



Competency Unit: Exemplar Global-HP

Competency Unit: Exemplar Global- HP Developing HACCP Plans

How to use this document

The purpose of this Competency Unit is to give Training Providers detailed information on the performance criteria required of those who are seeking to become certified **Exemplar Global HACCP Practitioner**. This competency unit applies to the knowledge requirements for several Exemplar Global personnel certification schemes.

A **Training Provider** is someone who has received the Exemplar Global Training Provider and Examiner Certification Scheme (TPECS) certification for the development and delivery of the **Exemplar Global-HP examination**.

A **potential Exemplar Global HACCP Practitioner** is someone who has specialized technical knowledge within the Food Safety Industry Sector.

To become a certified **Exemplar Global HACCP Practitioner**, an individual must show evidence that they have adequate skills in the five (5) areas of

Competencies shown in the tables below. These individuals show competency by meeting the performance criteria shown in the second column. Training Providers are responsible for ensuring that these individuals provide adequate evidence of the performance criteria, according to the Evidence Guide.

Training Providers use an accompanying Examination Profile to document how evidence will be collected and are authorized to administer the TPECS Competency Unit examination through their TPECS certification.

All TPECS examinations will measure the performance criteria shown in this competency unit as written.

Competency Unit: Exemplar Global-HP

Competency	Performance Criteria	Evidence Guide
1. Define Hazard Analysis and Critical Control Point (HACCP).	1.1 Describe the following: <ul style="list-style-type: none"> • HACCP in terms of the 'Five Preliminaries and Seven Steps' • The benefits of HACCP in the support of food safety and hygiene • The different types of hazards, their sources and hazard prevention methods • the HACCP plan • Hazard analysis • Validation (of the HACCP plan). 	E1.1 The descriptions are in accordance with the Codex and/or NACMCF guidelines, accurate in terms of key wording and statements, and without omission.

Competency Unit: Exemplar Global-HP

<p>2. Describe the legal and ethical aspects of HACCP.</p>	<p>2.1 Legal aspects:</p> <ul style="list-style-type: none"> • Identify and state the National legislation pertaining to Food Hygiene, Food Safety and HACCP systems. • Identify and state the appropriate State/Province/local legislation pertaining to Food Hygiene, Food safety and HACCP systems. <p>2.2 Ethical aspects:</p> <ul style="list-style-type: none"> • State the ethical aspects associated with Food Hygiene, Food Safety and HACCP systems. 	<p>E2.1 Legal aspects stated accurately in terms of key wording and statements, and without error or omission.</p> <p>E2.2 Ethical aspects stated accurately in terms of key wording and statements, and without error or omission.</p>
--	---	---

Competency Unit: Exemplar Global-HP

Competency	Performance Criteria	Evidence Guide
3. Apply HACCP implementation steps 1 – 12 based on Codex or NACMCF guidelines.	<p>3.1 Given a specific set of production conditions, perform the following tasks:</p> <ul style="list-style-type: none"> • Write the scope and purpose of the HACCP plan • List the people who should form a HACCP team • Complete a product description and intended usage for the product • Draw a process flow diagram for each stage of production • Complete a hazard analysis for the process flow diagram • Using a decision tree methodology assess each process step and hazard and determine CCP and associated critical limits • Determine the monitoring requirement for each CCP and corrective action should the critical limit be exceeded • Determine the verification requirements ? Record the result of monitoring. 	<p>E3.1 The scope and purpose include the set of production conditions. Team members must possess the appropriate auditing and technical competencies. The process flow chart is accurate and without omission. The hazard analysis accurately identifies all critical hazards with error or omission. CCP and critical limits are determined without error or omission. Verification requirements are accurate. The record of monitoring results should be accurate.</p>

Competency	Performance Criteria	Evidence Guide
------------	----------------------	----------------

Competency Unit: Exemplar Global-HP

<p>4. Develop a HACCP plan</p>	<p>4.1 Describe the 12 steps (refer CODEX system) that determine the major activities of a HACCP system, to include an explanation of each step. State the techniques for the identification of:</p> <ul style="list-style-type: none"> • Microbiological hazards • Chemical hazards • Physical hazards <p>Analyze three hazards (above) to determine level and type of risk.</p> <p>Within a defined HACCP system establish the appropriate critical control points (CCP) and critical limits, to include the requirement to measure and monitor each CCP.</p> <p>Detail appropriate preventative and/or corrective action for a given food safety situation.</p> <p>Prepare a HACCP plan.</p> <p>Determine the documents and records of a HACCP system.</p>	
--------------------------------	--	--