# FOODSPHERE

Food Manufacture

# Management of Food Safety, Audits and Traceability

## Lesson 2

This course is ideal for anyone working or has the potential to work in a quality auditor or technical job role. The course describes the management of food safety, audits and traceability.

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# HACCP – Hazard Analysis and Critical Control Points

## HACCP is a management system which reduces the risk of food safety hazards

![FOODSPHERE logo]

HACCP is developed and managed by a food safety team including staff from the quality assurance department, technical manager, production operations and engineer department as a minimum.

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# The food safety team also known as HACCP team will:

- Have extensive knowledge of the HACCP principles and be able to train staff in this where necessary

- Have knowledge of HACCP related to products, processes and hazards

- Training records can demonstrate team members competencies

A clear HACCP plan must be created following HACCP guidelines and should be reviewed at least annually

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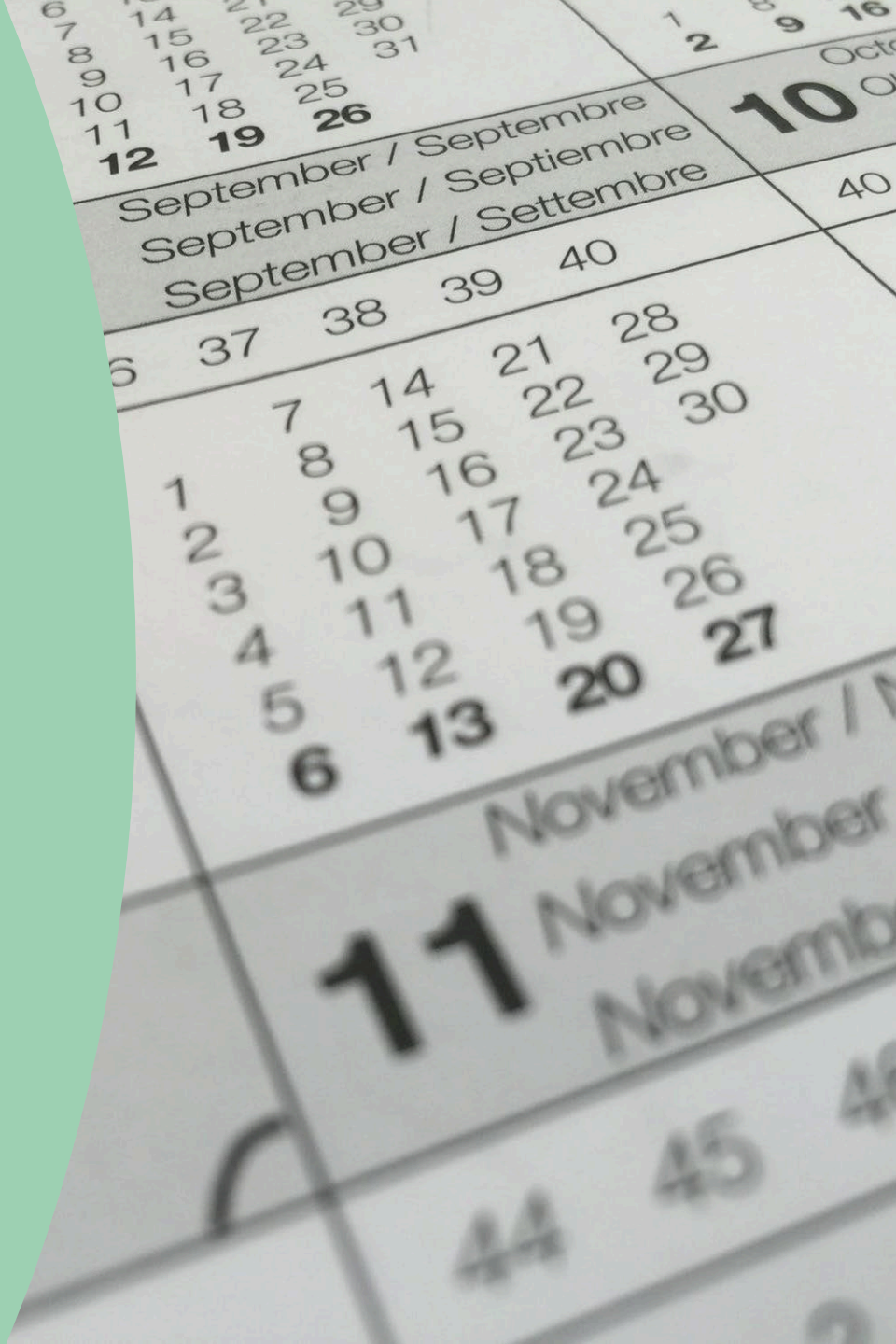
As a minimum the key areas within the business which enable the production of safe and legal products are:

- Cleaning and sanitising
- Pest management
- Buildings and equipment maintenance programmes
- Personal hygiene requirements
- Staff training
- Purchasing
- Transportation
- Cross contamination and controls for allergens

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A HACCP system will monitor the key areas to ensure there is control

**Each product/product group will have a description including any food safety information which will form part of the HACCP system:**

- Composition e.g. raw materials, ingredients, allergens and recipes

- Ingredient origin

- Chemical and physical properties which may affect food safety e.g. pH

- Processing and treatment e.g. cooking

- Packaging e.g. vacuum packaging

- Storage and distribution conditions e.g. chilled

- Maximum shelf life

For every hazard which is identified in the HACCP system a decision tree can be used to decide if a critical control point (CCP) must be developed

A CCP will have appropriate critical limits which identify if the process is in control or out of control.

Documentary evidence is completed at all CCP's to ensure food safety is maintained.

Documents include date, time and result of control e.g., measurement and signed by the person responsible.

There will be a procedure to follow if the CCP is out of it's critical limit.

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**HACCP documents to be kept in order to prove due diligence include:**

- Steps included in creating and reviewing the HACCP

- Control records and monitoring procedures

- Training records of staff

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Management are responsible for keeping any important documents relating to products for a minimum of the products shelf life plus 12 months.

# Revision Activity 2

## What does HACCP stand for?