

## **About This Manual**

### **The purpose of this manual**

Training of personnel from industry, government and academia in HACCP principles and applications is an essential element for the effective implementation of HACCP. The manual HACCP Principles and Practice has been developed to facilitate the training of food inspectors and food industry personnel, and to support the consistent interpretation and application of HACCP worldwide.

### **Objectives of this manual**

The manual intends to:

- provide a basic understanding of the principles of the HACCP system and its advantages
- review and strengthen basic knowledge required in food hygiene (including hazards associated with foods and methods for their control) in order to apply the HACCP system
- impart skills for applying the HACCP system
- define the respective roles of governments and industry in HACCP implementation

### **Organization and usage of this manual**

The preliminary pages show the structure of the training course listing the five modules, a proposed 4-day training programme, and the objectives of the course and content of the modules.

Then each module is presented as sets of overheads and corresponding notes for trainers. Four practical exercises are included as case studies. However, other case studies may also be used.

It is recommended that a minimum of four examples of HACCP be presented during a training course to illustrate the system. A video presentation and/or field visit (e.g. visits to industrial plants or pilot plants) should also be foreseen as a part of the course.

Various courses can be given:

*Introductory course* (module 1 and module 4–lecture 2): to introduce HACCP to policymakers and managers of food safety programmes and raise their awareness of the needs and benefits of the HACCP system and assure their commitment in implementing a HACCP programme (1 day).

*Standard course* (modules 1 to 4 and case studies): to train food inspectors and food safety assurance personnel in understanding and applying the HACCP system (4–5 days).

*Training the trainer course* (modules 1 to 5 and case studies): to introduce trainers to the HACCP manual and the approach taken to teach the HACCP system as well as the recommendations for organizing, conducting and evaluating HACCP training courses (4–5 days).

This manual contains a wealth of information and more material than can be covered in a 4–5 day period. Depending on the time available and the background of the participants, some lectures can be shortened as illustrated in module 4–lecture 3.

## **CD-ROM**

The WHO/ICD HACCP CD-ROM contains the following folders and files:

- *HACCP pp4*
- *HACCP-off97*
- *HACCP-Word2*
- *Milkpict*
- *Readme.rtf*

The most important entry is the *HACCP-off97* folder that contains all the presentation material and associated notes for the training course, including student versions of the case studies. These are saved as Microsoft Office 97 files.

In order to offer compatibility for sites with older versions of Microsoft PowerPoint and Word the same material has been saved in previous formats. The presentation material in PowerPoint 4 format is collected in the *HACCP pp4* folder and the notes are saved in Word 2 format in the folder *HACCP-Word2*. *Milkpict* is a folder containing optional diagrammatic material for Case Study 4 (Dried Milk Production) as bitmap files. Finally, the file *Readme.rtf* contains complementary information.

## **Tell us what you think**

WHO and ICD would appreciate receiving the comments and experiences of trainers who have used this course.