

QM 2 Hazard Analysis and Critical Control Points

Introduction

The company is committed to supplying safe products. As part of this commitment, all operations are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of BRC Global Standard for Storage and Distribution.

The Safety and Quality Manual demonstrates due diligence of the company in the effective planning, development and implementation of the safety and quality management system. These documents are fully supported by the completion of a HACCP plan and the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered. All product safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer.

The Safety and Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through pre-requisite programmes or the HACCP plan.

Management Commitment

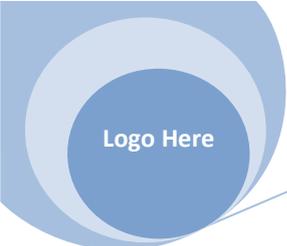
We are committed to produce safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we handle these products.

HACCP principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP's contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below: -

Principle 1

Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options



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Principle 2

Identify the Critical Control Points in the process using the decision tree

Principle 3

Establish critical limits, which must be met to ensure each Critical Control Point is under control

Principle 4

Establish a monitoring system to ensure control of the Critical Control Point by scheduled testing or observations

Principle 5

Establish the corrective action to be taken when monitoring indicates that a particular Critical Control Point is moving out of control

Principle 6

Establish documentation concerning all procedures and records appropriate to these principles and their application

Principle 7

Verify that HACCP is working effectively

HACCP Team

A core multidisciplinary team is utilised within the company to develop the Safety and Management System. This core team is supplemented by other staff when specific areas or products are being analysed. The team have knowledge and experience of HACCP, Products, the Process, the Equipment, Hazards and in developing and implementing a safety and quality management system. The HACCP team leader is able to demonstrate competence in the understanding of HACCP principles and their application. Key personnel identified as HACCP team members are HACCP trained and have appropriate experience, all of which is documented on the HACCP teams training records. Expert external assistance may be used as an aid.

Team Member

Operations Manager
Distribution Manager
Maintenance Manager

HACCP Training

Advanced
Intermediate
Intermediate

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The control measures described include:

- Those applied at each step
- Those intended or included in PRP(s)
- Those identified in relevant information as described in HACCP terms of reference
- Those applied at other stages in the supply chain
- Those applied to end products
- Those introduced by community schemes

The Safety team describe each control measure in sufficient detail, including process parameter, to enable assessment of their effect on food safety hazards in relation to the degree of application of the control measure.

Hazard Analysis

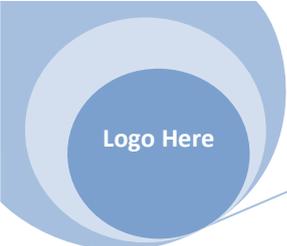
The Safety Team conducts a hazard analysis for safety hazards that are reasonably likely to occur for each product and process category. A hazard analysis is conducted every time there are relevant changes.

The Safety Team identify hazards taking into account the steps preceding and following the specified operation, process equipment, process service and surroundings and preceding and following links in the food chain. The Safety Team record the safety hazards that are reasonably likely to occur for each product and process category in each process facility as identified by the information gathered in the steps so far:

- HACCP Scope
- Materials
- Product Description
- Intended Use
- Terms of Reference
- HACCP Flow charts
- Description of Process Steps
- Control Measures

In addition Food Safety Hazards are identified and recorded based on:

- Experience (Safety Team knowledge)



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Identification and Assessment of Control Measures

Each hazard on the Significant Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The Safety Team reviews the effectiveness of the control measures on the Significant Food Safety Hazards and determines whether they should be managed through PRP(s) or by the HACCP Plan.

This process involves assessing the effect on the Significant Food Safety Hazard in combination with the degree of control measure applied, feasibility of timely monitoring, position in flow relative to other control measures and severity of the consequences if the control measure fails.

This is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.

The HACCP Decision Tree

