

[Annex 6-4]

## Evaluation Form of Post Management for HACCP Education/Training Center

| Section  | Evaluation Contents   |  | Result<br>(O, X) | Remarks   |
|--|---|--|------------------|---|
|  | Category  | Criteria   |                  |   |
| <b>Terms of Compliance for HACCP Education/Training Center</b> |   |  |                  |   |
| 1  | Development, compilation, and dissemination of training materials | <ul style="list-style-type: none"> <li>Development, compilation, and dissemination of teaching materials suitable for education &amp; training</li> </ul>  |                  |   |
| 2  | Submission of education & training implementation plans           | <ul style="list-style-type: none"> <li>Name and contents of education &amp; training curriculum</li> </ul>   |                  | In the case of conducting additional education & training, Submitted 7 days before the commencement of education & training |
|  |   | <ul style="list-style-type: none"> <li>Time and place of implementation for each course</li> </ul>   |                  |   |
|  |   | <ul style="list-style-type: none"> <li>The number of trainee for each course</li> </ul>  |                  |   |
|  |   | <ul style="list-style-type: none"> <li>Training materials for each course</li> </ul>   |                  |   |
|  |   | <ul style="list-style-type: none"> <li>Methods and frequency of evaluation of the results of education and training</li> </ul>   |                  |   |
| 3  | Release of education & training information                       | <ul style="list-style-type: none"> <li>Name, period, time and place of education and training curriculum</li> </ul>  |                  | Using the Internet, printed materials, information, etc.  |
|  |   | <ul style="list-style-type: none"> <li>Education &amp; training facility</li> </ul>  |                  |   |
|  |   | <ul style="list-style-type: none"> <li>Annual education &amp; training plan</li> </ul>   |                  |   |
|  |   | <ul style="list-style-type: none"> <li>Education &amp; training instructors status</li> </ul>  |                  |   |
|  |   | <ul style="list-style-type: none"> <li>Education &amp; training performance</li> </ul>   |                  |   |
| 4  | Other terms of compliance   | <ul style="list-style-type: none"> <li>Compliance with the matters granted by the Minister of Food and Drug Safety when designating an educational and training institution</li> </ul>   |                  |   |
|  |   | <ul style="list-style-type: none"> <li>Delay or close/refuse education &amp; training curriculum, etc. without justifiable reasons</li> </ul>  |                  |   |
|  |   | <ul style="list-style-type: none"> <li>Post a copy of the designation of an education &amp; training center at the location of center</li> </ul>   |                  |   |
|  |   | <ul style="list-style-type: none"> <li>Implementation of the MFDS's request for submission of materials related to education &amp; training without delay</li> </ul>   |                  |   |
|  |   | <ul style="list-style-type: none"> <li>When there are any changes or important matters related to education &amp; training work, report immediately to the Minister of Food and Drug Safety or apply for a change in the designation.</li> </ul> |                  |   |
|  |   | <ul style="list-style-type: none"> <li>Preparation/keeping of the education &amp; training register and preservation for</li> </ul>  |                  |   |

|   |  |   |  |   |
|---|--|---|--|---|
|   |  | three years from the date of its last entry   |  |   |
|   |  | ○ Report the results of education & training to the Minister of Food and Drug Safety within 30 days of the following month after the end of each year |  |   |
| <b>Evaluation for HACCP Education &amp; Training Center</b> |  |   |  |   |
| 5   | Methods and contents of education & training | ○ Compliance with education & training course operation   |  |   |
| 6   | Instructor and Facility                      | ○ Responsible for professional instructors who spend more than 60% of their total education and training hours  |  |   |
|   |  | ○ Appropriateness of the number of trainee for each course  |  | not more than 30 people                                 |
|   |  | ○ Checking the status and improvement of education & training facilities  |  |   |
| 7   | Educational satisfaction                     | ○ After each course, conducting a questionnaire on the trainees   |  | posted on the Internet (without pass/fail)              |
| 8   | Any other matter                             | ○ Designation of the education & training center by false or other improper means   |  | revocation of designation                               |
|   |  | ○ Not opening the courses not from the designated date without justifiable reasons<br>(□ less than a year □ more than a year)                         |  | making correction or suspending its course for 6 months |
|   |  | ○ Poor education & training performance and contents  |  | suspending its course for 6 months                      |
|   |  | ○ Making a false issuance of education and training completion certificates   |  | revocation of designation                               |
|   |  | ○ Unstored or falsified education & training register   |  |   |
|   |  | ○ Violation of provisions concerning the education & training work  |  |   |