



SAFE FOOD SERVICES LTD WORKSHOP OVERVIEW

Advanced Verification Skills for
Risk-Based Measures
Refresher Course

SFS COURSE OUTLINE

This course has been designed to provide recognised verifiers a refresher in the verification stages with specific emphasis of maintaining competencies, skills and confidence to carry out verification activities in accordance with the requirements of;

- The Food Act 2014
- The Food Regulations 2015
- Associated legislation
- The verification criteria and audit topics
- MPI verification guidance and
- The NZQA unit standards 8084 - Audit quality management systems for compliance with quality standards.

Please note that this is not an accredited unit standard course. This course has been designed to reflect the outcomes and evidence requirements as specified by NZQA unit standard 8084 through participating in assigned group exercises.

COURSE DURATION

- Prerequisite Requirements– 1hr
- One-day workshop – 8hrs
- Online Assessment – 1hr

COURSE FEES

\$595.00 plus GST per person.
Includes;

- USB memory stick including the content of the course e.g. workshop guide, resource material, presentation, group exercises, case studies, example verification checklists, reports, MPI guidance documentation etc.
- Refreshments and meals (venue costs not included).

COURSE OBJECTIVES

1. To receive a refresher course in the implementation of the different stages within the verification process as per the requirements of the Agencies Quality Management System and continuing professional development.
2. To align the verification stages with the requirements of unit standard 8084.

COURSE MODULES

1. Module 1: Stages of Verification

- a. Food Sector Case Studies
- b. Definitions
- c. Performance Based Verification, Frequency and Process
- d. Contract with Business
- e. Prepare Verification
 - i. Schedule / Unscheduled / Unannounced
 - ii. Information Gathering
 - iii. Set the Scope
- f. Entry Meeting
- g. Onsite Verification
- h. Exit Meeting
- i. Verification Reporting
- j. Closing of Findings
- k. Reporting to Titiro

PREREQUISITE REQUIREMENTS

1. Fact sheet – The Legislative Foundations for Verifier Recognition, Roles and Responsibilities
2. PRP Online Quiz

GROUP EXERCISES

There are 8 group exercises designed to demonstrate the evidence requirements as per NZQA unit standard 8084;

1. Prepare to carry out a quality audit
2. Carry out technical aspects of a quality audit
3. Carry out interpersonal aspects of a quality audit
4. Report on a quality audit
5. Verify corrective actions

WHO SHOULD ATTEND?

Recognised verifiers of risk-based measures e.g. environmental health officers, food safety officers, trainee verifiers, independent and 3rd party verifiers.

CASE STUDIES

FCP and NP Registered businesses have been used throughout this presentation to demonstrate different stages within the verification process.

COURSE CERTIFICATE

On completion of the online assessment post workshop, participants will automatically receive a certificate of attendance / competency to their registered email address.

CONTACT

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COURSE ASSESSMENTS

Following the completion of the workshop, participants are required to complete an online assessment. The Advanced Verification Skills for Risk-Based Measures assessment will be accessible through the link provided to the participants registered email address.

Participants are required to achieve 80% correct answers.

Those participants that fail to achieve this required pass rate will receive an email to contact Karen Perry at Safe Food Services to discuss potential areas of improvement.

BOOKING CONFIRMATION

All attendees are required to register for the workshop through the Safe Food Services Ltd website.

Attendees have the option of paying by invoice or via a credit card payment. If paying by Invoice, attendees are required to tick, 'Invoice me please' when placing the order.

Attendees will receive access to the prerequisite requirements through MY COURSES / MEMBERSHIPS. In addition to containing the prerequisite steps to attending the workshop, attendees will also have access to the online assessment.