

***The Royal Environmental Health Institute  
of Scotland***



***Advanced HACCP Course***

**Syllabus**

**Minimum teaching time – 21 hours**

## 1. Background to HACCP

### Aim

To provide background knowledge of Hazard Analysis and Critical Control Point (HACCP)

### Objectives

- 1.1 Describe the background to the development of HACCP and its current status
- 1.2 Describe the European Union/UK legislation relating to HACCP.
- 1.3 Explain the roles of the World Health Organisation (WHO), the Food and Agriculture Organisation (FAO) and the Codex Alimentarius Commission (CAC) and its relevant committees.
- 1.4 Describe the relationship of HACCP with other relevant national and international management systems, e.g. British Retail Consortium (BRC) standards, ISO 9000 and ISO 22000.
- 1.5 Demonstrate a thorough understanding of the Codex Alimentarius HACCP Principles and terminology.
- 1.6 Explain the potential benefits to a food business operation from introducing HACCP, and explain potential limitations.
- 1.7 Explain the role of HACCP certification schemes and their potential advantages/disadvantages to a food business operation.
- 1.8 State some of the sources of guidance on how to develop and maintain HACCP systems.

## 2. Prerequisite Programmes

### Aim

To provide an understanding of the important role of Prerequisite Programmes (PRPs) as the foundation for the development of effective HACCP systems.

### Objectives

- 2.1 Explain what is meant by the term PRP and to state examples of typical PRPs.
- 2.2 Explain the role of PRPs in managing food safety and how they support HACCP systems
- 2.3 Explain why PRPs need to be evaluated and deficiencies identified.
- 2.4 Describe the potential role of Industry Guides and other sources of information.

### 3. Planning HACCP

#### Aim

To provide an understanding of how a food business operation should manage the development of HACCP.

#### Objectives

- 3.1 Describe the need for management commitment.
- 3.2 Describe the personnel resources needed to develop and maintain HACCP systems including the potential role for consultants and other external specialists.
- 3.3 Describe the potential composition of a HACCP team and explain the key roles within the team.
- 3.4 Explain linear, modular and generic approaches to HACCP.
- 3.5 Describe the potential use of HACCP documentation software packages.
- 3.6 Explain the need for effective project management techniques in the development of HACCP systems.
- 3.7 Describe the need for HACCP training and explain the need for appropriate levels of training.

### 4. Principles of HACCP

#### Aim

To provide a thorough understanding of the seven principles of HACCP, and how they can be practically applied by a food business operation.

#### Objectives

- 4.1 Describe the preparatory stages to Principle 1, e.g. study scope, product description, intended use and flow diagram.
- 4.2 Describe techniques for the identification of hazards.
- 4.3 Describe techniques that can be used for the assessment of the significance of hazards.
- 4.4 Describe how hazards can be controlled.
- 4.5 Describe how Critical Control Points (CCPs) can be determined including the use of decision trees.
- 4.6 Explain how critical limits at CCPs can be established, and their relationship with other limits, e.g. target levels.
- 4.7 Describe the requirements of an effective monitoring system.
- 4.8 Describe the requirements of an effective corrective action plan.
- 4.9 Explain the importance of Principle 6, verification. Describe the different roles of validation, verification and review.
  - 4.9.1 Describe potential methods for the validation of HACCP systems.

- 4.9.2 Describe potential methods for the verification of HACCP systems.
- 4.9.3 Explain the need for scheduled and periodic HACCP reviews and describe internal and external factors that could initiate a review.
- 4.10 Explain the importance of effective documentation/record keeping within HACCP systems.

## 5. Implementation

### Aim

To provide an understanding of the need for effective implementation of HACCP.

### Objectives

- 5.1 Describe techniques that may be used to effectively implement HACCP in a food business operation.
- 5.2 Describe potential barriers to successful HACCP implementation.
- 5.3 Explain the need to confirm that implementation has been effective.

### Recommended Reading:

*Codex Alimentarius*. Codex Alimentarius Commission [www.codexalimentarius.net](http://www.codexalimentarius.net)

Gaze, R 2009. HACCP: A Practical Guide (5<sup>th</sup> Edition)

Wallace, Carol A. 2017: HACCP: A text for Level 3 and Level 4 HACCP courses. (5<sup>th</sup> Edition)

Sprenger, Richard A. 2017: The Advanced Food Hygiene Handbook. (19<sup>th</sup> Edition)

European Commission: Guidance Document on the implementation of procedures based on the HACCP principles, and on the facilitation of the implementation of the HACCP principles in certain food businesses [https://ec.europa.eu/info/departments/health-and-food-safety\\_en](https://ec.europa.eu/info/departments/health-and-food-safety_en) <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52016XC0730%2801%29>

British Retail Consortium: BRC Global Standards for Food Safety  
<https://www.brcglobalstandards.com/brc-global-standards/food-safety/>

Institute of Food Science and Technology: IFST 2013 Good Manufacturing Practice Guide  
<https://www.ifst.org/knowledge-centre-publications/food-and-drink-good-manufacturing-practice-guide-its-responsible>