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**Identifying Critical Processes**

**1. Introduction**

This document describes the process of identifying critical control points (CCPs) within the food manufacturing process (NIC Code 10101) according to Hazard Analysis and Critical Control Point (HACCP) principles. Identifying CCPs is essential for ensuring food safety and preventing hazards.

**2. Hazard Analysis**

The first step is conducting a thorough hazard analysis. This involves identifying potential hazards that could occur at each stage of the production process, from raw material receipt to finished product distribution. Consider biological, chemical, and physical hazards.

**3. Identifying Critical Control Points (CCPs)**

Once hazards are identified, determine whether control measures are in place to prevent or reduce the risk to an acceptable level. A CCP is a step in the process where control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level. Consider the following criteria:

* Hazard Significance: How serious is the potential hazard? Consider the likelihood of occurrence and the severity of the consequences.
* Preventive Measures: Can the hazard be prevented or reduced to an acceptable level by applying a control measure at this step?
* Monitoring: Can the effectiveness of the control measure be monitored?

**4. Documentation**

Thorough documentation is crucial. This includes:

* Hazard Analysis Record: A detailed record of the hazard analysis, including identified hazards, their severity, and potential control measures.
* CCP Determination Record: A record specifying each identified CCP, the hazard it controls, the critical limit, and the monitoring procedures.
* Monitoring Records: Records of daily monitoring activities at each CCP.
* Corrective Action Records: Records of any corrective actions taken when critical limits are not met.

**5. Critical Limits**

For each CCP, establish critical limits. These are measurable parameters that must be met to ensure that the hazard is controlled effectively. Examples include temperature, pH, time, and moisture content.

**6. Monitoring Procedures**

Develop and implement detailed monitoring procedures for each CCP. This includes specifying the frequency of monitoring, the method of monitoring, and the personnel responsible.

**7. Corrective Actions**

Define corrective actions to be taken if a critical limit is not met. This should include immediate actions to correct the situation and preventive actions to prevent recurrence.

**8. Verification Procedures**

Implement verification procedures to regularly assess the effectiveness of the HACCP plan. This includes reviewing monitoring records, conducting audits, and reviewing corrective actions.

**9. Compliance Notes**

* Compliance with local and international food safety regulations is mandatory.
* Regular training of personnel on HACCP principles and procedures is essential.
* The HACCP plan should be reviewed and updated regularly to reflect changes in the production process or new scientific information.

**10. Practical Guidelines**

* Utilize flowcharts to visually represent the production process and identify CCPs.
* Use standardized forms and templates for documentation.
* Implement a system for data management and analysis.
* Conduct regular training for all employees involved in the HACCP plan.