

Asian Productivity Organization

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PROJECT NOTIFICATION ADDENDUM

28 July 2011

1. **Project Code:** 11-AG-06-GE-TRC-B
2. **Project Title:** Training Course on the Food Safety Management System ISO22000:2005 for Auditors/Lead Auditors
3. **Duration:** 21-26 November 2011 (six days)
4. **Venue:** Karachi, Pakistan
5. **Addendum No.** 1
6. **Reference:** APO Project Notification 11-AG-06-GE-TRC-B dated 6 June 2011
7. **Details:** Change in the Project Notification Item No. 4 "Venue."

The project venue has been changed from Karachi to **Lahore, Pakistan**.

Unless otherwise modified by the APO in writing, the other provisions of the Project Notification dated 6 June 2011 remain valid.

A handwritten signature in black ink, which appears to read 'Ryuichiro Yamazaki'.

Ryuichiro Yamazaki
Secretary-General

Asian Productivity Organization

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PROJECT NOTIFICATION

6 June 2011

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2. **Project Title:** Training Course on the Food Safety Management System ISO22000:2005 for Auditors/Lead Auditors
3. **Duration:** 21–26 November 2011 (six days)
4. **Venue:** Karachi, Pakistan
5. **Implementing Organization:** **National Productivity Organization**
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Website: <http://www.npo.gov.pk>
6. **Number of Overseas Participants:** Up to 18 qualified participants
(see 13. Qualifications of Participants)
7. **Number of Local Participants:** Up to six qualified participants
(see 13. Qualifications of Participants)
8. **Participating Countries:** Bangladesh, Cambodia, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam
9. **Closing Date for Nominations:** 5 September 2011
10. **Objectives**
 - a) To enable participants to acquire the knowledge and skills to interpret and audit according to the ISO22000:2005 food safety management system (FSMS); and
 - b) To produce materials for the publication of a training manual on the subject.

11. Background

International trade in food has increased fast. In view of increasing consumer demand for food safety, it is important to make food supply chains well integrated, more effective, reliable, and safer. To facilitate international trade in food, there is a need to harmonize food safety standards across global chains. The ISO22000 standard can make it easier for organizations worldwide to implement an FSMS in a harmonized way, which should not vary with the country or food product concerned. It also avoids the need for food processors to comply with multiple certification programs. Overall, ISO22000 assumes that the most effective FSMS are designed, operated, and continually improved within the framework of a structured management system and incorporated into a company's overall management activities. It is meant to ensure food safety throughout the food chain.

Implementation of a modern FSMS is, however, not an easy task. The verification and auditing of an FSMS are even more difficult. There have been well-documented problems with the previously available standards and the associated inspection and audit practices such as confusing relationships among management system elements, risk assessment tools such as hazard analysis and critical control point (HACCP), and other food safety activities; inadequate standard analysis of food safety issues and reliance on a checklist approach; rating and point systems that potentially mask deficiencies and risks; and inconsistency in ongoing inspections and audits. There have often been wide variations in the qualifications, experience, and competence of inspectors and auditors.

The FSMS auditor's task is a complex one, with audit activity taking into account many different levels of practices and procedures that support food safety, compliance with food safety legislation, and other safety requirements throughout the food chain. No matter which type of system is in place within an organization, there is a need to recognize that food safety priorities must form the focus of the audit process. For many, this will mean a transition from inspection-focused practice which will require the development of new protocols for FSMS audits, taking into consideration the auditing standard (ISO19011) outlining a staged audit process. Food chain professionals need to acquire the skills and knowledge to audit FSMS.

The APO has trained around 70 ISO22000 auditors over the past four years. To cater for the rapidly expanding needs of member countries for food safety experts, especially modern FSMS auditors, this training course is being organized.

12. Scope and Methodology

i) Scope

This course focuses on evaluating the effectiveness of FSMS through implementation of ISO22000:2005 in the context of an organization's management arrangements, applicable legislative framework, and significant hazards in its operational processes. It is to be noted that this training course focuses on ISO22000 auditing. The participants in this course are thus expected to possess sufficient knowledge and understanding of the ISO22000 standard requirements. It should be noted that this is not an ISO22000 standard training course but focuses on auditing of ISO22000 implementation. Tentatively, topic coverage will include:

- a) Food safety: Issues, prerequisite programs, codes of practice, legal requirements, and private schemes
- b) Principles, processes, and techniques for the assessment and management of food

- c) safety hazards/HACCP
- c) Contents and interrelationship of ISO22000, ISO9000, ISO15161, guidance documents, industry practice, and legislative requirements
- d) Interpretation of the requirements of ISO22000 in the context of an audit of an organization's FSMS
- e) Roles of lead auditors and auditors
- f) Process, techniques, skills, and management of auditing
- g) Planning, preparation, executing, and reporting
- h) Case studies and presentations, role playing, and audit review

ii) Methodology

Accelerated learning techniques with syndicated exercises, discussions, role playing, case studies, presentations that reflect audit situations, and formal examination. The course is an intensive one and will be conducted from 08:30 to 18:00. Some reading assignments and individual exercises may also be given. Full attendance during the course is mandatory. All selected participants are required to stay for the evening work involved. A tentative schedule of the course is given in Attachment 1.

Participants are subject to continuous assessment throughout the course. *On the last day, a 90-minute written examination will be conducted. The examination is part of the training requirements. To pass the examination, participants must receive a minimum mark of 60%.*

The course will be conducted by international trainers with long experience in conducting effective training.

13. Qualifications of Participants

This course is designed for experienced food safety professionals and consultants who possess sufficient knowledge and understanding of the ISO22000 standard requirements and are seeking an understanding of the management system approach to food safety and the skills required to audit effectively against FSMS standards. *Preference will be given to those candidates who have completed a training course on ISO22000.*

Candidates must also possess the following qualifications:

- (a) Age Preferably between 30 and 45 years.
- (b) Education University degree or equivalent qualification from a recognized institution.
- (c) Present Position Management personnel working in organizations related to the food chain or in charge of ISO22000 implementation; ISO22000/HACCP auditors; and consultants of NPOs or other institutes involved in FSMS or directly in charge of promoting ISO22000.
- (d) Experience At least five years of experience in food safety management, including:
 - Experience in working within the food chain and an

understanding of the FSMS ISO22000 requirements, preferably with involved in implementing or operating a management system

- An understanding of the FSMS ISO22000 requirements
- An understanding of relevant key food safety legislation
- An understanding of prerequisite programs
- An understanding of the principles of HACCP as defined by the Codex Alimentarius.

- (e) Language Proficiency: Proficiency in written and spoken English is required. Classroom lectures and discussions are conducted in English, and participants are frequently required to make oral and written presentations. Those who are not proficient in English should not apply.
- (f) Health Physically and mentally fit to attend an intensive program.
- (g) Attendance Participants must attend all six days of the training course including the written examination to be conducted at the end of the course to qualify for the attendance certificate.

Experience and knowledge in the above are the most important criteria for participation in the course. Therefore, individuals who do not meet the qualifications should not apply. (The candidates are required to complete **Attachment 2** and submit it with the nomination documents.)

14. Financial Arrangements

a) To be borne by the APO:

- i) All assignment costs of the overseas resource persons.
- ii) Round-trip, economy-class international travel by the most direct route between the international airport nearest to the participant's place of work and Karachi, Pakistan, for all participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal and for participants from SMEs and nonprofit organizations from other member countries. As far as practicable, all participants are strongly encouraged to purchase and use discount tickets. Please note that the arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is available on the APO Web site and from APO Liaison Officers in member countries. ***It is noted that neither the APO nor the host organization will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever.***

b) To be borne by participants or participating countries:

- i) *For participants from profit-making organizations, except for SMEs, from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

- 1) Round-trip international travel between the member country and Karachi.
- 2) Participating country expenses of US\$50 per participant, payable to the APO in convertible currency.

ii) For all participants

- 1) *Participants' insurance premiums:* All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation.

Such insurance should be valid in Pakistan. This insurance requirement is **in addition** to existing government insurance coverage in some member countries. In case any participant is unable to insure herself/himself as stipulated above, s/he should secure this insurance in the host country at the commencement of the project and pay the premium herself/himself, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organizations will be responsible for any eventuality arising from accident or illness.

- 2) Any expenses related to visa fees and airport taxes.
- 3) Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.

e) To be borne by the host country (Pakistan):

- i) Hotel accommodation and per diem allowances (to cover meals and incidental expenses) for up to 18 overseas participants for seven days at the rate to be prescribed later.
- ii) All local implementation costs including field/company visits, conference package, etc.

15. Actions by Member Countries

a) Nominations

- i) Countries are requested to nominate **three or more qualified candidates**, in the order of preference, to enable selection of the most suitable candidates from each country. Please ensure that candidates nominated meet the qualifications prescribed above (13. Qualifications of Participants).
- ii) Countries are requested to inform the Secretariat as soon as possible if they do not wish to participate in the project, so that slots thus created can be allocated to other member countries.

- iii) Please note that when a candidate is nominated it does not follow that s/he is considered selected. Selection is at the discretion of the Screening Committee. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes, candidates are not selected because they are overqualified for the given project.
- iv) APO Liaison Officers/NPOs are reminded to make clear in their search for the most appropriate participants that only the APO Liaison Officer/NPO in their country may send nominations to the APO Secretariat. This should eliminate the mistake of various government/public/private institutions making nominations directly to the APO Secretariat.

b) *Required Documents*

- i) Nominations should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
 - 1) Two copies of the candidate's biodata on the **APO biodata form** along with passport-sized photograph. The biodata form can be downloaded from the APO website: www.apo-tokyo.org. We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the **Agriculture Department**, APO Secretariat (e-mail: agr@apo-tokyo.org, fax: 81-3-5226-3954).
 - 2) **Attachment 2 "Questionnaire for the Candidates"** The attachment consists of two parts: A. Information on candidates, and B. Basic information relating to the course topic.
 - 3) **The APO Medical and Insurance Declaration/Certification Form.** Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with her/his biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of the health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.
- (ii) For reasons of expediency or because of time constraints due to approaching nomination deadlines, member countries sometimes send their candidates' biodata forms and medical certificates by fax to the APO Secretariat. While this action is very much appreciated, member countries are requested to send the originals of the documents (biodata forms, questionnaire for the candidates, and medical certificates) to the APO Secretariat via postal mail as well. They are needed for making clear, clean copies for the host country, especially with regard to the candidates' photos. If the documents are submitted electronically as mentioned in b)-i)-1, -2, and -3), there is no need to send the original by postal mail. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.

c) ***Nomination Deadline***

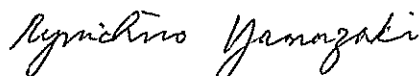
- i) Participating countries are requested to abide by the ***nomination deadline of 5 September 2011***. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization(s) in its preparatory work for the project.
- ii) For countries where nominations are required to be approved by higher government authorities and hence require a longer time, the APO Liaison Officers/NPOs are urged to send in the names of nominees on or before the deadline, indicating that government approval will follow.

d) ***Others***

- i) Selected participants will be notified through APO Liaison Officers/NPOs. Should some candidates fail to qualify or be unable to participate after selection, or should some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.
- ii) NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they become unable to attend the project, they should be requested to inform the APO Secretariat promptly of their inability to participate and the reason for last-minute withdrawal through APO Liaison Officers/NPOs in member countries.
- iii) Each selected candidate is required to arrive at the venue one day before the start of the official project. Also, all candidates are expected to return home upon completion of the official project because they are visiting the host country for the specific purpose of attending this APO project.

16. Other Conditions

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO homepage (http://www.apo-tokyo.org/00download/Participant_Guidebook.pdf), and will also be sent to the selected participants.



Ryuichiro Yamazaki
Secretary- General

**Training Course on the Food Safety Management System ISO22000:2005 for
Auditors/Lead Auditors**

TENTATIVE SCHEDULE AND COURSE DETAILS

All the participants are requested to read the following information carefully to understand the course requirements prior to submitting their application:

Part A. Tentative Schedule of the Course

| <u>Date</u> | <u>Activity</u> |
|---------------------------|---|
| 20 November 2011 (Sunday) | Arrival of participants in Lahore |
| 21 November (Mon.) | DAY 1 Registration Opening Session Training Course Modules |
| 22 November (Tues.) | DAY 2 Training Course Modules |
| 23 November (Wed.) | DAY 3 Training Course Modules |
| 24 November (Thurs.) | DAY 4 (AM) Visit to a food company (PM) Recap of visit & Training Course Modules |
| 25 November (Fri.) | DAY 5 Training Course Modules |
| 26 November (Sat.) | DAY 6 Training Course Module Written Examination Summing up, evaluation, closing |
| 27 November 2011 (Sun.) | Return of participants to respective countries |

Note:

1. The course will start at 08:30 daily and end around 18:00 daily except on *DAY 6* when it will end at 16:00.

Part B. Course Details

1. During the course, the tutors will carry out a *continuous assessment* of each participant's punctuality, participation, application, comprehension, teamwork, course contribution, exercise and syndicate work presentations, and personal communication skills.
2. A 90-minute *written examination* will be conducted at the end of the course in which overall passing marks of 60% are required to qualify. The examination is in four parts and participants are required to achieve at least 40% in each section.
3. Attendance for the full duration of the course is mandatory.

**Training Course on the Food Safety Management System ISO22000:2005 for
Auditors/Lead Auditors**

QUESTIONNAIRE FOR CANDIDATES

Note: This attachment consists of two parts: A) Information on Candidates; and B) Basic Information Relating to the Course Topic. Both parts A and B should be completed by the nominee himself/herself and sent to the APO Secretariat with his/her APO biodata form. Nomination documents without a completed Attachment 2 will not be considered for the selection of participants.

Part A. Information on Candidates

1. Name:

2. Name of organization:

3. Main products/services of organization:

4. Key responsibilities and duties in organization:

5. FOOD-RELATED EXPERIENCE

*(The participants **must have** experience in PRPs, HACCP, relevant statutory and regulatory requirements, and GxP relevant to his/her food sector. Nominees without such experience will not be accepted.)*

| | Yes (years) | No |
|--|--------------------|-----------|
| No. of years of experience in the food chain | | |
| Understanding of relevant key food legislation | | |

Part B. Basic Information Relating to the Course Topic

Name: _____

1. **Management system method**
A. Documents and records B. Procedures
C. Equipment and people D. None of the above
2. **The implementation of a management system focuses on documentation these days**
A. True B. False
3. **The framework for continual improvement in a management system is based on**
A. Crosby zero defects B. Juran quality planning
C. Deming PDCA cycle D. None of the above
4. **HACCP is NOT based on a detection concept**
A. True B. False
5. **Food is considered to be 100% safe for consumption after being well cooked**
A. True B. False
6. **Which of the following is not a condition affecting microbial growth?**
A. Water activity B. pH
C. Food D. All of the above affect growth
7. **Under ideal conditions, bacteria can double every**
A. 37 minutes B. 62 minutes
C. 20 minutes D. 112 minutes
8. **An audit is a process to look for noncompliance or nonconformity**
A. True B. False
9. **The main reason that an interviewee is not responding/answering a question is the he/she does not know the answer**
A. True B. False
10. **Certification is a requirement of ISO22000**
A. True B. False

Total no. of correct answers