

# Level 3 Award in HACCP in Catering

## Candidate assessment record

**Candidate's name**  
(in full and block capitals):

**Candidate's address:**

Post code:

**Duration of course** (start date and  
last date of course attendance):

**Centre name:**

**Centre number:**

I hereby certify that the submitted assignment is my own work, I have not received unauthorised assistance in completing this assignment and understand that it has been produced for assessment purposes only.

**Candidate's  
signature:**

Date:

I hereby certify that to the best of my knowledge the submitted assignment is the candidate's own work and that he/she has not received unauthorised assistance in completing this assignment.

**Trainer's  
signature:**

Date:

**Trainer's name** (in full and block capitals):

**Trainer number:**

**For CIEH USE ONLY**

**Final result**

Merit (80–100)

Pass (60–79)

Fail (0–59)

**Please note:** only an original  
candidate assessment record  
may be submitted.

## Assignment

The subject of the assignment must consider all the steps involved in preparing a food item or meal – from the purchase of the raw materials used to the point of sale or consumption by the consumer. It must be clearly identified at the beginning of the assignment and supported by appropriate background information.

All four sections of the assignment identified below must be attempted to achieve this qualification:

### 1 Control of general food safety requirement (10 marks):

- briefly describe the general food safety requirements that you would ensure were in place before implementing a HACCP-based system

### 2 Product description, process and hazard (20 marks):

- describe the food item or meal you have chosen for your assignment including its intended use, any at-risk consumer groups (if applicable) and the scope of potential hazards
- identify the steps involved in producing the food item or meal
- describe the potential food hazards at each of the steps identified above.

### 3 Implementing procedures based on Codex HACCP principle (30 marks):

- identify practical control measures for each hazard identified above

- identify points where control is critical and describe suitable limits for each critical control point
- for each critical control point identified above describe appropriate monitoring procedures and corrective actions.

### 4 Food safety management tool (40 marks):

- identify checks that you would make before opening for service
- identify checks that you would complete at the end of the day
- describe why it is important to have a documented food safety management system and list appropriate documentation and records that might be used to demonstrate effective control
- describe how you would verify that your HACCP-based system is working effectively
- identify the need for review and state the circumstances under which review should be carried out
- describe how you would communicate the information recorded in your HACCP-based system to fellow food handlers.

### Please refer to the candidate guidelines.

When you have completed your assignment, sign the authentication statement and forward your assignment together with this Candidate Assessment Record to your trainer for marking. Remember to keep a copy of your assignment.

# Marking grid and trainer feedback

To be completed by the trainer. The trainer should provide details in support of the marks awarded.

Moderators are unable to verify the marks if the marking grid and trainer's comments are incomplete.

| Performance criteria                                                                                                                                                                                                                 | Maximum marks | Marks awarded | Moderator's marks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|-------------------|
| <b>1 Control of general food safety requirements:</b>                                                                                                                                                                                |               |               |                   |
| <ul style="list-style-type: none"> <li>briefly describe the general food safety requirements that you would ensure were in place before implementing a HACCP-based system.</li> </ul>                                                | 10            |               |                   |
| <b>2 Product description, process and hazards:</b>                                                                                                                                                                                   |               |               |                   |
| <ul style="list-style-type: none"> <li>describe the food item or meal you have chosen for your assignment including its intended use, any at-risk consumer groups (if applicable) and the scope of potential hazards</li> </ul>      | 5             |               |                   |
| <ul style="list-style-type: none"> <li>identify the steps involved in producing the food item or meal</li> </ul>                                                                                                                     | 5             |               |                   |
| <ul style="list-style-type: none"> <li>describe the potential food hazards at each of the steps identified above.</li> </ul>                                                                                                         | 10            |               |                   |
| <b>3 Implementing procedures based on Codex HACCP principles:</b>                                                                                                                                                                    |               |               |                   |
| <ul style="list-style-type: none"> <li>identify practical control measures for each hazard identified above</li> </ul>                                                                                                               | 10            |               |                   |
| <ul style="list-style-type: none"> <li>identify points where control is critical and describe suitable limits for each critical control point</li> </ul>                                                                             | 10            |               |                   |
| <ul style="list-style-type: none"> <li>for each critical control point identified above describe appropriate monitoring procedures and corrective actions.</li> </ul>                                                                | 10            |               |                   |
| <b>4 Food safety management tools:</b>                                                                                                                                                                                               |               |               |                   |
| <ul style="list-style-type: none"> <li>identify checks that you would make before opening for service</li> </ul>                                                                                                                     | 10            |               |                   |
| <ul style="list-style-type: none"> <li>identify checks that you would complete at the end of the day</li> </ul>                                                                                                                      | 5             |               |                   |
| <ul style="list-style-type: none"> <li>describe why it is important to have a documented food safety management system and list appropriate documentation and records that might be used to demonstrate effective control</li> </ul> | 10            |               |                   |
| <ul style="list-style-type: none"> <li>describe how you would verify that your HACCP-based system is working effectively</li> </ul>                                                                                                  | 5             |               |                   |
| <ul style="list-style-type: none"> <li>identify the need for review and state the circumstances under which review should be carried out</li> </ul>                                                                                  | 5             |               |                   |
| <ul style="list-style-type: none"> <li>describe how you would communicate the information recorded in your HACCP-based system to fellow food handlers.</li> </ul>                                                                    | 5             |               |                   |
| <b>Total</b>                                                                                                                                                                                                                         | <b>100</b>    |               |                   |

Trainer's comments

**SAMPLE**  
NOT FOR EXAMINATION USE

Did the candidate make more than one attempt at completing this assignment?

Yes

No

If yes, please complete the 'Assignment history' section overleaf.

Trainer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

