



Prinsip Mahir Sdn Bhd

(589748-X)

No 7B, Solok Seri Sarawak 36, Off Jalan Tun Abdul Razak,
Taman Sri Andalas, 41200 Klang, Selangor Darul Ehsan, MALAYSIA.

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www.prinsipmahir.net

GOOD HYGINE AND MANUFACTURING PRACTICES

A Training Programme For Food and Catering Industries

Background to this course

The current CODEX standard “Recommended International Code of Practice – General Principles Of Food Hygiene. CAC/RCP 1-1969, Rev. 3 (1997), Amended 1999” has provided excellent guidelines for food business operators (including food manufacturing, catering and retailing sectors) to develop their food hygiene systems. However, it is generally accepted that these guidelines are complex and confusing to many food operators. The interpretation of the guidelines varies from person to person and even to many of the food consultants in this country. Therefore, a greater standardization in the interpretation of these guidelines is urgently needed so as to enable their application in a consistent manner.

In response to the needs, simple yet practical prerequisite programmes (**PRPs**) to HACCP known as “**A Practical Approach To Good Hygiene And Manufacturing Practices**” has been prepared and published in Malaysia by Wong W.C. and Yap W.K.(2004). PRPs are based upon Good Hygiene and Manufacturing Practices, and standard operating procedures; sound PRPs are essential to successful development and implementation of ISO22000 (or HACCP based food safe quality management system). This training manual has been tested in many small and large food manufacturing and catering establishments and the feedback is unanimous.

It is important to bear in mind that PRP's are not part of the formal HACCP system. Deviation from a PRP would not in itself lead to a food safety hazard although PRP plays an important role in controlling potential health hazards. PRPs are minimum sanitary and processing requirements applicable to all food business operations. The establishment of effective PRPs can significantly reduce the complexity of the implementation of ISO22000 FSMS (or a HACCP based food safe quality management system) at a later stage.

The purpose of this training course is designed to provide participants / students with an understanding of “Good Hygiene And Manufacturing Practices’ in a practical approach in accordance with the manual by Wong & Yap (2004). This course is also designed with an objective to provide food business operators/students with skills and knowledge necessary for the production of safe quality food in their workplace.

This course is based upon the principles of food hygiene and manufacturing practices as determined by CODEX but in a simple and easy to understand manner but the format is followed closely to the requirements of ISO22000:2005. This means, PRPs is divided into two sections viz (1) infrastructure and maintenance (2) operational PRPs.

Learning Objectives

This course is designed for food business operators / students seeking an understanding of good hygiene and manufacturing practices (or PRPs) and the skills required to develop effective PRP programmes in their workplace.



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Learning Outcome

Upon successful completion of the course participants / students will be able to:

- Understand the principles, concepts and requirements of good hygiene and manufacturing practices.
- Demonstrate familiarity with Food Act and Regulations.
- Identify food hygiene objectives in the context of safe quality assurance systems.
- Apply the principles of the PRPs in the planning of food business operations
- Develop and implement PRPs using the hygiene principles as determined by Codex Alimentarius Commission and also the requirements of ISO22000:2005.

Prerequisite for the course

Work experience in food processing, food catering, food retailing industry or students in the field of agriculture and food science

Reference used

1. Anon, 1999. Recommended International Code of Practice – General Principles Of Food Hygiene. CAC/RCP 1-1969, Rev.3(1997), Amended 1999”.
2. Draft guidelines for the validation of food hygiene control measures. – Codex Committee Food Hygiene, 34 session, October 8-13 2001, Thailand.
3. Anon, 2001. SQMS (safe quality management system) Code:2000, ISBN 983-40592-0-5.
4. Wong, W.C. and Yap W.K.2004. A Practical Approach To Implement Good Hygiene And Manufacturing Practices. Malaysian edition, ISBN 983-40592-1-3.
5. ISO22000:2005 FSMS – Requirements for any organization in the food chain.

Nominal Duration

- Workshop: 16 hours (practical and tutorial sessions)

Number of Participants

- Workshops: 25 maximum

Training Venue

- As appropriate

Training requirements

- Training room
- Overhead (or LCD) projector
- Video player – for case study use (where applicable)
- Training manuals



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Units covered in the course

1. Overview
2. The Food Safety Act (at international level)
3. Food Law (at both national and international level)
4. Food hygiene policy
5. Food hygiene objectives
6. Food safety control system: requirements
7. Organizational structure for food safety
8. Management responsibilities and commitment
9. Food safety reporting instructions
10. Food safety accountability
11. Basic Foodstuff processing environment: requirements
12. House of food product safety
13. Good hygiene and manufacturing practices: requirements
14. Attire requirements
15. Codes of hygiene practice (including personal hygiene, house keeping and sanitation, pest control)
16. Operational practices
 - 16.1 Preparation
 - 16.2 Heating (pasteurization/cooking/drying/baking)
 - 16.3 Product identification and traceability
 - 16.4 Food storage requirements
 - 16.5 Food transportation and delivery
 - 16.6 Waste disposal
 - 16.7 Control of non-conforming goods
 - 16.8 Monitoring and measuring equipment and calibration
 - 16.9 Food safety control specifications
 - 16.10 Food safety training
 - 16.11 Documents and records
 - 16.12 PRPs and OPRs monitoring, verification, validation and updating
17. Standard operating procedures
18. Emergency preparedness and response plans

Assessment

Assessment of students will be continuously conducted throughout the course. It is based upon competency based learning principles. The following strategy will be performed:

1. Evaluate each participant's contribution to discussions and participation in group activities.
2. Evaluate the participant's personal attributes, skills and knowledge in hygiene principles and the application of the principles in their workplace.
3. Evaluate daily written assignments covering the topics of each session.
4. Evaluate the ability of each participant to develop various standard operating procedures that are necessary to produce safe quality food in their workplace.



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5. The final assessment will be carried out in assessing the ability of each participant to complete a given hygiene and manufacturing schedules.
 6. Evaluate the attendance and participation in class activities.

Course certificates

Certificate of attendance will be awarded to all participants who have successfully completed the course requirements.

DAY 1		
Time	Activity	Session
8.30	Registration	
9.00	Welcome	Objectives and housekeeping
		Introduction of participants
	Discussion	Workbook / handbook
	Lecture	Overview of food legislation and regulations including national Food Law
	Lecture	Food hygiene policy
	Lecture	Food hygiene objectives
10.00	Exercise & presentation	
10.30	Morning Tea	
10.50	Lecture	Food hygiene control system: requirements
12.00	Exercise & presentation	Team activities (to be determined upon students' technical background)
12.30	Lunch	
	Lecture	Organizational structure for food safety
	Lecture	Management responsibilities and commitment
	Lecture	Food Safety reporting instructions
	Lecture	Emergency preparedness and response programmes
15.00	Exercise & presentation	Team activities (to be determined upon students' technical background)
15.30	Afternoon Tea	
15.50	Lecture	Food safety accountability
	Lecture	Basic foodstuff processing environment: requirements
17.00	Exercise & presentation	Team activities (to be determined upon students' technical Background)



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DAY 2		
8.30	Discussion	Revision of Day 1
	Lecture	House of food product safety
	Lecture	Good hygiene and manufacturing practices: requirements
	Lecture	Attire requirements
10.00	Exercise & presentation	Team activities (to be determined upon students' technical Background)
10.30	Morning tea	
10.50	Lecture	Codes of hygiene practice
	Lecture	Personal hygiene
	Lecture	House keeping and sanitation
	Lecture	Pest and vermin control
	Lecture	Operational practices
	Lecture	Product identification and traceability
	Lecture	Food storage requirements
	Lecture	Purchasing and receiving of goods
12.00	Exercise & presentation	Team activities (to be determined upon students' technical Background)
12.30	Lunch	
13.30	Lecture	Ingredient preparation
	Lecture	Heating (pasteurization/cooking/drying/baking)
	Lecture	Cooling
	Lecture	Food transportation and delivery
	Lecture	Control of non-conforming goods
	Lecture	Waste disposal
	Lecture	Monitoring and measuring equipment and calibration
	Lecture	Control of food specifications
	Exercise & presentation	Team activities (to be determined upon students' technical background)
15.30	Afternoon Tea	
	Lecture	Food safety training
	Lecture	Documents and records
	Lecture	Safe food system update
	Lecture	Procedure writing
	Lecture	Control of critical parameters to ensure food safety
	Exercise & presentation	Team activities (to be determined upon students' technical background)
16.30	Assessment	Assessment
17.30	Conclusion	