

BROCHURE

3 GENERAL PRINCIPLES OF HYGIENE

ASPECTS RELATING TO THE
CONTROL OF OPERATIONS,
TRACEABILITY AND STAFF
TRAINING



COLEAD makes this brochure available to producers and exporters of foodstuffs from ACP countries (Africa-Caribbean-Pacific). The instructions illustrated on the next pages are intended for producers and processors seeking to comply with Good Hygiene Practices in production and during packing.

It sets out the main recommendations relating to the control of operations, traceability and staff training. Instructions laid down in this brochure are part of a set of recommendations to improve compliance with basic hygiene principles. They are based on analysing potential contamination sources using the so-called 5 M method ([raw] material, manpower, [working] method, machinery and milieu).

Brochures on other topics are also available on the COLEAD website (www.colead.link).

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INTRODUCTION

It is up to each actor in the food production and distribution chain to do everything necessary to ensure that products placed on the market are free of all risks to consumer health.

A large proportion of risks attributable to food lies in the failure to comply with hygiene rules in the production areas - in the field and the packing station, during processing and storage or during product transport. The general hygiene rules applicable in the agri-food sector are therefore also valid for primary production. As some foodstuffs (fish, fruit and vegetables, etc.) are consumed raw, maintaining good hygiene is critical in terms of conformity of these products. The lack of hygiene leads to unhealthy and/or unsafe food, generating losses of products or market shares.

Every company must therefore implement general hygiene measures and practices in line with the special features of the location, the type of product, the methods and technologies used and the staff, in order to control and overcome the food risks and thus encourage the production of healthy food.

Simple or cross contamination of products, before or after harvest, can come from numerous sources: cultivation locations, the land, inputs (manure), droppings, work surfaces, equipment and staff are all potential carriers of pathogenic micro-organisms. It is however easy to limit the risk considerably in production and packing by applying a series of simple measures relating to the basic hygiene principles.

The general hygiene principles listed in the COLEAD brochures relate mainly to:

1. Staff hygiene measures
2. Hygiene measures of production sites and installations
3. Aspects relating to the control of operations, traceability and staff training
4. Cleanliness and management and product handling

LIST OF MESSAGES AND INSTRUCTIONS FOR CONTROLLING OPERATIONS, TRACEABILITY AND STAFF TRAINING

ESTABLISH CHECKPOINTS AT RECEPTION, DURING PROCESSING AND ON THE FINISHED PRODUCT

1. Check the quality of products at reception. A raw material and good quality ingredients are needed at the start of the process to manufacture a finished product that meets the expected quality requirements.
2. Control product quality and conformity throughout the phases of processing.
3. Ensure the quality, conformity and traceability of the product at the end of processing operations.

SET UP CONTROL SYSTEMS GUARANTEEING PRODUCT QUALITY

1. Check compliance with the demands of the prerequisite programme (good practices to be followed in infrastructures, maintenance and operations).
2. Establish a self-assessment system that ensures a smooth and correct working order of the processing procedure and the control of operation-related risks.
3. Train the staff in good practices and traceability.

PUT IN PLACE AN EFFECTIVE TRACEABILITY SYSTEM

1. Retrace the route of the product, both from the producer and downstream to the consumer.
2. Be capable of locating the product at any time.
3. Note all the information required to retrace the path and operational history on the product.

CHECKPOINTS



CONTROL THE QUALITY OF PRODUCTS UPON RECEPTION

- Visually check product quality and compliance with hygiene conditions.
- Examine the documentation relative to the incoming products (verifying records and registers).

- Where there is no supplier warranty, check by sampling and analysing the inputs used during production (water, pesticides, fertilisers, compost, additives, etc.).

The result of these controls must always be recorded. Defective products must be rejected.



CHECK PRODUCT QUALITY DURING THE VARIOUS PROCESSING STAGES

- Do a visual check during the process of compliance with hygiene, quality and product conformity conditions.
- Where there is no supplier warranty, check by sampling and analysing the inputs used during processing (water, additives, flavourings, preservatives, etc.).

- Calibrate the measuring instruments regularly.

These routine controls can identify errors and the recommended corrective measures can be applied.



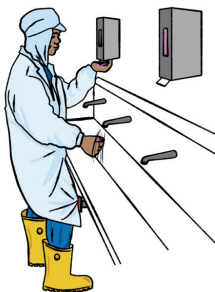
EXAMINE PRODUCT QUALITY AT THE END OF THE PROCESSING PROCEDURE

- Control the health and commercial quality of the product (no contaminants, foreign bodies, respect of grades, etc.).
- Check that the product is packed, labelled and stored correctly before despatch.

- Make sure that the product can always be identified and traced (identification by batches).

If a problem occurs during processing, this control will allow a product to be withdrawn before it reaches the distributor or consumer.

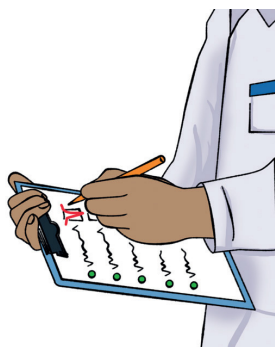
CONTROL SYSTEMS



CHECK THE REQUIREMENTS OF THE PREREQUISITE PROGRAMME (PRP)

- Have appropriate infrastructures to ensure product safety.
- Check compliance with good hygiene practices of the staff, equipment and premises.
- Prevent the risks of cross contamination.

The PRP is a set of systematic control measures that is applied throughout the production and packing process.



SET UP A SELF ASSESSMENT SYSTEM

- Draw up an internal control plan for visits and inspections.
- Supplement these controls with measurements, sampling and targeted analyses.
- Carry out an internal audit once or twice a year or when key processes change.

The frequency of verifications and analyses confirms that the controls and corrective actions are working properly.



TRAIN STAFF REGULARLY

- Define accurately the tasks and responsibilities of the staff.
- Analyse the staff training needs and propose a programme to be validated by the management.
- Review and update the training needs regularly.
- Keep a record of the training received by each member of staff.

Staff trained in good practices and traceability will be able to assume their responsibilities correctly.

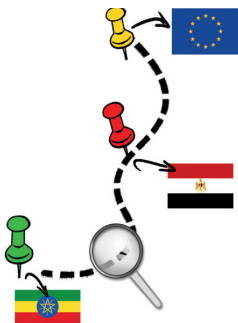
TRACEABILITY



RECORD THE IMPORTANT INFORMATION AT EACH STAGE

- Note on entry the date of reception, batch number, provenance, quantity accepted, quantity rejected, etc.
- During processing, retrace the operational history of the product.
- When shipping the product, write down the batch number, date of manufacture, customer, product quantity, etc.

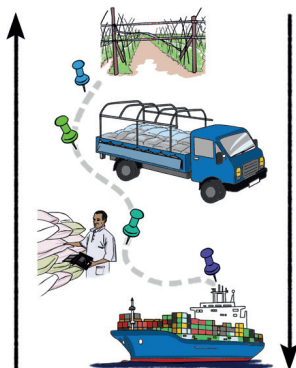
This information will guarantee transparency in your manufacturing process.



KNOW ALL ABOUT THE PRODUCT

- Locate a product at any time in space and time (tracking).
- Find all the useful information on the life of the product (tracing).

You must also know how best to reply to questions such as “Where is my product?” and “How was it made?”



BE ABLE TO FIND EVERYONE WHO HAS BEEN IN CONTACT WITH THE PRODUCT

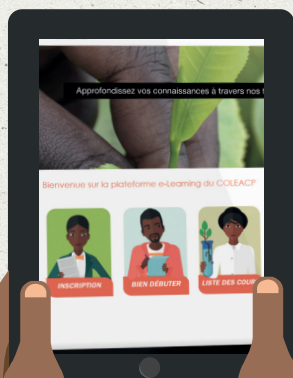
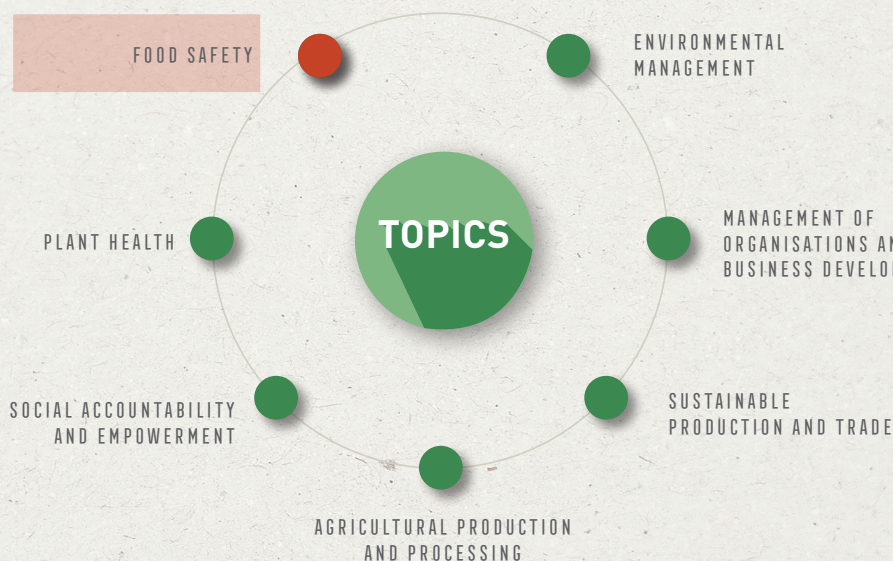
- Guarantee upward traceability: from the distributor to the producer’s field or the fishing vessel.
- Allow downward traceability from the production site, the beach or the auction to the place of sale.

Each link in the chain must know where the product comes from and where it is going.

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