

HACCP

Hazard Analysis and Critical Control Points

7 Principles & Sample Forms

Application of the Principles of HACCP

Principle 1 - Conduct a Hazard Analysis

The application of this principle involves listing the steps in the process and identifying where significant hazards are likely to occur. The HACCP team will focus on hazards that can be prevented, eliminated or controlled by the HACCP plan. A justification for including or excluding the hazard is reported and possible control measures are identified.

Principle 2 - Identify the Critical Control Points

A critical control point (CCP) is a point, step or procedure at which control can be applied and a food safety hazard can be prevented, eliminated or reduced to acceptable levels. The HACCP team will use a CCP decision tree to help identify the critical control points in the process. A critical control point may control more than one food safety hazard or in some cases more than one CCP is needed to control a single hazard. The number of CCP's needed depends on the processing steps and the control needed to assure food safety.

Principle 3 - Establish Critical Limits

A critical limit (CL) is the maximum and/or minimum value to which a biological, chemical, or physical parameter must be controlled at a CCP to prevent, eliminate, or reduce to an acceptable level the occurrence of a food safety hazard. The critical limit is usually a measure such as time, temperature, water activity (Aw), pH, weight, or some other measure that is based on scientific literature and/or regulatory standards.

Principle 4- Monitor CCP

The HACCP team will describe monitoring procedures for the measurement of the critical limit at each critical control point. Monitoring procedures should describe how the measurement will be taken, when the measurement is taken, who is responsible for the measurement and how frequently the measurement is taken during production.

Principle 5 - Establish Corrective Action

Corrective actions are the procedures that are followed when a deviation in a critical limit occurs. The HACCP team will identify the steps that will be taken to prevent potentially hazardous food from entering the food chain and the steps that are needed to correct the process. This usually includes identification of the problems and the steps taken to assure that the problem will not occur again.

Principle 6 - Verification

Those activities, other than monitoring, that determine the validity of the HACCP plan and that the system is operating according to the plan. The HACCP team may identify activities such as auditing of CCP's, record review, prior shipment review, instrument calibration and product testing as part of the verification activities.

Principle 7 - Recordkeeping

A key component of the HACCP plan is recording information that can be used to prove that the a food was produced safely. The records also need to include information about the HACCP plan. Record should include information on the HACCP Team, product description, flow diagrams, the hazard analysis, the CCP's identified, Critical Limits, Monitoring System, Corrective Actions, Recordkeeping Procedures, and Verification Procedures.

HACCP Does not Stand Alone

The application of HACCP does not stand alone in a food processing facility. The plan must be built on other food safety programs. Good Manufacturing Practices (GMP) that are practiced by the processing facility will support HACCP plan and will address food safety and food quality issues that are not critical for the reduction of food safety hazards. Sanitation Standard Operating Procedures (SSOP's) are required in federally inspected meat and poultry operations and address procedures for clean facilities, equipment and personnel that are necessary for all products produced in a facility.

HACCP DOCUMENTS AND RECORD FORMS

- Staff hygiene and work rules
- Staff training record
- Employee medical questionnaire
- Staff sickness record
- Cleaning schedule
- Pest control monitoring record
- Maintenance record log
- Glass / crockery policy
- Delivery temperature record
- Cooking log
- Storage temperature record
- Cooking and cooling log
- Calibration Record
- Supplier Assessment Questionnaire

HACCP

STAFF HYGIENE AND WORK RULES

1. Avoid direct handling when preparing or serving cooked ready to eat products.
2. All staff must wear clean overalls and hats when handling food. Overalls and hats must not be worn outside the premises, except when involved with delivery.
3. Staff must not wear watches or jewellery, except a plain band wedding ring and small sleeper earrings.
4. Staff must not wear strong perfume or aftershave.
5. Food and drink must not be consumed in the food preparation areas.
6. Smoking in a food room is prohibited.
7. Hands must be washed thoroughly with soap and water:-
 - Before starting work
 - After breaks
 - After visiting the toilet or on return to the workplace
 - After coughing into the hand or using a handkerchief
 - Before handling cooked meat
 - After eating, drinking or smoking
 - After touching face or hair
 - After carrying out any cleaning
8. Staff must not lick fingers when handling wrapping materials.
9. Staff must not blow their nose, cough or sneeze over food.
10. Hair and fingernails must be kept clean. Nail varnish must not be worn.
11. Staff must inform the manager if they are suffering from vomiting, diarrhoea, other stomach upsets, skin complaints or cuts. Cuts and abrasions must be covered by an easily detectable waterproof dressing e.g. blue in colour.
12. Staff must ensure that raw food does not come into contact with cooked / ready to eat food.
13. Staff must not use the same equipment or working surfaces for raw and cooked ready to eat foods without thoroughly cleaning and disinfecting them first.
14. Staff must protect food at all times from contamination.
15. Keep food containers off the floor.

I have read the Staff Hygiene and Work Rules and agree to abide by them.

Signed:

Date:

Print Name:

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STAFF TRAINING RECORD

STAFF NAME		DATE STARTED	
PREVIOUS TRAINING UNDERTAKEN			
TRAINING PERFORMED	DATE PERFORMED	SIGNED BY EMPLOYEE	SIGNED BY MANAGER

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EMPLOYEE MEDICAL QUESTIONNAIRE

NAME:

ADDRESS:

.....

OCCUPATION:

1. Have you ever had or been a carrier of:-
 - A food borne disease Yes No
 - Typhoid or paratyphoid Yes No
 - Tuberculosis Yes No
 - Parasitic infections Yes No

2. Has any close family contact suffered from any of the above? Yes No

3. At present are you suffering from any of the following:-
 - Diarrhoea or vomiting Yes No
 - Skin trouble Yes No
 - Boils, styes or septic fingers Yes No
 - Discharge from the ears, eyes, gums or mouth Yes No

4. Please give details of any other medical problems which may affect your employment as a food handler, for example recurring gastrointestinal disorder.
.....
.....
.....

5. Have you been abroad within the last two years? Yes No

If yes, where?

6. Should it be necessary, will you agree to provide such Yes No
No
specimens that may be required by the business to ensure
that you are not a carrier of any organism which may affect food?

I declare that all the foregoing statements are true and complete to the best of my knowledge and belief.

Signed:

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STAFF SICKNESS RECORD

Staff will report to the manager as soon as possible:-

1. If they are suffering from:-
 - Vomiting
 - Diarrhoea
 - Septic skin lesions (boils, infected cuts etc. however small)
 - Discharge from the ear, nose or any other site
2. If any member of their household is suffering from diarrhoea and / or vomiting.
3. After returning from a holiday during which they suffered an attack of diarrhoea and / or vomiting.

DATE	STAFF NAME	ILLNESS	DATE SICK	DATE RETURNED

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CLEANING SCHEDULE

Day	Area/ Equipment	Frequency	Cleaning/ Material	Method	Cleaned By	Checked (Initials)	Remarks/ Action

Remember it is important to: -

- 1. Wash and disinfect all items of equipment and surfaces after being used for the preparation of raw food.
- 2. Handle cleaning chemicals with care. Follow the manufacturer's instructions and store all chemicals away from food.

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PEST CONTROL MONITORING RECORD

Date	Area	Signs of infestation	Action taken	Signature

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MAINTENANCE RECORD LOG

Date of inspection	Area or equipment details	Maintenance performed	Date due for next inspection	Signature

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GLASS / CROCKERY POLICY

The following precautions should be followed if glass containers are used in the food preparation area:-

1. The use of ordinary glass, porcelain and enamelware in the preparation areas should be avoided. Wherever possible use stainless steel or toughened plastic equivalents.
2. Diffusers should be fitted to all fluorescent tubes or be fitted with safety coated light strips.
3. Glass containers, glass mirrors and gauge covers must all be eliminated from the food preparation area. Use stainless steel or toughened plastic equivalents.

In the event of any glass breakage it is important to ensure that:-

1. The supervisor / manager / owner is notified.
2. Production and preparation ceases where contamination is likely.
3. Product which is likely to be contaminated be discarded.
4. The glass / fragments are carefully cleared up into a dustpan and transferred to a suitable container i.e. a cardboard box marked "Broken Glass - Take Care".
5. All areas in the immediate vicinity are cleaned thoroughly.
6. The whole area is inspected carefully.
7. A written record be kept of all breakage incidents and should include products contaminated (if any), date, time, place and actions taken.

Date / Time	Place	Food Contaminated	Actions Taken	Signature

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DELIVERIES TEMPERATURE RECORD

Date	Supplier	Delivery Note No	Vehicle Reg No	Product Details	Temp °C	Remarks	Initials

Recommended temperatures for incoming deliveries are:-

Chilled Food 8⁰C or colder
Frozen Food -12⁰C or colder

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COOKING TEMPERATURE RECORD

The Food Hygiene (England) Regulations 2006 require hot food to be kept above 63°C. It is recommended that at the end of cooking/reheating, foods such as joints of meat and lasagne should reach a core temperature of at least 80°C.

Temperatures should be measured using a clean (sanitised) probe thermometer.

Two examples are given for reference:

Date/ time	Food	Measurement point	Temp. °C	Action taken if temperature too low	Initials
12/11/95 12.30pm	Roast Beef	End of cooking	65°C	Returned to oven for 20 mins. Probed: 85°C	JC
12/11/95 2.00pm	Lasagne	Servery	70°C		JC

**Recommended temperatures for hot food:
 At the end of cooking: at least 80°C
 During display: at least 63°C**

HACCP FRIDGE & FREEZER TEMPERATURE RECORD SHEET

The temperature of all refrigerators and freezers should be checked at least once every day.

A separate record should be kept of any routine servicing or repairs which is carried out.

Cabinet		Target Temp.	Remarks/Action						
No	Desc.		MON	TUE	WED	THU	FRI	SAT	
Initials									
<p>The Food Hygiene (England) Regulations 2006 require foods which allow food poisoning bacteria to grow on them to be stored at or below 8°C. However we recommend that fridges should be adjusted to operate between 0 and 5°C. Frozen food should be stored at -18°C or colder.</p>									

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STORAGE TEMPERATURE RECORD

Appliance

Week Commencing	Mon		Tues		Weds		Thurs		Fri		Sat		Sun		Signed	Action Taken
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		

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COOKING AND COOLING LOG

The Food Hygiene (England) Regulations 2006 require hot food to be kept above 63°C, it is recommended that at the end of cooking/reheating foods it should reach a centre temperature of at least 80°C.

If this is not reached, return the food to the cooker until 80°C or above is reached.

- Food must be cooled as quickly as possible.

Date	Product	Time into cooker	Time out of cooker	Total cook time	Centre temp (°C)	Time at start of cooling	Time at end of cooling	Centre temp (°C)	Comments/ Action Taken

Note - Ensure the thermometer probe is clean and disinfected before and after use and calibrated at regular intervals.

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CALIBRATION RECORD

EQUIPMENT No:

DATE	TEMP. RECORDED	SIGNATURE

Calibration can be done by: -

- Water and ice mixture which should measure between -1°C to $+1^{\circ}\text{C}$
- Boiling water which should measure between 99°C and 100°C

Standard calibrated reference thermometer

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Supplier Assessment Questionnaire

Company Name:	
Address:	
Tel No:	
Fax.No:	
Technical Contact:	
Sales Contact:	

Question	YES	NO
1. Does the Company operate a HACCP/Risk Management System?		
2. Does the Company have a Product Recall System?		
3. Does the Company operate a Quality Management System?		
4. If "yes" is it documented?		
5. If "yes" is it certified?		
6. If "yes" please state Registration Number and Certification Body?		
7. Does the Company have a 3rd party Audit Accreditation? (EFSIS or other-please indicate)?		

Signed: _____

Date: _____

Completed by (please print): _____

Position in the Company: _____

Supplier Assessment Questionnaire

Please complete these questions and attach additional documentation / supporting evidence as required:-

PRODUCT: _____

How are the raw materials that are used in the above product inspected?
What level of traceability exists?
What process control procedures are in place? (temperature control etc.)
What inspection and tests are carried out on the product? By whom? Frequency?
What procedures are in place to minimise foreign matter contamination? (pest control contract, glass policy, metal detection etc.)
What checks are carried out to test the equipment used? By whom? Frequency?

What cleaning procedures are in place?
How is cleaning monitored?
Do you have training records for all personnel? Are all trained to at least to Basic Food Hygiene Level?
<p>Are all food rooms constructed to enable effective cleaning and in good structural condition?</p> <ul style="list-style-type: none"> • Walls - • Floors - • Ceilings - • Doors - • Windows -
Is all the equipment designed and maintained to enable effective cleaning?
Is all the monitoring equipment regularly calibrated?
Do you carry out routine sampling of the finished product and are representative samples taken from each production run?

Is the laboratory used accredited under a recognised standard?

Does a documented complaints procedure exist?