

**Training Programme - TS09 18-22 February, 2018, in Paris, France**  
**Auditing general hygiene requirements and control procedures**  
**based on the HACCP principles developed by food business operators**



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 Henderikx / Roberto Valcarce; DUO 4: Donal Cousins / Thomas Longley; DUO 5: Ita White / Gerard Barry

NE: National Expert

Day 1: Monday, 18 Feb		Day 2: Tuesday, 19 Feb		Day 3: Wednesday, 20 Feb		Day 4: Thursday, 21 Feb		Day 5: Friday, 22 Feb		
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	
09:45	1.1 DUO 1	Background to HACCP systems and EU legislation related to HACCP				4.5 NE / TC			09:45	
10:00		3.5 TC / DUO 2	Flexibility on principles 1 and 2		Coffee break		5.2 TC	Case study applying the EFSA methodology: Small Food Retailer FSMS	10:00	
10:15	Coffee break								10:15	
10:30									10:30	
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			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										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			11:30
11:45										
12:00	2.3 DUO 1	Case study on a prerequisite			4.3 DUO 5 / TC		Audit simulation			12:00
12:15									12:15	
12:30									12:30	
12:45									12:45	
13:00									13:00	
13:15									13:15	
13:30									13:30	
13:45	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	13:45	
14:00										14:00
14:15	3.2 DUO 1	Practical activity on flow diagram			4.3 DUO 5 / TC	Audit simulation	4.7 TC	Field visit: exchange of views and debriefing	14:15	
14:30										
14:45			3.10 DUO 3	Principle 6: validation and verification of the system					14:45	
15:00	3.3 DUO 2	Principles 1 and 2: hazard analysis and determining CCPs							15:00	
15:15									15:15	
15:30									15:30	
15:45			3.11 DUO 3	Principle 7: documentation and records			4.8 TC	Practical activity on harmonisation of audit tools and guidelines	15:45	
16:00										16:00
16:15			3.12 DUO 3	Case study on Principle 6	4.4 NE / TC	Field visit preparation			16:15	
16:30	3.4 DUO 2	Case study Principles 1 and 2: hazards analysis and determining CCPs - part 1								16:30
16:45			3.13 DUO 3	Case study on Principle 7					16:45	
17:00									17:00	
17:15	Feedback and day conclusions Q&A		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