

4 **Recommend monitoring and control procedures.** For each CCP the team recommends WHAT is to be done, WHEN it is to be done and WHO is to do it. It also lays down the LIMITS outside which further action, e.g. referral to management or consultation with other experts, is needed.

5 **Implement controls at the CCPs.** It is essential to make sure that the recommended monitoring and controls are actually carried out. This will include maintaining records of the HACCP process as well as the controls monitored at the CCP for each batch of food.

6 **Review.** The design and operation of the HACCP scheme should be reviewed whenever the food operation is altered, however slight the alteration may seem. The scheme should be reviewed periodically (e.g. once a year) even when there have been no alterations.

CAN ANYONE USE THE HACCP SYSTEM?

The application of a full HACCP system requires the advice and guidance of experts but the principles of HACCP can be applied in any food business.

It is important to remember that the details will vary as no two businesses are exactly alike. But similar principles would apply to any food business.



FURTHER ADVICE

Further advice and assistance can be obtained from the food research associations, other reputable consultants and local environmental health departments.

FURTHER READING

Campden Food & Drink Research Association (1987). *Technical Manual No. 19: Guidelines to the establishment of Hazard Analysis and Critical Control Points (HACCP)*.

International Commission on Microbiological Specifications for Foods (1988). *Micro-organisms in Foods, Book 4: Application of the Hazard Analysis Critical Control Point (HACCP) system to ensure microbiological safety and quality*. Blackwell Scientific Publications.

Food Safety Act 1990: Guidelines on the Statutory Defence of Due Diligence (1991). Available from the Food & Drink Federation.

Further copies of this leaflet are available from Health Publications Unit, No. 2 Site, Heywood Stores, Manchester Road, Heywood, Lancashire, OL10 2PZ.



HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)

PRACTICAL FOOD SAFETY FOR BUSINESSES

WHAT EXACTLY IS HACCP?

HACCP stands for 'Hazard Analysis and Critical Control Point'. It is a structured approach to:

- ▲ analysing the potential hazards in an operation;
- ▲ identifying the points in the operation where the hazards may occur;
- ▲ deciding which are critical to consumer safety.

These are the *critical control points* (CCPs). The CCPs are monitored. Remedial action, specified in advance, is taken if conditions at any CCP are not within safe limits.

FOOD SAFETY - YOUR RESPONSIBILITY

Food businesses have the main responsibility for ensuring the protection of their customers. A business that breaks the law faces legal sanctions including improvement notices, prohibition notices and prosecution. So if you run a food business you need to take care that you meet your obligations. Leaving food safety to chance is risky - risky to your customers' health and lives, and risky to the health and life of your business.

WHERE DOES HACCP COME IN?

HACCP is a practical technique which food businesses can use to help satisfy themselves that their products are safe. Some businesses, particularly in the food manufacturing sector, have recognised the value of using HACCP to identify potential hazards in their operations and control them before they result in problems. Many more businesses have yet to discover HACCP, or to put it into practice.



THE ADVANTAGES

HACCP is:

SYSTEMATIC

all the potential hazards are identified. Problems are foreseen and forestalled;

EFFICIENT

it concentrates the control effort at the *critical* steps in the operation;

ECONOMICAL

it uses checks which can be done cheaply, quickly and easily, such as measuring time and temperature, and visual assessment;

PROMPT

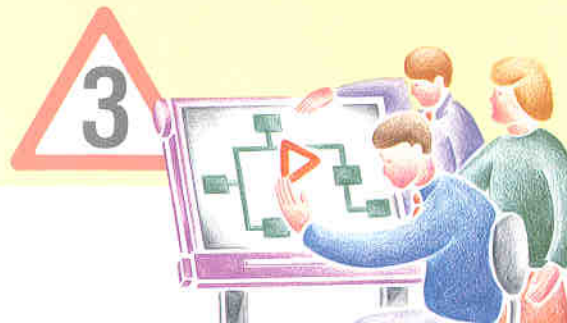
fast checks allow rapid response when action is needed;

ON THE SPOT

the process is controlled on the spot by the operator, not by a laboratory remote from the operation.

HOW TO SET UP HACCP FOR YOUR BUSINESS

- 1 Form a HACCP team.** The team may be large or small, depending on the operation. It should be composed of people who know and understand the business's food products and their uses. The owner or employees of a business may have the



necessary expertise themselves if they have had training in food hygiene, or they may have to seek advice from outside experts such as microbiologists, especially if specialised processes such as vacuum packing or cook-chill are involved. Remember, a HACCP scheme is only as good as the experts who draw it up.

- 2 Define the process.** The team draws up a flow chart of all aspects of the food operation from raw materials through processing to storage and consumer handling.

- 3 Identify the hazards and work out the CCPs.** A hazard is anything that can harm the consumer and can be physical, chemical or microbiological. The team identifies the potential hazards associated with the food at all stages from raw materials, processing, manufacture and distribution until the point of consumption, assesses the likelihood of occurrence of these hazards and identifies the preventive measures necessary for their control. The team then identifies the steps that can be controlled to eliminate each hazard or minimise the likelihood of it occurring. These are the CCPs.

