



Course Outline

HACCP For Shop Floor

Course Target Group

This course is targeted at shop floor.

Course Objective

- This course is specifically designed for personnel working in a food handling environment. A person completing this course will be able to:-
 - Demonstrate an understanding of food safety
 - Apply corrective procedures based on an understanding of food safety hazards
 - Demonstrate an understanding of good manufacturing practices in a food handling environment
 - Demonstrate an understanding of basic HACCP principles in a food handling environment
- The course is modular based, allowing for flexibility in structure. Various customizing options are available to ensure relevance and compatibility to suit the specific nature of your business.
- Each module has clear objectives which include attaining some knowledge or information about the topic and practicing tasks to develop the key skills to train and impart knowledge.
- At the end of each section there is a list of key learning points and a self-test to assess progress and areas still requiring development.
- The course manuals are illustrated with photographs of live examples in a manufacturing environment and contain examples of schedules and log sheets that can be used in the workplace.

Course Content

Module 1: Introduction to Food Safety & HACCP

This module provides a basic understanding of:

- Product quality and food safety in the food industry
- The categories of hazards that affect food safety
- The good manufacturing practices that directly influence a food safety programme
- What Hazard Analysis Critical Control Point is and how to address it in the workplace

Module 2: Cleaning & Sanitation in the Workplace

This module provides a detailed understanding of cleaning practices and the role of cleaning in an effective Food Safety Programme.

Delegates are introduced to:

- Master Cleaning Schedules
- Cleaning Methods
- Monitoring of effectiveness

Module 3: Pest Control in the Workplace

This module provides a detailed understanding of pest control and the role of pest management in an effective Food Safety Programme.

Delegates learn:

- To identify signs of pest activity
- To identify pest types and categories



- A methodology for reporting pest sightings
- To understand why pests are hazardous
- Steps to take in pest control

Module 4: Personnel Practices

This module provides a detailed understanding of operational methods and personnel practices including:

- Hygiene and health standards
- Practices relating to protective clothing and jewellery

Module 5: Control of Operation

This module provides a detailed understanding and application of:

- Food safety audits
- Inspection and approval of raw materials
- Handling and storing raw materials
- Handling non-conforming materials
- Methods for identifying and tracing materials
- Recall
- Identifying, monitoring and taking corrective action for Critical Control Points
- Basic HACCP principles

Module 6: Design and Facility (Engineering & Maintenance for Food Safety)

This module provides a detailed understanding of the elements of engineering & maintenance for food safety:

- Design of equipment and structures
- The role of engineering standards
- The Maintenance Programme:
 - ✓ Planned maintenance
 - ✓ Condition monitoring
 - ✓ Repairs and breakdown procedures
 - ✓ Post maintenance cleaning
 - ✓ Food safety audits

Learning Assumed To Be In Place

Knowledge, comprehension and application of language, natural science and technology principles at NQF Level 1.
Communication at NQF level 1, Mathematical literacy at ABET Level 3

Course Duration

Duration : 1 day

Contact Details

For more information regarding the above or any other training requirements, please contact our **Training Administrator, Emily Ackerman** on 021 713 2380 or email emily@wha.co.za