**Food Safety Management System and Procedures**

**for Granting and Accreditation of Conformity Assessment Certificates for Halal and Organic food**

**Doha, State of Qatar, 17-18 Oct. 2011**

**EXPECTED OUTCOME OF TRAINING COURSE**

the participants would be able to:

1. understand the requirements of accreditation, conformity assessment procedures of food safety management system and
2. have an awareness on the accreditation and conformity assessment process of halal and organic food certification

**Details of the training programme**

**Date: 17 October 2011 (Monday)**

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| **Time** | **Course content** | **Coverage** |
| 0900 - 1300(1030 – 1045)1300 – 14001400 – 1700(1530 – 1545)1700 | Introduction to ISO 22000 Food Safety Management Systems- Requirements for any organization in the food chainLight refreshments Break ISO/TS 22003 Food Safety Management Systems- Requirements for bodies providing audit and certification of Food Safety Management Systems (with reference to ISO /IEC 17021)Light refreshments END OF TRAINING DAY 1 |  Management responsibility, food safety policy, food safety team, communication, emergency preparedness & response, competence , awareness and training, planning and realization of safe products covering the 7 principles of HACCP m, traceability, control of non conformity, validation and verification, control of monitoring and measuring and continual improvement Legal responsibility, management of impartiality, organizational structure and top management, Committee for safeguarding impartiality, Competence of management and personnel, personnel in certification activities (contract review, granting certification, auditing) use of external auditors and technical experts, records, outsourcing, publicly accessible information, certification documents, directory , reference to certification and use of marks, confidentiality, information exchange from CB to client) |

**Date: 18 October 2011 (Tuesday)**

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| **Time** | **Course content** | **Coverage** |
| 00830 - 1300(1030 – 1045)1300 – 14001400 – 1530(1530 – 1545)1530 - 17001700 | ISO/TS 22003 Food Safety Management Systems- Requirements for bodies providing audit and certification of Food Safety Management Systems (continued)Light refreshments Break Awareness on accreditation requirements for bodies operating halal product certification systems ( with reference to ISO/IEC Guide 65)Light refreshments Awareness on accreditation requirements for bodies operating organic food certificationEND OF TRAINING COURSE | Audit process requirements covering review of application, initial audit processes , Stage 2, audit reporting , decision on granting certification, surveillance ,recertification , special audits, suspending, withdrawing or reducing the scope of certification, appeals, complaints , options of implementing food safety management (manual, document and record control, management review, internal audits, corrective and preventive actionsOrganization, operations, subcontracting, quality system, conditions and procedures for granting, maintaining, extending, suspending, withdrawing certification , internal audits, management review, documentation, confidentiality ), CP personnel( qualification criteria and competence), changes to certification, appeals, complaints and disputes, audit processes ( application review, evaluation, reporting, decision, surveillance, use of licenses, certificates and marks , complaints to suppliers) Scope, structure, committee, evaluators, confidentiality, conflicts of interest, application review including standard and procedures review, evaluation and assessment, reporting, decision , surveillance, use of marks, re evaluation, appeals, complaints and sanctions |