COMPASS
GROUP

Purpose

1. To ensure all products made at Central Production Units are safe to consume. This is achieved by controlling the major food hazards and risks to include microbiological, physical and chemical
2. To ensure the senior management team are committed to the implementation of a HACCP system and its maintenance.
3. To lead and support ongoing improvements that foster a healthy food safety culture.

Scope

Central Production Unit details:

Responsibilities

Responsible Person (s)	Responsibility
Site Manager	To ensure a detailed HACCP plan is in place and fully implemented. Also, to ensure that the HACCP plan is reviewed and updated when required
Operational colleagues	To ensure that the HACCP plan is fully understood and imbedded with daily operations.

Policy Details

Introduction

HACCP (Hazard Analysis Critical Control Point) is the foundation component within Central Production Units Food Safety & Quality Management System. This is reflected in this Food Safety Management – HACCP Policy.

It is a systematic, preventative approach to food safety from microbiological, physical and chemical hazards in the production process, that can cause the finished product to be unsafe. It then designs measurements to reduce these risks to a safe level.

A multidisciplinary team of trained colleagues have been assembled for the Central Production Unit to include a designated Food Safety lead. The selected teams are individuals who are dedicated to the specific site and who's knowledge and skills reflect the specific operation being carried out. The two teams are then overseen by members of the Senior Management Team. The findings of the studies will be implemented within the operations, with ongoing HACCP reviews conducted at site level to ensure the studies are up-to-date and reflect any changes to internal processes and legislation.

The overall HACCP system operated by the Central Production Unit is underpinned by adherence to the general principles of food hygiene, industry codes of practice or guidance, customer requirements and relevant legislation. The hazards identified in the studies have been individually risk assessed based on the specific requirements of the operations at the Central Production Unit.

Responsibilities

It is the responsibility of individual Central Production Units to ensure the HACCP plan is fully implemented within the operation, with support from a senior operational leadership.

Implementation of the Central Production Unit HACCP plan involves:

- The senior management commitment to providing the necessary resources for the individual studies to be completed and implemented, together with the resources to review and update the studies.
- Ensuring that responsibilities, key roles and reporting channels for each of the sites HACCP teams are clearly defined and understood.
- Ensuring that Managers, Team Leaders and Team Members are fully trained and understand the requirements of HACCP and their roles and responsibilities for its implementation.
- Ensuring that regular reviews of the sites HACCP plans are conducted and that they are well maintained, up-to-date and continually ensure their effectiveness in identifying areas needing improvement or modification.
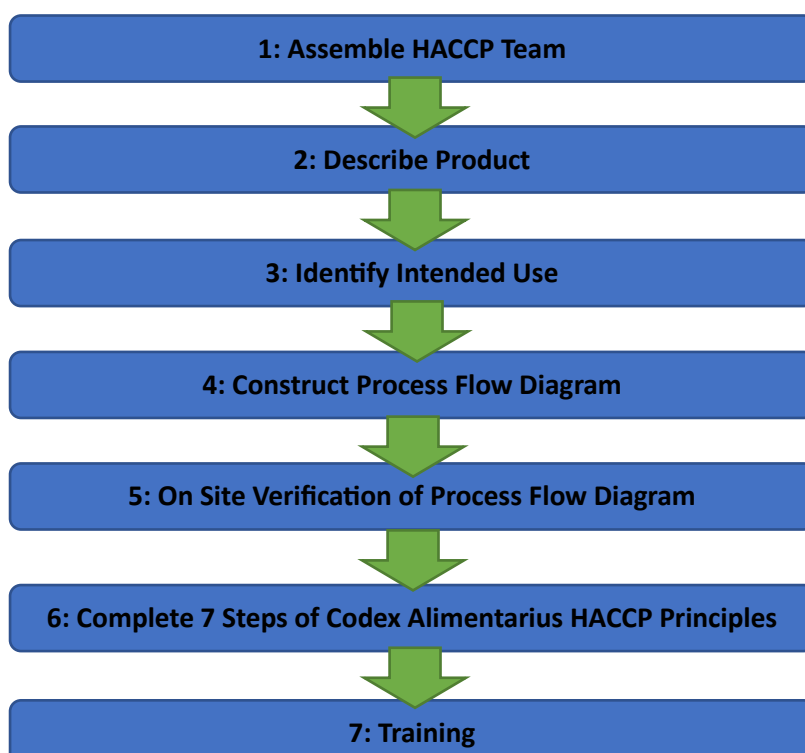
The practical implementation of the HACCP plan falls with the individual sites. The day-to-day ownership of ensuring the HACCP plan is followed within the operations is the responsibility of the Central Production Units manager and their leadership team.

HACCP Food Safety Management

The Central Production Units food safety control system is a Hazard Analysis Critical Control Points plan is systematic, comprehensive, thorough and based on HACCP principles. Through the HACCP System, The Central Production Units can demonstrate effective control of all operations undertaken.

The HACCP system is designed, implemented and managed by persons from multi-disciplinary backgrounds with appropriate training and knowledge to ensure its integrity and fitness for use. As a minimum the HACCP team will include members of Technical & Quality, Production & Operations, Engineering and NPD.

The Central Production Units will ensure that the application of HACCP principles is done in a logical way as described in the diagram below:

1: Assemble HACCP Team

2: Describe Product

3: Identify Intended Use

4: Construct Process Flow Diagram

5: On Site Verification of Process Flow Diagram

6: Complete 7 Steps of Codex Alimentarius HACCP Principles

7: Training

Product description

A full description of the product will be drawn up including relevant safety information such as composition, physical/chemical structure (including Aw, pH etc.), microbial/static treatments (where applicable), packaging, durability, storage conditions and methods of distribution. Where possible, the products with similar characteristics or processing steps will be grouped together for developing the HACCP plan.

Identify intended use

The intended use of products made at The Central Production Units will be established and clearly documented in the HACCP plan. This will be based on the expected uses of the product by the end user or consumer. Where required vulnerable groups of the population will be considered.

Construct a process flow diagram

The process flow diagram will be constructed covering all steps from goods intake to dispatch of finished products. The flow diagram will be prepared by the HACCP team.

On site verification of the process flow diagram

The process flow diagram will be audited and verified by the HACCP team. This will be done to ensure the flow diagram covers all operational steps from goods intake to dispatch. Once audited by the HACCP team, the HACCP team leader will verify and sign off the process flow diagram.

HACCP Principles

The Central Production Units uses the following 7 steps of Codex Alimentarius HACCP principles:
1. Conduct a hazard analysis.
2. Determine the Critical Control Points (CCP's).
3. Establish critical limits.
4. Establish a system to monitor control of the CCP.
5. Establish the corrective action to be taken when monitoring indicates that a CCP is not under control.
6. Establish procedures of verification to confirm that the HACCP system is working effectively.
7. Establish documentation concerning all procedures and records appropriate to these principles and their application.

In formulating the HACCP plan, reference is made to relevant legislation, codes of practice or guidelines.

The HACCP study is based on an assessment of risk. It needs to identify which hazards require elimination, or reduction to acceptable level to ensure the safe production of food. In conducting the hazard analysis.

In the event of the risk assessment deeming product to be unsafe, it must not be supplied to customers. Validation of the HACCP plan will be conducted annually as a minimum or whenever there is any change in the processing. All validations will be reviewed and signed off by the HACCP team leader or the Central Production Unit manager.

Training

The HACCP team leaders will have an overall responsibility for management of the sites HACCP plan. The team leader will be qualified as a minimum to Intermediate or level 3 HACCP. The team leader will ensure that all HACCP team members have the appropriate knowledge and have completed as a

minimum a 1-day foundation HACCP training course. HACCP training will be completed within 8 weeks of joining the HACCP team.

HACCP review

The HACCP plan will be reviewed at a pre-determined frequency (minimum annually) or prior to changes of product/process which may affect product safety.

This may include changes in (not an exhaustive list):
- Process steps
- Supply or specification of raw materials
- Ingredients/recipe
- Packaging, storage or distribution
- Introduction of new or modification to existing equipment
- Change in factory layout or product flow

Senior Management Commitment

The successful application of HACCP requires the full commitment and involvement of management and all operational teams and colleague on site. The Central Production Units senior leadership will ensure the HACCP plan is fully committed to and will provide all the essential resources in the implementation of HACCP on site. HACCP reviews and the CCP related non-conformances will be included in senior management review meetings.

Document Control

Document name:	**Food Safety Management – HACCP**
Document reference:	**CPU.FS.POL.003.01**
Date of 1st Issue:	**19 August 2024**
Document owner:	**Food Safety**
Version number:	**1**

CPU / CPK revision record		
Issued date of revision	**Version**	**Details of revision**