

HACCP BASIC TRAINING COURSE

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DAY ONE

- 08:30 - 08:50 **ORIENTATION AND COURSE OBJECTIVES** (Gates)
-Introduce instructors and training materials
-Describe the purpose of the course
-Explain the relationship of the Alliance and AFDO
-Introduction to HACCP for food safety
- 08:50 - 10:05 **FOOD SAFETY HAZARDS** (Gates)
-Biological (brief review of types, concerns and controls)
-Chemical (same)
-Physical (same)
-Introduce Hazards Control Guide (FDA, 1996)
- 10:05 - 10:35 **PREREQUISITE PROGRAMS AND PRELIMINARY STEPS**
(Stewart)
-Review programs that need to be in place before implementation of a HACCP program
-Distinguish sanitary standard operating procedures (SSOPs), good manufacturing practices (GMP's) and HACCP
Introduce preliminary planning steps for development of a HACCP Program. (Flow diagram for processing I.Q.F. Cooked Shrimp, the training model processing operation).
- 10:35 - 11:00 **BREAK**
- 11:00 - 11:30 **CONDUCTING A HAZARD ANALYSIS** (Gates)
-Use the shrimp processing model to illustrate why and how to conduct an initial hazard analysis.
-Incorporate reference to FDA's 'Hazard Guide'
-Introduce the Hazard Analysis Form
- 11:30 - 12:30 **LUNCH**

- 12:30 - 13:30 **CONDUCTING A HAZARD ANALYSIS** (Gates) - continued
- Use the shrimp processing model to illustrate why and how to conduct an initial hazard analysis.
 - Incorporate reference to FDA's 'Hazard Guide'
 - Introduce the Hazard Analysis Form
- 13:30 - 14:30 **DETERMINING CRITICAL CONTROL POINTS** (Gates)
- Define critical control points (CCP's)
 - Continue with shrimp example to identify CCP's
 - Discuss the 'Decision Tree' approach
 - Use additional examples
- 14:30 - 15:30 **ESTABLISHING CRITICAL LIMITS** (Stewart)
- Define and list typical critical limits (CL's)
 - Continue to develop the shrimp example
 - Introduce the HACCP Plan Form
 - Reference use of FDA's Hazards Guide
 - Discuss use of operating limits
- 15:30 - 15:40 **BREAK**
- 15:40 - 16:25 **MONITORING CRITICAL CONTROL POINTS** (Gates)
- Develop monitoring procedures for the shrimp example
 - Define and explain the purpose for monitoring
 - Provide additional examples
- 16:25 - 17:00 **CORRECTIVE ACTIONS** (Gates)
- Define and explain need for predetermined corrective actions
 - Expand shrimp example
 - Provide additional example

ADJOURN day one

DAY TWO

- 08:30 - 09:30 **VERIFICATION** (Gates)
- Define verification
 - Complete the HACCP Plan Form for the shrimp example
 - Provide various examples and contrast with government verification/inspection
 - Discuss frequency for verifications

- 09:30 - 10:30 **RECORD KEEPING PROCEDURES** (Stewart)
 -Describe record keeping procedures through continued development of the shrimp example
 -What constitutes a viable, valid record
 -Distinguish HACCP and SSOP (sanitation) records and requirements
 -Discuss record storage and retrieval (text and electronic)
- 10:30 - 10:45 **BREAK**
- 10:45 - 11:30 **OVERVIEW OF FDA SEAFOOD HACCP REGULATION**
 (Shepherd)
 -Discuss key points in the seafood mandate
 -Describe interrelations of HACCP mandate with other directives
- 11:30 - 12:30 **LUNCH**
- 12:30 - 14:45 **OVERVIEW OF FDA SEAFOOD HACCP REGULATIONS**
 (Shepherd) - continued
- 14:45 - 15:00 **BREAK**
- 15:00 - 15:30 **SOURCES FOR IDENTIFYING HAZARDS AND DETERMINING CONTROL MEASURES FOR SEAFOODS** (Gates)
- 15:30 - 16:15 **SEAFOOD SPECIFIC HAZARDS** (Gates)
 -Identify key hazards of concern and review controls
 -Reference FDA's Hazards Guide
- 16:15 - 17:00 **REVIEW AND PREPARATION FOR DEVELOPING HACCP PLANS: PRACTICAL WORK SESSION** (Gates, Shepherd, Stewart and Stivers)
- ADJOURN day two

DAY THREE

08:30 - 11:30 **GROUP WORK SESSIONS ON DEVELOPING HACCP PLANS**
(Gates, Brown, Shepherd, and Stewart)

11:30 - 12:30 **LUNCH**

12:30 - 14:30 **WORK SESSIONS (continued)** (Gates, Shepherd, Stewart and Stivers)

14:30 - 15:30 **WRAP-UP** (Gates, Shepherd, Stewart and Stivers)
-Concluding comments
-Assuring correct student rosters for AFDO Certificates of Course
Completion
-Course Completion Report

ADJOURN day three