

NNABIZO KFT.
Cím: 1204 Budapest, Versec u. 9.
Cégjegyzékszám: 01-09-272339
Adószám: 22741444-2-43



KAPCSOLAT
Tel: +36 30 853 6521
Web: nnabizo.hu
Email: nnabizo@gmail.com

HACCP FOOD SAFETY MANUAL

[raw translation]

The manual has been approved by:

.....
Zoltan Nabradi
Managing Director, NNABIZO KFT.

Updated: May 10, 2021

NNABIZO KFT.
Cím: 1204 Budapest, Versec u. 9.
Cégjegyzékszám: 01-09-272339
Adószám: 22741444-2-43



KAPCSOLAT
Tel: +36 30 853 6521
Web: nnabizo.hu
Email: nnabizo@gmail.com

Contents

DEFINITIONS.....	- 3 -
DESIGN AND DEVELOPMENT OF THE HACCP SYSTEM.....	- 4 -
2.1. Application of the HACCP method, development of regulations	- 4 -
2.2. Setting up a working group.....	- 4 -
2.3. Product description	- 5 -
2.4. Flowchart creation and on-site verification	- 5 -
2.5. Perform a hazard analysis.....	- 6 -
OPERATION OF THE HACCP SYSTEM	- 7 -
3.1. Certification of the HACCP system	- 7 -
DOCUMENTATION AND RECORDS.....	- 9 -
4.1. Structure of documentation	- 9 -
4.2. Issuance and modification of documents.....	- 9 -
5. EDUCATION.....	- 10 -
5.1. Training new entrants	- 10 -
5.2. HACCP and hygiene education	- 10 -

Concept Definitions

HACCP (Hazard Analysis Critical Control Point): A system that identifies, assesses, and regulates hazards that are significant to food safety.

Danger: Biological, chemical or physical contamination of food that may have a detrimental effect on the health of the consumer.

Critical limit: A specification or value of a parameter that separates acceptability from rejection.

Critical Control Point (CCP): A point, an operational step, at which a regulation can be applied and is suitable for preventing, eliminating, or reducing a food safety hazard to an acceptable level.

Regulatory measure: Any measure and action that can be taken to prevent, eliminate or reduce a food safety hazard to an acceptable level.

Supervision: The activity of performing a planned series of observations or measurements to determine that a CCP is regulated.

Corrective action: Any measure to be taken when the supervision of a critical control point (CCP) indicates a decrease or loss of regulation.

Debugging activity: An activity that is performed to eliminate a non-conformity of an existing product.

Document: A regulation and requirement that provides the instruction environment of the HACCP system, which is basically printed on paper.

GHP: (Good Hygiene Practice): All that hygiene a set of procedures and regulations necessary to ensure safe food production at all stages of the production chain.

System review (System audit): Regular and independent internal review to determine whether the HACCP activities and their results are in accordance with the planned measures,

whether these measures have been effectively implemented and whether the measures are suitable for achieving the objectives.

Conformity review (Conformity audit):

Regular and independent internal review of the compliance of CCPs to correctly identify hazards.

Design and development of the HACCP system

2.1. Application of the HACCP method, development of regulations

HACCP is suitable for the proper design and maintenance of food safety and for the identification and control of quality hazards.

The owner decides on the development, introduction or modification of the HACCP system for the production process of the products and product groups. The trainings and further trainings necessary for the design and development of the system are organized according to Chapter 5.

If there is an external or internal problem indicating that the HACCP regulation is not working properly, the owner is responsible for re-convening the HACCP working group (according to point 2.2) and for repeating the risk analysis and the regulation in a reasonable depth.

If, within the scope of the HACCP regulation, a technological or other change becomes necessary that significantly affects the operation of the system, the procedure described in the previous paragraph shall be followed.

2.2. Setting up a working group

The regulations made using the HACCP method are developed by a working group that has the appropriate special knowledge and expertise for the given product or product group, as well as a specialist suitable for the assessment and identification of microbiological, chemical and physical hazards.

The leader of the working group, the owner.

Task:

- reporting on the progress and work of the working group
- ensuring the appropriate composition of the working group
- coordination of the work of the working group
- distributing tasks among the members of the working group and holding them accountable
- chairing working group meetings

Minutes of HACCP working group meetings shall be taken by a person designated by the working group leader.

2.3. Product description

The task of the HACCP working group is to collect and document the data and components of the product / product group in order to fully identify the potential hazards.

A clear reference to valid product documentation is also acceptable as a method of recording.

It is necessary to record in all cases:

- a general description (hazards - hazards to product safety),
- the method of distribution and the expected use,
- composition information,
- the conditions of delivery, storage, sale,
- the quality retention time.

The leader of the working group shall provide access to the referenced documents to the members of the working group concerned.

2.4. Flowchart creation and on-site verification

In preparation for the hazard analysis, the HACCP team should prepare a detailed flow chart of the product / product group management so that the correctness of the design is verified in the form of an on-site inspection and, where necessary, corrected in the figure. Confirmation of the on-site verification of the flowchart is included in the minutes of the relevant working group meeting.

2.5. Perform a hazard analysis

The preparation of the hazard analyzes and the related regulations is the task of the working group, which must be recorded in the HACCP PLAN.

Using the idea exchange of the HACCP working group, it identifies the hazards associated with each process step, then weighs their risk according to the HAZARD ANALYSIS DATA SHEET and determines the method (s) and activity (es) suitable for their regulation (prevention). The analysis includes an assessment of the potential for biological, chemical, physical and other hazards. Regulatory measures should be aimed at eliminating the cause of the hazard.

A scoring system is used to determine the severity of the hazards, according to which the risk and consequence of the occurrence of the identified hazard are scored separately.

Applied scores:

1	-	large
2	-	medium
3	-	small

The value of the severity of a hazard at a technological step is given by the product of the scores given for its risk and its consequences. Potential critical points (CCPs) are determined from hazards with a score of 3 or less for their severity.

Based on the severity of the identified hazards and the Decision Tree (1-2-18 / 1993 Codex Alimentarius Hungaricus), the working group determines the critical control points (CCPs) for the production of the given process, which are recorded in the DECISION MATRIX.

a. / Annex: Decision tree (1-2-18 / 1993 Codex Alimentarius Hungaricus)

2.6. Development of regulation

In order to achieve a controlled state, a monitoring system must be designed and implemented to control the hazards controlled at critical points.

To this end, the critical limit values for a regulatory action identified at the critical control points (CCPs) identified above are set, taking into account their scientific, professional knowledge and regulatory requirements, in such a way that it can be substantiated and justified at a later stage.

The location of the parameters (records) monitored by the supervisory activity to verify the ongoing supervision of CCPs should be specified.

It is the responsibility of the HACCP Working Group to identify and document corrective actions for each critical control point in the HACCP PLAN. These corrective actions must be performed in the event that the monitoring of the given CCP indicates a decrease or termination of regulation.

In case of errors experienced by the supervisory activity, it is the responsibility of the person experiencing the non-compliance to ensure the separation and marking of the non-compliant product, and to notify the person entitled to take action, who will document his action in the appropriate form.

Operation of the HACCP system

3.1. Certification of the HACCP system

Review and verify the operation of the HACCP system

In order to monitor the effective operation of the HACCP system and to improve it as necessary, the owner shall carry out a full review of the system (including external experts as necessary) at least once a year, which shall be recorded. The discrepancies are recorded in an action plan setting out the actions required and the person (s) responsible for carrying them out.

The owner's copy (Copy No. 1) will be reviewed by the internal auditor or a requested external expert. The purpose of the review is to determine whether HACCP-related activities have been implemented and are suitable for the safe production of food.

It should be evaluated during the review

- the discrepancies
- proper identification of CCPs and hazards
- customer complaints
- official comments, deviations indicated by supervision, and
- experience gained from customers and, if necessary, change internal regulations

Handling customer complaints

NNABIZO KFT.
Cím: 1204 Budapest, Versec u. 9.
Cégjegyzékszám: 01-09-272339
Adószám: 22741444-2-43



KAPCSOLAT
Tel: +36 30 853 6521
Web: nnabizo.hu
Email: nnabizo@gmail.com

We handle incoming customer complaints according to a separate complaint handling procedure and keep a log of this.

If the complaint is correct, it will take the necessary measures to prevent the error from occurring in the future.

Handling of official comments

Comments from the authority will be received by the owner. The owner is responsible for recording the data related to the investigation and settlement of official complaints in the action plan, and for preserving the documents related to the complaint.

Documentation and records

4.1. Structure of documentation

The HACCP system documents are structured as follows:

HACCP Manual: It describes the requirements, activities and responsibilities of the HACCP system. It records the tasks in order to meet the requirements of the Codex Alimentarius Hungaricus 1-2-18 / 1993, as well as the customer and other requirements.

HACCP Plan: A document prepared in accordance with the HACCP principles, which aims to regulate significant hazards to food safety during the product manufacturing process, with a detailed description of tasks and responsibilities.

HACCP inspection log: Document certifying the annual review of the HACCP system.

4.2. Issuance and modification of documents

All internal documents relating to the HACCP system must bear at least the following identifiers:

- document title
- document date
- page numbering

In order to identify the valid issue status of the document and to avoid the use of invalid or obsolete documents, the owner creates a list which he keeps up to date. If copies of the master copy are issued, they must be kept in a record and replaced, which must also be kept in the register.

Modifications to the documentation can be initiated orally or in writing by any document user who decides to accept the request for modification (modification of the document). If documentation is issued to the authority, it does not need to be registered.

Master copies of obsolete documents shall be marked "INVALID" and kept separate from valid documents for 2 years. The owner is responsible for preservation.

The owner is responsible for monitoring the validity status of the legislation.

The owner is responsible for collecting, organizing, storing, preserving and disposing of the records related to the operation of the HACCP system.

5. Education

5.1. Training new entrants

New employees entering receive training to ensure that they have the knowledge they need to do their job, which is done according to the training procedure and an education diary is kept for each training. During the trainings:

- general company presentation
- teaching the knowledge necessary to perform the activity to be performed in the given workplace
- OSH education
- teaching general HACCP knowledge

It is the owner's responsibility to organize the trainings.

5.2. HACCP and hygiene education

Before the practical implementation of the HACCP system or the current HACCPThe owner shall organize HACCP training on the objectives, results, changes in the HACCP system for the staff who have a role in the operation of the system, in particular the staff responsible for the supervision of the CCP. The training is held and the participation is confirmed according to point 5.1.

The owner shall organize training on hygiene and HACCP knowledge for all workers once a year, which shall be documented as specified in the previous paragraph.