



Level 3 Certificate in

**Managing Hazard Analysis Critical Control Point
(HACCP): Catering and Manufacturing**

Qualification Specification

Qualification Recognition Number: 603/2839/3

ABBE Qualification Code: CertMHACCP317

December 2017

This qualification specification was developed in December 2017; no changes have been made to this specification since that date.

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1. ABBE - The Awarding Body for the Built Environment

1.1 Introduction

ABBE, the Awarding Body for the Built Environment is a forward thinking organisation that offers a range of apprenticeships, qualifications, benefits and support.

ABBE is regulated by Ofqual for the delivery of a range of qualifications. Our qualifications are nationally recognised helping learners to achieve their full potential and ambitions.

The full range of qualifications can be found on our website.

1.2 Mission Statement

Our Values - Quality through Standards: Our aim is to provide a high quality experience by building a strong community of mutual support and trust. We can use our collective talents to build meaningful partnerships to help us all to achieve our goals. ABBE is a recognised Awarding Organisation with strong professional integrity.

Our Vision: Is that every learner is confident, successful and has the opportunity to achieve their full potential.

Our Mission: ABBE Educates, inspires and empowers learners

1.3 Qualification Specification

The aim of this specification is to provide learners and centres with information about the content of this qualification.

This specification is a live document and, as such, will be updated when required. Additional qualification details are available for ABBE approved centres in the ABBE qualification handbook.

1.4 Enquiries

Any enquiries relating to this qualification should be addressed to:

Awarding Body for the Built Environment (ABBE)
Birmingham City University
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Birmingham
B7 4BP

Tel: 0121 331 5174

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Website: www.abbeqa.co.uk



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2. Qualification Information

2.1 Qualification Purpose

All food handlers have a legal responsibility to ensure that the food they manufacture, sell and/or serve is safe for the consumer to eat; this is particularly true when providing food products to people with food allergies or intolerance.

This qualification will give the learner detailed knowledge and understanding of the Codex HACCP principles and the confidence to apply the principles in practice to their own food operation.

The objective of the qualification is to give anyone who has responsibility for producing food and implementing HACCP systems the understanding and working knowledge they will need in order to be able to produce, implement and/ or oversee an effective HACCP systems in the catering business.

2.2 Who could take this Qualification?

This qualification is aimed at owners, managers or head chefs of catering businesses.

2.3 Qualification Number

ABBE Level 3 Certificate in Managing Hazard Analysis Critical Control Point (HACCP): Catering and Manufacturing: 603/2839/3

2.4 Qualification Level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 3

2.5 Total Qualification Time

This qualification is allocated Total Qualification Time (TQT) this includes Guided Learning (GL) expressed in hours, which indicates the number of hours of supervised or directed study time and assessment. Credit has also be allocated to this qualification.

- The Total Qualification Time (TQT) for this qualification is: 14
- Guided Learning (GL) for this qualification is: 10
- Credit Value: 1 credits

2.6 Progression

Learners who achieve the Level 3 Certificate in Managing Hazard Analysis Critical Control Point (HACCP): Catering and Manufacturing may progress onto other related qualifications within the catering and/or food manufacturing sector.

2.7 Age ranges

Pre 16	No
16-18	Yes
18+	Yes
19+	Yes



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2.8 Structure of the Qualification

To achieve this qualification, Learners must successfully complete the five mandatory units.

URN	Unit Name	Level
J/616/8221	Introduction to Food Safety Management and Hazard Analysis Critical Control Point (HACCP)	3
Y/616/8224	Understand Food Safety Hazards and their Control	3
T/616/8232	General Hygiene and the Pre-requisite Programmes (PRPs) Principles	3
J/616/8235	Understand the Preliminary steps to the Hazard Analysis Critical Control Point (HACCP) plan	3
L/616/8236	Understand the Management of Hazard Analysis Critical Control Point (HACCP)	3

2.9 Barred Units

Units with the same title at different levels or units with the same content cannot be combined in the same qualification.

2.10 Language

ABBE qualifications and assessment materials will be provided through the medium of English.

2.11 Grading

This qualification is: Pass/Fail

2.12 Pre-course Procedures

This qualification is available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that unfairly restrict access or progression thereby promoting equal opportunities.

There are no pre-entry requirements for this qualification.

2.13 Qualification Review Boards

A Qualification Review Board (QRB) is set up for each qualification; these Boards are drawn from employers, centres, Higher Educational Institutes (HEI) and others with a vested interest in the sector in which the qualification is used. QRB purpose is to ensure that the content of the qualification and the proposed assessment methodology are fit for purpose and are appropriate to meet the requirements of the sector.

QRBs are ongoing and will be scheduled for specific points within the qualification lifetime. During this process, the QRB will consider any feedback received on the performance of the qualification and will consider if the content, structure, purpose and assessment methodology remain appropriate to the needs of the sector. This will help to improve both our qualification and the specification.



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3. Qualification Unit(s)

Unit 1: Introduction to Food Safety Management and Hazard Analysis and Critical Control Point (HACCP)

Unit Reference Number: J/616/8221

Level: 3

Unit Summary

This unit is aimed at owners, managers and head chiefs of catering businesses. It will give you detailed knowledge and understanding of the Codex HACCP principles and the confidence to apply the principles in practice. The aim of this unit is to give anyone who has responsibilities for producing food and implementing HACCP systems to understand what they need in order to be able to produce, implement and/or oversee an effective HACCP system in the catering business. This unit will also cover HACCP regulations which are necessary for businesses to meet legal requirements in the protection of consumer Health.

Assessment Guidance

This unit can be assessed using the following method(s):

- Multiple choice test

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Understand the origins and development of Hazard Analysis and Critical Control Point (HACCP)	1.1 Describe why HACCP was developed
2. Understand the Codex 12 step logic principles to HACCP	2.1 Explain what the Food Safety Act 1990 sets out
	2.2 List the Codex 12 step logic sequence
3. Understand the Codex Alimentarius Food Standards	3.1 List the organisations connected to the Codex Alimentarius Food Standards
	3.2 Outline what is contained in the internationally adopted food standards
	3.3 Outline the general principles of good food hygiene and safety
	3.4 List the organisations who are encourage to use the Codex Alimentarius Food Standards
	3.5 Explain why the Codex Alimentarius Food Standards has adopted HACCP
4. Understand the requirements of Hazard Analysis and Critical Control Point (HACCP)	4.1 Explain the difference between food safety and HACCP
	4.2 Explain what Codex HACCP is
	4.3 Explain what the benefits are of implementing HACCP to a food operation



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	4.4 Describe the benefits of implementing a food safety management system based on HACCP
5. Understand the implications of the European Union and Codex HACCP	5.1 Explain what Article 5 of the regulation requires
	5.2 List the types of business the food hygiene 2016 regulations relate to
	5.3 Explain why safety management systems require regular reviews
6. Understand systems based on Codex guidelines	6.1 Explain what the management's legal responsibilities are for HACCP
	6.2 Summarise the consequences of NOT implementing HACCP
7. Understand food-borne illness	7.1 Define what is meant by 'food-borne illness'
	7.2 Explain the 'costs' of food-borne illness
	7.3 Explain what the 'trends' are in food-borne illness
	7.4 Describe the contributing factors to food-borne illness
8. Understand the five key pathogens, their symptoms and causes	8.1 Describe the five key pathogens
	8.2 Describe the symptoms for each pathogen
	8.3 List the types of food that cause the key pathogens
	8.4 Describe how cross-contamination can occur for the five pathogens
	8.5 List the key recommendations to avoid illness and cross-contamination
9. Understand the Food Safety Agency (FSA) responsibilities	9.1 Outline what the two main areas FSA is responsible for across the UK
	9.2 Explain the FSA's key objectives
	9.3 Describe what the FSA's Food Borne Disease Strategy (2015-2020) aims to do



Unit 2: Understand Food Safety Hazards and their Control

Unit reference Number: Y/616/8224

Level: 3

Unit Summary:

This unit is aimed at those who work in catering with an advanced level of understanding of what food safety hazards are, how hazards can be controlled and ways in which contamination can be prevented in order to ensure food is safe for consumption.

Assessment Guidance

This unit can be assessed using the following method(s):

- Multiple choice test

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Understand what food safety hazards are	1.1 Describe the four food contaminants
	1.2 Explain why food safety hazards are considered
	1.3 Describe the terms: <ul style="list-style-type: none"> • Contaminants • Contamination • Cross-contamination
2. Understand biological hazards in the food industry	2.1 List the five common biological hazards
	2.2 Explain why biological hazards occur
	2.3 Explain how contamination may be prevented
	2.4 Explain how multiplication of harmful pathogens can be prevented
	2.5 Explain how to prevent pathogens surviving in food
3. Understand physical hazards in the food industry	3.1 Give examples of physical hazards in food
	3.2 Explain how to prevent physical contamination
4. Understand chemical hazards in the food industry	4.1 Explain how food may become contaminated with chemicals
	4.2 Explain how to prevent chemical contamination
5. Understand food allergens	5.1 List the fourteen common allergens
	5.2 Explain how a food allergy may affect an individual
	5.3 How should anaphylaxis be treated
	5.4 Give examples of foods that have hidden allergens
	5.5 Explain how cross-contamination may be prevented
6. Understand the Consumer Regulations 2013	6.1 Explain what the Consumer Regulation 2013 states
	6.2 Describe the three areas the menu must cover in relation to allergens



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Unit 3: General Hygiene and the Pre-requisite Programmes (PRPs) principles

Unit Reference Number: T/616/8232

Level: 2

Unit Summary

The aim of this unit is to give an advanced level of knowledge and understanding relating to the policies and procedure that must be in place to provide the essential food safety and hygiene conditions in a catering business before a food safety management system based on Hazard Analysis and Critical Control Point (HACCP) principles is put in place.

Assessment Guidance

This unit can be assessed using the following method(s):

- Multiple choice test

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Understand Prerequisite Programmes (PRPs)	1.1 Explain what a PRP is
	1.2 Explain what PRPs provide
	1.3 Describe the relationship between PRPs and HACCP
2. Understand how to implement a PRP	2.1 List the eight areas that should be covered in a PRP
	2.2 Outline why training and supervision of food handler is essential
	2.3 Explain why food handler should receive food hygiene training
	2.4 Explain the relationship between PRPs and HACCP
	2.5 Explain how to apply HACCP Principles
3. Understand the importance of personal hygiene of food handlers	3.1 Explain why personal hygiene rules should be in place
	3.2 List the bad habits that must be avoided when handling food
	3.3 Outline the procedure for an individual with a cut or wound
	3.4 Explain why movement of staff should be restricted in food handling areas
	3.5 Describe what personal hygiene provision should be provided for food handlers
	3.6 List the types of PPE that may be provided by a food handling organisation
4. Understand why reporting illness is so important when working in the food industry	4.1 List the illness and conditions a food handler MUST report
	4.2 State the time a food handler should be excluded from the premises after the symptoms have cleared up
	4.3 Explain what a visitor should do when visiting a food handling area



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5. Understand the importance of maintaining food premises and equipment	5.1 Explain why a good layout is essential
	5.2 Explain how to avoid glass and hard plastics contaminating food
	5.3 List the five items that should be maintained in the premises
	5.4 Explain why equipment should be subject to planned preventative maintenance programmes
	5.5 Explain why equipment need to be re-calibrated regularly
	5.6 Explain what should happen after any maintenance has taken place
6. Understand why pest control is essential in food premises	6.1 Outline why pests would enter food premises
	6.3 Explain how pests can be controlled
	6.3 Explain why an effective pest controlled programme should be implemented
	6.4 Describe the features of an effective pest control programme
7. Understand why cleaning is essential in food premises	7.1 Outline why cleaning is essential in food premises
	7.2 Give examples of low priority areas that require cleaning
	7.3 Give example of high priority areas that require cleaning
	7.4 Explain why high priority areas should receive systematic, detailed and disinfected cleaning
	7.5 Outline the stages to systematic cleaning
8. Understand waste management in the food industry	8.1 Explain why build-up of waste should be controlled
	8.2 Describe the area where waste is stored
	8.3 Outline who is responsible for waste collection
9. Understand why supplier control is essential in the food industry	9.1 Explain why sound suitable raw ingredients or food product should only be used in the catering operations
	9.2 List controls that can be put in place to ensure suppliers meet the correct requirements
	9.3 Outline other agencies who may give information regarding a supplier
10. Understand the legal responsibilities caterers have regarding traceability	10.1 Explain what caterers must be able to do regarding traceability
	10.2 Outline the minimum information that must be maintained by the organisation
11. Understand storage and stock control in the food industry	11.1 Explain why storage areas must be planned, constructed and maintained
	11.2 Outline how raw and ready-to-eat foods should be labelled
	11.3 Outline how raw and ready-to-eat foods should be stored
	11.4 Outline a strict control practice in the food industry



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12. Understand the areas of responsibility in the food industry	12.1 Explain the responsibilities of owners/managers
	12.2 Explain the responsibilities of food handlers
	12.3 Explain the responsibilities of small catering operations



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Unit 4: Understand the Preliminary steps to the Hazard Analysis Critical Control Point (HACCP) plan

Unit Reference Number: J/616/8235

Level: 2

Unit Summary

The aim of this unit is to give the knowledge and understand required to implement the five preliminary steps that must be established in order to effectively develop a HACCA plan.

Assessment Guidance

This unit can be assessed using the following method(s):

- Multiple choice test

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Understand the five preliminary steps to HACCP	1.1 Identify the five preliminary steps that should be completed before writing a plan
2. Understand how to set up a HACCP team	2.1 Explain how to assemble the HACCP team for a: <ul style="list-style-type: none"> • Large catering organisation • Small catering business
	2.2 Explain the responsibilities of the team leader
	2.3 Explain the role of a consultant
3. Understand the products and their intended use	3.1 Explain why it is essential to have a product description
	3.2 List the information required for each product
	3.3 Explain a standard operating procedure
	3.4 Give an example, including any hazards and the catering operations process
4. Understand how to construct and confirm a Process Flow Diagram (PFD)	4.1 Explain what a process flow diagram illustrates
	4.2 Outline what a PFD will identify
	4.3 Explain why you need to confirm the process flow diagram on-site
	4.4 Explain how the PFD is checked



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Unit 5: Understand the Management of Hazard Analysis Critical Control Point (HACCP)

Unit Reference Number: L/616/8236

Level: 2

Unit Summary

The aim of this unit is to give the learner a good working knowledge and understanding of how to apply HACCP Codex Principles on the preliminary steps to HACCP have been completed, agreed and fully documented.

Assessment Guidance

This unit can be assessed using the following method(s):

- Multiple choice test

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Understand how to identify and control hazards	1.1 Identify potential hazards associated with each step of the Codex process
	1.2 Explain how to conduct a hazard analysis
	1.3 Describe how to implement appropriate control measures for any hazards
2. Understand how to determine Critical Control Points (CCPs)	2.1 Explain the difference between control points (CPs) and critical control points (CCPs)
	2.2 Summarise what the HACCP team focus on regarding CCPs
	2.3 Explain how using specific criteria will determine whether a step should be designated as a CCP
	2.4 Describe how to apply a decision tree to a food process
	2.5 Explain how practical identification of CCPs works
3. Understand how to establish critical limits for each CCP	3.1 Explain the meaning of: <ul style="list-style-type: none"> • Critical limit • Target level • Action level • Tolerance
	3.2 Explain the essential elements of a critical limit
	3.3 Describe where the legal requirements for critical limits can be found
	3.4 Define the term 'critical limit'
	3.5 Give examples of critical limits within the food industry
	3.6 Summarise the Food Standards Safety Guideline
	3.7 Outline Critical storage



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4. Understand how to establish a monitoring system for each CCP	4.1 Explain the purpose of monitoring procedures
	4.2 Outline the requirements of an effective monitoring procedure
	4.3 List the elements to include in a monitoring procedure
	4.4 Explain the different types of monitoring activities
	4.5 Outline who is responsible to carry out the monitoring
	4.6 Explain when to carry out monitoring checks for maximum effectiveness
	4.7 Outline why it is important to have clear and accurate records
5. Understand how to establish corrective action plan	5.1 Explain why a corrective action plan is required for the production of safe food
	5.2 List the elements required for an effective corrective action plan
	5.3 Summarise corrective action procedures
6. Understand how to establish verification procedures	6.1 Explain when and what verification procedures should be included in a catering operation
	6.2 List who is responsible for reviewing and monitoring
	6.3 Explain what to do in the event of non-compliance
	6.4 Describe when a HACCP plan should be reviewed and by whom
	6.5 Explain best practice recommendations for carrying out verification activities
7. Understand how to establish documentation and record keeping	7.1 Explain the benefits of record and documentation keeping
	7.2 Describe what documents form the evidence basis of the HACCP plan
	7.3 Summarise what is included in the Standard Operating Procedures (SOP)
	7.4 Explain what records provide the evidence of compliance
	7.5 Explain what records support the HACCP plan





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