

Agenda

Day 1

8.00 a.m.

Topic 1

Introduction Activity

Activity 1.1 - Introduction

10:00 a.m.

Break

10:15 a.m.

Topic 2

Activity 2.1 – Requirements and Product Specifications

Activity 2.2 – Finished Product Specification Template

Activity 2.3 – Raw and Ingredient Specification Template

12.00 noon

Lunch

12.45 p.m.

Topic 3

Activity 3.1 – Approved Suppliers

Activity 3.2 – Approved Suppliers cont'd

2:00 p.m.

Break

2:15 p.m.

Topic 4

Activity 4.1 – Facility Construction and Maintenance

Activity 4.2 – Facility Construction and Maintenance cont'd

Activity 4.3 – Facility Construction and Maintenance cont'd

4.00 p.m.

Review and End of Day 1

Day 2

8.00 a.m. **Topic 5**

Activity 5.1 - Sanitation

Activity 5.2 – Sanitation cont'd

10:00 a.m. Break

10:15 a.m. **Topic 6**

Activity 6.1 – Personal Hygiene and Cross - Contamination

12.00 noon Lunch

12.45 p.m. **Topic 7**

Activity 7.1 – Product Identification and Traceability

Activity 7.2 – Product Identification and Traceability cont'd

Activity 7.3 – Product Identification and Traceability cont'd

2:00 p.m. Break

2:15 p.m. **Topic 8**

Activity 8.1 – Internal Audit Plan

4.00 p.m. Review and End of Course