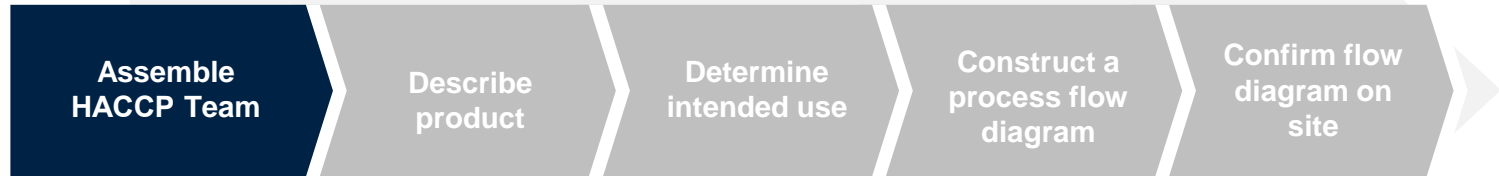
- Multidisciplinary knowledge about at least one of the following:
 - product
 - processes
 - equipment
 - hazards in areas covered by FSMS
- Experience in design and implementation of FSMS



APPOINT A HACCP TEAM LEADER

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Team Leader



- Must be a member of the organization and understand the food safety concerns of its products
- Has authority to establish, implement, maintain and update the FSMS
- Must have a basic knowledge of hygiene and HACCP principle application
- Central person in the system
- Has the responsibility to report on the FSMS
- Manages the FS team
- Organize the training for FS team
- Other duties in the organization should not conflict with his/her food safety responsibilities
- May be responsible for interaction with external parties on the FSMS-related issues
- May not be a member of senior management

ACTIVITY 3.1

HACCP TEAM LEADER RESPONSIBILITIES



Objective

Identify and explain the main differences between General recommendation of Codex Alimentarius and ISO 22000 requirements on HACCP Team Leader



Timing

10 minutes:

- 5 min. brainstorming
- 5 min. sharing and debriefing



Instructions

Using the Handout, in groups of 3-5

- Discuss the General recommendations of Codex Alimentarius as compared to requirements of ISO 22000
- Identify and explain the main differences
- Answer the question:

What defines a choice of information sources on HACCP Team Leader responsibilities? :

HACCP TEAM OPERATIONS REGULATION

Number of meetings depends on



- System complexity
- Scope of HACCP study
- Condition and methods of production

Increased work efficiency

- Each meeting must have a specific objective, agenda and timeframe
- Frequency of meetings must be adequate to:
 - Maintain pace of work
 - To collect and process information
- Pace of work should be sufficient to keep up enthusiasm
- Tasks (micro-tasks) and interim results for groups and individual performance
- Clear accountability of each team member
- Monitoring and analysis of performed tasks and achieved results

FSTK FASTEST FINGERS

Are you ready?

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5. Stand up quietly when you have found it.

WS 10: Meeting Summary Worksheet



1

2

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Food Safety
Toolkit

In partnership with

EIMF
Economic Incentives
Management Fund

MINISTRY OF HEALTH

IFC
International Finance Corporation
WORLD BANK GROUP

ACTIVITY 3.2

ASSEMBLY OF THE HACCP TEAM



Objective

Practice using Worksheet 10 to document the assembly of the HACCP team for selected (your own or virtual) company



Timing

10-15 minutes:

- 5 min. group work
- 10 min. debriefing

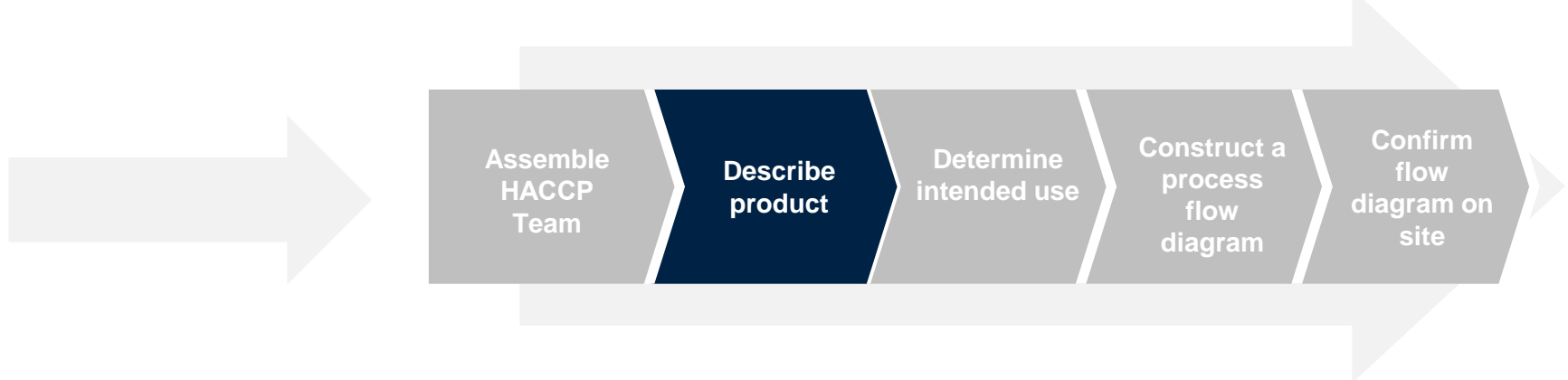


Instructions

In groups of 3-5

- Use the Handout and imagine that you are assembling a HACCP team for selected (your own or virtual) company
- Complete the HACCP Meeting Summary Worksheet.
- Be ready to share your worksheet with the class

DESCRIPTION OF RAW MATERIAL, INGREDIENTS AND PACKAGING MATERIAL



ISO 22000:

All raw materials, ingredients and product-contact materials must be described in documents to the extent needed to conduct hazard analysis



DESCRIPTION OF PRODUCT

Information on raw materials for hazard analysis



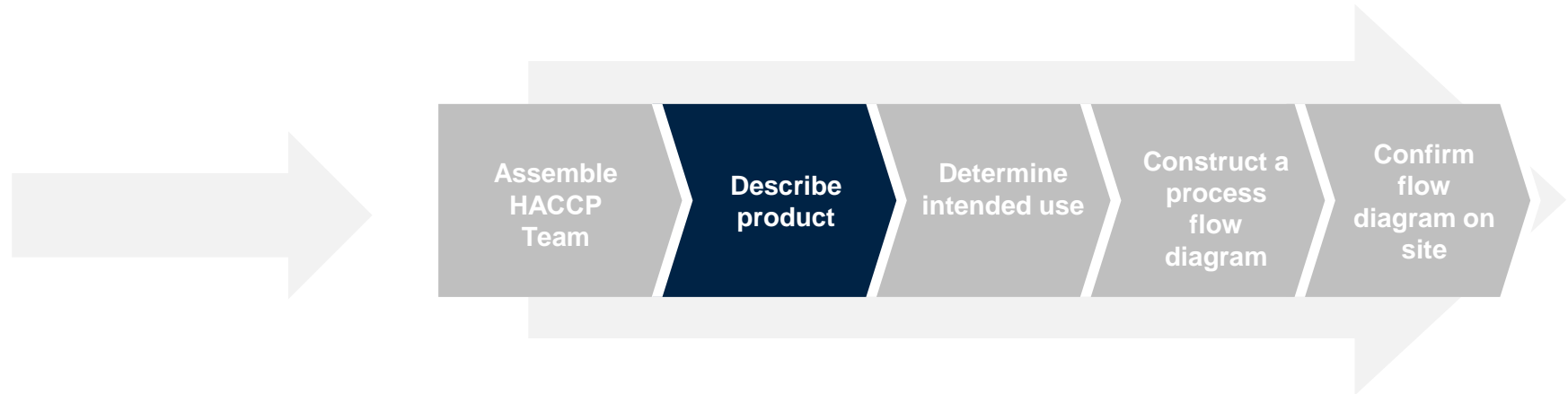
- Biological, chemical and physical characteristics
- Composition of formulated ingredients, including additives and process aids
- Origin
- Methods of production
- Methods of packaging and delivery
- Storage conditions and shelf life
- Preparation and/or handling before use or processing
- Food safety related acceptance criteria or specifications of purchased material/ ingredients Appropriate to their intended uses



Example:

[WS 2] Product/Ingredient Description Worksheet (page 147)

DESCRIPTION OF END PRODUCT



ISO 22000:

Characteristics of end products must be described in documents to the extent needed to conduct the hazard analysis



DESCRIPTION OF END PRODUCT

ISO 22000 :



- Product name or similar identification
- Composition
- Biological, chemical and physical characteristics, related to food safety
- Intended shelf life and storage conditions
- Packaging
- Labeling relating to food safety and/or instructions for handling, preparation and usage
- Distribution methods



Example:

[WS 2] Product/Ingredient Description Worksheet (page 147)

FSTK FASTEST FINGERS

Are you ready?

1. Close your FSTK.
2. Raise it up in the air.
3. Listen for the question to be announced.
4. When the instructor says “GO! Find the answer as fast you can.
5. Stand up quietly when you have found it.

Description of Preliminary Step 3



DESCRIPTION OF END PRODUCT: IDENTIFICATION OF INTENDED USE



Describe:

- Intended use of end product and reasonably expected handling
- Any unintended but reasonably expected mishandling and misuse of end product
- Groups of users and groups of consumers
- Groups of consumers specifically vulnerable to specific food hazards



**The less processing of food is expected from end-consumer,
the more responsibility lies on manufacturer to assure its safety**

ACTIVITY 3.3

CHOOSE THE CORRECT ANSWERS



Objective

Practice using Worksheet 10 to document the assembly of the HACCP team for selected (your own or virtual) company



Timing

10 minutes:

- 5 min. for answering
- 5 min. answer checking



Instructions

Using the Handout, individually

- Pick the correct answers (more than 1 may apply for a question) and put the appropriate letter in the right hand column of the table
- Share with the class

ACTIVITY 3.4

DESCRIPTION OF RAW MATERIAL, INGREDIENTS, PACKAGING MATERIAL AND END PRODUCT



Objective

Describe the product or ingredient characteristics according to ISO 22000 requirements



Timing

20-25 minutes:

- 10-15 min. for preparation
- 5-10 min for sharing



Instructions

Using the Handout work in groups of 3-4

- Choose a product, which your company is producing, or raw material/ ingredient
- Describe it, as well as its distribution/ storage methods, including the assumed consumption method and targeted consumer.
- Fill in the worksheet and, if possible, prepare a presentation on flip chart.
- Be ready to share your answers with the class

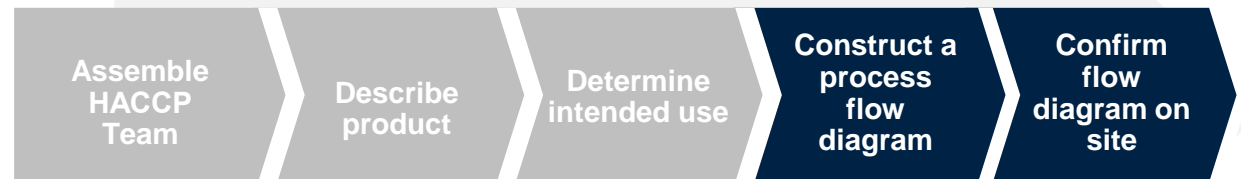


Example:

[WS 2] Product/Ingredient Description Worksheet (page 147)

PROCESS FLOW DIAGRAM, PROCESS STEPS AND CONTROL MEASURESE

ISO 22000



Flow diagrams should cover:

- The sequence and interaction of all steps in the operation
- Any outsourced processes and subcontracted work
- Where raw materials, ingredients and intermediate products enter the flow
- Where reworking and recycling take place
- Where end products, intermediate products, by-products and waste are released or removed
- ✓ **Flow diagram shall be verified on-site**
- ✓ **Verified flow diagrams shall be maintained as record**

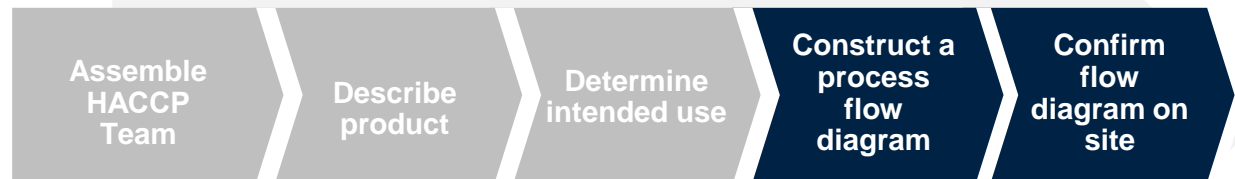


Example:

[WS 3] HACCP Flow Diagram Worksheet (page 151)

PROCESS FLOW DIAGRAM, PROCESS STEPS AND CONTROL MEASURES

ISO 22000



Describe:

- Control measures in place;
- Process parameters and /or rigidity of their application, or
- Procedures that may influence food safety, and
- External requirements that may impact choice and rigorousness of the control measures



Example:

[WS 3] HACCP Flow Diagram Worksheet (page 151)

ACTIVITY 3.5

PREPARATION OF PROCESS FLOW DIAGRAMS



Objective

Apply knowledge of process flow diagrams to create a basic process flow



Timing

25-30 minutes:

- 15 min for preparation
- 10-15 min for sharing



Instructions

In groups of 3-4

- Prepare a process flow diagram on chart paper for a product you described in activity 3.4
- Include all operational steps pertaining to the product, numbering the steps
- If work is subcontracted/ outsourced, note that
- If rework or recycling is an option, include that
- Include waste, by-products, intermediate and end steps
- Be ready to share your diagram with the class.



Example:

[WS 3] HACCP Flow Diagram Worksheet (page 151)