



## Alberta HACCP Advantage (AHA!) Workbooks Instructions for Use

The Food Safety Division of Alberta Agriculture and Rural Development has developed three workbooks that you can utilize to document your food safety programs.

1. AHA! Product Protection Workbook
2. AHA! Prerequisite Programs Workbook
3. AHA! HACCP Plan Workbook

You will note that the Product Protection Workbook and HACCP Plan Workbook each have two options for you to choose from. You will only need to use one of each. You may wish to try both options to determine which one you like better.

Product Protection Workbook Option 1 is *portrait* format  
Product Protection Workbook Option 2 is *landscape* format

HACCP Plan Workbook Option 1 has Form #7 in *portrait* format  
HACCP Plan Workbook Option 2 has Form #7 in *landscape* format

The AHA! Workbooks are stylish, interactive and user friendly. Simply save them to your computer and start documenting your food safety practices.

The AHA! Workbooks, and many other resources to aide in developing food safety programs, are available online at [www.agriculture.alberta.ca/aha](http://www.agriculture.alberta.ca/aha)

You can also obtain electronic copies of the AHA! Workbooks by contacting the Food Safety Division at (780) 427-4054. Or to be connected toll-free in Alberta to any Alberta government office, dial 310-0000 followed by the area code and phone number of the office you wish to reach.

### Where do I start?

We suggest you begin your program development by first documenting controls for operations that are critical to food safety (e.g., time and temperature control for cooking and cooling food, screening, metal detection) using the Product Protection Workbook.

Next you must document your prerequisite programs (i.e., the basic environmental and operational conditions necessary for the production of safe food) using the Prerequisite Programs Workbook. Prerequisite programs are also commonly known as Good Manufacturing Practices (GMPs).

Finally, if you choose to develop your HACCP plans for the highest level of control over critical operations (or Critical Control Points), you will use the HACCP Plan Workbook. Once fully developed, these HACCP Plans will replace the Product Protection section of your program.

Step	AHA! Workbook	Once Completed, Will Control:
1	Product Protection Workbook	Operations that are critical to food safety
2	Prerequisite Programs Workbook	Basic environmental and Operational conditions

3	HACCP Plan Workbook	Further manage and identify critical operations or Critical Control Points (CCPs)
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For more information regarding how to develop a food safety program, where to start, and for definitions of terms such as *Critical Control Point* please refer to the AHA! Guidebook which is available online at [www.agriculture.alberta.ca/aha](http://www.agriculture.alberta.ca/aha) or contact a Food Safety Specialist at the Food Safety Division by calling 780-427-4054.