



Course Information

FOOD 2162
HACCP: Standard Operating Procedure Design & Management

Duration:	2 days
Prerequisite:	FOOD 1179 - HACCP: Prerequisite Programs (formerly FOOD 1178 - Prerequisite Programs for HACCP) or equivalent education (enrolment by permission)

■ **Course Description**

Building on the principles of FOOD1179 and FOOD1189, this course takes an in-depth look at design techniques and management tools for Standard Operating Procedures (SOPs) and Work Instructions (WI) that optimize usability, and ultimately HACCP Program effectiveness and business efficiency. Participants work through group exercises that explore the full SOP development process including planning, designing, and writing, through to implementation, verification, and maintenance of the entire HACCP Program. A HACCP Documentation Framework is constructed collaboratively in-class. SOP security and confidentiality is also addressed. **Course materials meet ISO 9001:2008 international business management system standards**, and are applicable to all GFSI Recognized Schemes in both the seafood and agri-food sectors. BCIT issues a statement of completion to participants who achieve the pass grade of 70%.

■ **Course Learning Outcomes/Competencies**

- Identify and develop SOPs needed to meet Prerequisite Program & HACCP Plan requirements.
- Demonstrate the role of business models to inform HACCP Program SOPs & Work Instructions.
- Summarize the key elements of documentation management systems used to organize SOPs & Work Instructions.
- Apply design formats & writing styles to meet the needs of different SOP & Work Instruction users.
- Use a SOP Development Cycle for planning, writing, and maintaining SOPs that foster motivation and compliance.
- Identify and develop SOPs for management of the HACCP Program.
- Outline measures to achieve SOP security and confidentiality.
- Construct a HACCP Documentation Framework that illustrates the relationships between the SOPs and Work Instructions of a HACCP Program.

■ **Evaluation**

Exam	100%
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■ **Learning Resources**

Required:
Course manual which is supplied by instructor (no cost)

■ Information for Participants

Workshops are conducted in accordance with the BCIT Policy 5101 and Policy 5104. To review the full policy, including information about attendance/illness, academic misconduct, and course attempts, please refer to: www.bcit.ca/files/pdf/policies/5101.pdf; www.bcit.ca/files/pdf/policies/5104.pdf.

■ Course Schedule (Example)

Instructor: Rebecca Robertson

Day 1

08:00 – 10:10	Course Orientation Introduction to SOPs & Document Management for HACCP Programs
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Break

10:25 – 12:00	Using the SOP Development Cycle to Foster Motivation & Compliance
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Lunch

13:00 – 14:30	Designing SOPs & Work Instructions for Usability
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Break

14:45 – 16:30	Work Instruction Development Exercise
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Day 2

08:00 – 09:15	Work Instruction Development Exercise (cont'd)
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Break

09:30 – 11:30	SOPs for Managing the HACCP Program
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Lunch

12:30 – 13:30	SOP Security and Confidentiality
13:30 – 14:30	Summarizing the HACCP Documentation Framework

Break / Review / Questions

15:00 – 16:30	Exam
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