

SSQA-D-Hub Academy Sessions Schedule Per 12-Month Cycle

Session #	Sections Covered
Sessions 1 - 4	Introduction: The SSQA (Safety Security and Quality Assurance) Concept: About this Manual Why SSQA? Differentiating Features of the SSQA System Economic Benefits of SSQA Guiding Principles: Compared Considerations SSQA Program Enrolment and Available Support GCSE-FHP SSQA Program Enrolment Steps: Key SSQA implementation and monitoring Roles The Three Levels of SSQA: Basic Intermediate Advanced Non-Negotiable Control Objectives/Elements at all Levels Certification under SSQA
Sessions 5 - 7	Section 1: SSQA Foundations 1.1 Before and After the Building Process 1.2 Organizing for Consumer Protection Success 1.2.1 Key Company Functions and Responsibilities: (Leave no Duty Undone) 1.2.2 Road Map for Food Safety and Quality Management Success 1.2.3 Employing the NODE Strategy in System Management 1.2.4 Responding to Future Challenges and Opportunities 1.3 Management Foundation and Obligation 1.3.1 The Commitment Statement and the Operating Philosophy
Session 8	Section 2: SSQA Implementation 2.1 SSQA Step 1 – Establish the Departmental and Personnel Responsibility Structure 2.1.1 Departments and Personnel Roles 2.1.2 Retain a qualified SSQA Facilitator 2.1.2.1 Recommendations: 2.1.2.2 Qualifications: 2.1.2.3 Technical Background:
Sessions 9 & 10	2.2 SSQA Step 2 – Establish the product safety and quality assurance programs or system 2.2.1 Production, Product Safety and Quality Management Programs 2.2.1.1 Company Commitment to Product safety and Quality 2.2.1.2 Responsibility Assignment 2.2.1.3 Management Resource Provisions 2.2.1.4 Key Personnel Requirements 2.2.1.5 Personnel Supervision 2.2.1.6 Science and Technology
Session 11	2.2.1.7 R & D - Product & Process Concepts Development
Session 12	2.2.1.8 Product Safety and Quality Management
Session 13	2.2.1.9 Management of Crises and Continuation of Supply
Session 14	2.2.1.10 Approval of Incoming Materials 2.2.1.11 Food and Packaging Material Approvals
Session 15	2.2.1.12 Co-Manufacturing or Processing Partners 2.2.1.13 Auxiliary Services Approval
Session 16	2.2.1.14 Customer/consumer Communications

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Session 17	2.2.1.15 Regulatory Compliance and Commitment
Session 18	2.2.1.16 Control of Documentation and Records
Session 19	2.2.1.17 Product Safety and Quality Systems Review by top Management
Sessions 20 - 22	2.2.2 Product Safety (Hazards Control) Program 2.2.2.1 Product Safety Co-requisite programs & Plan 2.2.2.2 Food Safety (HACCP) Review
Sessions 23 & 24	2.2.3 Quality Assurance 2.2.3.1 Processing Controls 2.2.3.2 Other Process Control Considerations
Session 25	2.2.3.3 Statistical Process Control
Session 26	2.2.3.4 Production Line Inspection and Product Testing 2.2.3.5 Post Processing Product Release
Sessions 27 - 30	2.2.3.6 Non-conformance Tracking and control 2.2.3.7 Correction and Prevention of Non-conformances 2.2.3.8 Rework or Reprocessed Product Control and Tracking
Session 31	2.2.3.9 Management of Allergens and Unique Claim Products
Session 32	2.2.3.10 Inventory Control 2.2.3.11 Product Packaging, Labels and Product Labelling Controls
Session 33	2.2.3.12 Lot Identification, Traceability and Recall
Session 34	2.2.3.13 Product safety and Quality Assurance System Verification 2.2.3.14 System Validation 2.2.3.15 System and Product Audits (Internal Audits)
Session 35	2.2.4 Product Defence & Security
Session 36	2.2.5 Personnel Training 2.2.5.1 Specialized Training Requirement 2.2.5.2 Training Adequacy Considerations 2.2.5.3 Assessment of Training Effectiveness
Sessions 37 - 39	2.2.6 Good Operation Practices (GOPS), Provisions & Programs 2.2.6.1 Establishment Location, Design, Construction and Approval 2.2.6.2 Maintenance Program 2.2.6.3 Cleaning and Sanitation 2.2.6.4 Personnel Hygiene and Welfare 2.2.6.5 Utilities (Water, Ice, Steam, Air and Processing Gases) 2.2.6.6 Transportation and Storage 2.2.7 Contamination Control 2.2.7.1 Process and Product Flow 2.2.7.2 Personnel Flow 2.2.7.3 Incompatible Material and Equipment Flow 2.2.7.4 Laboratory controls (where present) 2.2.7.5 Sensitive Product Control Measures 2.2.7.6 Control of Contamination during Material Conditioning (Thawing or Tempering) 2.2.8 Foreign Material Prevention, Detection and Control 2.2.8.1 Foreign Material Prevention 2.2.8.2 Foreign Material Detection 2.2.8.3 Control of Foreign Material Incidents 2.2.9 Waste Management and Control 2.2.9.1 Waste Collection 2.2.9.2 Waste Handling Equipment and Areas 2.2.9.3 Waste Disposal and Inspections

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Sessions 40 & 41	2.3 SSQA Step 3 –Team Mobilization to Action through Tracking of Exceptional Success – “Team-MATES” 2.3.1 Tracking of Exceptional Success 2.3.2 SSQA Employee Incentive and Motivation Program 2.3.2.1 Employee Incentive Program: 2.3.2.2 Other Forms of Employee Motivation
Sessions 42 & 43	2.4 SSQA Step 4 – Entire Network Engagement – “Enti-CE” 2.4.1 Internal Team Development and Engagement 2.4.2 Selecting and Enlisting the Network Partners 2.4.3 Product Failure Liability 2.4.4 Supply network Management 2.4.5 Supply Source Management and Environmental Responsibility 2.4.6 Preventing Fraud and Other Threats 2.4.7 Fraud Preventing Principles and Approach
Sessions 44 & 45	2.5 SSQA Step 5 – Failure Analysis and Control Tracking System – “FACTS” 2.5.1 Supplied Material Failures 2.5.2 Food Safety and Quality Deviation Incidents 2.5.3 Pre-requisite Program or Personnel Practice Infractions 2.5.4 Customer, Consumer, and Regulatory Authorities Feedback 2.5.5 Expanded Scope of Incident Tracking 2.5.6 Corrective and Preventive Action management
Sessions 46 & 47	2.6 SSQA Step 6 – Continuing Analysis of Realized Effectiveness and Efficiencies – “CARE” 2.6.1 Audit Program and Categories of Audits 2.6.1.1 Internal Audit categories 2.6.1.2 Value-Added Audit System: 2.6.1.3 Non-monotonous Checklists 2.6.1.4 Hallmarks of SSQA Internal Auditing Techniques 2.6.2 Operation Effectiveness and Efficiency Improvements 2.6.3 Top Management Review Process 2.6.4 Cost and Benefit Analysis
Session 48	2.7 Operation Risk Assessment 2.8 On-going SSQA Management 2.8.1 Partner Selection and Engagement 2.8.2 Personnel Training 2.8.3 Maintenance of Customer and Consumer Satisfaction 2.8.4 Internal and External Quality Incident Correction and Tracking 2.8.5 System Assessment (Audits) 2.8.6 Maintenance of Access to Regulatory Updates 2.8.9 Paperwork and Records Management 2.9 Change Management
Session 49	Appendices Appendix 1- The Pledge (an example of a commitment statement) Appendix 2 - PROCEDURE WRITING GUIDE Appendix 3 - FUNCTION / DEPARTMENT REFERENCE Appendix 4 - Supply Partner Assessment Tool Kit Appendix 5 - Sample SSQA Invitation Letter Appendix 6 - Cost of Quality - Simple Calculation Chart Appendix 7 - Paperwork Reduction Guide – The MUD Scale Appendix 8 - Change Management: Departmental Approval Guide