

Wareham & Associates provides training to assist organisations in improving their business processes and meeting the requirements of international standards.

We provide training in: Food Safety • Quality • Environmental • OHSA • Sustainability
• Lean Manufacturing Tools / Techniques • Integrated Risk Management



OUR MISSION

To create internationally competitive risk management and sustainability solutions.



BRC IOP GMPS FOR THE SHOP FLOOR – ANNUAL REFRESHER ISSUE 4

DURATION: ½ DAY (DATASHEET # 7.1-83)

TARGET AUDIENCE: SHOP FLOOR & SUPERVISOR LEVEL

What is the course all about?

- This course is specifically designed for shop floor personnel working in a food packaging manufacturing environment.
- The course allow for flexibility in structure. Various customizing options are available to ensure relevance and compatibility to suit the specific nature of your business.
- The course manuals are illustrated with photographs of live examples in a manufacturing environment and contain examples of schedules and log sheets that can be used in the workplace.

What you will learn:

Module 1: Introduction to Product Safety

Your shop floor staff will receive simple and practical training in:

- Product safety and quality (PS&Q)
- The categories of hazards that affect product safety

Module 2: Housekeeping & Cleaning in the Workplace

This provides simple and practical understanding and application of cleaning practices and the role of cleaning in effective PS&Q.

Shop floor staff is introduced to:

- Master cleaning schedules
- Cleaning methods
- Cleaning standards
- Monitoring of effectiveness
- Cleaning equipment use & storage

Module 3: Pest Control in the Workplace

This module provides simple and practical understanding and application of pest control and the role of pest management in effective PS&Q. Shop floor staff is trained in:

- Identifying signs of pest activity
- Identifying pest types and categories
- A methodology for reporting pest sightings
- An understanding of why pests are hazardous
- Steps to take in pest control

Module 4: Personnel

This module provides a simple and practical understanding and application of operational methods and personnel practices including:

- Hygiene and health standards
- Practices relating to protective clothing and jewellery
- Training
- Medical screening

Module 5: Product & Process Control

Your shop floor staff will receive simple and practical training in:

- Inspection and approval of raw materials
- Handling and storing raw materials
- Handling non-conforming materials
- Foreign body control (glass, sharps & chemicals)

Module 6: Site Standards

This Module provides a simple and practical understanding of the elements of engineering & maintenance for food safety:

- Design of equipment and structures – plant layout and access
- The Maintenance Programme:
 - ✓ Planned maintenance – condition monitoring checklists
 - ✓ Repairs and breakdown procedures – raising maintenance requests
 - ✓ Post maintenance cleaning – making the workplace safe
- Security – access procedures
- Staff facilities
- Waste and waste disposal
- Transportation, storage and distribution

Module 7: Product Safety & Quality Management System

Your shop floor staff will receive simple and practical training in:

- Internal audits – what auditors look for
- Traceability – labeling & identification
- Product withdrawal – what happens
- Incident management – how to raise an incident report
- Records – what records are required

Module 8: HACCP

Basic introduction to HACCP

Knowledge/Understanding Assessment:

Assessment tools are provided to evaluate understanding.

Certification

Successful candidates will be awarded a certificate from **The Wareham Group**, indicating successful completion of the course.

Prior Experience & Learning

Delegates should have knowledge, application of language, natural science and technology principles at NQF Level 1.



CONSULTING, FACILITATION & TRAINING

For more info contact

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