



TIPS for TRAINERS (September 2017)

Conducting Practical Exercises Using HACCP Models

National Seafood HACCP Alliance (SHA) for Training and Education

Practical exercises are required in all SHA approved training courses, both the full Basic classroom course and the 1.0 day Segment Two classroom version for the internet course. The primary objectives include:

- Practice in using the *FDA Fish and Fishery Products Hazard and Controls Guidance* (gold book) and other sources of information to determine the likely seafood safety hazards associated with various products and processes; and
- Use of recommended forms to help guide learning on how to complete a Hazard Analysis to determine Critical Control Points (CCP's), and how to complete a HACCP Plan.

Training is intended to be a **two-part, hands-on approach** with participants working in small groups (ideally no more than 6 individuals). The first part is hazard analysis which should be openly presented and discussed by the group with the trainers and all attendees. After the hazard analysis reports, the groups can proceed with part two, development of the respective HACCP Plan. Again, the groups should openly present and discuss their results with the trainer and the entire audience. It is BEST to record the progressive development of the Hazard Analysis forms and HACCP Plan forms on flash drives for presentations. If laptops and projector are not available, the analyses and plans can be presented orally while referencing the information in the respective models.

SPECIAL NOTE: The forms for completion of the HACCP Plans (Part Two) can be in landscape or portrait formats. Selection is often based on user preference regarding necessary spacing and convenience. Regardless of preference, either format MUST contain the required information for all 7 HACCP principles.

PART ONE – Hazard Analysis

TASK 1: Form Groups (ideally six or less participants)

- Identify the working groups and tell them to select a scribe to record their results for presentation as a team with spokespersons

TASK 2: Distribute the background information and forms for recording results

- Background information includes the model Processing Narratives with flow diagrams
- Blank forms include the 'Process Description form and enough blank Hazard Analysis forms. NOTE: For convenience, the Hazard Analysis forms should have enough empty rows to accommodate all anticipated hazards that will be identified for the selected HACCP Model.

TASK 3: Groups complete a Product Description form

- The Product Description form can help organize information that could influence identification of potential hazards.

TASK 4: Prepare a list of potential hazards associated with the products (species) and processes

- Identify the potential **Species-related hazards**
 - ❖ Use Table 3-2 or Table 3-3 in FDA's *Fish and Fishery Products Hazards and Controls Guidance*
 - ❖ Review any applicable footnotes noted in Tables
 - ❖ Note the page number location of the species referenced in Table 3-2 or Table 3-3
- Identify potential **Process-related hazards**
 - ❖ Use Table 3-4 in FDA's *Fish and Fishery Products Hazards and Controls Guidance*
 - ❖ Note the Finished Product Food (Column 1), Package Type (Column 2) and page number that you referenced. Emphasis good practice to record page numbers for information source.

TASK 5: Set up the Hazard Analysis Worksheet

- Record each of the processing steps (from the flow diagram) progressively in Column 1 of the Hazard Analysis Worksheet.

- Using results from Task 4, **list all of the identified potential hazards in Column 2 at every processing step** on the Hazard Analysis Worksheet. This is known as the ‘inclusive’ approach.

TASK 6: Determine whether the potential hazard is significant

- For each potential hazard listed at each processing step complete Column 3 (answering YES or NO to “*Is the potential food safety hazard significant (introduced, enhanced or eliminated) at this step?*”) and Column 4 (“*Justify the decision that you made in column 3*”).
- When a “Yes” is recorded in Column 3, fill in Column 5 (“*What control measures can be applied to prevent this significant hazard?*”)
- Use the appropriate chapters in FDA’s *Fish and Fishery Products Hazards and Controls Guidance* to support your decisions
- Remember to note chapters and page numbers to support your decisions based on source of information

TASK 7: Identify critical control points.

- Use appropriate chapters in FDA’s *Fish and Fishery Products Hazards and Controls Guidance* to support your decisions
- Enter “Yes” in Column 6 of the Hazard Analysis Worksheet for the processing steps that have been identified as a CCP
- Enter “No” in column 6 of the Hazard Analysis Worksheet for the processing steps that are not CCPs

FINAL Hazard Analysis Discussion

- Have groups present their results to all participants for open discussion.
- Pass out the correct versions, through Hazard Analysis only, as provided in the based on SHA Models. This provides the anticipated CCP’s that will be used in Part Two –HACCP Plans.

PART TWO – Completing HACCP Plan for Each CCP

TASK 1: Distribute the blank HACCP Plan forms

- Completion of the blank HACCP form will follow recommendations in FDA’s *Fish and Fishery Products Hazards and Controls Guidance* and other information pertinent to the products and processes explained in the Processing Narrative

TASK 2: Set up the HACCP Plan forms

- List the individual processing step for each identified CCP
- List the significant hazard that will be controlled at each CCP

TASK 2: Set Critical Limits for the preventative measures at each CCP

TASK 3: Establish Monitoring procedures for each CCP answering:

- What will be monitored
- How will monitoring be done
- How often will monitoring be done (frequency)
- Who will do the monitoring

TASK 4: Establish corrective action procedures to:

- address the product
- correct the problem

TASK 5: List the Records for each CCP

TASK 6: Describe Verification Procedures for each CCP

FINAL HACCP Plan Discussion

- Have groups present their results to all participants for open discussion.
- Pass out the correct versions of the model HACCP Plans to reinforce expected results.