

HACCP PRINCIPLES, DEVELOPMENT, AND IMPLEMENTATION

COURSE OBJECTIVES

The objective of this course is to provide delegates with a comprehensive coverage of the principles and application of HACCP system. Specifically, the course provide the trainees with the necessary knowledge on HACCP principles & tasks and present guidance on the determination of Critical Control Points in the HACCP system and on establishing appropriate documentation and records of the HACCP system

LEARNING OUTCOME

After completing this course, the participants should be knowledgeable on HACCP development, and implementation as recommended by the CFIA and Codex Alimentarius Commission (FAO). Exclusively, participants will be provided with the necessary knowledge:

1. On the appropriate composition and knowledge required for an effective HACCP team.
2. To understand the importance and considerations of a complete product description and the identification of product ingredients and packaging materials.
3. On how to construct an accurate and complete flow diagram and plant schematic
4. To identify potential hazards associated with the flow of raw materials
5. To consider the appropriate control measures for each potential hazard
6. To determine critical control points in the HACCP system.
7. To establish critical limits for the critical control points in the HACCP system.
8. To establish a monitoring system for each critical control point in the HACCP plan.
9. To establish effective procedures for corrective actions when there are

deviations from critical limits at critical control points.

10. To establish procedures for verifying control at each of the CCPs and for validating the adequacy of the overall HACCP plan.
11. To establish appropriate documentation and records of the HACCP system.

WHO WILL BENEFIT

1. Quality assurance personnel/inspectors
2. HACCP team members (coordinators)
3. Marketing personnel
4. Operational (production) managers and middle-to-senior management

INSTRUCTOR

Dr. Jalal Mokhalalati, B.Sc., M.Sc., Ph.D.
(Lead Instructor)
International HACCP Alliance

HANDOUT MATERIALS

A binder, which contains the presentations' slides and selected sections from:

1. The Training Manual on Food Hygiene and the Hazard Analysis and Critical Control Point (HACCP) System",
2. CFIA Food Safety Enhancement Program (FSEP) Implementation Manual,

SOURCES AND GUIDELINES

The following sources constitute the basis of this training program:

1. Food Quality and Safety Systems: A Training Manual on Food Hygiene and the Hazard Analysis and Critical Control Point (HACCP) System. Food Quality and Standards Service Food and Nutrition Division. Food and Agriculture Organization, Rome, 1998
2. Canadian Food Inspection Agency (CFIA), Food Safety Enhancement Program (FSEP) Implementation Manual, (2nd Edition).
3. International HACCP Alliance (Alliance Approved Curriculum)

COURSE CONTENTS (MODULES)

MODULE ONE: HISTORY AND BACKGROUND OF THE HACCP SYSTEM

To introduce the trainees to the history and background of the HACCP system and its importance as a food safety management system in controlling food safety hazards

MODULE TWO: THE CODEX GUIDELINES FOR THE APPLICATION OF THE HACCP SYSTEM

To introduce the Codex guidelines for the application of the HACCP (an overview of the system),

MODULE THREE: ASSEMBLE THE HACCP TEAM (TASK 1)

To coach the trainees with the composition and knowledge required for an effective HACCP team

MODULE FOUR: DESCRIBE PRODUCT AND IDENTIFY INTENDED USE (TASKS 2 AND 3)

To introduce the trainees to the importance and considerations of a complete product description and the identification of product ingredients and packaging materials

MODULE FIVE: CONSTRUCT FLOW DIAGRAM AND ON-SITE CONFIRMATION (TASKS 4 & 5)

To introduce trainees to the construction of an accurate and complete flow diagram and plant schematic and to its importance in understanding the specific processing operation and in identifying potential hazards associated with the flow of raw materials

MODULE SIX: LIST POTENTIAL HAZARDS, CONDUCT HAZARD ANALYSIS AND CONSIDER MEASURES TO CONTROL IDENTIFIED HAZARDS (TASK 6 / PRINCIPLE 1)

To provide the trainees with the necessary knowledge and abilities to identify all potential hazards in a process and to consider the appropriate control measures

MODULE SEVEN: DETERMINE CRITICAL CONTROL POINTS (TASK 7/PRINCIPLE 2)

To provide the trainees with the necessary knowledge to determine CCPs in the HACCP system

MODULE EIGHT: ESTABLISH CRITICAL LIMITS FOR EACH CCPs (TASK 8/PRINCIPLE 3)

To provide the trainees with the necessary knowledge to establish critical limits for the CCPs.

MODULE NINE: HACCP MONITORING SYSTEM (TASK 9/PRINCIPLE 4)

To provide the trainees with the necessary knowledge and abilities to establish a monitoring system for each critical control point in the HACCP plan.

MODULE TEN: ESTABLISH CORRECTIVE ACTIONS (TASK 10/PRINCIPLE 5)

To provide the trainees with the knowledge and abilities to establish effective procedures for corrective actions when there are deviations from critical limits at CCPs.

MODULE ELEVEN: ESTABLISH VERIFICATION PROCEDURES (TASK 11/PRINCIPLE 6)

To provide the trainees with the necessary knowledge and abilities to establish procedures for verifying control at each of the CCPs and for validating the adequacy of the overall HACCP plan

MODULE TWELVE: DOCUMENTATION AND RECORD KEEPING (TASK 12/PRINCIPLE 7)

To provide the trainees with the necessary knowledge and abilities to establish appropriate documentation of the HACCP plan and records of the HACCP system

CERTIFICATIONS

Trainees who participate in this program will receive a "Certificate of Completion" from **QMRS** displaying the International HACCP Alliance seal, which indicate the Alliance accreditation.

For more information, please contact:
training@qmrs.com



TRAINING PROGRAM AGENDA: DAY (1)

TIME	ACTIVITY
8:00 AM - 8:30 AM	Registration and Continental Breakfast
8:30 AM - 8:45 AM	The instructor introduction (Trainer/Trainees introduction)
8:45 AM – 9:45 AM	Application of the HACCP principles (Overview)
9:45 AM– 10:15 AM	HACCP Team (Task 1)
10:15 AM –10:30 AM	Mid-Morning Refreshment Break
10:30 AM - 10:45 AM	Application Exercise (Form a HACCP team)
10:45 AM – 11:00 AM	Product Description (Tasks 2 and 3)
11:00 AM – 12:00 AM	Application Exercise (Complete product description using Forms 1 and 2)
12:00 – 1:00 PM	Luncheon
1:00 AM – 1: 30	Flow Diagram and Plant Schematic (Tasks 4 and 5)
1:30 PM – 3:00 PM	Application Exercise (Construction flow diagram and plant schematic; Form 3)
3:00 PM – 3:15 PM	Mid-Afternoon Refreshment
3:15 PM – 3:45 PM	Potential Hazards (Task 6/Principle 1)
3:45 PM – 4:45 PM	Application Exercise (Identify potential hazards; using Forms 5, 6 and 7)
4:45 PM – 5:00 PM	Questions and Answers (END OF DAY 1)



TRAINING PROGRAM AGENDA: DAY (2)

TIME	ACTIVITY
8:30 AM - 9:00 AM	Conduct a Hazard Analysis (Task 6/ Principle 1)
9:30 AM – 11:00 AM	Application Exercise (Each "HACCP team" to identify the potential hazards associated with their selected products, using Forms 5, 6 and 7)
11:00 AM - 11:15 AM	Mid-Morning Refreshment Break
11:15 AM – 12:15 PM	Determine Critical Control Points (Task 7/Principle 2)
12:15PM – 1:00 PM	Luncheon
1:00 PM – 2:30 PM	Application Exercise (Each team to complete Form 8 and identify the critical control points in their selected operation).
2:30 PM – 2:45 PM	Establish Critical Limits for the CCPs (Task 8/Principle 3)
2:45 PM – 3:00 PM	Mid-Afternoon Refreshment
3:00 PM– 3:45 PM	Application Exercise (Complete the "Critical limits" column on Form 10)
3:45 PM – 4:00 PM	Establish a Monitoring System for each Critical Control Point (Task 9 /Principle 4)
4:00 PM – 4:45 PM	Application Exercise (Complete the monitoring procedures column on Form 10)
4:45 PM– 5:00 PM	Questions and Answers (END OF DAY 2)



TRAINING PROGRAM AGENDA: DAY (3)

TIME	ACTIVITY
8:30 AM - 9:00 AM	Establish Corrective Actions Procedures (Task 10/Principle 5)
9:00 AM – 10:00 AM	Application Exercise (complete the deviation procedures column on Form 10)
10:00 AM –10:30 AM	Establish Procedures for Verifying Control (Task 11/Principle 6)
10:30 AM - 10:45 AM	Mid-Morning Refreshment Break
10:45 AM – 12:00	Application Exercise (HACCP team complete the verification column on Form 10)
12:00 – 1:00 PM	Luncheon
1:00 PM – 2:00 PM	Documentation and Record Keeping (Task 12/Principle 7)
2:00 PM – 3:00 PM	Application Exercise (Complete the HACCP record column on Form 10)
3:00 PM – 3:15 PM	Mid-Afternoon Refreshment
3:15 PM – 4:00 PM	HACCP Audit and Certification
4:00 PM – 4:30 PM	Questions and Answers (END OF DAY 3)
4:30 PM	Wrap Up and Presentation of Certificates