

Central Production Unit Food Safety & Quality Management System
HACCP Scope & Terms of Reference

Purpose

1. To clearly define the scope, sources of information used and terms of reference for the study to enable an effective food safety plan to be developed.
2. To clearly define the part of the process that the Central Production Unit are directly responsible for.

Table 1: Responsibilities

Responsible Person (s)	Responsibility
Senior Management	Committed to supporting the Unit Leadership team through the provision of the time and resources required to support the effective and safe production of food.
Site Leadership	<p>To create a food safety program and continually assess its effectiveness.</p> <p>To continually direct the current behaviours and assess compliance against standards and to implement appropriate actions when any opportunities may present.</p> <p>To ensure operations are being conducted safely, and in line with legal requirements, that are underpinned by established operational procedures.</p> <p>To ensure role descriptions accurately reflect what is required from all colleagues to produce a consistently safe product.</p> <p>To ensure all colleagues are effectively trained for their job role.</p>
Operations	To adhere to the relevant standards, processes and procedures for which they are trained.

Scope

The Central Production Unit HACCP plan will take into consideration all product types, category, processes and procedures conducted within the operation and starts from raw material Intake and ends at dispatch to the customer.

The point at which the product is deemed safe is at the point of consumption by the end user, following clear storage and usage instructions which have been rigorously verified and validated through the product development process.

The HACCP study and plan considers all chemical, physical, biological, and allergenic cross contamination and cross-contact risks. Risks associated with the potential for food fraud and/or adulteration, or malicious tampering with the product must also be considered.

Procedure details

An effective prerequisite program in place is critical to control general site environmental and operational hazards. The prerequisite programs are fully documented within the sites Food Safety & Quality Management System.

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The Central Production Unit HACCP plan covers final product safety and considers the following hazards;

1. Physical

- Foreign bodies including but not limited to; wood, glass, glass like items, metal, plastic, polystyrene, insects, bones, hair, stones, cardboard, paper

2. Chemical

- Raw material-based hazards including pesticides, veterinary residues, heavy metals
- Chemical residues associated with packaging materials
- Cleaning chemicals and sanitising agents
- Non-food grade oils / lubricants and grease
- Radiological
- Allergens

3. Biological

- Pathogenic microorganisms (See Appendix 1 for more information)
- Food spoilage microorganisms
- Yeasts and moulds

Practical Implementation

The practical application of HACCP is demonstrated through methodical steps as detailed in table 2: HACCP principles.

Table 2: HACCP Principles

HACCP Description
Senior Management commitment
Site Leadership commitment and HACCP plan ownership and support
Continued review and updates to the sites HACCP plan
Establish & maintain a Prerequisite programme that underpins the sites HACCP plan
Construct HACCP Process Flow Diagrams
Verify Flow Diagram (on site confirmation)
List all Potential Hazards associated with each Process Step, conduct a hazard analysis and consider measures to control identified hazards, and record in the site HACCP plan
Determine the Critical Control Points (CCPs) & Operational Pre-Requisites (OPRPs)
Establish critical limits for each CCP & OPRP
Establish a monitoring system for each CCP & OPRP
Establish a corrective action plan for each CCP & OPRP
Establish Verification & Validation Procedures
Establish Documentation & Record keeping
Review the HACCP Plan periodically, annually as a minimum or following a significant food safety event, change to process or introduction of new equipment

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Sources of information & terms of reference

All relevant information used to conduct the hazard analysis will be collected, maintained, and where required documented and updated. All sources of information used shall ensure that the sites HACCP and Food Safety & Quality Manual. All relevant legislation, and industry guideline documents will be referenced to ensure all aspects of food safety, food standards and hygiene have been considered within the site HACCP plan.

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