



HACCP tools: flow charts and decision trees

Flow charts are simple diagrams that map out a process so that it can easily be analysed and communicated to other people.

Flow charts are simple to use as they are made up of rectangles or squares, with what they represent written inside them, connective lines and directional arrows, showing the relationship between working phases and process flow.

To draw a flow chart, brainstorm the tasks and decisions made during a process, writing them down in order. Then map these out in flow chart format, remembering to include actions and decisions to be made. Finally, challenge the flow chart to make sure that it is an accurate representation and the most appropriate and efficient way of executing the process.

ACTIVITIES

READING COMPREHENSION

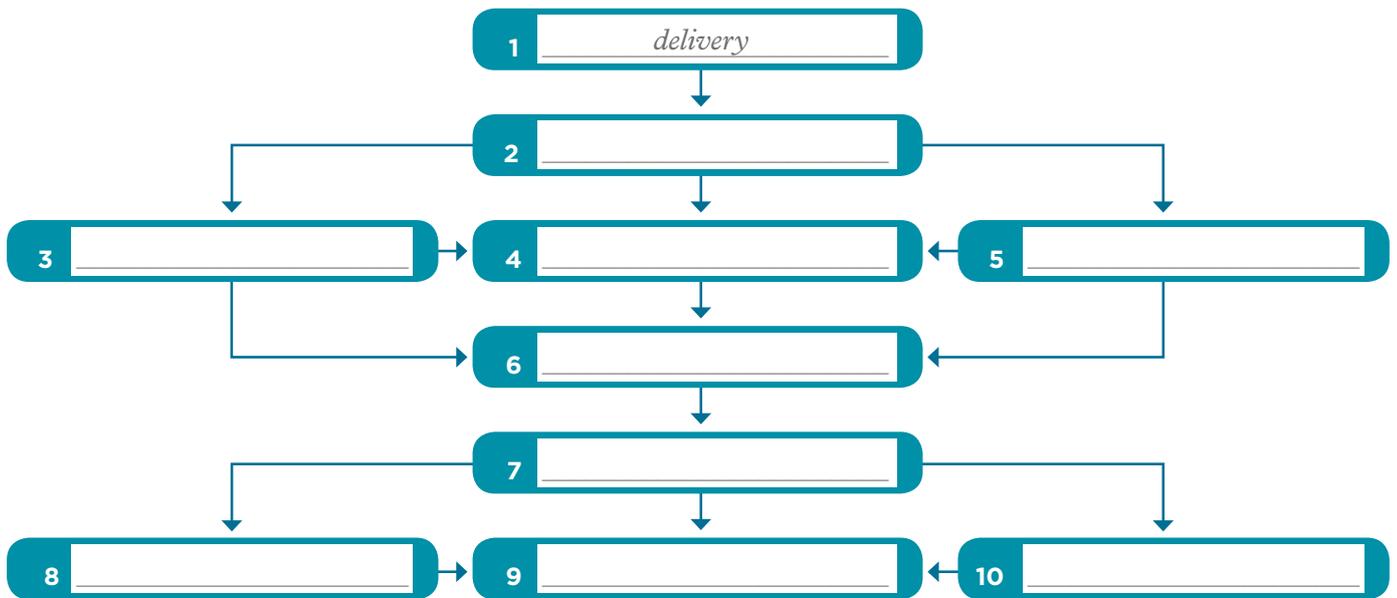
1 Read the text about flow charts and tick the true sentences.

- Flow charts are a good tool for analysing and communicating a process.
- They are made up of a lot of different complex symbols.
- Lines and arrows indicate the relationship between working phases and process flow.
- There is no need to do any planning before completing the flowchart.
- It is important to challenge the flowchart to check it is representative of the process.

LISTENING

2 **11** Listen and complete this flow chart with these words.

cooking • cooling • delivery • freezing • dry storage • preparation •
preserving • refrigerating • serving • storing



SPEAKING

3 Work in pairs and decide where you think the CCPs (Critical Control Points) should go.

- A I think there should be a CCP during storage, because you need to check the conditions of the food.
- B Yes, I agree. What about...

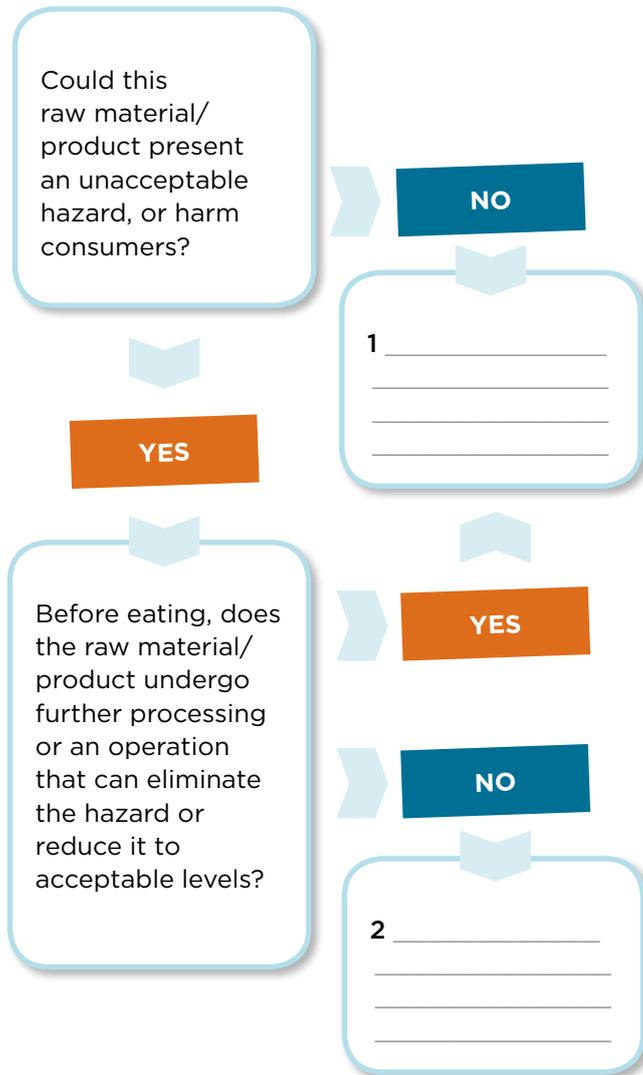
A **decision tree** is a support tool for decision-making, which uses a tree-like graph or model to explore decisions and possible consequences. It consists in a series of yes/no questions, making it possible to establish if a raw material or a working phase should be considered critical (CCP). Here the tree is divided into two parts: part A, concerning each raw material or product, and part B, dedicated to each working phase or operation.

READING COMPREHENSION

4 Read the text about decision trees, and complete the two models with the missing information.

Part A (for each raw material or product)

It is a critical control point.
It is not a critical control point.



Part B (for each work phase or operation)

Will a further treatment be applied, or is there another processing phase that could eliminate or reduce this hazard?
It is not a Critical Control Point.
Does this working phase eliminate or reduce contamination already present in the product and derived from a previous process to acceptable levels for consumers?

