

Day One

8:30 a.m. - 12:00 p.m. Adult learning styles and techniques

12:00 p.m. - 1:00 p.m. Lunch

1:00 p.m. - 5:00 p.m.

Recognize the Relationship Between HACCP and Food Safety.

- Explain the relationship between HACCP and food safety.
- Discuss the benefits of implementing a HACCP system which include motivating and selling the industry on HACCP, and reviewing case studies.
- Discuss HACCP and basic food safety principles.
- Review what students will learn from the course.

Review Good Manufacturing Practices.

- Define and develop SOPs and GMPs.
 - Discuss the importance of SOPs and GMPs.
 - Describe how SOPs and GMPs are necessary before developing a HACCP plan.
- Identify and Control Hazards.
- Identify food items that are produced and, if left uncontrolled, can injure consumers.
 - Define a hazard(s).
 - Name the three hazard categories (biological, chemical, physical) as defined by the National Advisory Committee on Microbiological Criteria for Food (NACMCF).
 - Determine the significant hazards as described in Principle 1 of the NACMCF guidelines.
 - Explain control measures that prevent, reduce, or minimize hazards.

Day Two

8:30 a.m. - 12:00 p.m.

Present and Discuss the Principles of HACCP

Develop a flow chart of the process and product.

- Conduct a hazard analysis; prepare a list of steps in the process where significant hazards occur, and describe the preventive measures.
- Describe product and intended use.
- Identify potential hazards at points where they enter the process/food or can be enhanced during the process.
- Evaluate the severity and risk of hazards.
- Document rationale for hazard selection.
- Differentiate significant from non-significant hazards.
- Identify Critical Control Points (CCPs) in the process.
- Define control point and critical control point.
- Identify CCPs by using the decision tree.

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Establish critical limits for preventive measures associated with each Critical Control Point.

- Define and determine critical limits and operational limits.
- Set critical limits that are relevant to product safety.
- Document the rationale for critical limit selection.
- Measure and document critical limits.
- Explain how critical limits are used to measure compliance within a HACCP plan.

Establish Critical Control Point monitoring requirements and procedures for using the results of monitoring to adjust the process and maintain control.

- Recognize the importance of monitoring.
- Identify factors to be monitored.
- Identify where measurements will be taken.
- Explain how monitoring is to be conducted.
- Determine the frequency for taking measurements.
- Identify who is responsible for monitoring
- Describe monitoring procedures, sampling plans and methodology.
- Clarify the difference between monitoring and verification.

Establish corrective actions to be taken when monitoring indicates there is a deviation from an established critical limit.

- Develop corrective actions.
- Identify responsible authority for determining corrective action.
- Describe corrective actions in SOP documentation that are consistent with monitoring activities.
- Document corrective actions.

Establish effective record keeping procedures that document the HACCP system.

- Discuss the importance of record keeping for determining the effectiveness of the HACCP system and for documenting appropriate efforts to produce safe food.
- Identify what information should be included in records.
- Develop records for documenting HACCP activities.
- Develop simple, plant friendly records with clear instructions to be accessible at line worker level.
- Recognize the importance of reviewing records before control of product is lost.

Establish procedures for verification that the HACCP system is working correctly.

- Recognize the importance of verification to support and assure the long term viability of HACCP in an organization.
- Discuss different activities that can be conducted as part of verification.
- Reinforce the importance of record review before the control of a product is lost.
- Implement a HACCP plan review at regular intervals or when significant changes in equipment, ingredients, or operating procedures occur.

Day Three

8:30 a.m. - 12:00 p.m. *Implement a HACCP Plan.*

- Describe the commitment from upper management necessary for food safety to succeed.
- Determine the key factors for successful HACCP implementation.
- Discuss the steps for developing and implementing HACCP in the production plant.
- Develop implementation steps using GMPs as a foundation for HACCP.
- Convey realistic expectations of time and commitment needed to be successful.

Maintain the HACCP Plan.

- Establish a staff training program
- Recognize the factors that significantly impact employee job performance.
- Assess staff training needs using task analysis/SOPs.
- Develop written behavioral objectives for SOPs that impact employees specific work responsibilities.
- Integrate HACCP plans into specific employee work responsibilities.
- Evaluate a variety of techniques and methods for delivering training to a diverse work force.
- Evaluate the effectiveness of training programs by using objective and performance measurements.

Establish HACCP plan maintenance and measurement procedures.

- Recognize that HACCP systems are dynamic and subject to change/updating.
- Identify change factors that significantly impact HACCP plans and require review of the system.
- Recognize support systems and measures for HACCP plans (management food safety objectives).
- Evaluate the appropriateness of different measurement tools that are operation/process specific for HACCP systems.

12:00 p.m. - 12:30 p.m. **Lunch**

12:30 p.m. - 3:00 p.m.

Recognize regulatory issues impacting the implementation of HACCP systems.

- Recognize that the establishment is responsible for producing a safe product and writing a HACCP plan.
- Identify what assistance is available from FSIS.
- State the regulatory requirements (if the Pathogen Reduction/HACCP Proposal is adopted) for:

Sanitation SOPs.

Antimicrobial carcass treatments.

Time/temperature.

Microbiological testing as a verification tool.

Discuss how FSIS will verify if the HACCP plan is working properly.

State enforcement actions for noncompliance.

Establish a working HACCP plan.

Questions and Answers and Course Wrap-Up

Train-the-Trainer HACCP Course

Sponsored by the

International HACCP Alliance



and the

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