
RSPH Level 4 Award in Managing the HACCP System for the Meat Industry

Date: July 2021

Guided Learning: 33 Hours
Total Qualification Time: 45 Hours

Ofqual Qualification Number 603/7721/5

Description

The objective of the RSPH Level 4 Award in Managing the HACCP System for the Meat Industry is to develop an understanding of the management of a HACCP-based food safety management system for meat establishments. Holders of this qualification will have the appropriate knowledge and understanding to lead a HACCP team and to manage the implementation of a HACCP-based system in meat establishments.

The qualification is aimed at supervisors, managers and HACCP team leaders working within a meat establishment.

This Level 4 qualification covers management of the development, validation, implementation, verification, review and maintenance of a HACCP based food safety management system using the Codex principles that are appropriate to a meat establishment.

RSPH is a Business Partner of the Craft Guild of Chefs.



<http://craftguildofchefs.org/>

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Unit 1: Management of HACCP in a meat establishment

Unit Level: 4

Unit reference number: A/618/7896

Guided Learning: 18 hours

Summary of Outcomes:

To achieve this unit, a candidate must:

1. **Understand the importance of HACCP based food safety management systems in meat establishments, by being able to:**
 - 1.1 Explain the HACCP approach to food safety procedures in a meat establishment
 - 1.2 Review legislation relating to HACCP
 - 1.3 Explain the importance of management commitment in a meat establishment

2. **Understand the preliminary processes of HACCP based procedures in meat establishments, by being able to:**
 - 2.1 Detail the prerequisite programmes for HACCP in meat establishments
 - 2.2 Develop the HACCP team for the meat establishment
 - 2.3 Explain the importance of the product description including the end use of the product
 - 2.3.1 Explain how to produce and confirm process flow diagrams for the production of fresh meat, offal, minced meat, mechanically separated meat, meat preparations and meat products.

3. **Understand the role of the HACCP team leader in a meat establishment, by being able to:**
 - 3.1 Explain the allocation of responsibilities and resources in a meat establishment
 - 3.2 Explain the importance of effective communication in a meat establishment
 - 3.3 Identify staff training needs.

Content:

1. Understand the importance of HACCP based food safety management systems in meat establishments

- 1.1 *The HACCP approach to food safety procedures in a meat establishment:* HACCP explained as a proactive, preventative food safety management system; details of the Codex Alimentarius HACCP including the logic sequence and the seven HACCP principles, HACCP terminology and definitions; HACCP is applied to specific operations in meat establishments; importance of prerequisite programmes, education and training; advantages and benefits of HACCP systems.
- 1.2 *Legislation relating to HACCP:* Relationship of European legislation to UK food safety legislation; legal status of Acts of Parliament, Regulations; importance and main provisions of the 2004 legislation Regulation (EC) No 852/2004 on the hygiene of foodstuffs and Regulation (EC) 853/2004 on specific hygiene rules for food of animal origin': The Food Safety & Hygiene (England) Regulations 2013, The Food Hygiene (Scotland) Regulations 2006, The Food Hygiene (Wales) Regulations 2006, The Food Hygiene Regulations (N. Ireland) 2006 or any superseding legislation; enforcement of legislation and consequences of non-compliance; relevance of Codes of Practice, Manual for Official Controls and meat industry guides produced by Government departments and the meat industry.
- 1.3 *The importance of management commitment in a meat establishment:* Why it is needed, time and budget resources (management and staff, training, equipment, maintenance); how to ensure a food safety culture and workforce commitment.

2. Understand the preliminary processes of HACCP based procedures in meat establishments

- 2.1 *Prerequisites for HACCP in meat establishments:* Need to have effective policies and procedures in place prior to the development of a HACCP-based food safety management system; prerequisites to include management commitment and leadership, food chain information, livestock handling, resources and facilities, definition of prerequisite programmes to include approval systems for suppliers, staff training, staff hygiene procedures, effective cleaning and disinfection procedures, pest management, waste management (including management of animal by-products) and labelling, traceability and recall procedures; validation and verification of prerequisite programmes used in the meat establishment.
- 2.2 *Develop the HACCP team for the meat establishment:* Composition of the HACCP team; appropriate knowledge, competence and expertise; identification and utilisation of appropriately experienced staff from within the workforce; roles, responsibilities and levels of authority of members of the HACCP team; use of *ad hoc* members, external experts and consultants.
- 2.3 *Importance of the product description including the end use of the product:* Complete description of the product to include composition (raw materials, transport, receipt and storage), physical and chemical structure (A_w ,

pH/preservatives); fresh meat, offal, minced meat, MSM (mechanically separated meat), meat preparations and meat products processing methods; packaging; distribution; intended use of the product; label requirements; allergens; identification of at-risk groups.

2.4 *Process flow diagrams*: Purpose of flow diagram; accurate construction, suitable data to assist in the construction of a flow diagram; importance of the confirmation of the flow diagram; methods for confirming process flow diagrams.

3. **Understand the Role of the HACCP Team Leader in a meat establishment**

3.1 *Allocation of responsibilities and resources in the meat establishment*: Define the role of the HACCP team leader; determination of resources required for HACCP-based procedures; allocation of responsibilities and resources within the HACCP team; allocation of resources to staff operating HACCP (CCP monitors, verifiers); allocation of responsibility for maintenance of the HACCP plan; taking corrective actions.

3.2 *Importance of effective communication in the meat establishment*: Need for effective communication of the food safety management system (to include changes to and modifications of the system); methods of communication (meetings, notice boards, newsletters, feedback).

3.3 *Training needs in a meat establishment*: Training needs analysis; training needs for different levels and categories of staff within a meat establishment (senior management, HACCP team leader, HACCP team, CCP monitors, those taking corrective action and HACCP awareness training for the workforce).

Unit 2: Application of HACCP in a meat establishment

Unit Level: 4

Unit reference number: F/618/7897

Guided Learning: 15 hours

To achieve this unit, a candidate must:

1. **Know how HACCP based procedures are developed for a meat establishment, *by being able to:***
 - 1.1 Analyse hazards and evaluate risks in a meat establishment
 - 1.2 Determine critical control points and critical limits
 - 1.3 Establish monitoring procedures in a meat establishment
 - 1.4 Determine corrective actions.

2. **Know how HACCP based procedures are implemented and evaluated in a meat establishment, *by being able to:***
 - 2.1 Explain documentation and record keeping requirements
 - 2.2 Explain how the HACCP system is validated, verified and reviewed in a meat establishment
 - 2.3 Explain how the HACCP system is implemented, operated and maintained in a meat establishment.

Content:

1. Know how HACCP based procedures are developed for a meat establishment

- 1.1 *Analyse hazards and evaluate risks in a meat establishment:* Stages of hazard analysis, identify and list the hazards, biological, chemical (including allergenic) and physical hazards; examples of each type of hazard; hazards associated with particular process steps of meat production; correct description of hazards to include manifestation and cause/source; approaches to hazard analysis and methods of risk evaluation to determine significant hazards; availability of support, information and advice for hazard identification and assessment; validation of information and advice obtained; determination of appropriate control measures.
- 1.2 *Critical control points and critical limits:* Identification of critical control points in meat production including the use of decision trees; parameters used in setting critical limits such as temperature, time, pH, water activity, concentration (eg of preservatives and additives); the use of target levels, tolerances and deviation; danger to consumer if critical limits exceeded; examples of critical limits for different critical control points.
- 1.3 *Establishment of monitoring procedures in a meat establishment:* Determination of responsibility, frequency of monitoring and method; writing effective monitoring procedures, accuracy of monitoring equipment (calibration and maintenance); importance of record keeping for the use of monitoring procedures.
- 1.4 *Corrective actions:* Need for corrective action if a critical limit is breached, or if monitoring indicates a move towards loss of control; writing effective corrective actions and procedures to include responsibilities for implementing corrective action; importance of restoring control; need for action plans for restoring control; importance of monitoring after control restored; treatment of suspect product; investigation and action to prevent recurrence of the issue; verification of corrective actions; importance of record keeping and reporting procedures for the use of corrective actions at critical control points.

2. Know how HACCP based procedures are implemented and evaluated in a meat establishment

- 2.1 *Documentation and record keeping requirements:* Importance of documentation and record keeping; examples of HACCP records and documentation; storage and maintenance of completed records.
- 2.2 *Validation, verification and review of the HACCP system in a meat establishment:* Importance of validation of the HACCP plan including critical control points; methods of validation, information sources; recording validation activities; importance of verification of the HACCP plan; methods and frequency of verification; verification reports; need for review of HACCP systems,

frequency of the review, circumstances prompting a review; recording review activities.

- 2.3 *Implementation, operation and maintenance of the HACCP system in a meat establishment:* Planning of the implementation process; methods of implementation; implementation of monitoring and corrective action procedures; importance of training; importance of verification of correct implementation and operation, importance of maintaining the HACCP team, information sources, documentation; role of review in maintaining the HACCP system in the meat establishment.

Assessment and Grading

The knowledge and understanding of the candidates is assessed by a synoptic examination set by RSPH. The examination consists of two papers. Paper A contains ten, two-part questions, which have to be answered in 120 minutes. Paper B contains a scenario and five scenario-related questions which have to be completed in 60 minutes.

The qualification is graded as *Pass*, *Distinction* or *Not Achieved*.

Candidates who are graded as *Not Achieved* will have achieved a mark of less than 50% in one or both of the papers and will not receive a certificate.

In order to be awarded a *Pass* grade, candidates must achieve a mark of 50% or greater in each of the papers.

In order to be awarded a *Distinction* grade, candidates must achieve a mark of 80% or greater in each of the papers.

Strong performance in some areas of the qualification content may compensate for poorer performance in other areas.

The examinations are provided by RSPH.

Centre Guidance

Recommended Reading:

Codex Alimentarius. Food Hygiene (Basic Texts) Fourth Edition – Recommended International Code of Practice General Principles of Food Hygiene , CAC/RCP 1-1969 Revision 2003 www.codexalimentarius.net

Gaze, R. 2015. HACCP: A Practical Guide Campden BRI

Sara Mortimer and Carol Wallace, (3rd Edition) 2013, HACCP A Practical Approach

Sara Mortimer and Carol Wallace, HACCP: A Food Industry Briefing, 2015

James M. Ray Modern Food Microbiology (7th Edition) 2005

Recommended prior learning:

It is recommended that candidates have a knowledge of food hygiene and safety equivalent to that contained in the various RSPH Level 3 Awards in Food Safety, it is also recommended that candidates have achieved the RSPH *Level 3 Award in Understanding how to Develop a HACCP Plan*.

National Occupational Standards

The qualification has been mapped to the following National Occupational Standards of Improve.

IMPFS130K	Understand how to analyse and control food safety hazards and risks in food and drink operations
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IMPFS124K	Understand how to manage food safety in food and drink operations
IMPFS122Kv1	Understand analysis and control of food safety hazards and risks in manufacture

Further details of these National Occupational Standards can be obtained from RSPH Qualifications.

Special Assessment Needs:

Centres that have candidates with special assessment needs should consult The Society's Reasonable Adjustments and Special Consideration Policy, this is available from The Society and The Society's web site (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 RSPH Level 4 Award in 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) Graduate Diploma in Food Science and Technology of The Institute of Food Science and Technology.

Progression Opportunities:

On completion of this qualification, learners will be able to implement the knowledge they have gained in their meat establishment

Learners could further their learning by attending industry specific CPD events. They may also wish to undertake other level 4 qualifications such as:

- RSPH Level 4 Award in Managing Food Safety & Hygiene

Other Information:

All RSPH specifications are subject to review. Any changes to the assessment or learning outcomes will be notified to Centres in advance of their introduction. To

check the currency of this version of the specification, please contact the Qualifications Department or consult the RSPH website.

Specimen assessment materials are available on the RSPH website.

Centres must be registered with RSPH.

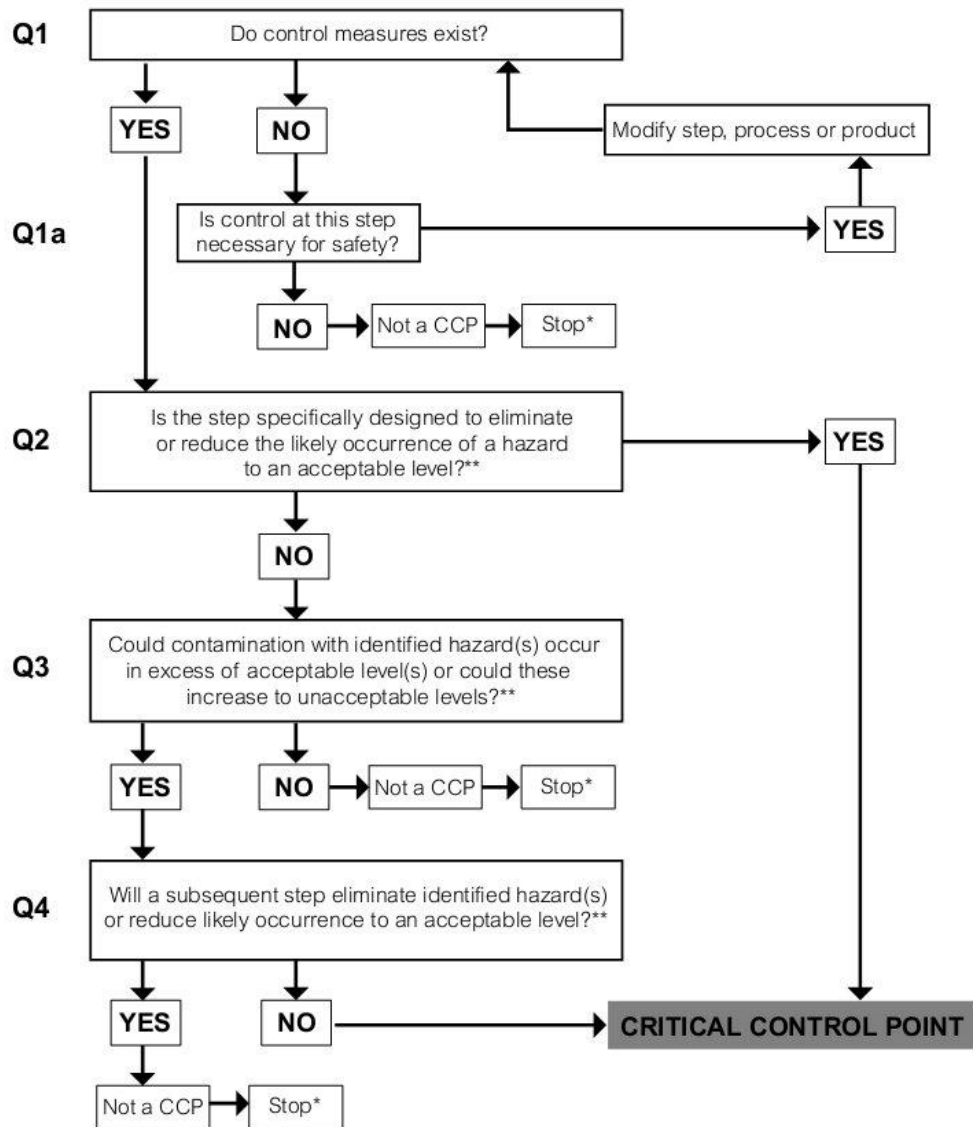
Any enquiries about this qualification should be made to:

The Qualifications Department, Royal Society for Public Health John Snow House 59 Mansell Street London E1 8AN	Tel: 020 7265 7300 Fax: 020 7265 7301 Email: info@rsph.org.uk www.rsph.org.uk
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Appendix

Example of a codex decision tree to identify CCPs

(Answer questions in sequence)



* Proceed to the next identified hazard in the described process.

** Acceptable and unacceptable levels need to be defined within the overall objectives in identifying the CCPs of HACCP plan.

Growth Requirements of Bacteria

In order to grow bacteria require a source of nutrients, an appropriate atmosphere, neutral or alkaline conditions, available moisture and an appropriate temperature.

A large number of bacteria are able to grow with or without oxygen. Some bacteria (known as obligate aerobes) will only grow if oxygen is present. Other bacteria (obligate anaerobes) will only grow in the absence of oxygen.

Most bacteria grow best in a neutral or alkaline environment. Bacteria do not grow well in foods which are too acidic ((with a pH of less than 4.5)), the more acidic the food, the less likely they are to support the growth of bacteria.

Foods that are dried or high in salt or sugar have reduced available moisture content. Bacteria will grow poorly on these foods.

Most bacteria will not grow in cold conditions, or will only grow and divide slowly. High temperatures will also inhibit the growth of bacteria, most food poisoning bacteria are killed if exposed to a temperature of 70°C for two minutes or more. The optimum temperature range for the growth of most bacteria is 5°C to 63°C. This is known as the 'temperature danger zone'.

Spore Production by Bacteria

Some bacteria are able to produce spores. These are highly resistant structures that allow the bacterial cell to survive adverse conditions such as high temperatures, lack of moisture and disinfectants. Normal cooking and processing temperatures may not be high enough to destroy any spores present in food. If cooking and processing is followed by slow cooling the spores may germinate, allowing rapid multiplication of bacteria.

Some spore formers are obligate anaerobes. The presence of oxygen will stimulate spore production in these bacteria. These spores may later germinate if the environment becomes anaerobic.