



Webinar: Tasks & HACCP

Create and execute HACCP and other tasks in Apicbase



FAQ webinar

Can I ask questions?

The webinar is a one-way communication, but you can ask questions in the Q&A section below. This can be done anonymously or with your own name. My colleagues are joining to answer your questions or they will be answered at the end of the webinar. Very specific cases, will be discussed afterwards.

Will this webinar be recorded?

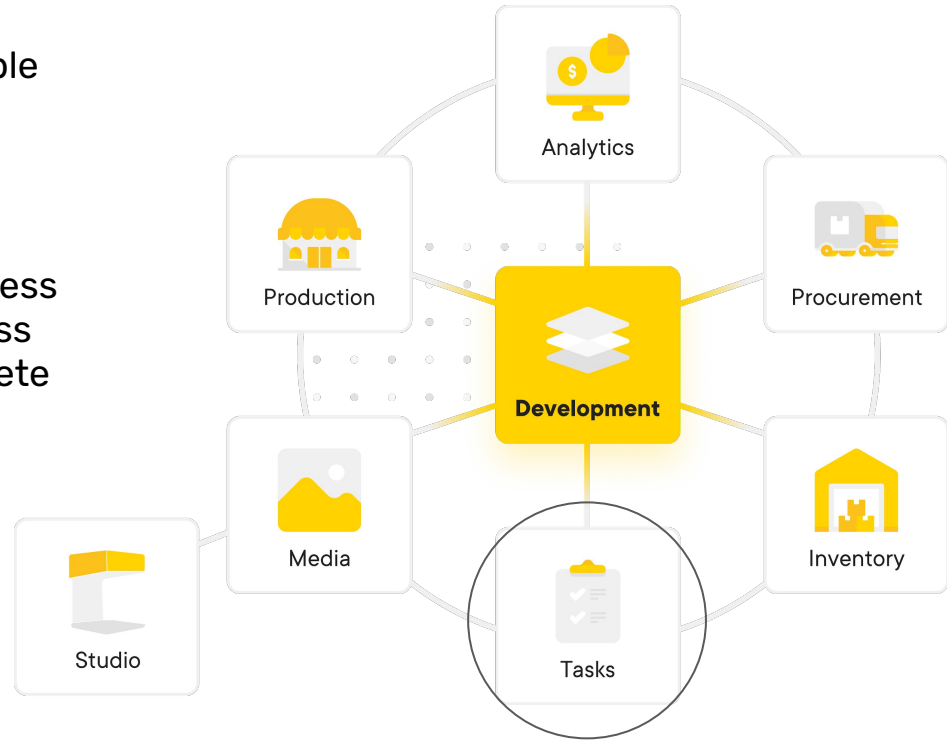
Yes, we will record this webinar so you can watch it again if you want to. The webinar will be published on our knowledgebase: support.apicbase.com

Will the presentation be available after the webinar?

Yes, we will send you the presentation afterwards.

What do you need?

- Tasks & HACCP module, available for free until 1 November
- Type of user:
 - Library user with edit access
 - Outlet user with full access for tasks (create/edit/delete tasks)



What is HACCP?

HACCP = Hazard Analysis and Critical Control Point (HACCP)

HACCP is a way of managing food safety hazards. Food safety management procedures should be based on HACCP principles.

HACCP involves:

- looking closely at what you do in your business, what could go wrong and what risks there are to food safety
- identifying any critical control points the areas a business needs to focus on to ensure those risks are removed or reduced to safe levels
- deciding what action you need to take if something goes wrong
- making sure that your procedures are being followed and are working
- keeping records to show your procedures are working

Defining Critical Control Points (CCP)

- A critical control point (CCP) = a point, step, or procedure in a food manufacturing process at which control can be applied and, as a result, a food safety hazard can be prevented, eliminated, or reduced to an acceptable level.
- Set on library level, but not necessary to use in all outlets
- Add a type of CCP so you can easily filter on this

Defining Critical Control Points (CCP) – Examples

- Example 1:

CCP 1: Intake of goods, type Delivery & Receipt

Task: Temperature control frozen goods

The temperature should be between -18°C and -15°C .

Description task: Random checking of the temperature of the goods on receipt.

Actions in case temperature is not okay: register deviations, refuse products upon delivery, report deviations to the supplier,...

Defining Critical Control Points (CCP) – Examples

- Example 2:

CCP 2: Temperature control, type Storage

Task: Temperature check refrigerator

The temperature should be between +4°C and +7°C.

Description task: daily temperature check

Actions in case temperature is not okay: register deviations, in the event of a breakdown, notify a refrigeration technician.

Defining Critical Control Points (CCP) – Examples

- Example 3:

CCP 3: Hygiene, type Facility

Task: Mop the floor

Description: daily mopping of the restaurant and kitchen floor

Create tasks per CCP

- Different type of tasks available:
 - General task
 - Checklist task
 - HACCP tasks like temperature tasks, traceability & recall, pest control, waste management, etc.
- Assign to one outlet and a specific person or assign to multiple outlets

Create tasks per CCP – Examples

- Example 1:

CCP 1: Intake of goods, type Delivery & Receipt

Task: Temperature control frozen goods

Type: Temperature check

The temperature should be between -18°C and -15°C.

Description task: Random checking of the temperature of the goods on receipt.
Actions in case temperature is not okay: register deviations, refuse products upon delivery, report deviations to the supplier,...

Tip: Put the temperature range in the task description if you want to inform your users, otherwise the range is not shown.

Create tasks per CCP – Examples

- Example 2:

CCP 2: Temperature control, type Storage

Task: Temperature check refrigerator

Type: Temperature check

The temperature should be between +4°C and +7°C.

Description task: daily temperature check

Actions in case temperature is not okay: register deviations, in the event of a breakdown, notify a refrigeration technician.

Create tasks per CCP – Examples

- Example 3:

CCP 3: Hygiene, type Facility

Task: Mop the floor

Type: Cleaning & Sanitation

Description: daily mopping of the restaurant and kitchen floor

Execute tasks

- Tasks to do in list view or calendar view
- Use filters to find tasks easily
- Export tasks if you want a print out

Export reports

- Audit log holds the history of the tasks for a selected period.
- You can find the planned date and time versus executed date and time, name of the task, type, assignee, CCPs, result, measured value and remarks.

Support links



[Assign different outlet user roles](#)

[Guide to Tasks & HACCP](#)

More articles on support.apicbase.com