



**The Royal Institute  
of Public Health**

# Foundation Certificate in HACCP Principles

Qualification Specification 2006

## INTRODUCTION

Hazard Analysis and Critical Control Point (HACCP) is internationally recognized as the most effective way to ensure the production of safe food by providing a logical framework within which food hazards may be identified and controlled. In the United Kingdom it is a legal requirement for all food businesses except primary producers to implement a documented food safety management system based on HACCP principles.

The RIPH Foundation Certificate in HACCP Principles is, therefore, designed for those who work in the food industry who require an appropriate level of knowledge and understanding of HACCP which is important to safe operation within a HACCP environment. It may also be appropriate for those whose work requires them to have a basic knowledge of HACCP and its application in the food industry, e.g. equipment maintenance engineers, off-site business owners/managers, staff performing control or monitoring activities and supply and delivery personnel. The course and qualification may be taken as a stand-alone certificate or as part of a wider course of training.

## QUALIFICATION AIM

The aim of the RIPH Foundation Certificate in HACCP Principles is to provide knowledge and understanding of the basic concepts and methodology of HACCP.

## OVERVIEW

Holders of this qualification will have a basic knowledge and understanding of the importance of HACCP as a preventative food safety management system that can be applied to all sectors of the food industry. This will include a basic introduction to HACCP systems and a simple overview of the terminology, principles and practical application of HACCP.

For the purpose of this syllabus the generic term 'food handler' is taken to be any person who by virtue of their activities within a food business comes into direct contact with foodstuffs for human consumption. It will include, for example, occasional visitors such as managers or auditors.

## OUTCOMES

1. The candidate will know and understand the background, importance and benefits of HACCP by being able to describe:

- The origins of HACCP as a food safety management system.
- The dangers to public safety from food poisoning.
- The significance of management commitment.
- The importance of the role of the individual within a HACCP system.
- The benefits of HACCP to food businesses.

2. The candidate will know and understand the role of HACCP systems in the provision of safe food by being able to describe:

- Why HACCP is a means of protecting the public.
- The relevant current legal requirements in relation to HACCP.
- How HACCP forms part of a 'due diligence' defence in law.
- The role of HACCP in the management of food hygiene and safety in a food business.
- How HACCP improves customer and consumer confidence.

3. The candidate will know and understand the principles of HACCP by being able to describe:

- Codex HACCP.
- HACCP terminology.

4. The candidate will know and understand the HACCP prerequisite programmes by being able to describe:

- The definition of HACCP prerequisite programmes.
- The significance of prerequisite programmes within HACCP systems.
- Determining the effectiveness of prerequisite programmes.

5. The candidate will know and understand the basic methods of applying HACCP principles by being able to describe:

- The logic sequence for the application of HACCP.
- The stages in the development of a HACCP system.
- Why the production of Process Flow Diagrams (PFD) is required prior to Hazard Analysis.
- How HACCP principles are applied.

## GUIDED LEARNING HOURS

6 - 9 guided learning hours are normally appropriate, depending upon the training needs of the students

## QUALIFICATION STRUCTURE

The RIPH Foundation Certificate in HACCP Principles is a single unit qualification. This syllabus has been compiled to ensure relevance to any food business. The examination paper will adopt this generic approach.

## RELEVANCE TO INDUSTRY

The food industry varies greatly in scope and size, from sector to sector and from business to business. Food safety management principles such as those used in the HACCP system apply to the whole industry (except for primary production) and it is, therefore, important that all those employed in the industry, or whose work brings them into contact with food, should have at least a general knowledge and understanding of the principles and fundamental application of HACCP, which this qualification provides. The outcomes of the RIPH Foundation Certificate in HACCP Principles map to the relevant National Occupational Standards of Competence for Food Safety.

## REGISTRATION OF TRAINING/EXAMINATION CENTRES

Trainers and organisations wishing to offer courses leading to the RIPH Foundation Certificate in HACCP Principles should first apply for registration to the RIPH. Prospective trainers should have advanced level qualifications in both HACCP and food safety. All trainers must have a training qualification and/or experience of training. All trainers must have a training qualification and/or experience of training.

Full details of registration criteria, procedures and application forms are available from the RIPH website [www.riph.org.uk](http://www.riph.org.uk)

## PRE-COURSE ENTRY REQUIREMENTS

There are no mandatory pre-course qualification requirements for entry to the course. However, it is strongly recommended that candidates have previously acquired basic food hygiene and safety knowledge and understanding appropriate to foundation level training.

## ENTRY TO EXAMINATION

- Candidates must have attended a full or part-time course of instruction, approved by the Royal Institute and covering the syllabus detailed below.
- Application for entry to the examination must be made through a Royal Institute registered examination centre to the **Examinations Department, The Royal Institute of Public Health, 28 Portland Place, London, W1B 1DE**, to arrive at least two weeks before the date of the examination.
- Centres may wish to make special arrangements for candidates for whom the standard examination format might present difficulties. A special arrangements form can be downloaded from our website [www.riph.org.uk](http://www.riph.org.uk). Note all special arrangements requests must be received by RIPH at the time of booking the examination.

## FORM OF ASSESSMENT

- There is a single multiple-choice examination for this award consisting of one paper of 30 multiple-choice questions.
- The duration of the examination is 45 minutes.
- Candidates must gain a minimum of 20 marks to pass the examination.

## EXAMINATION RESULTS AND CERTIFICATES

Centres will be supplied with a Results List stating whether candidates have passed or failed the examination. Certificates for successful candidates are normally sent to Examination Centres for distribution to candidates.

Certificates are awarded as follows:

- Pass 20-25 marks
- Credit 26-30 marks

Candidates who score 19 marks or below will fail the examination and will not be awarded a certificate.

## SAMPLE QUESTIONS

Sample questions and answers are available upon request from the RIPH website [www.riph.org.uk](http://www.riph.org.uk)

## USEFUL SOURCES OF INFORMATION AND RESOURCES

The Food Standards Agency ([www.food.gov.uk](http://www.food.gov.uk)) is the government watchdog for all food-related matters. It publishes useful information about HACCP.

Environmental health departments of local authorities may be able to offer a limited supply of leaflets regarding food hygiene.

The World Health Organisation ([www.who.int](http://www.who.int)) and the Food & Agriculture Organization ([www.fao.org](http://www.fao.org)) web-sites contain useful information about HACCP.

## PROGRESSION OPPORTUNITIES

Successful candidates may progress to the RIPH Intermediate Certificate in Applied HACCP Principles or equivalent HACCP qualification. Progression would also be appropriate to food Level 3 food safety awards, oriented to each of the catering, food manufacturing and retail sectors.

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## KEY SKILLS

The teaching of the outcomes of the RIPH Foundation Certificate in HACCP Principles provides opportunities for developing and assessing certain Key Skills. The examination does not directly assess Key Skills, but the knowledge required, if put into practice during a course, would require the application of Key Skills which might be independently assessed at the same time in line with published guidance. The sign-posting in the outcomes directs teachers/trainers to areas that provide opportunities for independent assessment of Key Skills.

## Outcomes

### 1: THE BACKGROUND TO HACCP

The candidate will know and understand:

#### **1.1 The origins of HACCP as a food safety management system.**

- 1.1.1 How HACCP is a preventative system for making safe food.
- 1.1.2 How HACCP was developed to produce safe food for the US space programme in the 1960s.
- 1.1.3 How HACCP is promoted by international bodies (e.g. WHO) and government (e.g. FSA).

#### **1.2 The dangers to public safety from food poisoning.**

- 1.2.1 The significance of current food poisoning statistics and trends.
- 1.2.2 Why publicity is given to food poisoning and food contaminants.
- 1.2.3 The effects on food businesses of adverse publicity about food poisoning.

#### **1.3 The significance of management commitment.**

- 1.3.1 The role of management in implementing HACCP systems.
- 1.3.2 The importance of resource allocation (e.g. people, time and facilities).
- 1.3.3 How continuing management commitment is essential for effective HACCP.

#### **1.4 The importance of the role of the individual within a HACCP system.**

- 1.4.1 The individual food handler's responsibility for product safety.
- 1.4.2 The roles and significance of HACCP team members.
- 1.4.3 How food handlers are involved in HACCP activities (including training).

#### **1.5 The benefits of HACCP to food businesses.**

- 1.5.1 How the application of HACCP produces safer food.
- 1.5.2 How HACCP systems assure compliance with relevant legislation.
- 1.5.3 How HACCP can reduce costs (e.g. less waste).
- 1.5.4 How HACCP can increase confidence in the ability to prepare safe food.

**Key Skills:** Section 1 may provide opportunities for demonstrating Key Skills activities in Communication, Application of Number, Information Technology and Working with Others

### 2: THE ROLE OF HACCP IN THE PROVISION OF SAFE FOOD

The candidate will know and understand:

#### **2.1 HACCP as a means of protecting the public.**

- 2.1.1 How the use of a formalised system assures the preparation of safe food.
- 2.1.2 Why HACCP is a systematic approach to identify food safety hazards.
- 2.1.3 How the use of HACCP generates a food safety culture.
- 2.1.4 Why preventative food safety management is more effective than end product testing.

#### **2.2 Legal requirements in relation to HACCP.**

- 2.2.1. The legal requirement for all food businesses (except primary producers) to implement a documented food safety management system based on HACCP principles.

#### **2.3 HACCP as part of a 'due diligence' defence in law.**

- 2.3.1 How 'due diligence' is a defence in law (known as the 'due diligence defence' in the UK).
- 2.3.2 How the use of a HACCP system is a vital element in a due diligence defence against litigation.
- 2.3.3 Why an effective HACCP system provides evidence of a systematic and documented approach to food safety.
- 2.3.3 The importance of documentation and the maintenance of records.

## **2.4 The role of HACCP in the management of food hygiene and safety in a food business.**

2.4.1 Why HACCP is the preferred food safety management system.

2.4.2 How HACCP is used in conjunction with prerequisite programmes.

## **2.5 HACCP and improvements to customer and consumer confidence.**

2.5.1 How use of a system designed to provide safe food increases confidence.

2.5.2 How HACCP systems can be used to assure raw materials are supplied safely.

2.5.3 How HACCP systems control the preparation, storage, distribution and handling of food products.

**Key Skills:** Section 2 may provide opportunities for demonstrating Key Skills activities in Communications, Information Technology and Working with Others.

# **3: THE PRINCIPLES OF HACCP**

The candidate will know and understand:

## **3.1 The Meaning of Codex HACCP**

3.1.1 How Codex HACCP was produced jointly by the United Nations Food and Agriculture Organisation and the World Health Organisation and is the internationally recognised food safety management system.

3.1.2 How HACCP is based upon seven principles defined by Codex.

3.1.3 How HACCP guidance (including principles, methodology and terminology) comes from international guidance texts produced by Codex.

## **3.2 HACCP Terminology**

3.2.1 The standard HACCP terms (Codex HACCP definitions).

**Key Skills:** Section 3 may provide opportunities for demonstrating Key Skills activities in Communication and Working with Others

# **4: HACCP PREREQUISITE PROGRAMMES**

The candidate will know and understand:

## **4.1 The definition of HACCP prerequisite programmes.**

4.1.1 What is meant by the term 'prerequisite programmes'.

4.1.2 The main types of prerequisite programmes.

## **4.2 The significance of prerequisite programmes within HACCP systems.**

4.2.1 That prerequisite programmes manage hazards that are not specific to the product or the process.

4.2.2 How effective prerequisite programmes support and underpin HACCP systems.

4.2.3 How prerequisite programmes enable the HACCP plan to focus on the most significant food hazards.

## **4.3 Determining the effectiveness of prerequisite programmes.**

4.3.1 How scheduled auditing checks that prerequisite programmes are in place and effective.

**Key Skills:** Section 4 may provide opportunities for demonstrating Key Skills activities in Communication and Working with Others

## 5: BASIC HACCP METHODOLOGY

The candidate will know and understand:

### 5.1 The logic sequence (steps) for the application of HACCP.

5.1.1 That the logic sequence explains how the HACCP principles may be applied.

5.1.2 The stages of the logic sequence.

### 5.2 The stages in the development of a HACCP system.

5.2.1 That there are four main stages in the development of a HACCP system:

- Preparation for the study
- Carrying out the HACCP study
- Validating the study and implementing the developed HACCP system
- Maintaining and verifying the HACCP system.

### 5.3 The production of Process Flow Diagrams (PFD) prior to Hazard Analysis

5.3.1 Why it is important to produce accurate process flow diagrams prior to Hazard Analysis.

5.3.2 How process flow diagrams are constructed.

5.3.3 How to confirm the accuracy of process flow diagrams.

### 5.4 The practical application of HACCP principles.

5.4.1 What the main types of food safety hazards are.

5.4.2 What the hazard analysis process is.

5.4.3 How to determine the control measures for identified hazards.

5.4.4 How to identify critical control points (CCPs).

5.4.5 Why critical limits are established.

5.4.6 What methods are used to monitor CCPs.

5.4.7 How corrective action plans address identified problems.

5.4.8 Why it is necessary to validate, verify and review the HACCP plan.

5.4.9 Why maintenance of HACCP documentation and records is important.

**Key Skills:** Section 5 may provide opportunities for demonstrating Key Skills activities in Communication and Working with Others

## RIPH FOUNDATION CERTIFICATE IN HACCP PRINCIPLES

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