

For food-related business operators



# Address sanitation management in accordance with HACCP !

**H**azard **A**nalysis and **C**ritical **C**ontrol **P**oint

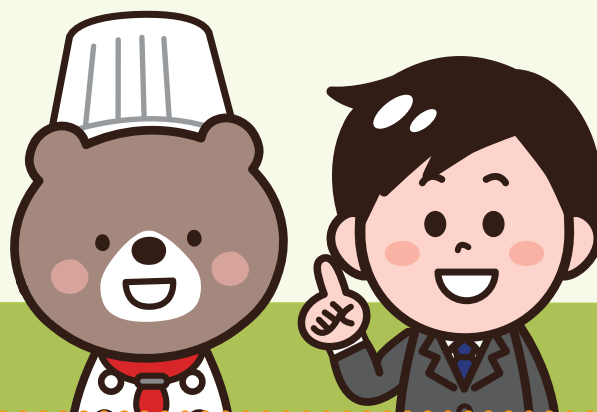
(危害要因)

(分析)

(重要)

(管理)

(点)



The amendment of the Food Sanitation Act was promulgated in 2018 to respond to the changing circumstances and globalization of the Japanese food industry, and to ensure food safety. Based on this amendment, all food-related business operators must implement “sanitation management in accordance with HACCP” as of **June 1, 2021**. Use this pamphlet as a reference to implement “sanitation management in accordance with HACCP”.



TOKYO METROPOLITAN GOVERNMENT

# What is HACCP?



**Kuma-san**  
(The owner of the Kuma-san Bakery)

Hi, Tora-san. I just heard about the mandatory implementation of HACCP. But what is HACCP in the first place?

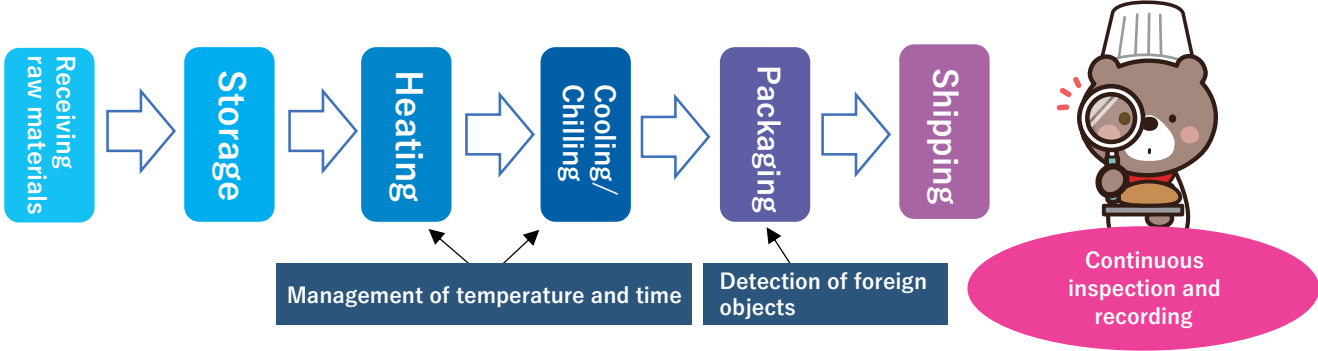
HACCP is a sanitation management system developed in the 1960s to safely manage rations for astronauts. I will explain the details here.



**Tora-san**  
(A food sanitation inspector of a Public Health Center)

## ★ What is HACCP? ★

HACCP, an acronym for Hazard Analysis and Critical Control Point, is a food sanitation management system implemented throughout the entire process from receiving raw materials to shipping final products, in which food business operators identify “hazard” factors such as contamination by food poisoning bacteria, foreign objects etc. and manage the critical steps to eliminate or reduce these hazards to ensure product safety.



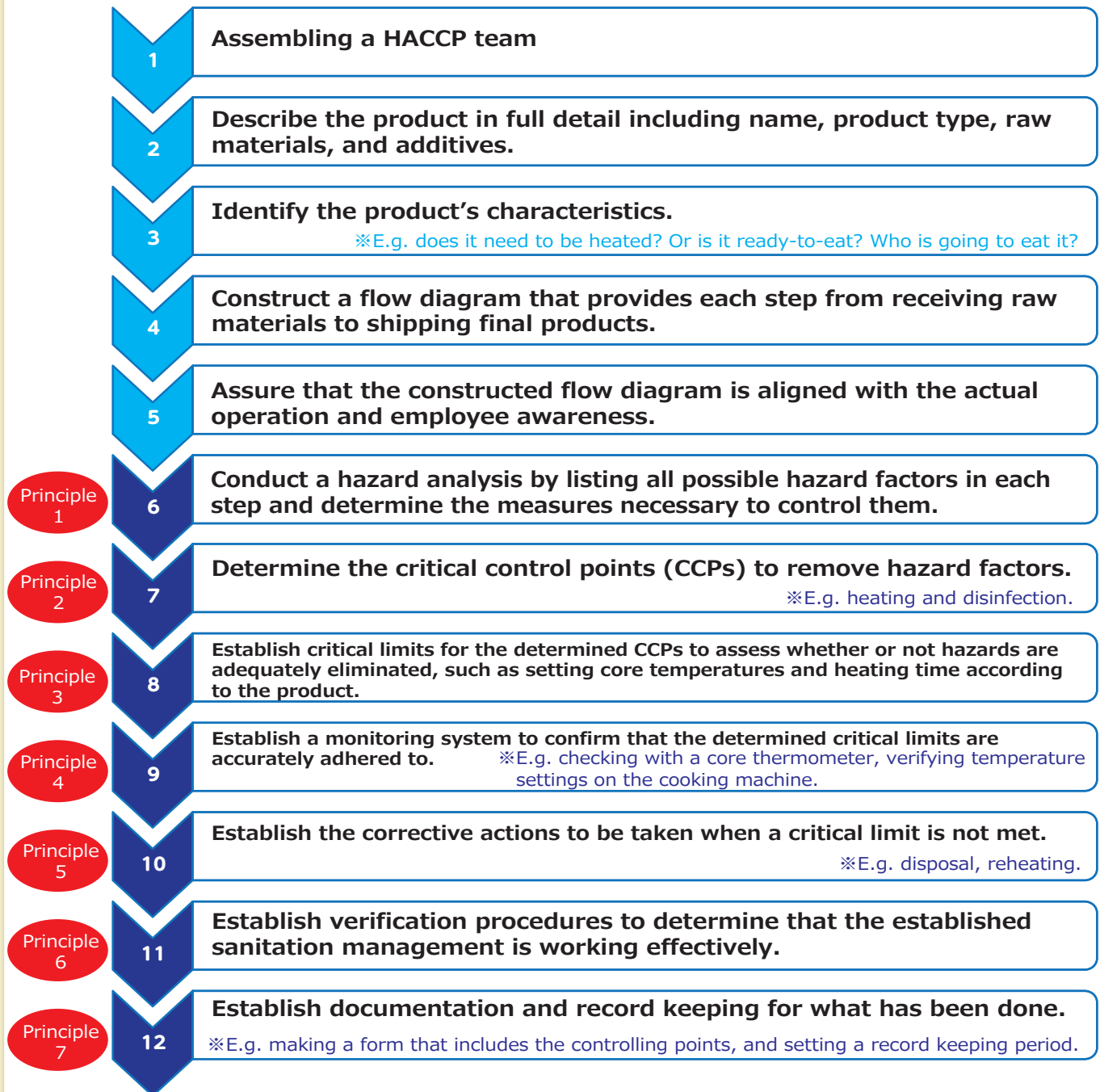
### In other words...

It is a systematic approach to sanitation control calling for an acute awareness of "where" and "what" may be hazardous in the process of handling food, and then concentrating on the important steps necessary to protect food safety.



## [12 procedures and 7 principles]

HACCP requires 12 procedures; steps 6 through 12 are particularly important and are called "7 Principles of HACCP"



HACCP has been incorporated as part of the standards established by prefectural governments based on the guidelines provided by the Ministry of Health, Labor and Welfare. Upon the revision of the Food Sanitation Law in 2008, the nationwide standards set by the Ministry of Health, Labor and Welfare has become the requirements for sanitation control by business operators. "Sanitation management in accordance with HACCP" has been made mandatory within these standards, whereby business operators are now specifically required to implement them



This HACCP sounds difficult. I'm not sure if it's possible.

Don't worry! This newly established "Sanitation management in accordance with HACCP" is simple enough even for small-sized food businesses.



# What must business operators do?



What must business operators do?



The following are the requirements for business operators. In essence, they should document the sanitation management that is already in place as a plan, etc.

**Requirements for business operators.**

① Prepare a "sanitation management plan" based on these two standards and ensure all employees follow it.

<p><b>[General/Standard sanitation management]</b></p> <ol style="list-style-type: none"> <li>1. appointment of food sanitation manager</li> <li>2. hygiene control of facilities</li> <li>3. hygiene control of equipment</li> <li>4. water control</li> <li>5. rat and insect control</li> <li>6. management of disposal items and wastewater</li> <li>7. sanitation management for personnel handling of food and additives</li> <li>8. food sampling</li> <li>9. providing information</li> <li>10. collecting and disposal</li> <li>11. shipping</li> <li>12. sales</li> <li>13. training</li> <li>14. other</li> </ol>	<p><b>[Sanitation management in accordance with HACCP]</b></p> <ol style="list-style-type: none"> <li>1. Analysis of hazard factors</li> <li>2. Determination of critical control points</li> <li>3. Establishment of critical limits</li> <li>4. Establishment of monitoring system</li> <li>5. Establishment of corrective actions</li> <li>6. Establishment of verification procedure</li> <li>7. Documentation</li> </ol> <p>※ Small-sized business operators can use a guide prepared by industry associations and confirmed by the Ministry of Health, Labor and Welfare.</p>
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② Prepare "procedure manual" if necessary.  
**Procedure manual:** specifying the methods of cleaning, washing, disinfection, and handling of food, etc.

③ "Document" and "store" implementation status for the sanitation management.

④ Effectiveness of the "sanitation management plan" and "procedure manuals" should be periodically verified and reviewed as required.



What exactly do we do for sanitation management in accordance with HACCP?

The business operators determine their sanitation management requirements and implement them according to the size of the facility and other factors. The operator will either implement "sanitation management based on HACCP" or "sanitation management incorporating the HACCP concept."



**Sanitation management in accordance with HACCP**  
 One of the following sanitation managements is required.

- Sanitation management based on HACCP**

Target: Large scale business operator, slaughterhouse operators, poultry slaughterhouse operators (except certified small sized poultry slaughterhouse operators)

Sanitation management: Sanitation management based on the 7 principles of HACCP explained in page 2 and 3.
- Sanitation management incorporating the HACCP concept**

Target: small-sized business operator (details on next page)

Sanitation management: sanitation management based on a "guide" prepared by industry associations and confirmed by the Ministry of Health, Labor and Welfare. You can see the guides for various business formats at the website of the Ministry of Health, Labor and Welfare.



[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000179028\\_00003.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000179028_00003.html)

The following business operators do not require sanitation management in accordance with HACCP while standard sanitation management is necessary.  
 ① Importing business of food or additives. ② Business limited to transporting or storing food or additives (excludes cold storage warehouse business). ③ Business that sells packaged foods that can be stored at room temperature for a long period of time without the risk of food decomposing or deteriorating in quality. ④ Non-profit group meal service facilities, where the number of meals served at once is under about 20 meals. ⑤ Activities that can be regarded as part of the harvest by farmers or catch by fishermen.

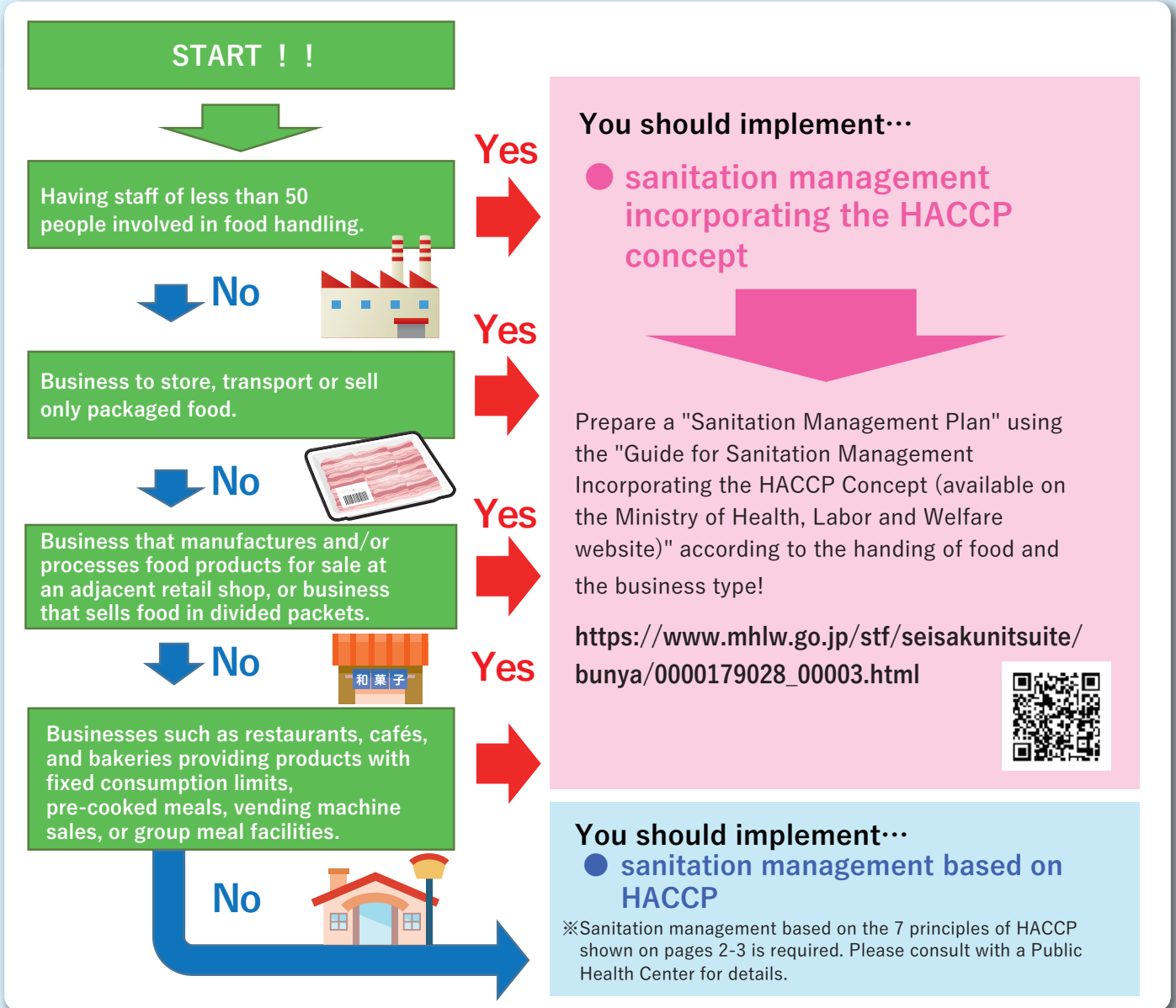
# What is the necessary sanitation management?



In our Kuma-san Bakery, we prepare a variety of breads and sell them face to face. Which sanitation management should we follow?



Please check this flow chart.



Do you mean that Kuma-san Bakery is required to follow "sanitation management incorporating the HACCP concept" since we have five employees?

That's right! Select the appropriate guide for the shop. The guides are available at the Ministry of Health, Labor and Welfare website.

Kuma-san Bakery should use "The guide for sanitation management at a manufacturing business for bread and other similar items"



# Frequent asked questions



Do I need new equipment to start **sanitation management in accordance with HACCP**?

**Sanitation management in accordance with HACCP** is a hygiene control system. Normally, you don't need to install or change any facilities or equipment!



Who checks the implementation of sanitation management?

The food sanitation inspector at the Public Health Center will check your "sanitation management plan" and its "implementation status" when they conduct an on-site inspection of your business license!



What happens if I don't practice **sanitation control in accordance with HACCP**?

If there are any deficiencies in the implementation of sanitation management, you will receive verbal or written guidance for improvement. Failure to improve may result in penalties such as suspension of business. Failure to comply may result in imprisonment or a fine.



What else is required?

In principle, a **food sanitation manager** must be appointed!



## The following persons are qualified to become a food sanitation manager.

- A person who meets the qualification requirements for food sanitation inspectors and food sanitation supervisors
- Licensed cook, nutritionist, confectionery hygiene master, ship's cook, etc.
- A person who has completed the training program deemed appropriate by prefectural governors, etc.

## A food sanitation manager's responsibility is the following.

- Food sanitation manager should attend follow-up workshops (practical training sessions) on a regular basis to learn new information.
- The food sanitation manager should follow the instructions of the business operator to manage sanitation and provide necessary opinions to the operator. Business operators should respect the opinions of the food sanitation manager.

