INTRODUCTION
TO HACCP

OVERVIEW

Hazard Analysis Critical Control Points (HACCP) is a preventative system build on the application of scientific principles. As a globally recognised standard for food safety management., HACCP was established to ensure food safety from farm to table. The accreditation is based on the principle that prevention of hazards, such as food contamination, cannot be accomplished by end-product inspection.

The HACCP is broken down into two major components:
- Hazard analysis: this process involves identifying the locations and causes of the hazards
- Critical control points: this represents the controls in the process and their proof

Implementing a HACCP food safety management system may help organisations:
- Ensure food quality increases
- Enhance consumer safety
- Meet legal food safety regulations
- Place greater emphasis on customer satisfaction

HACCP may be adopted by any organisation involved in the handling or processing of food. Adopting a HACCP food management system does not provide the 100% assurance of food safety to customers. Still, it does provide assurance that the organisation has done its best to provide a safe food product.

ADAPTIVE
CERTIFICATIONS

THE BENEFITS OF HACCP CERTIFICATION

ISO
Certification indicates that services are in agreement with HACCP based food safety regulations

Upsurges food safety standards and quiality standards

Reduces barriers to international trade

Quality products yields satisfaction from both stakeholder and customer end

Integrates your process to produce safe food

EXTERNAL

- Grants suppliers, stakeholders and producers confidence in your products and safety controls
- Effectively manages food safety across the entire supply chain
- Demonstrates commitment to food safety to your customers
- Demonstrates a commitment to an internationally recognised food safety hazard control

INTERNAL

- Aids in the organisation's regulatory compliance
- Organises food production and handling processes
- Organises staff and promotes efficiency and teamwork
- Promotes increased product quality
- Assists in the long-term decrease in costs and increase in profit
- Improved inventory control

HOW TO MEET THE HACCP REQUIREMENTS

Terms and Definitions in HACCP

HACCP is continuously evolving to meet current standards and regulations for food safety. Before embarking on any food safety management systems implementations, it is necessary to understand the basic terms that accompany the process.

Here are some of the most important terms and definitions.

CONTROL

Managing the conditions of an operation to meet and maintain compliance objectives.

CONTROL POINT

Any point in a process at which biological, chemical or physical factors can be controlled.

CORRECTIVE ACTION

Procedures followed when a deviation takes place.

CRITICAL CONTROL POINT

An essential step to which control must be applied to prevent or eliminate a safety hazard.

CRITICAL LIMIT

A minimum or maximum parameter that must be controlled to prevent, eliminate or reduce the occurrence of a food safety hazard.

DEVIATION

A failure to meet the determined critical limit.

HAZARD

A biological, chemical or physical agent that may act to cause illness or injury when it is not controlled.

HAZARD ANALYSIS

The collection and evaluation of information associated with hazards to determine which hazards require the implementation of control measures.

MONITOR

A planned sequence of observations and measurements assessing control measures and producing accurate records of information for future verifications.

PLAN

A document created based on the principles defining HACCP, clarifying procedures to follow.

PREREQUISITE PROGRAMS

Procedures that address operating conditions and form the foundation of a HACCP system.

SEVERITY

The seriousness of the effect(s) of a hazard.

VALIDATION

Focused on collection and evaluation of information to determine whether the HACCP plan was correctly implemented and effective for hazard controls.

VERIFICATION

Activities that determine the validity of the HACCP plan and ensure that the system is operating according to outlined goals.

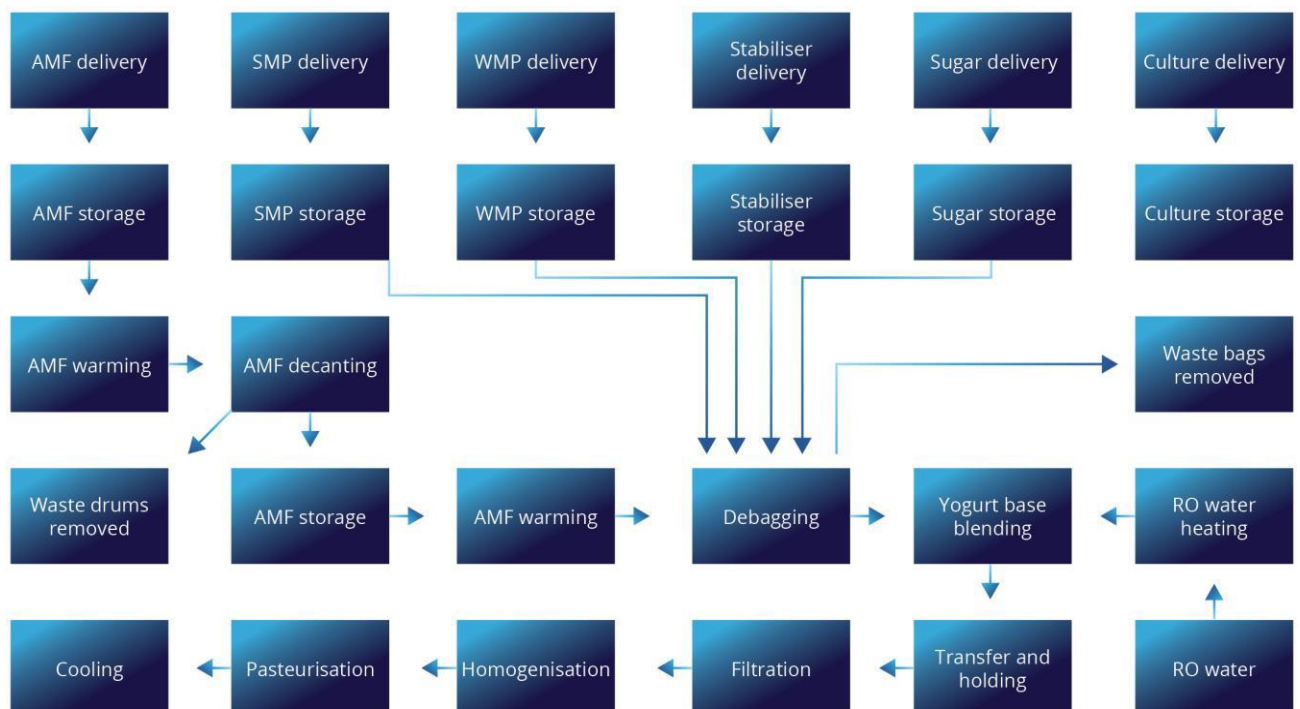# THE PROCESS FLOWCHART

A process flowchart for HACCP food safety management system implementation is typically constructed and utilised within an organisation to develop the Food Safety Management System and HACCP plans.

Below is an example of a HACCP process flowchart:

SAMPLE OF HACCP FLOW CHART

PLAN-DO-CHECK-ACT CYCLE

PLAN

• Establish the organisation's objectives and the accompanying processes

• Decide on the resources needed to deliver results that are in accordance with regulations and determined policies

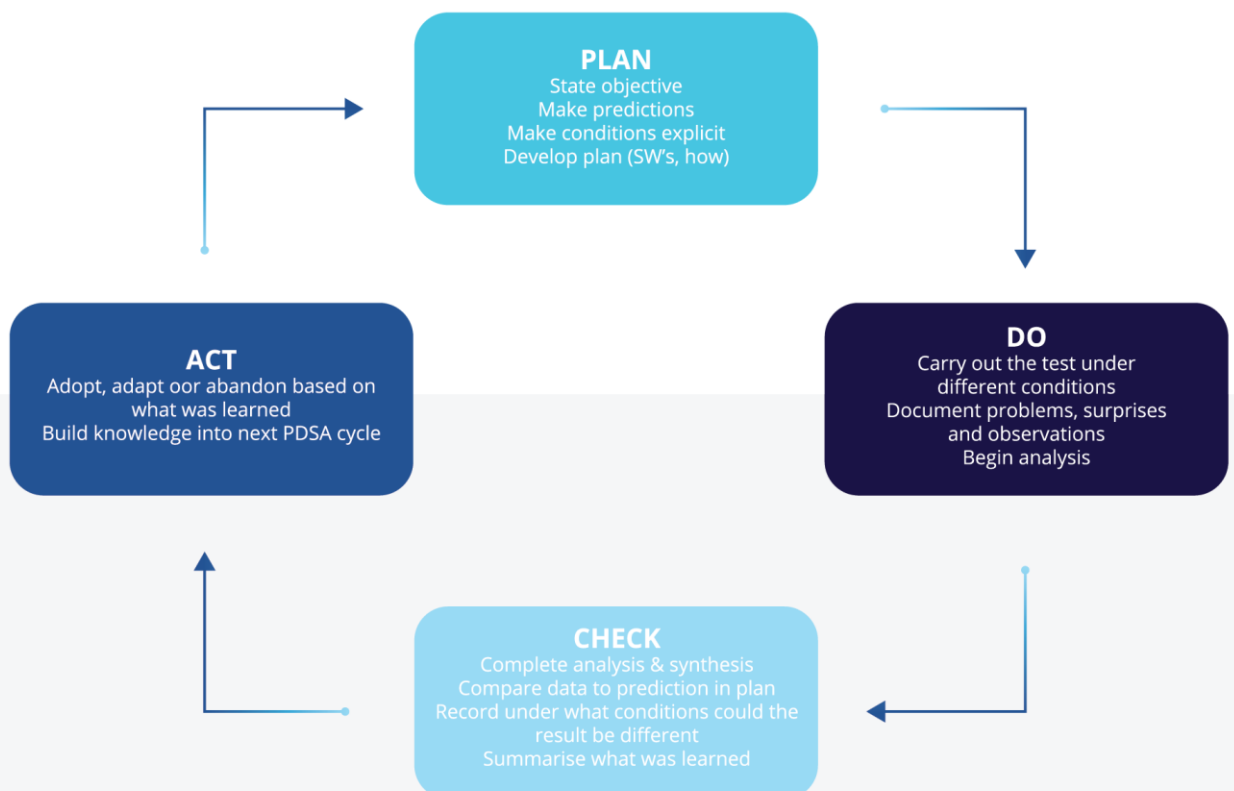• Identify and address risks and opportunities

DO

• Implementation of the decided upon processes and policies.

CHECK

• Monitor and measure processes the resulting products and services

• Assess performance against the policies and objectives decided upon

• Report on the results

ACT

• Implement corrective measures for deviations where necessary

• Act to improve processes

PLAN
State objective
Make predictions
Make conditions explicit
Develop plan (SW's, how)

DO
Carry out the test under different conditions
Document problems, surprises and observations
Begin analysis

CHECK
Complete analysis & synthesis
Compare data to prediction in plan
Record under what conditions could the result be different
Summarise what was learned

ACT
Adopt, adapt oor abandon based on what was learned
Build knowledge into next PDSA cycle

ADAPTIVE CERTIFICATIONS

p: 1800 232 378 | e: teamadaptive@adaptivecert.com.au

HACCP REQUIREMENTS

HACCP is based on the following principles:

1. *Conduct a hazard analysis:*
Identify all possible food safety hazards and the processes they may occur in. Categorise them as biological, physical or chemical hazards.

2. Identify critical control points:
Identify critical points in the process where control measures may be applied to reduce the possibility or eliminate the hazard.

3. Establish critical limits:
Establish the maximum and minimum values to which a hazard must be controlled to eliminate or reduce the hazard to an acceptable level.

4. Monitor critical control points:
Monitor processes to ensure that food produced within the critical limits.

5. Establish corrective actions:
Establish the maximum and minimum values to which a hazard must be controlled to eliminate or reduce the hazard to an acceptable level.

6. Establish record-keeping procedures:
Effective record keeping allows for the organisation to have adequate food safety management with detailed corrective actions that were taken.

6. Establish record-keeping procedures:
Effective record keeping allows for the organisation to have adequate food safety management with detailed corrective actions that were taken.

HOW TO PLAN YOUR CERTIFICATION PROJECT

TASK	ACTIONS	NOTES
1. Gap Analysis	Undertake Gap Analysis	
2. System Planning	Identify Interested Parties	
2. System Planning	Operational Risk Assessment	
2. System Planning	HACCP Manual – Planning	
2. System Planning	HACCP Manual – Support	
2. System Planning	HACCP Manual – Operations	
2. System Planning	HACCP Manual - Improvement	
2. System Planning	HACCP Risk Analysis	
2. System Planning	Branding/design of completed IMS Manual	
3. Draft System Documents	HACCP Policy	
3. Draft System Documents	Management System Registers	
3. Draft System Documents	Management System Procedures	
4. Implementation Planning	Plan implementation	
4. Implementation Planning	Set objectives and targets	
4. Implementation Planning	Compile legal and other requirements	
5. Awareness Training	Define awareness requirements	
5. Awareness Training	Carry out awareness training	
6. Implementation Activities	Plan training requirements and activities	
6. Implementation Activities	Implement training requirements and activities	
7. Review	Internal audits	
7. Review	Management Review Meeting	
8. Stage 1 Audit	Engage certification company for stage 1 audit	
8. Stage 1 Audit	Complete stage 1 audit	
9. Address Gaps	Address any gaps raised at stage 1 audit	
10. Stage 2 Audit - Certification	Undertake stage 2 audit and receive certification	