

The 05 Preliminary steps of HACCP are...

Preliminary Step 01	Assemble HACCP team
Preliminary Step 02	Describe the product OR product description
Preliminary Step 03	Identify the intended use and consumers for the products
Preliminary Step 04	Develop or construct a process flow diagram to describe the process
Preliminary Step 05	On site confirmation or verification of the process flow diagram

Assemble HACCP team

First step is too much important for HACCP. The team must comprise with the people who have specific knowledge and expertise about the product and the process mainly about the food safety issue.

It is recommended to have multi-disciplinary personnel on the team like...

- Production
- Engineering
- Admin
- Material Store
- Transportation and Distribution
- Quality Control
- Human Resource
- Including HACCP trained person

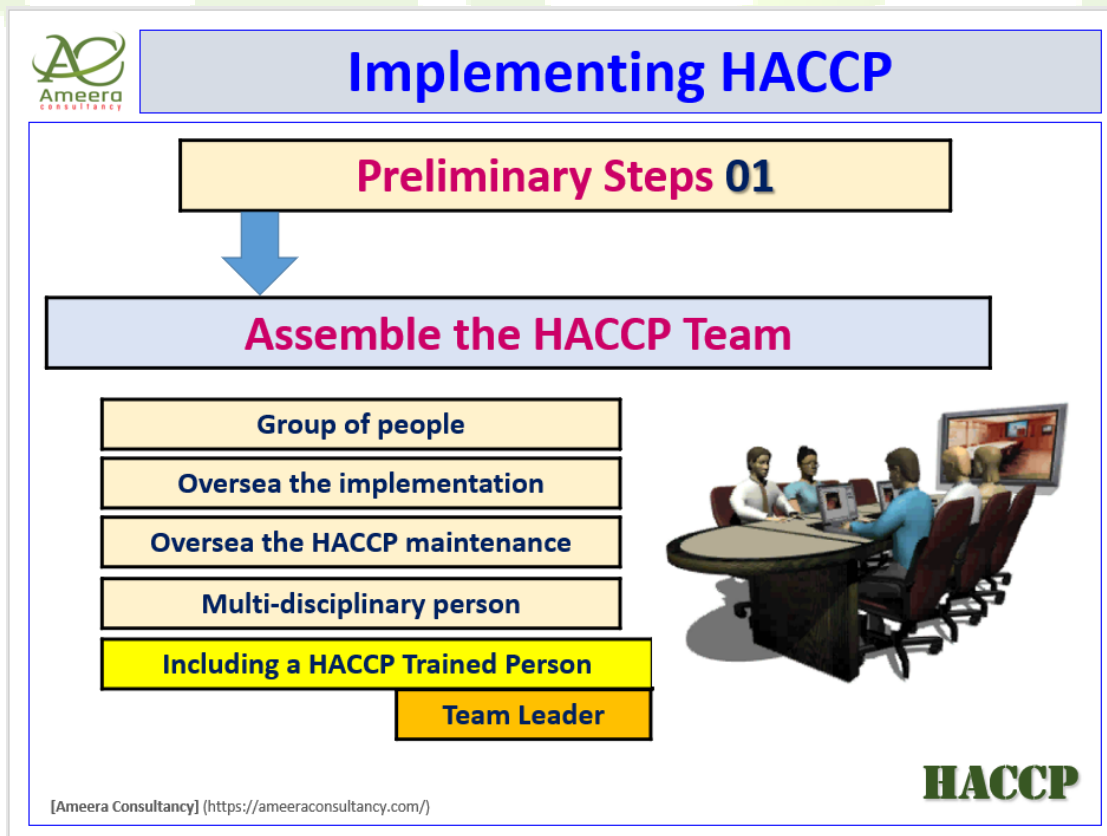


Figure: Assemble the HACCP Team

The HACCP team has a major responsibility to...

- Develop an effective HACCP system
- Implement an effective HACCP system
- Maintain an effective HACCP system

The responsibilities of HACCP team will help to meet the legal requirements, codes of practices, standards as well as protects customers from any kind of harm.

Team construction and procedures must need to develop...

- Who will take the minutes
- What will happen to the minutes
- How many meeting can a member can miss
- What is the continuous improvement regarding the food safety

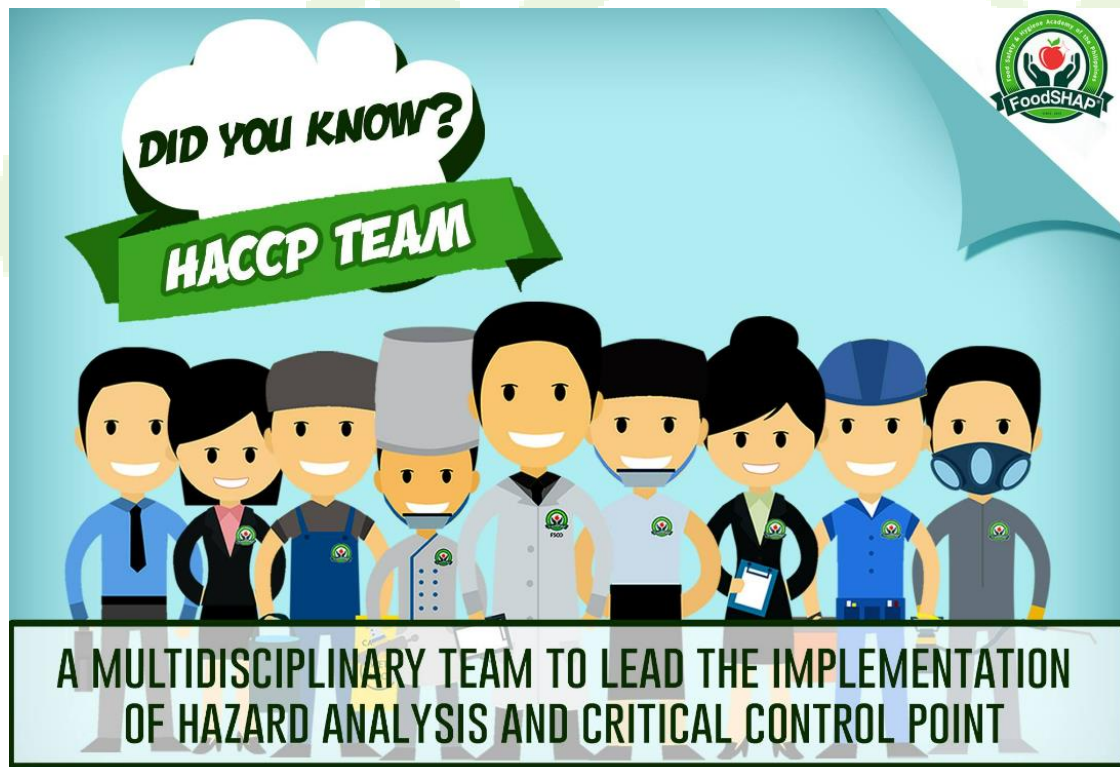


Figure: Preliminary Step 01 – Assemble the HACCP Team

Operational local personnel must have to be included to get an effective implementation team.

HACCP team leader will be selected by ensuring that the person has vast knowledge regarding food safety issue. Team leader must provide priority on food safety over the production.

Note: If, there is no such a person who has the vast knowledge and expertise regarding HACCP, then the company can hire an External Consultant.

Sample copy of Team Member and their responsibilities

Team Member	Responsibility
HR	<ul style="list-style-type: none"> Selection, qualification Training management Awareness building up KPIs Etc.
HACCP Team Leader May be a consultant	<ul style="list-style-type: none"> Knowledgeable person Sound knowledgeable in food safety Establishment of verification procedure Establishment of validation procedure Establishing the HACCP process development Etc.
Quality Manager	<ul style="list-style-type: none"> Quality control of RM, PM, CM Process flow control Strict hygiene control Determine the CCPs Write procedures Establishment of verification procedure Establishment of validation procedure Etc.
Production Manger	<ul style="list-style-type: none"> Maintaining the established process flow Maintaining strict hygiene control Maintaining CCPs Maintaining the established work instruction Helping to establishment of verification procedure Helping to establishment of validation procedure Etc.
Maintenance Person	<ul style="list-style-type: none"> Verifying technical issues Verifying calibration Ensuring sanitary condition of equipment's Proper drainage system Ventilation Etc.
Factory Personnel	<ul style="list-style-type: none"> Day to day involvement in process activity Involving to maintain the food safety guideline Taking part in the training and development process Etc.
Supply Chain	<ul style="list-style-type: none"> Establishment of contract with the food safety mannered facility Ensuring food safety based quality for RM, PM, CM Controlling the cross control issue's Etc.

Here a normal diagram is shown, where described the 12 Codex Steps & 7 HACCP Principles.

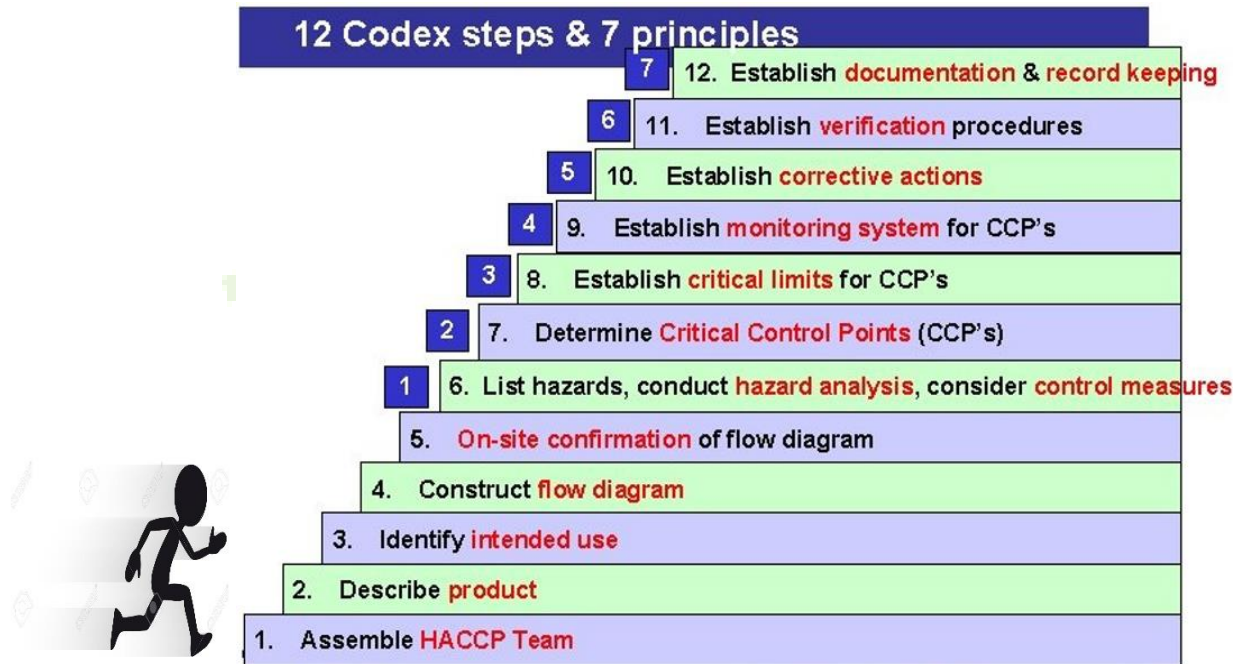


Figure: 12 Codex Steps & 7 HACCP Principles