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.

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

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

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

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