HACCP System

Introduction

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of BRC Global Standard for Food Safety Issue 6 2011.

The Food Safety Manual demonstrates due diligence of the company in the effective planning, development and implementation of the food safety management system. These documents are fully supported by the completion of a HACCP plan and the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through the HACCP plan.

Management Commitment

We are a leading food company committed to produce safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

HACCP principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP's contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below: -

HACCP System

Principle 1
Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options

Principle 2
Identify the Critical Control Points in the process using the decision tree

Principle 3
Establish critical limits, which must be met to ensure each Critical Control Point is under control

Principle 4
Establish a monitoring system to ensure control of the Critical Control Point by scheduled testing or observations

Principle 5
Establish the corrective action to be taken when monitoring indicates that a particular Critical Control Point is moving out of control

Principle 6
Establish documentation concerning all procedures and records appropriate to these principles and their application

Principle 7
Verify that HACCP is working effectively

HACCP System

The following steps are implemented in establishing the HACCP System:

HACCP Team

A core multidisciplinary team is utilised within the company to develop the Food Safety Management System. This core team is supplemented by other staff when specific areas or products are being analysed.

HACCP Scope

The HACCP team define the scope of the HACCP study.

Product Description

The food safety team document the end product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis.

Intended Use

The food safety management team identify all possible users and consumers for each product and process category.

HACCP Terms of Reference

The Food Safety Team defines the HACCP terms of reference.

HACCP Flowcharts

The Food Safety Team is responsible for constructing flow charts for the products and process categories covered by the scope of the food safety management system.

Description of Process Steps

For each step in the flow chart the Food Safety team describe the step and the control measures.

Hazard Analysis

The Food Safety Team conducts a hazard analysis for food safety hazards that are reasonably likely to occur for each product and process category.

Hazard Assessment

Each potential food safety hazard is risk assessed to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels.

Identification and Assessment of Control Measures

Each hazard on the Significant Food Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels.

Critical Control Points

Critical Control Points are established using the decision tree as the latest step in the flow path where controls can be effectively administered for a particular Significant Food Safety Hazards.

Verification Planning

The Food Safety Team defines the methods, frequencies and responsibilities for verification activities.

Validation of Control Measure Combinations

The Food Safety team confirm that the control measures (or combination of control measures) are capable of achieving the defined acceptable levels for each food safety hazard by validation activities.

HACCP System

The HACCP System is implemented by following the HACCP Manual procedures:

QM 2.1 HACCP Team
QM 2.2 HACCP Prerequisites
QM 2.3 HACCP Scope and Product Information
QM 2.4 HACCP Intended Use
QM 2.5 HACCP Flowcharts
QM 2.6 HACCP Flowchart Verification
QM 2.7.1 Hazard Identification
QM 2.7.2 Hazard Assessment
QM 2.7.3 Identification and Assessment of Control Measures
QM 2.8 Identification of Critical Control Points (CCPs)
QM 2.9 Establishing Critical Limits for each CCP
QM 2.10 Establishing a Monitoring System for each CCP
QM 2.11 Establishing a Corrective Action Plan
QM 2.12 Establishing Verification Procedures
QM 2.13 Establishing HACCP Documents and Records
QM 2.14 Review of the HACCP Plan

These procedures are supplemented by HACCP Manual documents including:

HACCP 001 HACCP Flow Diagram
HACCP 002 Product Description
HACCP 003 HACCP Hazards
HACCP 004 Hazard Assessment & Critical Control Point Calculator
HACCP 005 HACCP Validation
HACCP 006 HACCP Plan
HACCP 007 HACCP Verification Audit Summary
HACCP 008 Calculator Guide Part 1
HACCP 008 Calculator Guide Part 2
HACCP Definitions
HACCP Verification Record
HACCP Steering Group Review
Raw Material Summary
Finished Product Summary
Decision Tree

Responsibility

The HACCP Team is responsible for:

- Following this procedure and constructing the HACCP Plans
- Validation and verification of the HACCP system
- Review of the effects of any factory process or product change on the Food Safety Management System
- Food Safety Management System updating

References

"Hazard Analysis and Critical Control Point (HACCP) system and Guidelines for its Application" (Codex Alimentarius Commission, Geneva).
** Enter relevant Legislation for your organisation e.g. Food Safety Act*