

[Annex 6-1]

Designated Assessment Form for Education/Training Center of HACCP

Items	Evaluation Contents		Result (○, X)	Remarks
	Category	Criteria		
Document review				
1	One copy of application form for designated education & training Center	○ Any missing item		
2	One copy of certificate business registration	○ Authentic or Counterfeit		
3	One certified copy of education & training center register or lease contract (only for rental facilities)	○ Authentic or Counterfeit		
4	One copy of organization chart related to education & training department	○ Securing at least two professional instructors and one or more education & training managers as regular employees.		
5	One copy of proof of the current status, qualification and experience of the instructor 1. A resume of the instructor 2. A certificate of qualification for food engineer or a doctorate 3. A certificate of career	○ A person who has worked as the head of the HACCP team at a government-designated HACCP business for at least 5 years in HACCP-related work ○ A person who has lectured on HACCP-related education & training for at least 50 hours at a government-sponsored or government-designated institution. ○ A person who has a professional engineer food stuff or Ph.D. degree in the food-related field and has engaged in HACCP related work for more than 5 years. ○ A person with at least 6 semesters of teaching experience regarding HACCP in a food-related department at a university or higher educational institution. ○ A person who has at least 2 years of experience regarding HACCP in the		Reference for Instructor interview

			<p>government setting.</p> <ul style="list-style-type: none"> ○ Any other person recognized by the Minister of Food and Drug Safety as having equivalent qualifications. 		
6	One copy of operation policy and procedure of the curriculum	Education & training details and implementation plans by each course	<ul style="list-style-type: none"> ○ The qualified instructor is responsible for more than 60% of the total education and training hours. ○ All or part of the courses corresponding to followings are operated <ol style="list-style-type: none"> 1. Orientation (executive /team manager) 2. Regular education 3. Basic education 4. Instructor training and job training ○ The size of trainee is suitable for each education. <p>(The number of trainee shall not exceed 30 for effective education.)</p> <ul style="list-style-type: none"> ○ Theoretical and practical education are distributed properly. 		
		Education & training procedure per each course	<ul style="list-style-type: none"> ○ Including education & training procedure 		
		Education & training fees per each course	<ul style="list-style-type: none"> ○ Including education & training fees 		
		Issuing education & training certificates per each course	<ul style="list-style-type: none"> ○ Including regulations concerning the issuance of certificates 		
		Matters to be observed by education and training instructors and trainees	<ul style="list-style-type: none"> ○ Presenting the detailed terms of compliance 		
7	One copy of training materials per each course		<ul style="list-style-type: none"> ○ Subdividing training materials by curriculum 		
8	One copy of outcome by each course for the last 2 years		<ul style="list-style-type: none"> ○ One copy of trainee attendance book (including year of education) 		Submittable only

		○ One copy of issuance record for education & training certificates (Including year of education)		
Results (pass/fail)			·Criteria: Considered pass if all items are marked ○.	
Field evaluation				
9	Sufficient facilities are established for education and training	○ Enough space to accommodate trainees ○ Air-conditioning and heating equipment		
10	Sufficient educational materials are equipped for education and training	○ Computer, beam projector, audio/video system, etc.		
11	Appropriate teaching materials are provided for each subject	○ Contents match to teaching materials when reviewing documents ○ Enough number of teaching materials		
12	The instructor meets the qualification and has the expertise.	○ Presentation and Q&A		Considered pass when average score of each evaluator is 80 or higher.
Results (pass/fail)			·Criteria: Considered pass if all items are marked ○.	

□ **Score per each evaluator : item 12.**

category	Average	Total	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5
score							