
RSPH Level 4 Award in Managing the HACCP System

January 2020

Guided Learning: 33 hours
Total Qualification Time: 45 Hours

Ofqual Qualification Number 603/3654/7
Qualification Wales C00/3672/3

Description

The objective of the RSPH Level 4 Award in Managing the HACCP System is to develop an understanding of the management of a HACCP-based food safety management system. Holders of this qualification will have the appropriate knowledge and understanding to lead a HACCP team and to manage the implementation of a HACCP-based system in the work environment.

The qualification is aimed at supervisors, managers and HACCP team leaders working within an appropriate food business.

This Level 4 qualification covers management of the development, validation, implementation, verification, review and maintenance of a HACCP based food safety management systems using the Codex principles.

RSPH is a Business Partner of the Craft Guild of Chefs.



<http://craftguildofchefs.org/>

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Unit 1: Management of HACCP

Unit Level: 4

Unit reference number: T/617/2572

Guided Learning Hours: 18

Summary of Outcomes:

To achieve this unit, a candidate must:

1. **Understand the importance of HACCP based food safety management systems, by being able to:**
 - 1.1 Explain the HACCP approach to food safety procedures
 - 1.2 Review legislation relating to HACCP
 - 1.3 Explain the importance of management commitment

2. **Understand the preliminary processes of HACCP based procedures, by being able to:**
 - 2.1 Detail the prerequisite programmes for HACCP
 - 2.2 Develop the HACCP team
 - 2.3 Explain the importance of the product description including the end use of the product
 - 2.4 Explain how to produce and confirm process flow diagrams

3. **Understand the role of the HACCP team leader, by being able to:**
 - 3.1 Explain the allocation of responsibilities and resources
 - 3.2 Explain the importance of effective communication
 - 3.3 Identify staff training needs

Content:

1. Understand the importance of HACCP based food safety management systems

- 1.1 *The HACCP approach to food safety procedures:* HACCP explained as a proactive, preventative system; details of the Codex Alimentarius HACCP including the logic sequence and the seven HACCP principles, HACCP terminology and definitions; HACCP is applied to specific operations in food production and preparation; importance of prerequisite programmes, education and training; advantages and benefits of HACCP systems.
- 1.2 *Legislation relating to HACCP:* Relationship of European legislation to UK food safety legislation; legal status of Acts of Parliament, Regulations; importance and main provisions of the 2004 legislation (EC Regulation 853/2004 'Hygiene of foodstuffs'): The Food Safety & Hygiene (England) Regulations 2013, The Food Hygiene (Scotland) Regulations 2006, The Food Hygiene (Wales) Regulations 2006, The Food Hygiene Regulations (N. Ireland) 2006 or any superseding legislation; enforcement of legislation and consequences of non-compliance; relevance of Codes of Practice and Industry Guides produced by Government departments and the food trade.
- 1.3 *Explain the importance of management commitment:* Why it is needed, time and budget resources (management and staff, training, equipment, maintenance); how to ensure a food safety culture and workforce commitment.

2. Understand the preliminary processes of HACCP based procedures

- 2.1 *Prerequisites for HACCP:* Need for food businesses to have effective policies and procedures in place prior to the development of a HACCP-based food safety management system; prerequisites to include management commitment and leadership, resources and facilities, definition of prerequisite programmes to include approval systems for suppliers, staff training, staff hygiene procedures, effective cleaning and disinfection procedures, pest management, waste management and labelling, traceability and recall procedures; validation and verification of prerequisite programmes.
- 2.2 *Develop the HACCP team:* Composition of the HACCP team; appropriate knowledge, competence and expertise; identification and utilisation of appropriately experienced staff from within the workforce; roles, responsibilities and levels of authority of members of the HACCP team; use of *ad hoc* members, external experts and consultants.
- 2.3 *Importance of the product description including the end use of the product:* Complete description of the product to include composition (raw materials, transport, receipt and storage), physical and chemical structure (A_w , pH/preservatives), processing methods; packaging; distribution; intended use of the product; label requirements; allergens; identification of at-risk groups.

2.4 *Process flow diagrams:* Purpose of flow diagram; accurate construction, suitable data to assist in the construction of a flow diagram; importance of the confirmation of the flow diagram; methods for confirming process flow diagrams

3. **Understand the Role of the HACCP Team Leader**

3.1 *Allocation of responsibilities and resources:* Define the role of the HACCP team leader; determination of resources required for HACCP-based procedures; allocation of responsibilities and resources within the HACCP team; allocation of resources to staff operating HACCP (CCP monitors, verifiers); allocation of responsibility for maintenance of the HACCP plan; taking corrective actions.

3.2 *Importance of effective communication:* Need for effective communication of the food safety management system within the organisation (to include changes to and modifications of the system); methods of communication (meetings, notice boards, newsletters, feedback).

3.3 *Training needs:* Training needs analysis; training needs for different levels and categories of staff (senior management, HACCP team leader, HACCP team, CCP monitors, those taking corrective action and HACCP awareness training for the workforce).

Unit 2: Application of HACCP

Unit Level: 4

Unit reference number: A/617/2573

Guided Learning Hours: 15

To achieve this unit, a candidate must:

1. **Know how HACCP based procedures are developed, *by being able to:***
 - 1.1 Analyse hazards and evaluate risks
 - 1.2 Determine critical control points and critical limits
 - 1.3 Establish monitoring procedures
 - 1.4 Determine corrective actions

2. **Know how HACCP based procedures are implemented and evaluated, *by being able to:***
 - 2.1 Explain documentation and record keeping requirements
 - 2.2 Explain how the HACCP system is validated, verified and reviewed
 - 2.3 Explain how the HACCP system is implemented, operated and maintained

Content:

1. Know how HACCP based procedures are developed

- 1.1 *Analyse hazards and evaluate risks:* Stages of hazard analysis, identify and list the hazards, biological, chemical (including allergenic) and physical; examples of each type of hazard; hazards associated with particular process steps; correct description of hazards to include manifestation and cause/source; approaches to hazard analysis and methods of risk evaluation to determine significant hazards; availability of support, information and advice for hazard identification and assessment; validation of information and advice obtained; determination of appropriate control measures.
- 1.2 *Critical control points and critical limits:* Identification of critical control points including the use of decision trees; parameters used in setting critical limits such as temperature, time, pH, water activity, concentration; the use of target levels, tolerances and deviation; danger to consumer if critical limits exceeded; examples of critical limits for different critical control points.
- 1.3 *Establishment of monitoring procedures:* Determination of responsibility, frequency of monitoring and method; writing effective monitoring procedures, accuracy of monitoring equipment (calibration and maintenance); importance of record keeping for the use of monitoring procedures.
- 1.4 *Corrective actions:* Need for corrective action if a critical limit is breached, or if monitoring indicates a move towards loss of control; writing effective corrective actions and procedures to include responsibilities for implementing corrective action; importance of restoring control; need for action plans for restoring control; importance of monitoring after control restored; treatment of suspect product; investigation and action to prevent recurrence of the issue; verification of corrective actions; importance of record keeping and reporting procedures for the use of corrective actions at critical control points.

2. Know how HACCP based procedures are implemented and evaluated

- 2.1 *Documentation and record keeping requirements:* Importance of documentation and record keeping; examples of HACCP records and documentation; storage and maintenance of completed records.
- 2.2 *Validation, verification and review of the HACCP system:* Importance of validation of the HACCP plan including critical control points; methods of validation, information sources; recording validation activities; importance of verification of the HACCP plan; methods and frequency of verification; verification reports; need for review of HACCP systems, frequency of the review, circumstances prompting a review; recording review activities.
- 2.3 *Implementation, operation and maintenance of the HACCP system:* Planning of the implementation process; methods of implementation; implementation of monitoring and corrective action procedures; importance of training; importance

of verification of correct implementation and operation, importance of maintaining the HACCP team, information sources, documentation; role of review in maintaining the HACCP system.

Assessment and Grading

The knowledge and understanding of the candidates will be assessed by a synoptic examination set by RSPH. The examination will consist of two papers; paper A will consist of ten, two-part questions, which have to be answered in 120 minutes; paper B will consist of 1 scenario (containing five questions) to be completed in 90 minutes. The candidate will have a choice of a manufacturing or catering scenario.

The qualification is graded as either *Pass* or *Distinction*. Candidates who fail to reach the minimum standard for the *Pass* grade will be recorded as having failed the assessment and will not receive a certificate.

In order to be awarded a *Pass*, candidates must be able to recall and apply relevant knowledge and facts from some parts of the specification and demonstrate a satisfactory level of understanding of the principles and concepts used in food safety management such that the candidate will be able to satisfactorily work in the food manufacturing or related industries. The majority of answers to examination questions will contain some information of relevance. Candidates who attain a minimum of 50% in *both* examination papers will be deemed to have achieved the criteria for a *Pass*.

In order to be awarded a *Distinction*, candidates must be able to recall and apply relevant knowledge and facts from the entire specification with few significant omissions and demonstrate a high level of understanding of the principles and concepts used in food safety management. Candidates who attain a mark of 80% or greater in *both* examination papers will be deemed to have achieved the criteria for a *Distinction*.

Strong performance in some areas of the qualification content may compensate for poorer performance in other areas.

The examinations are provided by RSPH.

Centre Guidance

Recommended Reading:

Codex Alimentarius. Codex Alimentarius Commission www.codexalimentarius.net
Gaze, R. 2015. HACCP: A Practical Guide Campden BRI
Sara Mortimer and Carol Wallace, 2013, HACCP A Practical Approach
Mortimer & Wallace HACCP Food Industry Briefing Series
James M. Ray Modern Food Microbiology

Recommended prior learning:

It is recommended that candidates have a knowledge of food hygiene and safety equivalent to that contained in the RSPH *Level 3 Awards in Food Safety*, it is also recommended that candidates have achieved the RSPH *Level 3 Award in Understanding how to Develop a HACCP Plan*.

National Occupational Standards

The qualification has been mapped to the following National Occupational Standards of Improve.

PPL4GEN1	Manage food safety in a professional kitchen
PPL4GEN17	Comply with legislative requirements in hospitality
PPL4KM31	Participate in the design, implementation and monitoring of a kitchen food safety management system
IMPFS130K	Understand how to analyse and control food safety hazards and risks in food and drink operations
IMPFS124K	Understand how to manage food safety in food and drink operations
IMPFS122Kv1	Understand analysis and control of food safety hazards and risks in manufacture

Further details of these National Occupational Standards can be obtained from RSPH Qualifications.

Special Needs:

Centres that have candidates with special assessment needs should consult The Society's Reasonable Adjustments and Special Consideration Policy; this is available from The Society and The Society's web site (www.rsph.org.uk).

Recommended Qualifications and Experience of Tutors:

The Society would expect that tutors have teaching experience and a qualification in a relevant subject area, but recognises that experienced teachers can often compensate for a lack of initial subject knowledge, or experienced practitioners for a lack of teaching experience. It is, however, recommended that tutors have experience of implementing and maintaining HACCP systems.

Suitable qualifications for the RSPH Level 4 Award in HACCP include:

a) Degree or Dip. HE in:

Food Science
Environmental Health
Environmental Science
Microbiology

or one that contains elements of these subjects.

b) HNC/D in one of the above.

c) Graduate Diploma in Food Science and Technology of The Institute of Food Science and Technology.

Progression Opportunities:

On completion of this qualification, learners will be able to implement the knowledge they have gained in the food environment they are in, whether catering or manufacturing.

Learners could further their learning by attending industry specific CPD events. They may also wish to undertake other level 4 qualifications such as:

- RSPH Level 4 Award in Managing Food Safety & Hygiene

Other Information:

All RSPH specifications are subject to review. Any changes to the assessment or learning outcomes will be notified to Centres in advance of their introduction. To check the currency of this version of the specification, please contact the Qualifications Department or consult the RSPH website.

Centres must be registered with RSPH.

Any enquiries about this qualification should be made to:

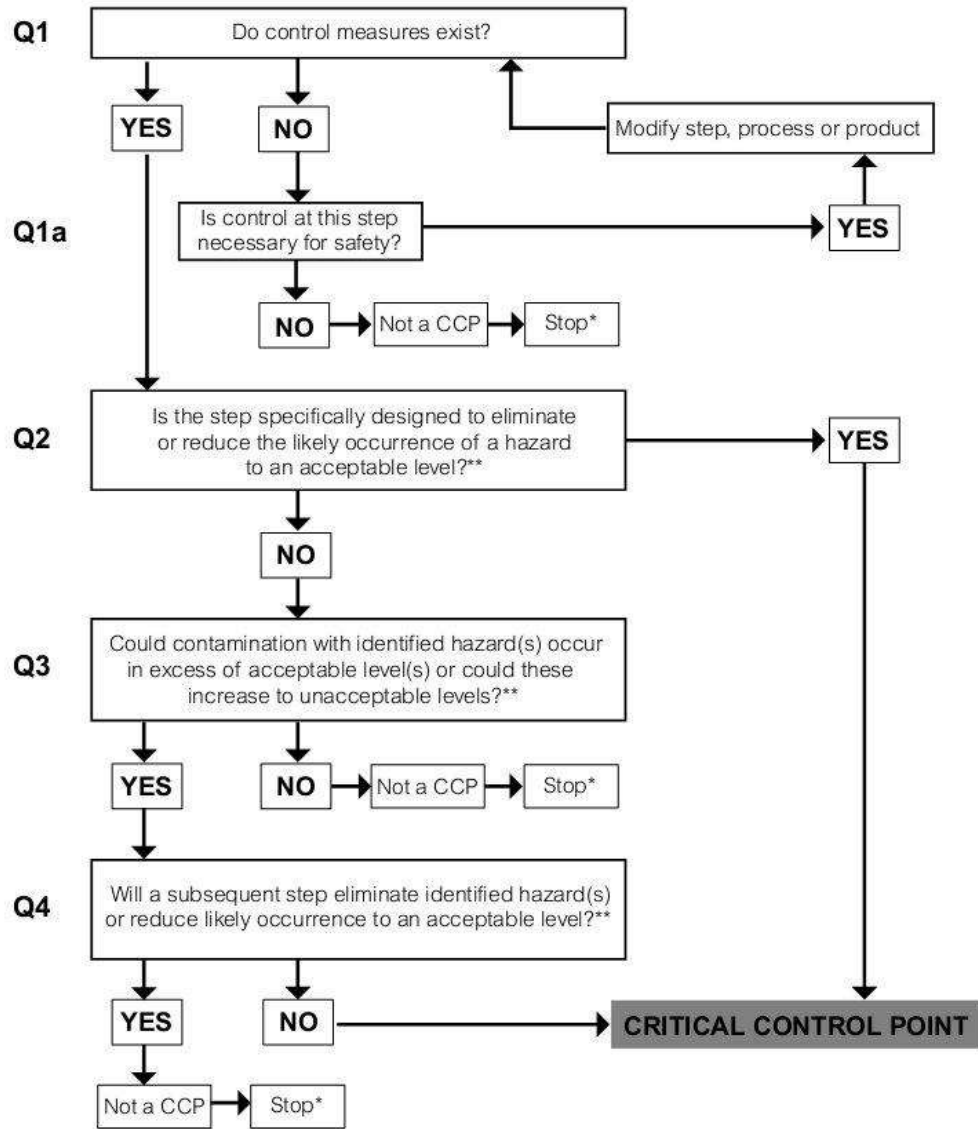
The Qualifications Department,
Royal Society for Public Health,
John Snow House
59 Mansell Street,
London
E1 8AN

Tel. 0207 265 7300
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Appendix

Example of a codex decision tree to identify CCPs

(Answer questions in sequence)



* Proceed to the next identified hazard in the described process.

** Acceptable and unacceptable levels need to be defined within the overall objectives in identifying the CCPs of HACCP plan.

Growth Requirements of Bacteria

In order to grow bacteria require a source of nutrients, an appropriate atmosphere, neutral or alkaline conditions, available moisture and an appropriate temperature.

A large number of bacteria are able to grow with or without oxygen. Some bacteria (known as obligate aerobes) will only grow if oxygen is present. Other bacteria (obligate anaerobes) will only grow in the absence of oxygen.

Most bacteria grow best in a neutral or alkaline environment. Bacteria do not grow well in foods which are too acidic ((with a pH of less than 4.5)), the more acidic the food, the less likely they are to support the growth of bacteria.

Foods that are dried or high in salt or sugar have reduced available moisture content. Bacteria will grow poorly on these foods.

Most bacteria will not grow in cold conditions, or will only grow and divide slowly. High temperatures will also inhibit the growth of bacteria, most food poisoning bacteria are killed if exposed to a temperature of 70°C for two minutes or more. The optimum temperature range for the growth of most bacteria is 5°C to 63°C. This is known as the 'temperature danger zone'.

Spore Production by Bacteria

Some bacteria are able to produce spores. These are highly resistant structures that allow the bacterial cell to survive adverse conditions such as high temperatures, lack of moisture and disinfectants. Normal cooking and processing temperatures may not be high enough to destroy any spores present in food. If cooking and processing is followed by slow cooling the spores may germinate, allowing rapid multiplication of bacteria.

Some spore formers are obligate anaerobes. The presence of oxygen will stimulate spore production in these bacteria. These spores may later germinate if the environment becomes anaerobic.