

Terms of Compliance for HACCP Education/Training Center **(related to Article 22)**

1. Development, compilation and dissemination of training materials

The education and training center shall develop and compile training materials suitable for conducting education and training under Article 20 and distribute them to trainees.

2. Submission of an implementation plan for education and training

A. The education and training center shall prepare a plan for implementing education and training for the following year and submit it to the Minister of Food and Drug Safety by the end of November each year, including the following.

- 1) Name and content for each course
- 2) Period, time, and place of implementation for each course
- 3) The fixed number of training staff for each course
- 4) Training materials for each course
- 5) Methods and number of times to evaluate the results of education and training

B. In addition to the implementation plan for education and training for the relevant year, if the designated education and training are to be conducted, the implementation plan for education and training shall be prepared seven days before the commencement of education and training and submitted to the Minister of Food and Drug Safety.

3. Disclosure of Education and Training Information

The education and training center shall disclose the following items on the Internet, printout, notices, etc.

- A. Education and training facility
- B. Annual education and training plan
- C. Education and training instructors status
- D. Education and training performance

4. Other Terms of Compliance

- A. The details of designation under Article 20 (2) shall be observed.
- B. It shall not delay, close, or reject education and training courses, etc. without justifiable reasons.
- C. A copy of the designation of an education and training center shall be posted at the place

of education and training.

D. When there is a request from the Minister of Food and Drug Safety to submit materials related to education and training, it shall be implemented without delay.

E. When any change occurs or any important matter occurs among matters related to education and training affairs, he/she shall immediately report it to the Minister of Food and Drug Safety or apply for a change in the designated matters.

F. The education and training register shall be prepared and shall be preserved for three years from the date of final entry.

G. The results of education and training shall be reported to the Minister of Food and Drug Safety within 30 days of the following month after the end of each year.