QUALITY - HACCP

Food Safety Training

Bundaberg Refinery and Millaquin Mill
WHAT IS HACCP?

H – Hazard
A – Analysis
C – Critical
C – Control
P – Point
HACCP is a Food Safety System that uses a step-by-step approach to the identification and assessment of food hazards and putting in place measures to control those hazards.

HACCP was developed during space missions in the 1960’s by the U.S. Army Laboratories and NASA to prevent astronauts from getting food poisoning in space.
HAZARD refers to any part of the production chain that is not acceptable because it has the potential to cause a food safety problem.

There are 3 categories of hazards which can cause food to be unsafe to eat.
HAZARDS

The 3 categories of Hazards are:

**Microbiological**
- *For example, bacteria, yeasts & moulds*

**Chemical**
- *For example, cleaning products, lubricants, etc*

**Physical**
- *For example, metal, rust, jewellery, band aids, hair, etc*

The Major hazards to affect sugar and sugar products are Physical.
Analysis is the identification and assessment of the seriousness and likelihood of the occurrence of the hazards which will cause the food to be unsafe to eat.

Hazards in raw materials, processing, storage and distribution are all considered.
A Critical Control Point (CCP) is a point, step or procedure, at which control can be applied so that the hazard can be prevented, eliminated or reduced to an acceptable level.

An example of a CCP in our process is the use of metal detectors to control the hazard of metallic objects.
WHY USE HACCP?

Customer Confidence

• A standardised and certified food safety system provides customers with the confidence that we have the ability to manage the quality of our products.

Access to Markets

• Many companies are now insisting that we have a documented quality system based on the principles of HACCP that has been audited by a third party.
WHY USE HACCP?

Definition of Process

• Documented and defined manufacturing processes give stability and consistency to our products.

Saves Money

• By concentrating efforts in recognised high risk areas, it reduces the rejection rate at the end point. The source of problems can be determined quickly, and hopefully less problems will occur.
WHY USE HACCP?

Continual Improvement

• Internal audits and monitoring of key points clearly identify potential improvements in our process.

This means that we have a documented HACCP food safety system in place as a part of our Quality Management System of which every workplace participant plays a part.

**It is your responsibility to keep our products safe!**
WHAT HACCP MEANS FOR YOU

Every workplace participant has a responsibility to follow Good Manufacturing Practice (GMP).

This means that each individual must look at their work area and work practices to identify what could cause a hazard and contaminate the food.
Good Manufacturing Practice (GMP)

GMP includes:

- Following the Hygiene Policy.
- Ensuring your work area is kept clean and tidy.
- Ensuring maintenance of equipment.
HYGIENE POLICY

• NO eating, chewing or drinking in production areas.
  (Except from designated water coolers)
• NO glass or ceramics to be brought into production areas
• NO smoking on site
• NO jewellery including watches, earrings and necklaces to be worn in defined area
• Secure all items in pockets
HYGIENE POLICY

• All hair including facial hair must be covered at all times in production areas to prevent hair from contaminating the product.
• Maintain a high standard of personal cleanliness and wear the correct clothing.
• Report to your supervisor before commencing work if you are suffering from an infection likely to cause food poisoning (e.g. diarrhoea, fever, skin infections, discharges from eye, ear or nose).
HAIRNETS & BEARD COVERS

All workplace participants must wear hairnets (and beard covers for growth longer than 1mm) when entering the following areas as highlighted in the defined area maps of the Refinery and Millaquin Mill:

• Inside the dry-wall divider in the Refinery (including Graders and Driers)
• Main Packaging Building (where products are being packed)
• Soft Brown Packaging Area in the Refinery
• Bulk Loading Bay First Floor only
• DC Raw IBC Packing Room in the Mill
• Hairnet and beard cover dispensers are mounted on the wall at the entrances in the areas they are required to be worn.
PROPER USE OF HAIRNETS & BEARD COVERS

Hairnet without the beard cover.

Hairnet with Beard & Moustache Cover. (For people with beard but no moustache wear it below the lower lip.)

Wearing a hairnet and beard cover in a hard hat area.
• Wash your hands before commencing work, entering processing areas and after all toilet breaks!

The Hygiene Policy is compulsory for all workplace participants to the Refinery and Millaquin Mill.
HOUSEKEEPING

This means keeping your work area clean and tidy. This includes making sure spills are cleaned quickly, equipment is not left ‘lying around’, everything has its place and a regular cleaning schedule is followed.

Even though this may not be your direct responsibility, it is your duty to report any problems either directly to your supervisor or via a Corrective and Preventative Action Report (CPAR).
Equipment must be regularly maintained to ensure that food is not contaminated.

Once again, even though this may not be your direct responsibility, you still have a duty to report any existing or potential problems.
Bundaberg Sugar needs the co-operation of every worker to maintain the safety of our products.
You have now completed the training segment for this module.

Please complete the assessment questions.
TRAINING ASSESSMENT QUESTIONS – Quality - HACCP

DO NOT WRITE ON THIS QUESTION SHEET. Please complete the questions by providing your answers on the answer sheet provided.

Question 1 - What does HACCP stand for?
A   Hazard Assessment Critical Control Procedures
B   Hazard Assessment Crisis Control Point
C   Hazard Analysis Critical Control Point
D   Hazard Analysis Critical Control Procedures

Question 2 - What is HACCP?
A   A Food Safety System
B   Another term for quality system
C   The name of a soup company

Question 3 - The three categories of hazards are:
A   Bacteria, Moulds and Fungi
B   Microbiological, Chemical and Physical
C   Glass, Rust and Metal

Question 4 - Critical Control Point is a point or procedure where:
A   Monitoring is considered unnecessary
B   Hazards can be prevented, eliminated or reduced
C   Contamination becomes certain
D   All risks can be completely eliminated

Question 5 - HACCP is used because:
A   It provides customer confidence
B   It provides access to markets
C   It saves money
D   All of the above
Question 6 - The main hazard to sugar and sugar products is:

A  Chemical  
B  Physical  
C  Microbiological  
D  Glass

Question 7 - GMP stands for:

A  Good Marketing Procedures  
B  Good Monetary Practice  
C  Good Manufacturing Practice  
D  Gold Metal Products

Question 8 - GMP includes:

A  Having good personal hygiene  
B  Keeping your work area tidy  
C  Keeping equipment maintained  
D  All of the above

Question 9 - The Refinery and Millaquin Mill Hygiene Policy is compulsory for employees but optional for visitors:

TRUE  FALSE

Question 10 - The responsibility of food safety lies with:

A  The General Manager  
B  Peter Manson  
C  All Employees  
D  The Quality Officer
TRAINING ASSESSMENT ANSWER SHEET - HACCP

Instructions

- DO NOT WRITE ON THE QUESTION SHEET. Please complete the questions by providing your answers on the answer sheet provided.
- The assessment is open book and questions and answers are supplied within the "HACCP" information issued to you.

Date: Full Name: Company:

I have personally completed this examination and the answers provided are mine.

Signature:

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FOR OFFICE USE ONLY

Score: / 10  Pass: [ ] yes [ ] Further work required
Assessing Supervisor: Date: