

# TIPS for TRAINERS (January 2024) Conducting Practical Exercises Using HACCP Models



Practical exercises are required in all SHA approved training courses, both the full Basic classroom course and the Segment Two classroom version for the Internet course (in person and virtual). The primary objectives include:

- Practice in using the *FDA Fish and Fishery Products Hazard and Controls Guidance* (June edition, 2022 see [fda.gov](http://fda.gov)) (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 (CCPs), 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 trainers 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 per group)

- 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. If using computers (laptops) to record results use form that are fillable.

### 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 the *FDA Guide*.
  - ❖ 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 the *FDA Guide*.
  - ❖ Note the Finished Product Food (Column 1), Package Type (Column 2) and page number that you referenced. Emphasize 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 the *FDA Guide* 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 the *FDA Guide* 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 as posted on the Florida Sea Grant website. 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 the *FDA Guide* 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.

---

*The Seafood HACCP Alliance training program is anchored in partnership with the Association of Food and Drug Officials (AFDO), which assists with maintenance of program content and protocols.*

**Contact:** AFDO, 155 W. Market St., 3<sup>rd</sup> Floor, York PA 17401, 717-757-2888, [afdo@afdo.org](mailto:afdo@afdo.org), or visit <https://www.afdo.org/>