

REGIONAL TRAINING PROGRAM ON FOOD SAFETY MANAGEMENT TOOLS FOR COTTAGE AND SMALL FOOD BUSINESSES

CURRICULUM DESIGN STATEMENT

March 13-17, 2023
Mekong Institute
Thailand



BACKGROUND

Safe food handling begins at production and continues through the preparation process up to consumption. If unsafe handling has occurred at any stage, there could be a potential of danger. To avoid this food risk, competent authorities set food safety guidelines for the food business operators. Consumer expectations and demand place important responsibilities on the people who work with food. It is thus of prime importance for food workers to know how to protect the food from hazards that might cause injury or illness to the consumers.

This food safety training course focuses on Good Manufacturing Practices (GMP). This course introduces the participants consisting of cottage and small food businesses to the basic principles of food safety, hygiene, and sanitation. It discusses food safety hazards and how to adequately control them. This GMP course lays the foundation where the other food safety management systems build upon.

The 5-day training course also includes action planning for the participants to be able to help them apply their learnings in their place of work.

OBJECTIVES

At the end of the training, participants are expected to:

1. Know the requirements of GMP based on Codex Alimentarius, General Principles of Food Hygiene
2. Know the GMP application and implementation for the production of high quality and safe products
3. Gain capacity on the effective delivery and handling of food safety training
4. Gain insights and knowledge for improved assistance and guidance to food processors for conformance and compliance to food safety requirements and regulations

TRAINING SESSIONS

Session 1: Introduction to Food Safety

This is an introductory module for the training and provides a brief overview of the impact of food safety and the available food safety frameworks and regulations throughout the food chain.

Session Objectives

1. Increase awareness of foodborne illnesses
2. Know the causes of foodborne illnesses
3. Build an appreciation of the impact of food safety to consumers and to business

Topics

- Foodborne Illness Outbreaks
- Types of Foodborne Illness
- Conditions Causing Foodborne Illness
- Grounds for Food Safety Violation
- Penalties and Sanctions
- Impact on Food Safety

Session 2: Legal Frameworks Governing Food Safety Standards

This module provides the participants with a brief overview of the food safety standards applicable throughout the food chain, such as GlobalGAP, GMP, SSOP, HACCP, ISO 22000, and FSSC 22000. It also provides examples of food statutes and regulations of various importing countries. It also highlights the current status of food safety initiatives in the ASEAN region.

Session Objectives

1. Understand the food safety standards applicable throughout the food chain
2. Understand the applicable statutory and regulatory requirements related to food safety

Topics

- Regulating Food Safety
- Codex Alimentarius Commission
- Food Safety Standards Along the Food Chain
- Codex Alimentarius
- Food Regulatory Bodies
- Food Regulations in Different Countries
- Food Safety Initiatives in ASEAN

Session 3: Introduction to Good Manufacturing Practices (GMP)

This module introduces the participants to GMP and to Codex General Principles of Food Hygiene, its scope and use.

Session Objectives

After the session, the participants should be able to:

1. Explain the importance of GMP
2. Know the use and function of Codex GMP
3. Understand the importance of management commitment to Food Safety

Topics

- The Codex Alimentarius Commission
- The Objectives of Codex General Principles of Food Hygiene
- Scope and Use of the Codex General Principles of Food Hygiene
- Roles of Government, Industry, and Consumers
- Management Commitment to Food Safety
- Use of Codex General Principles of Food Hygiene
- GMP

Session 4: Food Safety Hazards and Control Measures

This session introduces the participants to the different food safety hazards, their occurrence and ways of controlling them. Accounting for most of the foodborne illness outbreaks, this session focuses on microorganisms, their growth requirements, and ways of controlling them.

Session Objectives

1. Know about food hazards and their sources
2. Learn about the growth requirements of microorganisms
3. Identify and understand the control measures for food hazards

Topics

- Food Safety Hazards
- Types of Microorganisms
- Growth Requirements of Microorganisms
- Control Measures for Microorganisms
- Chemical Hazards and Control Measures
- Food Allergens
- Physical Hazards and Control Measures

Session 5: Primary Production

This session discusses the GMP requirements for primary production.

Session Objectives

After the session, the participants should be able to know the primary producers' role in:

1. Avoiding the use of areas where the environment poses a threat to the safety of food;
2. Controlling contaminants, pests and diseases of animals and plants in such a way as not to pose a threat to food safety
3. Adopting practices and measures to ensure food is produced under appropriately hygienic conditions

Topics

- Environmental Hygiene
- Handling, Storage and Transport
- Cleaning, Maintenance, and Personnel Hygiene at Primary Production

Session 6: Establishment: Design of Facilities and Equipment

This session talks about the design and facilities requirements for the production of safe food product.

Session Objectives

1. Contamination is minimized
2. Design and layout permit appropriate maintenance, cleaning and disinfections and minimize air-borne contamination;
3. Surfaces and materials are non-toxic, suitably durable, and easy to maintain and clean
4. Suitable facilities are available for temperature, humidity and other controls

5. Effective protection against pest access and harborage

Topics

- Location of Establishments and Equipment
- Premises and Rooms - design and layout, Internal structures and fittings, temporary/mobile premises, and vending machines
- Equipment - food control and monitoring equipment, containers for wastes and inedible substances
- Facilities - water supply, drainage, and waste disposal, cleaning, personnel hygiene facilities and toilets, temperature control, air quality and ventilation, lighting, and storage

Session 7: Training and Competency

Session Objective

To understand that those engaged in food operations who come directly or indirectly into contact with food should be trained, and/or instructed in food hygiene to a level appropriate to operations they are to perform

Topics

- Awareness and responsibilities
- Training programs
- Instruction and supervision
- Refresher training

Session 8: Establishment: Maintenance, Cleaning and Disinfection, and Pest Control

This session enumerates the ways of achieving cleanliness and sanitation in a food establishment.

Session Objectives

1. Ensure adequate and appropriate maintenance and cleaning
2. Control pests
3. Manage waste
4. Monitor effectiveness of maintenance and sanitation procedures

Topics

- Maintenance and Cleaning - cleaning procedures and methods
- Cleaning Programs
- Pest Control Systems - preventing access, harborage and infestation, monitoring and detection and eradication
- Waste Management
- Monitoring effectiveness

Session 9: Personal Hygiene

This session discusses the requirements on personal hygiene for people working or visiting a food establishment.

Session Objectives

1. Maintain an appropriate degree of personal cleanliness
2. Behave and operate in an appropriate manner

Topics

- Health Status
- Illness and Injuries
- Personal Cleanliness
- Personal Behavior
- Visitors and Other Persons from Outside the Establishment

Session 10: Control of Operation

This session emphasizes the design requirements with respect to raw materials, composition, processing, distribution, and consumer use to be met in the manufacture and handling of specific food items. It also provides guidance on management and supervision, documentation and records.

Session Objectives

1. Learn how to formulate design requirements with respect to raw materials, composition, processing, distribution, and consumer use to be met in the manufacture and handling of specific food items;
2. Provide knowledge on designing, implementing, monitoring and reviewing effective control system

Topics

- Control of food Hazards
- Key aspects of Hygiene Control Systems - time and temperature control, specific process steps, microbiological and other specifications, microbiological cross-contamination, physical and chemical contamination
- Incoming Materials Requirements
- Packaging
- Water in contact with food, as an ingredient, ice, and steam
- Management and supervision
- Documentation and Records
- Recall Procedures

Session 11: Product Information and Consumer Awareness

The requirements on product labeling and consumer information to prevent product misuse that could result to foodborne illness is fully discussed in this session.

Session Objectives

For Products to have:

1. Adequate and accessible information: Handle, store, process, prepare and display
2. Lot or batch can be easily identified and recalled if necessary

For Consumer to:

1. Understand the importance of product information;
2. Make informed choices appropriate to the individual;
3. Prevent contamination and growth or survival of foodborne pathogens by storing, preparing and using it correctly

For Industry or trade users to ensure that information are clearly distinguishable from consumer information, particularly on food label

Topics

- Lot Identification
- Product Information
- Labelling
- Consumer education

Session 12: Transportation

This session gives emphasis on the need to transport the products in a hygienic manner and that the delivery vehicle is an extension of food processing plant facilities.

Session Objectives

1. Protect food from potential sources of contamination;
2. Protect food from damage likely to render the food unsuitable for consumption;
3. Provide an environment which effectively controls the growth of pathogenic or spoilage microorganisms and the production of toxins in food

Topics

- General provisions
- Requirements
- Use and Maintenance

Session 13: Food Establishment Inspection

This session emphasizes the need to have self-inspection of their own food establishment for the continued improvement of GMP implementation. It also gives an overview of how plant inspection is being conducted.

Session Objectives

1. Understand the purpose of conducting a food plant inspection
2. Learn how to conduct internal GMP audit of food processing plant

Topics

- Problem Areas in a food Plant
- How to conduct a GMP audit
- GMP Check Points
- Pointers for Plant Inspection

Session 14: Action Planning

In order to apply the learnings in this training course, the participants will be developing action plans for the implementation of food safety management system in their respective food business/area of discipline. This session introduces the participants to identifying key risk areas and challenges in the implementation of food safety management systems such as GMP.

Session Objectives

For the processors to:

1. Identify key risk factors, assess these risks, and formulate actions to address the risks

2. Determine challenges, options and opportunities in the implementation of food safety management systems such as GMP

For the government regulators to:

1. Review and improve existing food safety regulations
2. Develop and enforce food safety regulations aligned with food safety standard requirements

Topics

- Typical GMP Program
- Sample Action Plan with Gantt Chart

TARGET PARTICIPANTS

The training program will consist of 32 participants with eight (8) participants representing the cottage and small businesses sector of each CLMV country. The training is designed for individuals at all levels within a food manufacturing organization including QA/QC, Production, Engineering, and Purchasing, as well as regulators and top management positions in order to better understand the rationale behind GMP and other food safety management systems.

TRAINING AGENDA

TIME	ACTIVITIES	IN-CHARGE
Day 1 – Monday March 13, 2023		
08:30 – 9:00	Registration	
9:00 – 10:00	Opening Program <ul style="list-style-type: none"> • Opening Remarks by Ms. Maria Theresa S. Medialdia, Director, Agricultural and Development Commercialization, MI • MI and PROSAFE videos • Course Introduction • Getting to Know Each Other 	
10:00 – 10:15	Coffee Break	
10:15 – 10:45	Exploring Expectations	MI Team
10:45 – 11:00	Pre-test	
11:00 – 12:00	Session 1: Introduction to Food Safety <ul style="list-style-type: none"> • Video Clip #1: Differences Between Food Infection and Food Intoxication 	Ms. Maria Lourdes M. Mangaban Food Safety Expert
12:00 – 13:30	Lunch Break	
13:30 – 15:00	Session 1: Introduction to Food Safety (cont.) <ul style="list-style-type: none"> • Exercise 1 Session 2: Legal Frameworks Governing Food Safety Standards <ul style="list-style-type: none"> • Exercise 2 	Ms. Maria Lourdes M. Mangaban
15:00 – 15:15	Coffee Break	
15:15 – 16:45	Session 3: Introduction to GHP/GMP	Ms. Maria Lourdes M. Mangaban
16:45 – 17:00	Debriefing	BOD and MI Team
17:30 onwards	Welcome dinner	

Day 2 – Tuesday March 14, 2023		
08:30 – 08:45	Recap of Day 1	BOD
08:45 – 10:15	Session 4: Introduction and Control of Food Safety Hazards <ul style="list-style-type: none"> • Video Clip #2: Preventing Cross Contamination • Exercise 3 	Ms. Maria Lourdes M. Mangaban
10:15 – 10:30	Coffee Break	
10:30 – 12:00	Session 5: Primary Production <ul style="list-style-type: none"> • Workshop 1 • Presentation of Results 	Ms. Maria Lourdes M. Mangaban
12:00 – 13:30	Lunch Break	
13:30 – 15:00	Session 6: Establishment Design of Facilities and Equipment <ul style="list-style-type: none"> • Workshops 2A & 2B 	Ms. Maria Lourdes M. Mangaban
15:00 – 15:15	Coffee Break	
15:15 – 16:45	Session 7 Training and Competency <ul style="list-style-type: none"> • Workshop 3 Session 8: Establishment Maintenance, Cleaning and Disinfection, and Pest Control <ul style="list-style-type: none"> • Video Clips #3 & 4: Cleaning and Sanitizing; Food Safety in Seconds • Workshop 4 • Presentation of Results 	Ms. Maria Lourdes M. Mangaban
16:45 – 17:00	Debriefing	BOD and MI Team
Day 3 – Wednesday March 15, 2023		
08:30 – 08:45	Recap of Day 2	BOD
08:45 – 10:15	Session 9: Personal Hygiene <ul style="list-style-type: none"> • Video Clip # 5: Personal Hygiene • Workshop 5 • Presentation of Results 	Ms. Maria Lourdes M. Mangaban
10:15 – 10:30	Coffee Break	
10:30 – 12:00	Session 10: Control of Operation <ul style="list-style-type: none"> • Video Clip 6: 5 Keys to Food Safety • Workshop 6 	Ms. Maria Lourdes M. Mangaban
12:00 – 13:30	Lunch Break	
13:30 – 15:00	Learning visit at Dairy Farming Promotion Organization of Thailand – Khon Kaen Branch	
16:45 – 17:00	Debriefing	BOD and MI Team
Day 4 – Thursday March 16, 2023		
08:30 – 08:45	Recap of Day 3	BOD
08:45 – 10:15	<ul style="list-style-type: none"> • Learning visit reflections Session 10: Control of Operation (cont.) <ul style="list-style-type: none"> • Workshops 7A and 7B • Presentation of Results 	Participants
10:15 – 10:30	Coffee Break	

10:30 – 12:00	Session 11: Product Information and Consumer Awareness <ul style="list-style-type: none"> • Workshop 8 • Presentation of Results 	Ms. Maria Lourdes M. Mangaban
12:00 – 13:30	Lunch Break	
13:30 – 15:00	Session 12: Transportation <ul style="list-style-type: none"> • Workshop 9 • Presentation of Results 	Ms. Maria Lourdes M. Mangaban
15:00 – 15:15	Coffee Break	
15:15 – 16:00	Section 13: Food Establishment Inspection <ul style="list-style-type: none"> • Workshop 10 • Presentation 	Ms. Maria Lourdes M. Mangaban
16:00 – 16:45	Action plan preparation Post-Test Course evaluation	
16:45 – 17:00	Debriefing	BOD and MI Team
Day 5 – Friday March 17, 2023		
08:30 – 08:45	Recap of Day 4	BOD
08:45 – 10:00	Presentation of Action Plans	Participants
10:00 – 10:30	Coffee Break	
10:30 – 12:00	Cont. of Presentation of Action Plans	Participants
12:00 – 13:30	Lunch Break	
13:30 – 15:00	Presentation of Action Plans	Participants
15:00 – 15:30	Coffee Break	
15:30 – 17:00	Closing Ceremony <ul style="list-style-type: none"> • Course Report • Awarding of Certificates • Reflections from the participants • Message from Ms. Maria Lourdes M. Mangaban • Closing remarks by Ms. Maria Theresa S. Medialdia • Photo Opportunity 	

CONTACT PERSONS

Name & Position	Contact Information
Ms. Maria Theresa S. Medialdia Course Supervisor	Phone: (+66) 4320-2411 ext. 3101 Fax: (+66) 4320-3656 Mobile: (+66) 87-365-6240 E-mail: maria@mekonginstitute.org
Ms. Anne Claudine D. Dayo Course Leader	Phone: +66 (0) 43 202 411 ext. 3104 Fax: +66 (0) 43 203 656 Mobile: +66 (0) 842343417 Email: claudine@mekonginstitute.org
Mr. Tanadech Sriwanchai Course Assistant	Phone: (+66) 4320-2411 ext. 3106 Fax: (+66) 43 203 656 Mobile: (+66) 910139679 E-mail: tanadech@mekonginstitute.org