

Fundamentals of HACCP

October 2003

9 Guided Learning Hours

Description:

The *Fundamentals of HACCP* is appropriate for all persons employed in food and food related businesses who need to have an understanding of HACCP. It is particularly useful for those involved in the implementation and maintenance of HACCP and individuals who are, or intend to become, members of HACCP teams.

The aim of the qualification is to introduce the concept of HACCP and to develop an understanding of and the ability to apply HACCP principles practically in food and food related businesses in order to ensure effective food safety.

The qualification is equivalent to the Royal Society for the Promotion of Health's *Level 1 Foundation Certificate in HACCP* and any superseding qualifications.

Summary of Outcomes:

To achieve this qualification, a candidate must:

1. **Explain the need for a Hazard Analysis system.**
2. **State the principles and terminology relating to HACCP**
3. **Relate HACCP principles to practical situations**

Content:

1. **Need for a Hazard Analysis System**

HACCP explained as a systematic approach to food safety management; legal requirements for food and food related businesses concerning hazard analysis and the control of food safety hazards; contribution of HACCP to a "Due Diligence" defence; need for and benefits of systems that control food safety; origins and reasons for development of HACCP; the importance of HACCP training.

2. **Principles and terminology**

Basic principles: Conduction of hazard analysis, identification of hazards, specification of control measures; identification of critical control points; establishment of critical limits for critical control points; establishment of procedures for monitoring, corrective action and verification; establishment of appropriate documentation.

Terminology: Definitions of HACCP team, control measure, corrective action, critical control point, critical limit, hazard, monitoring procedures, process flow diagram, "level of concern" and risk.

3. **Practical situations**

Preparation of HACCP plan: Scope and terms of reference for a HACCP study; advantages of a team approach; where to obtain expertise; HACCP prerequisites such as management commitment, resources and facilities, relevant staff expertise and training, cleaning and disinfection policies and procedures, pest management and waste management systems, labelling, traceability and recall procedures; product descriptions and intended use; product/process flow diagram; verification of flow diagram; identification of hazards and control measures for each step; identification of critical control points and establishment of their critical limits; documenting and recording HACCP plans.

Implementation and possible problems: Monitoring systems for critical control points; corrective actions when critical limits exceeded; typical HACCP implementation problems.

Verification and maintenance: Importance of verifying the implementation and effectiveness of HACCP systems; verification methods; maintenance of the HACCP system; importance of review of HACCP plans and systems; methods for review.

Assessment:

Attainment of the Learning Outcomes will be assessed by a multiple-choice examination of 30 minutes consisting of 20 questions. The examination is provided by the RSPH. A candidate who is able to satisfy the learning outcomes will be awarded a score of at least 70% in the examination.

Guidance:

Recommended prior learning:

There are no recommended prior learning requirements for this qualification. The RSPH does, however, recommend that candidates have a level of literacy and numeracy equivalent to *Entry Level 2* (but see notes on Special Assessment Needs below). The possession of a qualification in food hygiene, such as the RSPH's *Foundation Certificate in Food Hygiene* (previously known as the *Food Hygiene Certificate* or *Essential Food Hygiene*) would be advantageous but is not essential.

Special Needs:

Centres that have candidates with special needs should consult the RSPH's *Regulations and Guidance for Candidates with Special Assessment Needs*, this is available from the RSPH or the RSPH's website: www.rsph.org.uk

Recommended Qualifications and Experience of Tutors:

The Society would expect that tutors have teaching experience and a qualification in a relevant subject area, but recognises that experienced teachers can often compensate for a lack of initial subject knowledge, or experienced practitioners for a lack of teaching experience. It is, however, recommended that tutors have experience of implementing and maintaining HACCP systems.

Suitable qualifications for the *Fundamentals of HACCP* include:

a) Degree or Dip. HE in:

Food Science
Environmental Health
Environmental Science
Microbiology

or one that contains elements of these subjects.

- b) HNC/D in one of the above.
- c) Level 3 qualification in HACCP such as:
 - The Chartered Institute of Environmental Health's *HACCP in Practice Certificate*.
 - The Royal Institute of Public Health's *Advanced Diploma in Applied HACCP Principles*.
- d) Graduate Diploma in Food Science and Technology of The Institute of Food Science and Technology.

National Qualifications Framework

Centres should note that the *Fundamentals of HACCP* is not accredited by the Qualifications and Curriculum Authority (QCA) and is not part of the National Qualifications Framework. Centres are advised to check the availability of government funding for this qualification if this is required.

The RSPH does offer accredited qualifications in HACCP. If such a qualification is required centres should apply for permission to offer the RSPH's *Level 1 Foundation Certificate in HACCP*. Copies of the syllabus for this qualification can be obtained from the RSPH or the RSPH's website www.rsph.org.uk

Centres should be registered with the RSPH.

Any enquiries about this qualification should be made to:

The Qualifications Department,
Royal Society for Public Health
3rd Floor
Market Towers
1 Nine Elms Lane
SW8 5NQ