

Competency	Performance Criteria	Evidence Guide
1: Define Hazard Analysis and Critical Control Point (HACCP).	1.1: Describe the following: <ul style="list-style-type: none"> <li>▪ HACCP in terms of the ‘Five Preliminaries and Seven Steps’</li> <li>▪ The benefits of HACCP in the support of food safety and hygiene</li> <li>▪ The different types of hazards, their sources and hazard prevention methods</li> <li>▪ the HACCP plan</li> <li>▪ Hazard analysis</li> <li>▪ Validation (of the HACCP plan).</li> </ul>	The descriptions are in accordance with the Codex and/or NACMCF guidelines, accurate in terms of key wording and statements, and without omission.
2: Describe the legal and ethical aspects of HACCP.	2.1: Legal aspects: <ul style="list-style-type: none"> <li>▪ Identify and state the National legislation pertaining to Food Hygiene, Food Safety and HACCP systems.</li> <li>▪ Identify and state the appropriate State/Province/local legislation pertaining to Food Hygiene, Food safety and HACCP systems.</li> </ul> 2.2: Ethical aspects: <ul style="list-style-type: none"> <li>▪ State the ethical aspects associated with Food Hygiene, Food Safety and HACCP systems.</li> </ul>	Legal and ethical aspects stated accurately in terms of key wording and statements, and without error or omission.

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<p>3: Apply HACCP implementation steps 1 – 12 based on Codex or NACMCF guidelines.</p>	<p>3.1: Given a specific set of production conditions, perform the following tasks:</p> <ul style="list-style-type: none"> <li>▪ Write the scope and purpose of the HACCP plan</li> <li>▪ List the people who should form a HACCP team</li> <li>▪ Complete a product description and intended usage for the product</li> <li>▪ Draw a process flow diagram for each stage of production</li> <li>▪ Complete a hazard analysis for the process flow diagram</li> <li>▪ Using a decision tree methodology assess each process step and hazard and determine CCP and associated critical limits</li> <li>▪ Determine the monitoring requirement for each CCP and corrective action should the critical limit be exceeded</li> <li>▪ Determine the verification requirements</li> <li>▪ Record the result of monitoring.</li> </ul>	<p>The scope and purpose include the set of production conditions.</p> <p>Team members must possess the appropriate auditing and technical competencies.</p> <p>The process flow chart is accurate and without omission.</p> <p>The hazard analysis accurately identifies all critical hazards with error or omission.</p> <p>CCP and critical limits are determined without error or omission.</p> <p>Verification requirements are accurate.</p> <p>The record of monitoring results should be accurate.</p>

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<p>4: Develop a HACCP plan</p>	<p>4.1: Describe the 12 steps (refer CODEX system) that determine the major activities of a HACCP system, to include an explanation of each step.</p> <p>State the techniques for the identification of:</p> <ul style="list-style-type: none"> <li>▪ Microbiological hazards</li> <li>▪ Chemical hazards</li> <li>▪ Physical hazards</li> </ul> <p>Analyze three hazards (above) to determine level and type of risk</p> <p>Within a defined HACCP system establish the appropriate critical control points (CCP) and critical limits, to include the requirement to measure and monitor each CCP.</p> <p>Detail appropriate preventative and/or corrective action for a given food safety situation</p> <p>Prepare a HACCP plan</p> <p>Determine the documents and records of a HACCP system</p>	<p>Description is concise, accurate in terms of key wording and statements, and without error or omission.</p> <p>Techniques are identified and described without error, with flow diagrams or similar methods of description, accurate and consistent with the description.</p> <p>Three different hazards are analyzed, and the level and type of risk are identified without error.</p> <p>The CCP are established at the key points of control without error, to include measures that will provide objective measurement and monitoring.</p> <p>The application of preventive and corrective actions results in an effective system.</p> <p>The HACCP plan:</p> <p>The performance and scope of the plan have been determined and team members selected.</p> <p>Production descriptions are produced assisting in the identification of food safety standards</p> <p>Customers who are susceptible to food borne illness are identified</p> <p>Flow charts are developed showing the steps taken to create the finished product</p>



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4: Develop a HACCP plan (cont)		<p>All potential hazards at each step in the flow chart are listed, with risk, severity and significance of the hazards determined, and the identification of the measures necessary to control the hazards.</p> <p>Using the CCP decision tree, each process step and hazard are assessed to determine the CCPs.</p> <p>Critical limits for each appropriate CCP have been determined and validation process described without error or omission.</p> <p>A monitoring system for each CCP has been determined.</p> <p>Correction actions to be taken when limits are exceeded have been established.</p> <p>The documents and records reflect the minimum required to describe the plan, monitor and record CCP, advise corrective actions and validate the plan.</p>



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<p>5: Write a procedure for reviewing a HACCP plan</p>	<p>5.1: The procedure should cover:</p> <ul style="list-style-type: none"> <li>▪ Identification of situations which would cause the HACCP plan to be reviewed</li> <li>▪ activities required to validate the plan</li> <li>▪ precautions to be taken in monitoring HACCP records</li> <li>▪ activities necessary to prove that the HACCP plan is complied with and achieves its purpose</li> <li>▪ the forms required to collect the results of monitoring activities</li> <li>▪ a review schedule listing the components of the HACCP system to be revised.</li> </ul>	<p>The procedure identifies, explains and notes responsibility for: the activities, precautions, forms and review schedule, accurate in terms of key wording and statements, without error or omission.</p>