

D.2.3 Validation of the educational dossiers and contents for the 8 in-room training courses-pilot training courses

ANNEXE 1

Training course

Food safety management systems

Final report

FOODQA partner: P&B (Consultores Associados, Lda., Portugal)

Local Scientific coordinators: Dr. Paulo Baptista



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1. SYLLABUS and CONTENTS

1.1. HACCP – Hazard Analysis and Critical Control Points

Teaching/contact time: 20 hours

a. **Target group:**

University and partners staff

b. **Learning outcomes:**

Trainees will:

- develop knowledge and understanding of the concept of hazard analysis in food safety;
- apply hazard analysis methodologies to specific cases and develop understanding of HACCP application.

c. **Minimum knowledge pre-requisites**

- Basic concepts of food safety including food preservation, food microbiology and food processing.



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d. General contents

(take as reference the contents already defined for the teaching materials)

Reference person: Eleutério Silva and Paulo Baptista

Teaching material: FOODQA e-book – Food Safety Manual Systems and ppt slides presentation (HACCP) - Attachment I FOODQA_Slides_HACCP_Training

- | | Sub-topic |
|---------|---|
| 1. | Introduction |
| 2. | The concept of the HACCP system |
| 3. | The principles of HACCP |
| 4. | The HACCP methodology |
| 4.1. | The HACCP Team |
| 4.2. | Product description |
| 4.2.1. | Raw material |
| 4.2.2. | Final product |
| 4.3. | Intended use for the product |
| 4.4. | Construction of the flowchart |
| 4.5. | Verification of the flowchart |
| 4.6. | Hazard analysis |
| 4.7. | Determination of critical control points |
| 4.8. | Establishment of critical limits |
| 4.9. | Establishment of monitoring system |
| 4.9.1. | Monitoring system |
| 4.9.2. | Monitoring methodology |
| 4.10. | Establishment of corrective actions |
| 4.11. | Establishment of verification procedures |
| 4.11.1. | Validation of the HACCP plan |
| 4.11.2. | Audits of the HACCP system |
| 4.11.3. | Sample collection and analysis |
| 4.12. | Documents and registers |
| 4.12.1. | Types of documents and records |
| 4.12.2. | Management of documents and records |

Complementary/practicals

- Case-studies

e. Evaluation: self-evaluation

Case-studies.



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1.2. IFS – International Featured Standards

Teaching/contact time: 20 hours

a. Target group

- University and partners staff

b. Learning outcomes:

Trainees will:

- understand the importance of food management systems;
- achieve knowledge about the main issues in food safety management standards.

c. Minimum knowledge pre-requisites(if any)

- Basic knowledge on HACCP.

d. Contents

(take as reference the contents already defined for the teaching materials)

Reference Person: Paulo Baptista

Teaching material: FOODQA e-book – Food Safety Manual Systems and ppt slides presentation (Food Safety Management Systems – IFS) - Attachment II FOODQA_Slides_IFS_Training

- | | Sub-topic |
|------|---|
| 0. | Introduction |
| 1. | SENIOR MANAGEMENT RESPONSIBILITY |
| 1.1. | Corporate policy/Corporate principles |
| 1.2. | Corporate structure |
| 1.3. | Customer focus |
| 1.4. | Management review |
| 2. | QUALITY AND FOOD SAFETY MANAGEMENT SYSTEM |
| 2.1. | Quality Management |
| 2.2. | Food Safety Management |
| 3. | RESOURCES |
| 3.1. | Human resources management |
| 3.2. | Human resources |
| 3.3. | Training and instruction |
| 3.4. | Sanitary facilities, equipment for personnel hygiene and staff facilities |
| 4. | PLANNING AND PRODUCTION PROCESS |
| 4.1. | Contract agreement |



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- 4.2. Specifications and formulas
- 4.3. Product development/Product modification /Modification of production processes
- 4.4. Purchasing
- 4.5. Product packaging
- 4.6. Factory location
- 4.7. Factory Exterior
- 4.8. Plant layout and process flows
- 4.9. Constructional requirements for production and storage areas
- 4.10. Cleaning and disinfection
- 4.11. Waste disposal
- 4.12. Risk of foreign material, metal, broken glass and wood
- 4.13. Pest monitoring/Pest control
- 4.14. Receipt of goods and storage
- 4.15. Transport
- 4.16. Maintenance and repair
- 4.17. Equipment
- 4.18. Traceability (including GMOs and allergens)
- 4.19. Genetically modified organisms (GMOs)
- 4.20. Allergens and specific conditions of production
- 4.21. Food Fraud
- 5. MEASUREMENTS
- 5.1. Internal audits
- 5.2. Site factory inspections
- 5.3. Process validation and control
- 5.4. Calibration, adjustment and checking of measuring and monitoring devices
- 5.5. Quantity checking (quantity control/filling quantities)
- 5.6. Product analysis
- 5.7. Product quarantine (blocking/hold) and product release
- 5.8. Management of complaints from authorities and customers
- 5.9. Management of incidents, product withdrawal, product recall
- 5.10. Management of non-conformities and non- conforming products
- 5.11. Corrective
- 6. FOOD DEFENSE PLAN AND EXTERNAL INSPECTIONS
- 6.1. Defense assessment
- 6.2. Site Security
- 6.3. Personnel and Visitor Security
- 6.4. External Inspections

e. Evaluation: self-evaluation

Case-studies.



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2. PLANNING, ORGANIZATION

Organisational information

Venue:

- **HOTEL IBIS PORTO S. JOÃO:** Rua Dr. Plácido Costa - 4200-450 Porto – Portugal (map: <https://www.google.pt/maps/place/Hotel+ibis+Porto+Sao+Joao/@41.1803453,-8.6044499,15z/data=!4m5!3m4!1s0x0:0x747b302dae6bc9c5!8m2!3d41.1803453!4d-8.6044499>)
- **HOTEL EUROSTARS OPORTO:** Rua do Mestre Guilherme Camarinha, 212 - 4200-537 Porto - Portugal (map: https://www.eurostarhotels.co.uk/eurostars-oporto.html?_ga=2.154523192.1618707195.1515683758-360975937.1515683758)

Schedule at glance:

21st January: arrival

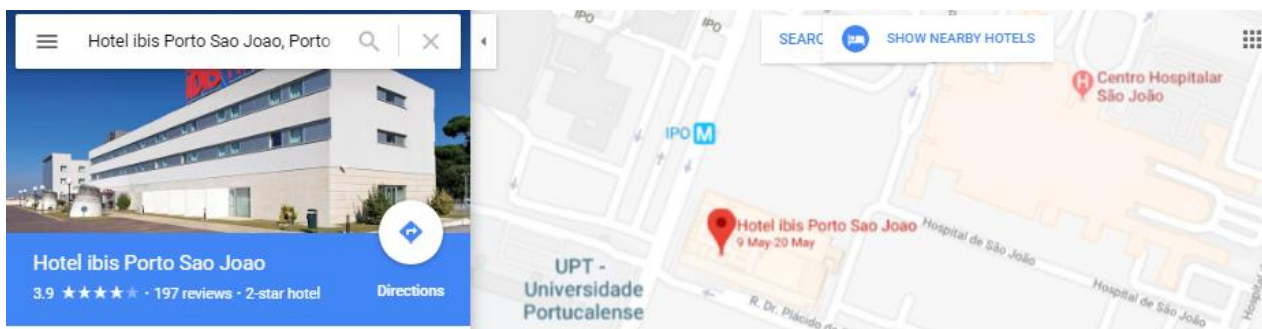
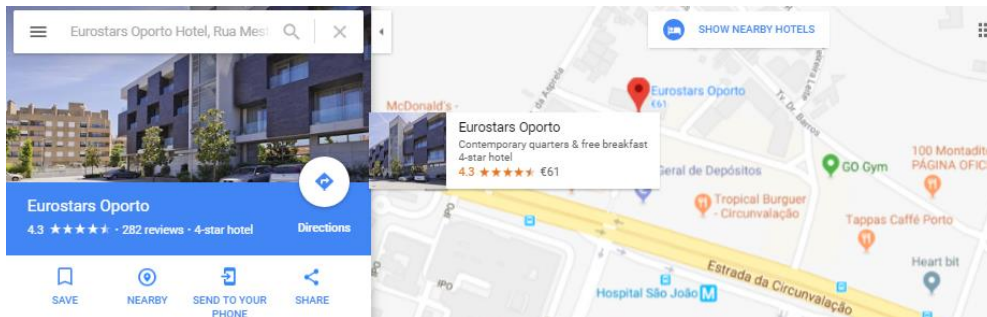
22nd Jan, 9:00 a.m.: registration and start of the training course

22nd Jan -26th Feb: training (classes, meetings. Individual and group work)

27th Jan: departure

Accommodation: Varied accommodation including hotels and apartments in Porto

Places where the training sessions took place:



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3. TRAINING COURSE TIMING

FOODQA_training_staff_Jan2018_Portugal_Agenda

22nd January 2018

SCHEDULE	TOPIC	TRAINER
09:00 – 13:00	PART 1 – HACCP PRINCIPLES AND METHODOLOGY	ELEUTÉRIO SILVA
13:00 – 14:00	<i>LUNCH BREAK</i>	
14:00 – 18:00	PART 1 – HACCP PRINCIPLES AND METHODOLOGY	ELEUTÉRIO SILVA

23rd January 2018

SCHEDULE	TOPIC	TRAINER
09:00 – 13:00	PART 2- FOOD SAFETY MANAGEMENT SYSTEMS - IFS	PAULO BAPTISTA
13:00 – 14:00	<i>LUNCH BREAK</i>	
14:00 – 18:00	PART 2- FOOD SAFETY MANAGEMENT SYSTEMS - IFS	PAULO BAPTISTA

24th January 2018

SCHEDULE	TOPIC	TRAINER
09:00 – 13:00	PART 1- HACCP CASE STUDIES – GROUP WORK	ELEUTERIO SILVA
13:00 – 14:00	<i>LUNCH BREAK</i>	
14:00 – 18:00	PART 2 – IFS REQUIREMENTS CASE STUDIES – GROUP WORK	PAULO BAPTISTA

25th January 2018

SCHEDULE	TOPIC	TRAINER
09:00 – 13:00	PART 1- HACCP CASE STUDIES – GROUP WORK	ELEUTERIO SILVA
13:00 – 14:00	<i>LUNCH BREAK</i>	
14:00 – 18:00	PART 2 – IFS REQUIREMENTS CASE STUDIES – GROUP WORK	PAULO BAPTISTA



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26th January 2018

SCHEDULE	TOPIC	TRAINER
09:00 – 13:00	PART 1 – HACCP PRINCIPLES AND METHODOLOGY – CASE STUDIES	PAULO BAPTISTA
13:00 – 14:00	<i>LUNCH BREAK</i>	
14:00 – 18:00	PART 2 – IFS REQUIREMENTS CASE STUDIES	PAULO BAPTISTA

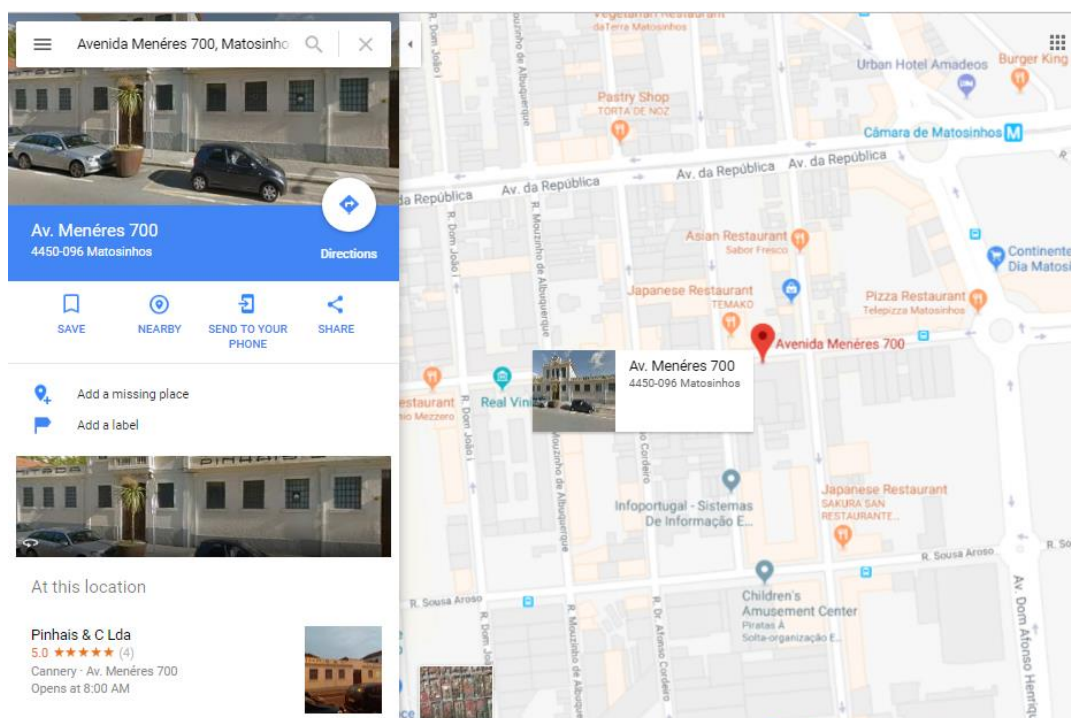
Teachers

Paulo Baptista – Ph.D. in Biotechnology – Food Processing

Eleutério Silva – Biochemistry degree – specialization in food industries

TUTOR AND ORGANISATIONAL SUPPORT

3.1. Visit a cannery PINHAIS e Ca. Lda.



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4. LIST OF PARTICIPANTS

23 trainees

University	No.	Full Name
Cementra	1	Mohammed Al Rawabdeh
Jordan Food and Drug Administration- J-FDA	2	Kubna Abdw Karim Al Otabe
	3	Nawal Al Sakameh
	4	Omar Adwan
	5	Ra´afat Alhalaki
	6	Rana M. Obeidat
	7	Sufyan Hussien Tashtoush
	8	Safa´a Al Smadi
	9	Wafa Hamed Takrori
Jordan University of Science and technology – JUST	10	Adma M. Gharaibeh
	11	Fahmi Abu Al Rub
	12	Lubna Al Otaibe
	13	Mohammad Al Omosh
	14	Roba Hamad
	15	Taghreed Abu Rawaq
King Abdullah University Hospital at JUST - KAUH Monojo Biotech	16	Talal N. Alta´any
	17	Rish Al Hiary
Mutah University - MU	18	Aseel Yousef Al – Maaitah



University of Jordan- JO

- 19 Ahmed Al Salaymeh
- 20 Nisreen Shehadeh
- 21 Raja Ratrout
- 22 Tala Nabil Mash`al

5. SIGNATURES



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Fostering Academia-Industry Collaboration In Food Safety and Quality

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FOODQA training workshop for Staff
Food safety management systems training for Staff
January 22-26/2018



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26th January 2018

Hotel Ibis Porto S. João / Hotel Eurostars Oporto, Portugal

No.	Participant Name	Institution	Email	Signature
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19				
20				

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30. Januar 2018

Hoteli Ipir, pot 2, 1000 V. Hotel Erasmova Obojka, Ljubljana

Januar 2018

Food safety management systems training for ZSPs

FOODSAFETY training workshop for ZSPs

Forzeing Acsqemis-Ingizila Colloporion in Food Safety and Quality

21.01.2018-10.01.2018-10.01.2018-10.01.2018

Forzeing Acsqemis-Ingizila Colloporion in Food Safety and Quality



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25th January 2018

No.	Participa
11	Tajir Nop
13	Salic B
14	Wilson Z
12	Rafael Hinoj
16	Paulo AFHA
11	Omar Agui
18	Nora Aze
1a	
50	



25th January 2018

No.	Particip
1	Nawal. Dess
2	Wafa' St
3	Taqeel Ab
4	Adira M. Ghari
5	Talal N. AlH
6	Safa'a SM
7	Rana. opeid
8	Mohamad Q
9	Lubna Al
10	Sufyan T



24th January 2018

No.	Participa
11	Iubna AL
12	Sufyan Fa
13	Togheed Abu
14	Abma M. Glau
15	Taha M. Alta
16	Nohamad
17	Rasha Hiary
18	
19	
20	



24th January 2018

No.	Participant
1	Muhammad Al-Sakir
2	Wajid Takim
3	Omar Ad
4	Khaled Al-Haz
5	Sajida SM
6	Yana. ebeidell
7	Misreen Shal
8	Tala Nabii
9	Rajaa Ratri
10	Khalid Yousef



23rd January 2018

No.	Participante
21	Sofia Sima
22	Rana ebeida
23	Aseel Youssef
24	Mohamad
25	
26	
27	
28	
29	
30	



Fostering Academia-Industry Collaboration in Food Safety and Quality

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23rd January 2018

No.	Participant Name	Institution	Email	Signature
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17				
18				
19				
20				

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23rd January 2018

No.	Particip
1	Adina M. Glu
2	Tagheed Abu
3	Nawal Al
4	Wafiq Yaq
5	Omar Ad
6	Raafat A
7	Tagheed A
8	Lubna Al
9	Sufyan T
10	Talal N. Alhaini



22nd January 2018

No.	Participant
11	Rana Obaid
12	Omar A
13	Rafat ALT
14	Rajid R
15	Taha Nabih
16	N. Iyean
27	
28	
29	
30	



Fostering Academia-Industry Collaboration in Food Safety and Quality

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Fostering Academia-Industry Collaboration in Food Safety and Quality

FOODQA training workshop for Staff

Food safety management systems training for Staff

January 22-26/2018

Hotel Ibis Porto S. João / Hotel Eurostars Oporto, Portugal

22nd January 2018

No.	Participant Name	Institution	Email	Signature
1	Mohamad al-Omrouh	J. SUST	msa@jusf.edu.sa	
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6	Ludena Abdul Karim Alchibe	JUST	Ludena@just.edu.jo	
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8	Adna M. Alarabek	JUST	adna.gh@just.edu.jo	
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6. LIST of ADDITIONAL TRAINING MATERIALS

HACCP

		comments
0 study case	Case_Study_ICE_Cream_all_H ACCP_example	Used in assesment
n1 Bread Company	Case_Study_HACCP_Bread_Co mpany_ES	Working group 01
n2 Mc Fruit Company	Case_Study_Mac_Fruit_ES	Working group 02
Case_study_0_audit findings	Images_Audit_Findings_ES	Group Work_1
Case Study 1	Meat poultry and meat products	Individual/group work 01
Case History 1	Cereal_Grain products	Individual/group work 02
Case History 2	Dairy	Individual work 01
Case Study 2	Storage of frozen food	Individual/group work 03
Case Study 3	Ready to eat, chilled smoked fish	Individual work 02

IFS

Case_study_1_audit findings	Images_Audit_Findings_ES	Group Work_1
Case_study_2_aseptic_filling_PB	Process and product requirement	Group Work_2
Case_study_3_Food_Defense_PB	Food Defense	Group Work_3
Case_study_4_Housekeeping_Hygi ene_PB	Good practices hygiene	Group Work_4
Case_study_5_Pizza_Allergens_PB	Allergens	Group Work_5
Case_study_6_Product_Develop_“ Sandwich company”_PB	New products development	Group Work_6
Case_study_7_Recall_PB	Recall	Group Work_7
Situations_Grading_1_NCs	NC’s grading	Individual/group work 01
Situations_Group1_Grading_2_NCs _KO	KO	Group Work_8
Small cases		Individual Work or Group Working

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Convenience food_1 Ready to eat, chilled smoked fish	Several – IFS requirement Several – IFS requirement	Individual Work_1 Individual/group work 02
Confectionary_2	Several – IFS requirement	Individual/group work 03
Fruit and vegetable packing, co packer_3	Several – IFS requirement	Individual/group work 04
Case history 1: Dessert production, ready to eat, chilled and frozen	Several – IFS requirement	Individual/group work 05
Case history 2: Cereal/Grain products	Several – IFS requirement	Individual/group work 06
Case history 3: Production, ready to eat, chilled and frozen delicatessen	Several – IFS requirement	Individual/group work 07

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7. ASSESSMENT

The final assessment of the acquired knowledge was carried out by a questionnaire made of 10 questions.

Assessment results

All trainees have taken the exam, with correct responses to questions > 63%.



8. PICTURES



FOODQA - Welcome to staff and students.

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FOODQA - Welcome to staff and students.



FOODQA - group photo staff- HACCP



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FOODQA - group photo staff- IFS



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9. TRAINING EVALUATION

Work Package: WP3 – Training of Academia and Industry

Training Course Title: FOODQA - Fostering Academia Industry Collaboration in Food Safety and Quality

Location of training: Porto - Portugal

Date: 22.01.2018 – 26.01.2018

Grades between 1-5, where 1 is Poor and 5 is Very Good.

	Average
Answer each question with an evaluation from 1-5. = AVERAGE	4,4
What is your opinion of the general organization and facilities of the event? ما رأيك بالتنظيم والتسهيلات التي قدمت في هذه الفعالية	4,3
To which extent did the event live up to your expectations? الى اي مدى توافقت هذه الفعالية مع توقعاتك	4,0
What is your opinion of the presenters/facilitators? ما رأيك بالمقدمين ومديري الحوار	4,8
What is your opinion of the material that was distributed before or during the event? ما رأيك بالمادة التي تم توزيعها قبل واثناء الفعالية	4,7
How do you evaluate the agenda of the event? ما تقييمك لاجندة الفعالية	4,5
How do you evaluate the technical resources used? كيف تقييم المصادر التقنية التي تم استخدامها	4,1
How effective do you think was the methodologies used? ما مدى فاعلية الطرق المستخدمة	4,4
How useful was the event? ما مدى فائدة الفعالية	4,7
How valuable was the event for your professional growth? كيف تقييم الفائدة المهنية من هذه الفعالية	4,6
How satisfied are you from the level of participation to the event proceedings? ما مدى رضاك عن مستوى المشاركين في الفعالية	4,2
Do you feel that the targets of the event have been fulfilled? هل تعتقد بانه تم تحقيق الاهداف المرجوة من الفعالية	4,5

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10. Attachment

Attachment I FOODQA_Slides_HACCP_Training

Attachment II FOODQA_Slides_IFS_Training



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