

# TRAINING COURSE BROCHURE

## TRAINING COURSE TITLE:

***“FSSC 22000 Scheme Version 5.1 Auditor / Lead Auditor”***



*Approved Training Course by the FSSC 22000 Foundation*

**COURSE DURATION:** 40 Hours

**LANGUAGE:** English

**TRAINER:** XXX

## TRAINING COURSE DESCRIPTION:

FSSC 22000 Version 5.1 is a Food Safety System Certification Scheme in accordance with the requirements of ISO 22000:2018 standard, the prerequisite programs as defined in the relevant technical standards of the ISO/TS 22002 series, and the additional requirements of the FSSC 22000 Scheme.

The purpose of the FSSC 22000 Scheme is to ensure that it consistently meets international requirements leading to certification that in turn ensure the provision of safe food products to consumers worldwide. The objectives of the FSSC 22000 Scheme include the control and reduction of any security risk related to finished food products delivered to the next stage of the food chain and the creation and maintenance of an accurate and reliable Register of Certified Organizations that have proven to comply with its requirements.

The added value for a certified organization in the food chain relies on the supervision by the FSSC 22000 holder to ensure that the integrity of the entire certification process complies with the requirements of the FSSC 22000 Scheme that is recognized by the private organization Global Food Safety Initiative (GFSI).

TÜV CYPRUS, as part of its commitment in providing high quality training services to its partners, organizes this five-day FSSC 22000 Auditor / Lead Auditor training course for participants who wish to gain in-depth knowledge on the FSSC 22000 Scheme Version 5.1., the auditing guidelines, techniques and auditor skills, roles and responsibilities.

## PURPOSE:

The purpose of this training course is to provide thorough and in-depth training of participants in the requirements, techniques and practical application of food safety management systems (FSMS) third-party audits, in accordance with the basic principles and requirements of FSSC 22000 Scheme.



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Participants are trained in the general auditing guidelines and techniques, and the audit process, which includes the design, planning, conduct, documentation, audit reporting, management of audit findings and implementation and follow up of corrective actions.

## OBJECTIVES:

With the completion of the training course participants will:

1. Learn about, be able to interpret in depth and understand the implementation of the basic principles and requirements of FSSC 22000 Scheme Version 5.1;
2. Know about and understand the characteristics of an auditor, his/her role and responsibilities and basic skills;
3. Learn about the techniques, tools and basic principles of planning, conducting and reporting third-party audits, monitoring their results and managing non-conformities;
4. Gain experience in the certification process and audit duration calculation through group exercises – case studies;
5. Distinguish between audit types and multi-site organisations, and learn about their key features;
6. Meet the training requirements for professional development in external FSMS auditing;
7. Be familiarized with the FSSC 22000 Portal and how to upload the audit report and relative audit documentation, including manage the corrective actions;
8. Gain basic knowledge on the history, philosophy, mission and vision of the FSSC 22000 Scheme;
9. Be able to explain the purpose of FSMS, of food safety standards, of management system audit, of third-party certification and the business benefits of improved performance of the FSMS;
10. Acquire a recognized professional qualification by receiving the Certificate of Successful Completion of the training course.

## TARGET AUDIENCE:

- External quality / food safety auditors
- Internal quality / food safety auditors
- Managerial, supervisory and technical staff across the food chain
- Food safety team members
- FSMS business consultants
- Any other participant who wishes to gain or enhance his/her knowledge upon the FSSC 22000 certification scheme, the general auditing guidelines and techniques, and the audit process and learn or improve their auditing skills.





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## TRAINING CONTENT (ANALYTICAL PROGRAM):

FSSC 22000 SCHEME VERSION 5.1. AUDITOR / LEAD AUDITOR COURSE DAY 1			
No.	Time	Duration (hours)	Content
1	09:00-09:30	0,5	Introduction (Icebreaker) Presentation of tutor and delegates
2	09:30-11:00	1,5	<b>Module 1: FSSC 22000 Scheme</b> <b>i. FSSC 22000 General Introduction</b> Purpose, Vision, Mission, Components (FSSC 22000 Version 5.1. Requirements, ISO 22000:2018 and Sector specific PRPs), History
3	11:00-11:15	15 minutes	Coffee Break
4	11:15-13:15	2	<b>Module 1: FSSC 22000 Scheme</b> <b>ii. FSSC 22000 Scheme Requirements (Analysis, explanation and auditing of requirements)</b> FSSC 22000 Version 5.1. additional requirements for system documentation: Management of Services and Purchased Materials, Product Labelling, Food Defense, Food Fraud Mitigation, Logo Use, Management of Allergens, Environmental Monitoring, Formulation of Products, Transport and Delivery, Storage and Warehousing, Hazard Control and Measures for Preventing Cross-Contamination, PRP Verification, Product Development, Health Status, Requirements for Organizations with Multi-Site Certification.
5	13:15-14:00	45 minutes	Lunch Break
6	14:00-16:00	2	<b>Module 1: FSSC 22000</b> <b>ii. FSSC 22000 Scheme Requirements (Analysis, explanation and auditing of requirements)</b> FSSC 22000 Version 5.1. additional requirements for system documentation: Management of Services and Purchased Materials, Product Labelling, Food Defense, Food Fraud Mitigation, Logo Use, Management of Allergens, Environmental Monitoring, Formulation of Products, Transport and Delivery, Storage and Warehousing, Hazard Control and Measures for Preventing Cross-Contamination, PRP Verification, Product Development, Health Status, Requirements for Organizations with Multi-Site Certification. Examples and activities.
7	16:00-16:15	15 minutes	Coffee Break
8	16:15-18:15	2	<b>Module 2: ISO 22000 (Standard's requirement: analysis, explanation and auditing of clauses)</b> 4. Context of the organization (4.1. Understanding the Organization and its Context, 4.2. Understanding the Needs and Expectations of Interested Parties, 4.3. Determining the Scope of FSMS, 4.4. FSMS), 5. Leadership (5.1. Leadership and Commitment,

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		5.2. Policy), 6. Planning (6.1. Actions to Address Risks and Opportunities, 6.2. Objectives of the FSMS and Planning to Achieve Them, 6.3. Planning of Changes) Examples and activities.
<b>Total Duration:</b>	<b>8 hours</b>	

<b>FSCC 22000 SCHEME VERSION 5.1. AUDITOR / LEAD AUDITOR COURSE DAY 2</b>			
<b>No.</b>	<b>Time</b>	<b>Duration (hours)</b>	<b>Content</b>
1	09:00-09:15	15 minutes	Review of Day 1
	09:15-10:00	45 minutes	<b>Module 2: ISO 22000 (Standard's requirement: analysis, explanation and auditing of clauses)</b> 7. Support (7.1 Resources, 7.2 Competence, 7.3 Awareness, 7.4 Communication, 7.5 Documented Information) Examples and activities.
2	09:30-11:00	1	<b>Module 2: ISO 22000 (Standard's requirement: analysis, explanation and auditing of clauses)</b> 8. Operation (8.1 Operational Planning and Control, 8.2 Pre-Requisite programs, 8.3 Traceability system, 8.4 Emergency preparedness and response, 8.6 Updating the information specifying the PRP and Hazard control plan, 8.7 Control of monitoring and measuring, 8.8 Verification related to PRP and the hazard control plan, 8.9 Control of product and process nonconformities) Examples and activities.
3	11:00-11:15	15 minutes	Coffee Break
4	11:15-13:15	2	<b>Module 2: ISO 22000 (Standard's requirement: analysis, explanation and auditing of clauses)</b> 8. Operation (8.1 Operational Planning and Control, 8.2 Pre-Requisite programs, 8.3 Traceability system, 8.4 Emergency preparedness and response, 8.6 Updating the information specifying the PRP and Hazard control plan, 8.7 Control of monitoring and measuring, 8.8 Verification related to PRP and the hazard control plan, 8.9 Control of product and process nonconformities) Examples and activities.
5	13:15-14:00	45 minutes	Lunch Break
6	14:00-16:00	2	<b>Module 2: ISO 22000 (Standard's requirement: analysis, explanation and auditing of clauses) &amp; Module 3: Hazard Control</b> 8.5 Hazard Control & Codex Alimentarius - General Principles of Food Hygiene CAC/RCP 1-1969, HACCP System Principles Examples and activities.
7	16:00-16:15	15 minutes	Coffee Break
8	16:15-18:15	2	<b>Module 2: ISO 22000 (Standard's requirement: analysis, explanation and auditing of clauses)</b>

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		9. Performance Evaluation (9.1 Monitoring, measuring, analysis and evaluation, 9.2 Internal Audits, 9.3 Management Review), 10. Improvement (10.1 Non conformity and corrective action, 10.2 Continual Improvement, 10.3 Update of the FSMS) Examples and activities.
<b>Total Duration:</b>	<b>8 hours</b>	

<b>FSCC 22000 SCHEME VERSION 5.1. AUDITOR / LEAD AUDITOR COURSE DAY 3</b>			
<b>No.</b>	<b>Time</b>	<b>Duration (hours)</b>	<b>Content</b>
1	09:00-09:15	15 minutes	Review of Day 2
2	09:15-11:00	105 minutes	<b>Module 4: Pre-Requisite Programmes (PRPs) _ ISO/TS 22002-1 Technical Standards' requirements (Analysis, explanation and auditing of clauses)</b> 4. Construction and layout of buildings, 5. Layout of premises and workspace, 6. Utilities - air, water, energy, 7. Waste disposal, 8. Equipment suitability, cleaning and maintenance, 9. Management of purchased materials, 10. Measures for prevention of cross contamination, 11. Cleaning and sanitizing, 12. Pest control, 13. Personnel hygiene and employee facilities, 14. Rework, 15. Product recall procedures, 16. Warehousing, 17. Product information and consumer awareness, 18. Food defense, biovigilance and bioterrorism.
3	11:00-11:15	15 minutes	Coffee Break
4	11:15-13:15	2	<b>Module 4: Pre-Requisite Programmes (PRPs) _ ISO/TS 22002-1 Technical Standards' requirements (Analysis, explanation and auditing of clauses)</b> Other PRPs Standards (ISO/TS 22002-2 for Catering, ISO/TS 22002-3 for Farming, ISO/TS 22002-4 for Food Packaging, ISO/TS 22002-5 & NTA 8059 for Storage and Transport, ISO/TS 22002-6 for Animal Feed, PAS 221 for retail / Supermarkets)
5	13:15-14:00	45 minutes	Lunch Break
6	14:00-16:00	2	<b>Module 5: ISO 19011 Guidance for Auditing</b> <b>5i</b> Overview of ISO 19011 <b>5ii</b> Auditing terms and definitions <b>5iii</b> Auditor: attributes, roles, responsibilities, competencies and evaluation. Examples and activities
7	16:00-16:15	15 minutes	Coffee Break
8	16:15-18:15	2	<b>Module 6: Certification – Audit Process</b> -ISO/IEC 17021-1 and OSP/TS 22003 accreditation standards' basic requirements -Types of audits -Audit duration calculation

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			-Multi-site organizations Examples and activities.
<b>Total Duration:</b>	<b>8 hours</b>		

<b>FSCC 22000 SCHEME VERSION 5.1. AUDITOR / LEAD AUDITOR COURSE DAY 4</b>			
<b>No.</b>	<b>Time</b>	<b>Duration (hours)</b>	<b>Content</b>
1	09:00-09:15	15 minutes	Review of Day 3
2	09:15-11:00	105 minutes	<b>Module 6: Certification – Audit Process</b> Audit Activities Overview Audit activities: Planning and Preparation Examples and activities.
3	11:00-11:15	15 minutes	Coffee Break
4	11:15-13:15	2	<b>Module 6: Certification – Audit Process</b> Audit activities: Performing the audit Examples and activities.
5	13:15-14:00	45 minutes	Lunch Break
6	14:00-16:00	2	<b>Module 6: Certification – Audit Process</b> Audit activities: Audit reporting Examples and activities.
7	16:00-16:15	15 minutes	Coffee Break
8	16:15-18:15	2	<b>Module 6: Certification – Audit Process</b> Audit activities: Audit follow up / Nonconformities Management Examples and activities.
<b>Total Duration:</b>	<b>8 hours</b>		

<b>FSCC 22000 SCHEME VERSION 5.1. AUDITOR / LEAD AUDITOR COURSE DAY 5</b>			
<b>No.</b>	<b>Time</b>	<b>Duration (hours)</b>	<b>Content</b>
1	09:00-09:15	15 minutes	Review of Day 4
2	09:15-11:00	105 minutes	<b>Module 6: Certification – Audit Process</b> Practical Approach
3	11:00-11:15	15 minutes	Coffee Break
4	11:15-13:15	2	<b>Module 7: FSCC 22000 Portal</b> Portal Overview, Auditors Database, Audits Registration, Audit Documentation and Certificates Uploads, Deadlines
5	13:15-14:00	45 minutes	Lunch Break
6	14:00-16:00	2	<b>Repetition Activities – Preparation for the written examination</b>
7	16:00-16:15	15	Coffee Break

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		minutes	
<b>8</b>	16:15-18:15	2	<b>Written Examination</b>
<b>Total Duration:</b>	<b>8 hours</b>		

