



Level 3 Award in HACCP for Food Manufacturing

Date: December 2016

Guided Learning Hours 17
Total Qualification Time 21

Ofqual Qualification Number 603/0681/6

Description

Hazard Analysis and Critical Control Point (HACCP) is a well-established system of food safety management. This Level 3 qualification covers the importance of HACCP-based food safety management procedures, the preliminary processes, development of the HACCP plan and implementation including monitoring of critical control points, corrective actions and verification. The qualification is firmly based on National Occupational Standards and conforms to the qualification template developed by the National Skills Academy for Food and Drink.

The aim of this qualification is to develop an understanding of HACCP-based food safety management. Holders of this qualification will have the appropriate knowledge and understanding to be an integral part of a HACCP team and to supervise the operation of a HACCP-based system in the work environment. Although designed primarily for employees of the food manufacturing industry, this qualification will also be of benefit to related industries.

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Unit: Principles of HACCP Supervision for Food Manufacturing

Unit Level: 3

Unit reference number: R/615/3172

Summary of Outcomes:

To achieve this qualification, a candidate must:

1. **Understand the requirements for HACCP, by being able to meet the following assessment criteria:**
 - 1.1 Outline the importance of HACCP based food safety management procedures
 - 1.2 Describe the preliminary processes for HACCP based food safety management procedures

2. **Understand the HACCP methodology, by being able to meet the following assessment criteria:**
 - 2.1 Describe how to develop HACCP based food safety management procedures
 - 2.2 Describe monitoring, corrective actions, verification and documentation of HACCP based food safety management procedures

Content:

1. Understand the requirements for HACCP

1.1 *Importance of HACCP:*

1.1.1 *Need for HACCP based food safety management procedures:* Role of HACCP based food safety management procedures in ensuring safe food, definitions of food safety, food safety management and food safety management procedures; effect and consequences of poor food hygiene and safety; current food poisoning trends and statistics; growth in size and diversity of food industry; consumers' perception of safe and acceptable food; effect on consumer confidence; use in due diligence defence.

1.1.2 *The HACCP approach to food safety management:* HACCP described as a proactive, preventative food safety management system; overview of HACCP; the seven HACCP principles; HACCP terminology; definition of HACCP terms as stated in *Codex Alimentarius*; application of HACCP to specific operations; importance of pre-requisite programmes, education and training; advantages and benefits of HACCP systems.

1.1.3 *Legislation relating to HACCP:* Relationship of European legislation to UK food safety legislation; legal status of Acts of Parliament, Regulations and Directives; importance and main provisions of Regulation (EC) No 853/2004 '*Hygiene of foodstuffs*'); The Food Safety and Hygiene (England) Regulations 2013, The Food Hygiene (Scotland) Regulations 2006, The Food Hygiene (Wales) Regulations 2006 and the Food Hygiene Regulations (Northern Ireland) 2006 or any superseding legislation; enforcement of legislation and consequences of non-compliance; relevance of Codes of Practice and Industry Guides produced by Government departments and the food trade.

1.2 *Preliminary processes for HACCP based food safety management procedures*

1.2.1 *Pre-requisites for effective HACCP systems:* Management commitment, need for food businesses to have effective prerequisite programmes (policies and procedures) in place prior to the development of a HACCP-based food safety management system; prerequisite programmes to include, resources and facilities, approval systems for suppliers, staff training, staff hygiene procedures, effective cleaning and disinfection procedures, pest management, waste management, labelling, food chain information, traceability and recall procedures.

1.2.2 *Requirements for a HACCP team:* Need to define scope of the study, composition of the HACCP team with regard to scope; 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; training and development of the HACCP team.

- 1.2.3 *Food production processes and use of the end product:* Description of the product and procedures for manufacture; consideration of raw materials; transport and receipt of raw materials; processing/treatment; storage of ingredients, intermediate and final products; packaging; distribution; intended use of the product; identification of at-risk groups; presence of preservatives.
- 1.2.4 *Process flow diagrams:* purpose and use of flow diagrams; correlation to scope of study; preceding and subsequent steps to the specified operation; confirmation of the flow diagram.

2. Understand the HACCP methodology

2.1 *HACCP based food safety management procedures:*

- 2.1.1 *Hazards and risks:* Biological, chemical, allergenic and physical hazards; examples of each type of hazard; hazards associated with particular processes; hazards associated with purchase of raw materials, delivery of raw materials, storage, handling, preparation, processing, cooling, post-processing treatments, packaging of finished product, transport of finished product; risk and severity of hazards; availability of support, information and advice for hazard identification; validation of information and advice obtained; the need to conduct a hazard analysis to determine the significant hazards; likelihood of bacterial contamination and/or growth; control measures; possible controls for hazards associated with purchase of raw materials, delivery of raw materials, storage, handling, preparation, processing, cooling, post-processing treatments, packaging of finished product, transport of finished product.
- 2.1.2 *Critical control points:* Definition of critical control points, identification of critical control points; use of decision trees; availability of support, information and advice for identification of critical control points; validation of information and advice obtained.
- 2.1.3 *Critical limits:* Parameters that can be measured or observed; measurement of parameters such as temperature, time, pH, water activity, concentration; target levels and their benefits; relationship of critical limits to food safety; sources of information for critical limits; danger to consumer if critical limits not met; examples of critical limits for a range of processes and critical control points; availability of support, information and advice for establishing critical limits; validation of information and advice obtained.

2.2 *Monitoring, corrective actions, verification and documentation:*

- 2.2.1 *Monitoring procedures at critical control points:* Purpose of monitoring; continuous and batch monitoring; frequency of monitoring; calibration and testing of monitoring equipment; responsible personnel; monitoring procedures and activities for the different parameters used in the measurement of critical limits; importance of accurately recording parameter

values when monitoring critical control points; supervision of personnel; verification of monitoring procedures.

- 2.2.2 *Corrective actions:* Need for corrective action if critical limits not met (deviation), or if monitoring indicates a trend towards a critical limit not being met; responsibility for implementing corrective action; importance of restoring control; need for action plans for maintaining control; importance of monitoring after control restored; the need for review and verification of corrective actions; treatment of product produced during deviation; importance of record keeping and reporting procedures for the use of corrective actions at critical control points
- 2.2.3 *Verification and review procedures:* Importance of verification of HACCP systems; validation of the HACCP plan; information required for validation; need for independent experts; elements in the HACCP system requiring verification; methods and frequency of verification; role of audits and inspections; end-product testing; verification reports; need for review of HACCP systems, circumstances that should initiate a review.
- 2.2.4 *Documentation and record keeping procedures:* Importance of documentation and record keeping; examples of HACCP records and documentation; retention of completed records.

Assessment and Grading

Attainment of the Learning Outcomes will be assessed by a one and a half hour multiple-choice examination consisting of 45 questions.

The qualification is graded as either *Pass* or *Distinction*. Candidates who fail to reach the minimum standard for the *Pass* grade will be recorded as having failed the assessment and will not receive a certificate.

In order to be awarded a *Distinction*, candidates must be able to recall relevant knowledge and facts from the entire specification with few significant omissions and demonstrate a high level of understanding of the principles and concepts used in food safety management. Candidates who attain a mark of 85% or greater will be deemed to have achieved the criteria for a *Distinction*.

In order to be awarded a *Pass*, candidates must be able to recall relevant knowledge and facts from some parts of the specification and demonstrate a satisfactory level of understanding of the principles and concepts used in food safety management such that the candidate will be able to satisfactorily work in the catering or related industries. Candidates who attain a mark of 66% or greater will be deemed to have achieved the criteria for a *Pass*.

The examinations are provided by RSPH.

Centre Guidance

Recommended Reading:

Codex Alimentarius. Codex Alimentarius Commission www.codexalimentarius.net
Gaze, R. 2015. HACCP: A Practical Guide (5th Edition). Campden BRI
Taylor, E & Taylor, J. 2008. HACCP: 12 Steps to Success (3rd Edition). Taylor Shannon International

Recommended Prior Learning:

The possession of a Level 2 qualification in HACCP, such as those offered by RSPH would be advantageous but is not essential. It is recommended that candidates have knowledge of food hygiene and safety equivalent to that contained in the RSPH *Level 3 Awards in Food Safety*.

Special Needs:

Centres that have candidates with special needs should consult The Society's *Regulations and Guidance for Candidates with Special Assessment Needs*; this is available from The Society and The Society's web site (www.rsph.org.uk).

National Occupational Standards:

This qualification is mapped to the following National Occupational Standards:

IMPFS124K. Understand how to manage food safety in food and drink operations

IMPFS130K. Understand how to analyse and control food safety hazards and risks in food and drink operations

Recommended Qualifications and Experience of Tutors:

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

Suitable qualifications for the Level 3 Award in HACCP in Food Manufacturing 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 4 HACCP qualification

d) Graduate Diploma in Food Science and Technology of The Institute of Food Science and Technology.

Centres should 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. 0207 2657 300

Email: info@rsph.org.uk

