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**PUBLIC SECTOR COMPLIANCE  
MANAGEMENT**  
**Explain the application of HACCP  
principles**

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<b>level:</b>	<b>5</b>
<b>credit:</b>	<b>15</b>
<b>planned review date:</b>	June 2009
<b>sub-field:</b>	Public Sector Services
<b>purpose:</b>	<p>This unit standard is for people who are required to have an in-depth knowledge of the application of Hazard Analysis Critical Control Point (HACCP) principles.</p> <p>People credited with this unit standard are able to explain: the essential elements for the application of HACCP principles to achieve food safety; the types and sources of hazards relevant to food safety, and their controls; good operating practice in relation to HACCP; the documentation and record keeping requirements associated with the application of good operating practice and HACCP; the factors that influence the development and implementation of good operating practice and HACCP within a risk-based programme; the confirmation of validity of a risk-based programme; and internal verification procedures for good operating practice and HACCP within a risk-based programme.</p>
<b>entry information:</b>	Open.
<b>accreditation option:</b>	Evaluation of documentation and visit by NZQA and industry.
<b>moderation option:</b>	A centrally established and directed national moderation system has been set up by the Public Sector Training Organisation.

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**special notes:**

- 1 *Legislation* refers to the Animal Products Act 1999 (the Act), the Animal Products (Ancillary and Transitional Provisions) Act 1999, the Food Act 1981, and their subordinate regulations, orders, and notices. Copies of this legislation can be found on the New Zealand Food Safety Authority (NZFSA) website:  
<http://www.nzfsa.govt.nz> under Industry/Animal products/Legislation.
- 2 Guidelines include (NZ Food Safety Authority, Wellington,) Risk Management Programme Manual, (June 2004) and subsequent amendments available at <http://www.nzfsa.govt.nz/> under industry/Animal products/Publications. Other guidelines and codes of practice are also available from the NZFSA website.
- 3 **Definitions**  
*Confirmation of validity* – in relation to a risk management programme (RMP), means a process by which an operator confirms that the RMP is complete, and meets the requirements of the Act and any relevant animal product regulations and specifications; that the premises and equipment are ready to operate; and that the RMP, when implemented, will consistently produce animal material that is suitable for processing or animal product that is fit for intended purpose.  
*CCP* – critical control point, a step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.  
*Critical limit* – a criterion which separates acceptability from unacceptability.  
*GOP* – good operating practice, all aspects of good practice relevant to food production and processing, including, where relevant, Good Agricultural Practice, Good Hygienic Practice and Good Manufacturing Practice, and may also be referred to as supporting systems.

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*FSP* – Food Safety Programme, a programme as required by section 4A of the Food Act 1981, designed to identify and control food safety risk factors in order to establish and maintain food safety.

*HACCP* – Hazard Analysis and Critical Control Point, a system which identifies, analyses and controls hazards which are significant for food safety.

*Hazard* – a biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.

*Internal verification* – verification that an operator or person undertakes on behalf of the food business (also known as operator verification).

*Operator* – in relation to an animal product business, means the owner or other person in control of the business.

*PSP* – Product Safety Programme (a programme that was approved by the Director-General under the Dairy Industry Regulations 1990) and has been deemed as a RMP under Part 2 of the Animal Products Act 1999.

*Risk-based programmes* – the collective term currently used to cover programmes such as FSP's under the Food Act, and RMPs under the Animal Products Act, including PSPs that were previously under the Dairy Industry Act 1952.

*Verification* – means the application of methods, procedures, tests and other checks to confirm:

- a compliance of the risk-based programme to legislation;
- b compliance of the operation to the documented risk-based programme; and
- c the applicability of the risk-based programme to the operation.

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## **Elements and Performance Criteria**

### **element 1**

Explain the essential elements for the application of HACCP principles to achieve food safety.

#### **performance criteria**

- 1.1 The seven principles of HACCP, as defined by the Codex Alimentarius Commission, are listed and explained.
- 1.2 Other elements essential to the application of HACCP principles are explained, consistent with relevant legislation and guidelines.
- Range: scope, product description, process description.
- 1.3 The way all the elements (including the HACCP principles) are used in a risk-based programme is explained, consistent with relevant legislation and guidelines.

### **element 2**

Explain the types and sources of hazards relevant to food safety, and their controls.

#### **performance criteria**

- 2.1 The definition of a hazard, and the three types of hazards relevant to food safety are explained.
- Range: biological, chemical, physical.
- 2.2 The different sources of hazards are explained.
- Range: inputs, process steps, other sources.
- 2.3 The options for hazard control are explained for each of the sources listed in performance criterion 2.2, consistent with relevant legislation and guidelines.
- Range: CCP, other control measures, no control.

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**element 3**

Explain GOP in relation to HACCP.

**performance criteria**

- 3.1 The procedures covered by GOP are explained, consistent with relevant legislation and guidelines.
- Range: include but are not limited to – water potability, cleaning and sanitation, hygienic processing, repairs and maintenance, pest control, personal hygiene, training, product recall.
- 3.2 The reason for using GOP rather than a CCP for hazard control is explained.
- 3.3 The purposes of systems of GOP that are not directly involved in hazard control are explained.
- Range: calibration, training, recall, internal verification, inventory control.

**element 4**

Explain the documentation and record keeping requirements associated with the application of GOP and HACCP.

**performance criteria**

- 4.1 The difference between documents and records is explained in terms of when they are generated and their purposes.
- 4.2 The aspects of GOP that are usually included in a documented system are explained, consistent with relevant legislation and guidelines.
- Range: purpose and scope, authorities and responsibilities, materials and equipment, procedures (covering control measures, monitoring, corrective action and operator verification), recording/reporting, references to other relevant documents.

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- 4.3 The elements of HACCP that must be documented are explained, consistent with relevant legislation and guidelines.
- 4.4 The aspects of GOP that generate records, and the type of records are explained.
- Range: monitoring, corrective action, operator verification.
- 4.5 The elements of HACCP that generate records, and the type of records are explained.
- Range: monitoring, corrective action, operator verification.
- 4.6 The review and storage of documents and records associated with GOP and HACCP are explained, consistent with relevant legislation and guidelines.

**element 5**

Explain the factors that influence the development and implementation of GOP and HACCP within a risk-based programme.

**performance criteria**

- 5.1 The roles, responsibilities, competencies and training requirements of staff at all levels for GOP and HACCP are explained, consistent with relevant legislation and guidelines.
- 5.2 The factors relevant to a business that may affect the development and implementation of GOP and HACCP within a risk-based programme are explained.
- Range: factors may include but are not limited to – access to technical support, availability of guidance documents (eg codes of practice), legislative requirements, availability of resources (eg money, time, staff), size, location and complexity of operation.

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**element 6**

Explain the confirmation of validity of a risk-based programme.

**performance criteria**

- 6.1 The requirements for confirmation of validity are explained, consistent with relevant legislation and guidelines.
- 6.2 The sources and types of evidence that can be used for confirming the validity of hazard identification and analysis, CCP's, and critical limits are explained, consistent with relevant legislation and guidelines.

**element 7**

Explain internal verification procedures for GOP and HACCP within a risk-based programme.

Range: on-going confirmation of compliance and effectiveness, HACCP review.

**performance criteria**

- 7.1 Internal verification of GOP and HACCP within a risk-based programme is explained, consistent with relevant legislation and guidelines.
- 7.2 The basis for selection of frequencies for internal verification procedures is explained consistent with relevant legislation and guidelines.

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**Comments on this unit standard**

Please contact the Public Sector Training Organisation [jay.lamburn@ssc.govt.nz](mailto:jay.lamburn@ssc.govt.nz) if you wish to suggest changes to the content of this unit standard.

**Please Note**

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register credits from assessment against unit standards or deliver courses of study leading to that assessment.

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Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0121 which can be accessed at <http://www.nzqa.govt.nz/site/framework/search.html>.