

HACCP MANAGER CERTIFICATION ON-LINE COURSE CONTENT OUTLINE

By completing this course with a score per lesson of 80% or better the student will have earned the right to receive a HACCP Manager Certificate of Achievement that carries the National Environmental Health Association (NEHA), American Culinary Federation, American Hotel and Lodging Association Educational Institute and Certifying Board of Dietary Managers recognitions. Taking and successfully passing the Experior Assessments HACCP Managers examination can gain a further recognition.

LEARNING OBJECTIVES

Team members agreed on the following learning objectives for the multimedia training.

At the completion of the program, trainees will be able to:

- Demonstrate an understanding of the Federal and International CODEX HACCP steps and principles in order to become HACCP certified.
 - Facilitate the development of a HACCP plan in their organization.
 - Facilitate the implementation and ongoing management of a HACCP plan in their organization
- I. The Importance of an International Food Code
 - A. The Importance of Food Safety
 - B. Traditional Food Safety Systems are Insufficient
 - C. The Origins of Hazard Analysis Critical Control Points (HACCP)
 - D. The CODEX Alimentarius Commission
 - E. Changing Roles
 - II. Basic Food Hygiene Programs
 - A. A HACCP System is Built on Sound Pre-Requisite Programs
 - B. Primary Production
 - C. Facilities Design
 - D. Water Supply

- E. Process Controls
 - F. Maintenance and Sanitation
 - G. Personal Hygiene
 - H. Transportation
 - I. Product Information and Consumer Awareness
 - J. Training
- III. The Five Preliminary Steps of a HACCP System
- A. The Five Preliminary Steps Followed by Seven Sound Principles
 - B. Preliminary Step 1: Assemble the HACCP Team
 - C. Team Requirements
 - D. Conducting Team Meetings
 - E. Preliminary Step 2: Describe Product
 - F. Preliminary Step 3: Identify Intended Use
 - G. Preliminary Step 4: Construct Flow Diagrams
 - H. Preliminary Step 5: On-site Confirmation of the Flow Diagram
- IV. An Introduction to the Seven Principles of HACCP
- A. Identify Hazards; Then Identify Controls
 - B. The Seven Principles of HACCP
 - C. Organizational Responsibilities
- V. A Review of the Most Common Types of Hazards
- A. The Importance of Knowledgeable Team Members
 - B. Controlling Bacteria, the Most Common Biological Hazard
 - C. Preventing Bacterial Hazards

- D. Viruses
 - E. Common Physical Hazards
 - F. Chemical Hazards
- VI. Principle 1: Conducting a Hazard Analysis
- A. The Heart of the HACCP Plan
 - B. Systematic Assessment of Hazards
 - C. Examples
 - D. Control Measures
 - E. International Hazard Analysis Worksheet
- VII. Principle 2: Identify the Critical Control Points (CCPs)
- A. Control Points (CP)
 - B. CCPs Defined
 - C. Selecting CCPs Requires Informed Judgment
 - D. CCPs Will Differ for Each Organization
 - E. The Codex Decision Tree
- VIII. Principle 3: Establish Critical Limits
- A. Critical Limits Defined
 - B. Critical Limits are Different from Target Levels or Tolerances
 - C. Sources of Information
 - D. Examples
- IX. Principle 4: Monitoring
- A. Other Benefits of Monitoring
 - B. How to Monitor

- C. Examples
- X. Principle 5: Establish Corrective Actions
 - A. Corrective Actions Defined
 - B. Elements in a Corrective Action Plan
 - C. Corrective Action Procedure Examples
 - D. Records
- XI. Principle 6: Verification
 - A. The Two Parts to Verification
 - B. Verification
 - C. Validation
 - D. Validation of Critical Limits
- XII. Principle 7: Record keeping
 - A. Types of Records Required
 - B. HACCP Record Keeping is a System
 - C. Common Errors
 - D. Record Retention
- XIII. Some Final Comments
 - A. The Two-Fold Objective of HACCP
 - B. HACCP Plans Evolve Over Time

APPENDIX: SAMPLE FORMS

Forms include:

- Two sample HACCP recipes with CCPs highlighted.
- Ingredient worksheet
- HACCP Plan process worksheet
- HACCP flow chart
- Documentation report/log
- CCP Deviation Report

REFERENCE

NSF International
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HACCP Principles for Food Production, National Advisory Committee on Microbiological Criteria for Foods (NACMCF), 1989, 1992, 1997

Hazard Analysis and Critical Point (HACCP) System and Guidelines for its Application, (CODEX HACCP) Annex to CAC/RCP-1 (1969), Rev. 3 (1997). This is available to download from www.who.org.

Recommended International Code of Practice General Principles of Food Hygiene, CAC/RCP 1-1969, Rev. 3 (1997)

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