

AGENDA – KLEANZ Workshop

“Learn to use Nexcor products and services more effectively”

Overview: Nexcor Technologies provides complete technical training that prepares QA/Sanitation managers and users to implement, utilize, and maintain their KLEANZ system.

Agenda

Day One

8:00 a.m. Introduction and Setup of Participant’s Laptops

- Who is Nexcor?
- Food Safety Today.
- Tactical (Day to Day) vs. Strategic (Long Term) Food Safety
- The thinking behind KLEANZ and KLEANZ Mobile.
- Understanding the use without compromising time.

9:00 a.m. Equipment / Area List Formulation & Maintenance

- Why this is Important.
- This is the Backbone (Foundation) of the System.

10:00 a.m. Worksheets

- Review of what a “KLEANZ Worksheet” is and its features.
- Review basics of the Master Sanitation Schedule to include all tasks – including: Periodic, Daily, Pre Op/Pre Flight, Detail, etc.
- Modifying existing KLEANZ Worksheets
- Step-by-Step process of developing and customizing worksheets to emulate your plant’s needs.
- Integrating pictures and materials within your worksheets as well as building and using the library function.
 - Kleanz Pro Full Material Quantity on Hand Tracking System (Advantages).
- Use of Equipment Groups when printing Worksheets.
- Attaching PDF Documents (SSOP, Drawings, ETC) for Printing with Worksheets.
- Using Skills for Worksheet Tasks Management.
- Document Control for GFSI
- Review Work Pack Option / Use

12:00 p.m. Lunch (provided)

1:00 p.m. Worksheets – Continued

2:30 p.m. Changeovers & Allergens Worksheets

- Incorporating changeovers and allergens into your KLEANZ program.
- Creation of Changeover & Allergen Worksheets, Level 1, 2, 3 Verification.
- Printing of On Demand Changeover & Allergen Worksheets.
- Tagging in of completed, partially completed & not completed Worksheets to include bulk tagging.
- Review all types of Worksheet printing and understanding equipment/area groups.

4:00 p.m. **Review Worksheet instruction and practice.**

5:00 p.m. **Evaluate KLEANZ Database (Optional – no charge)**

- Evaluate participants KLEANZ database, make assessments and provide recommendations for deriving the maximum return on their KLEANZ program.

Day Two

8:00 a.m. **Corrective Action Work Orders & Breakdowns (Clean & Sanitize)**

- Examining the sources from outside the Food Safety / Sanitation Department.
 - Added (Enter Only) Work Stations within Plant on Company Network.
 - Blank CAWO Forms.
- Corrective Actions Work Orders scheduled in advance.
- CAWOs from Inspections (Formal or Informal).
- Documenting After-the-Fact CAWOs and Breakdowns (Clean and Sanitize after repairs).
- How to spend the least time documenting the C.A.W.O. to have the required information available when needed.
- Archiving CAWO and viewing when needed.

10:00 a.m. **Inspections**

- Creating Inspections in KLEANZ.
 - Self Audits with predefined Inspection Points.
 - Self Audits without Inspection Points.
 - Tracking Measurements.
 - Defining 3rd Party Inspections.
- Entering data on an ongoing basis and tracking results.
- Review the Inspection reports

12:00 p.m. **Lunch (provided)**

1:00 p.m. **KLEANZ Mobile**

- Manual vs. Paperless Inspections
- CAWOs on the Handheld with Photos
- Worksheets
- Supervisor Signoff of completed CAWOs

3:00 p.m. **Labor Reports**

- Review of the reports.
- How to export to PDFs, Excel, ETC.
- Which reports will Auditors most likely ask to see?

5:00 p.m. **Evaluate KLEANZ Database (Optional – no charge)**

Evaluate participants KLEANZ database, make assessments and provide recommendations for deriving the maximum return on their KLEANZ program

Day Three

8:00 a.m. Employee Training Tracking

- Managing and tracking employee training.
- Knowing who within your department or facility is qualified to perform the tasks needed on a certain piece of equipment.
- Advance knowledge of when re-certifications are required.
- Track Training Materials
- Media Library entries and uses.
- Team member setup and uses.
- Hot Spot Setup and uses.

10:00 a.m. KLEANZ System Settings

- Review KLEANZ setup, system settings, equipment area lists, user accounts and rights, Global items entry, default assignments, importing task data etc.

11:00 a.m. Review

- Review of Main Topics
- Upcoming Features
- Questions and Answer Session

12:00 p.m. Lunch (provided)

1:00 p.m. Go back through software and perform the functions with attendees

- Worksheet adding, editing, enhancements.
- Printing worksheets and changeover sheets.
- Create CAWO & archive.
- Perform inspection on PDA to include CAWO w/pics, sign off on CAWO.
- Enter a new employee, add a skill, add training, in-activate an employee.
- Enter after-the-fact CAWO & breakdowns.
- Run various reports with different criteria.
- Make a Global item entry, skill entry (no training), production line entry, equipment/area entry, enter materials.
- Make default assignment entries then edit, build teams and then edit.
- Try scenarios attendees want to review pertaining to the individual plant.

5:00 p.m. Evaluate KLEANZ Database (Optional – no charge)

- Evaluate participants KLEANZ database, make assessments and provide recommendations for deriving the maximum return on their KLEANZ program.