

COURSE CONTENT OVERVIEW

# Level 3 HACCP



The European Union Regulation (EC) No 853/2004 requires all food businesses to put in place food safety procedures based on the principles of HACCP.

This Level 3 HACCP course is designed for managers and supervisors of catering, retail and manufacturing businesses that are responsible for planning and maintaining the HACCP system and enforcing best practice in the workplace. The course will help learners understand how to plan and implement a successful HACCP system, including how to identify significant hazards and critical control points, devise critical limits and validate and verify the HACCP plan.

#### **Module One: Introduction to HACCP**

This module introduces the idea of food safety management systems and provides definitions for the key terms associated with HACCP. The module looks at why HACCP is important and how it will benefit your food business.

- What is food safety management?
- Key terms
- What is HACCP?
- Benefits of HACCP
- Why is HACCP important?

#### **Module Two: HACCP and the Law**

This module reminds you of the food safety laws that are in place which your food business must comply with, including those related to HACCP and staff training. The module also looks at how these laws are enforced and what is meant by a due diligence defence.

- Food safety legislation
- Training requirements
- Enforcing the law
- Due diligence

#### **Module Three: HACCP Alternatives**

This module outlines the alternative food safety management systems to HACCP, all of which are valid and useful options for smaller food businesses or those who think a full HACCP system is too complex for their workplace.

- Should I use HACCP?
- Safer Food, Better Business
- CookSafe
- Safe Catering
- ISO 9001:2015
- ISO 22000:2005
- Other national guides
- Certification schemes

#### **Module Four: Planning a HACCP System**

This module looks at what needs to be considered when planning to implement a HACCP system, including how to create a HACCP plan and examples of common pitfalls to avoid.

- Preparing for HACCP
- Creating a HACCP plan
- HACCP success vs failure

#### **Module Five: Food Safety Hazards**

This module takes a look at the four main categories of food safety hazards, with examples of controls for each, to remind you of why an effective HACCP system is so important.

- How contamination applies to HACCP
- Types of contamination
- Physical, chemical, microbial and allergenic contamination
- Top 10 causes of food poisoning
- Controlling the hazards

#### **Module Six: Prerequisite Programmes**

This module explains what is meant by a HACCP prerequisite and gives examples of prerequisites that your food business should have in place before implementing the full HACCP system.

- What are prerequisites?
- Examples of prerequisites
- Effective prerequisites
- Assessing prerequisites

#### **Module Seven: Creating the HACCP System**

This module introduces the 7 principles of HACCP and details the steps that should be followed before principle 1 can be implemented. This includes information on how to create a HACCP team, why it's important to carefully consider each of your food products and the purpose of accurate process flow diagrams.

- The 7 principles
- Creating the HACCP team
- HACCP team responsibilities
- HACCP team skills
- Describing the products and ingredients
- Identifying the products' uses and consumers
- Constructing a flow diagram
- Confirming the flow diagram in the premises

#### **Module Eight: Principle 1 - Hazard Analysis**

This module looks at the first HACCP principle and outlines the 3-stage approach to hazard analysis to help you learn how to identify the significant hazards in your workplace that need to be controlled within the HACCP system.

- What is hazard analysis?
- The 3-stage approach
- Hazard analysis documentation
- Prerequisites or HACCP?
- Useful contacts

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### **Module Nine: Principle 2 - Critical Control Points**

This module explains how to determine when a significant hazard in your food business becomes a critical control point that needs immediate attention should something go wrong. The module outlines how to use a decision tree to help you make this judgement.

- What is a control measure?
- What is a critical control point?
- Overusing CCPs
- Decision trees
- The Codex Alimentarius Commission decision tree

### **Module Ten: Principle 3 - Critical Limits**

This module looks at what to consider when setting critical limits for your identified critical control points in order to ensure that the potential hazards remain under control.

- What is a critical limit?
- Critical limit criteria
- Examples of critical limits
- Setting critical limits

### **Module Eleven: Principle 4 - Monitoring Critical Control Points**

This module explains why it's necessary to keep an eye on the food safety hazards and closely monitor your critical control points. The module outlines the different methods for monitoring and looks at what should be included in monitoring documentation.

- What is monitoring?
- Effective monitoring
- Types of monitoring
- Frequency of monitoring
- The monitoring plan

### **Module Twelve: Principle 5 - Corrective Action**

This module looks at the corrective action procedures your business should implement so that you can quickly and effectively deal with any contaminated food products.

- What is corrective action?
- Levels of corrective action
- Corrective action procedures
- Examples of corrective action
- Product recalls

### **Module Thirteen - Principle 6 - Verification of the HACCP System**

This module outlines why it's important to regularly review the HACCP plan and verify that the HACCP system continues to work effectively. The module looks at some of the key techniques used when validating, verifying, reviewing and auditing the HACCP system.

- Why is verification important?
- Validation
- Verification
- Reviewing the HACCP plan
- Benefits of reviewing HACCP
- HACCP auditing
- Auditing essentials - data analysis, sampling and testing

### **Module Fourteen: Principle 7 - Documentation**

This module looks at the final principle of HACCP and explains the necessity of keeping accurate and regular records, as well as the importance of keeping the HACCP team well trained and up to date.

- Record keeping
- Maintaining the HACCP team
- Maintaining sources of information
- Maintaining HACCP documentation

### **Module Fifteen: Implementing the HACCP System**

This final module of the course provides guidance on how to implement the HACCP system across the whole workplace and ensure it becomes a fundamental part of your food production processes. This includes ensuring staff members are educated and aware of their roles and responsibilities.

- Implementing HACCP
- Implementation methods
- HACCP training
- Making HACCP visible
- Confirming completion

## Aims of the training

By the end of this course learners will:

- Understand why a HACCP food safety management system is important and beneficial.
- Understand food hygiene law and the different food safety management systems that can be chosen.
- Know how to plan and implement a successful HACCP system and avoid the common pitfalls.
- Understand the importance of having effective prerequisite programmes in place.
- Know how to conduct a hazard analysis and identify critical control points.
- Understand the significance of critical limits and corrective action and know why these need to be carefully monitored.
- Know how to validate and verify the HACCP plan and understand the importance of keeping documentation.