

<i>HACCP</i> Europa.com	QUALITY SYSTEMS MANUAL	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	High Risk Area	<i>Approved by:</i>	
		<i>Issue date:</i>	
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PURPOSE: To ensure that the facility is maintained as to comply with all statutory regulations and to prevent contamination of the product.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

DEFINITION

A "High Risk" product is a food which has been subjected to a thermal or chemical process to reduce hazardous micro-organisms and is designed "ready to eat" or with minimal re-heating by the consumer.

The products are subjected to the risk of re-contamination after processing and before final packing and therefore must be handled to a very high degree of care during this part of the manufacturing operation.

INSTRUCTIONS:

Introduction

For certain types of food products a standard of hygiene control of a very high order is required during the post-processing handling stages to assure food safety. Such products are generally referred to as "High Risk" products.

It is imperative that there is positively no microbiological contamination of these processed products from raw material or people and therefore it will be necessary to physically segregate these operations and create a separate "High Risk" area.

Production Area

1. The production area must be a separate unit within the main manufacturing site established specifically with the purpose of handling processed product and preventing the contamination of this product during processing and before final packing.

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2. The layout of the area should enable the product flow to be one way with designated access points for personnel, product and packaging material together with single exit points for finished packed product and waste material.
3. The area should be temperature controlled, have a filtered air system and should be maintained under a slight positive pressure.
4. There must be no opening windows to the outside air and any fire exit doors must be strictly controlled and not opened during production except in an emergency.

Equipment Design

1. The design of machinery and equipment must consider microbiological safety as well as production efficiency and equipment must be purchased with cleanability in mind. This will generally mean that equipment is capable of being completely stripped down into its integral parts for cleaning and sanitising.
2. All equipment must be constructed of impervious, non-corrodible material and this generally means good quality stainless steel or food grade plastic.
3. Under no circumstances should painted metal finishes be used as food contact surfaces and the use of wood in High Risk areas must be totally banned.
4. All equipment must be retained in the High Risk area to eliminate the risk of cross-contamination.
5. A separate wash-up area will therefore need to be incorporated into the design of the area.

Personnel

1. In addition to general induction training in food safety and hygiene personnel with access to the High Risk area need to have specific training on the principles of separation and High Risk production. They should be aware of the critical nature of their work and the risks associated.
2. All staff likely to be working in the area must be subject to a suitable medical screening system to isolate carriers of food borne pathogens. Any personnel found to be carriers or contacts of Salmonella infections must be excluded.
3. Personnel suffering from skin infections and upper respiratory tract infections should be excluded until symptoms abate.
4. Access to the area should be through a separate changing room in which designated (preferably different coloured) protective clothing and footwear is put on.
5. The layout of the changing area should prevent contamination of High Risk workwear and should incorporate a hand washing stage before protective clothing is

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handled. Protective must not leave the area during production and must be discarded clothing for laundering at the end of production.

6. A hand-wash station must be sited at the entrance to the High Risk area and a footbath or other footwear cleaning device incorporated.
7. The hand-wash station must have taps which are non hand operable and be provided with odourless, liquid bactericidal soap, effective hand drying facilities and an alcohol based hand sanitising spray should be available.
8. Gloves, if used, should be of the disposable type or capable of being disinfected. They should be discarded on exit from the area. Gloves must not be regarded as a substitute to proper hand washing.

Product Flow

1. At the point of transfer into the High Risk area the microbiological status of all food components, packaging material and equipment must be assured by an adequate process. This may be by heat treatment, adjustment of pH, chemical sanitising of the surface or other approved method.
2. Any products that have to be manually handled must be dealt with by properly designated personnel.
3. Cooked and/or sanitised product must be handled **ONLY** by designated, fully trained personnel.
4. Uncooked or unsanitised product will be handled by low risk personnel in the adjacent areas. There must be neither physical contact nor cross-over of personnel. At the exit from the High Care area the finished product must be in a sealed container.
5. The removal of waste from the area must be via a designated route with due regard being given to the risk of cross contamination.

Plant and Environment Hygiene

1. Cleaning schedules must be prepared and should include the method, frequency and materials to be used.
2. They should specify the nature, concentration and method of application of the chemicals.
3. A "clean-as-you-go" policy should be adopted with specific personnel allocated for this task.
4. The cleaning process must incorporate a five stage process
 - physical removal of gross debris

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- rinse with clean water
- application of detergent to break down protein and grease
- rinse with clean water
- chemical sanitising of surfaces

5. Chemical fogging of the environment may be used to reduce airborne contamination.
6. Detailed records need to be maintained and these should be supported by an adequate system of monitoring cleaning efficiency.
7. The results of these audits and any corrective action taken should be recorded and regularly reviewed.

MONITORING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

VERIFICATION AND RECORD KEEPING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

Internal audits records must be completed, which will include:

- non-conformances
- corrective action
- responsibility
- date of completion

RECORDS APPLIED TO THIS PROCEDURE:

- Internal Audit records
- Risk assessment
- Hygiene and Housekeeping records

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.