AAW Control Systems Limited
User Manual: HACCP Instrument

User Manual:

HACCP Instrument

Version History

Date:	Version	Author:	Changes:
14/10/2019	1	L. Birtwistle	Original version.

AAW Control Systems Limited
User Manual: HACCP Instrument

Introduction

The HACCP Instrument is a hand-held device that enables users to carry out instantaneous monitoring checks on deliveries, products, areas, equipment etc.

The instrument is able to give an instant pass or fail result based on pre-defined limits that are downloaded onto the instrument via a RIOT Station or WebREACT system. The result and associated test information is stored on the unit with a time and date stamp and then uploaded automatically onto the main monitoring system when the HACCP instrument comes within range of its RIOT-S master unit.

Summary

1. Creating/Editing the HACCP List

2. Creating/Editing the HACCP List (Quick Guide)

3. Downloading/Updating the HACCP List

4. Downloading/Updating the HACCP List (Quick Guide)

5. Performing a HACCP Test

6. Performing a HACCP Test (Quick Guide)

7. Viewing HACCP Test Results

AAW Control Systems Limited
User Manual: HACCP Instrument

1. Creating/Editing the HACCP List

The HACCP list is used to manage the information that is held on the HACCP instrument for performing HACCP tests. This includes users, suppliers, products and the acceptable limits for those products e.g. minimum and maximum allowed temperatures.

For the HACCP instrument to be used effectively its HACCP list must be kept up to date.

The HACCP list is created and edited via the WebREACT software on your PC and then downloaded wirelessly onto the HACCP instrument. The HACCP list is downloaded/updated automatically on the HACCP instrument every 4 hours (provided that the HACCP instrument is within range of its RIOT-S master unit). Alternatively the HACCP list can be downloaded/updated manually when required – see 'Downloading/Updating the HACCP list'.

Creating/Editing the HACCP List

1. From WebREACT's main screen go to the **Configuration** menu and select **HACCP List.**
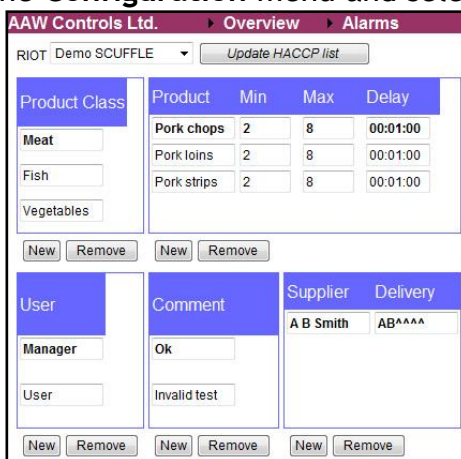
Empty HACCP list   Configured HACCP list

2. Add/edit the product classes, products, users, comments and/or suppliers and delivery numbers as required.

   2.1. **Product classes**
   Each HACCP test is performed against a particular product. A product may be an item of stock or it may be a room or an area or a piece of equipment such as a fridge.
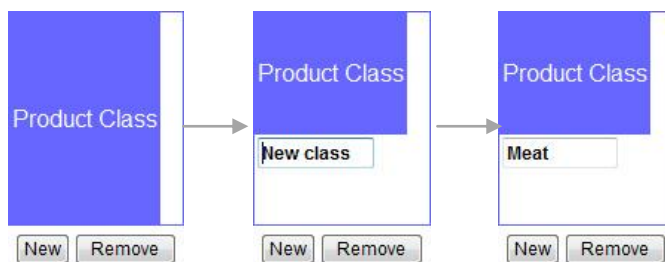
   Every product belongs to a product class, and to be able to add a new product you must have a product class to assign it to.

   To add a new product class:
   - Click on the **New** button underneath the Product Class box
   - Click into the new cell that will have been created
   - Delete the default name and enter the required name
   - Press Enter on the computer keyboard to finish

To modify the name of an existing product class:
- Click on the name of the class
- Edit the name as required
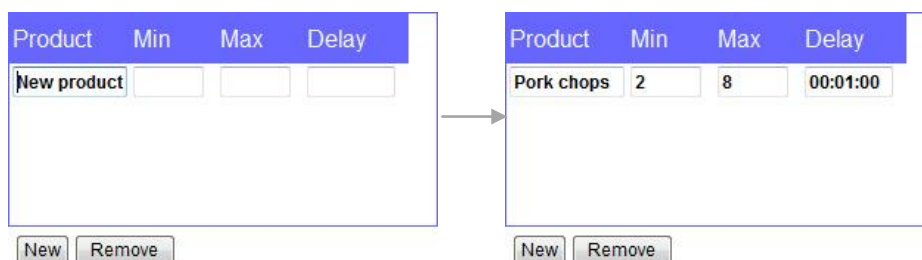- Press Enter on the computer keyboard to finish

2.2. Products

Each HACCP test is performed against a particular product. A product maybe an item of stock or it may be a room or an area or a piece of equipment such as a fridge.

For each product you will need to define its high limit i.e. the maximum acceptable value, its low limit, and the length of time (delay) that the product needs to be monitored for when performing a HACCP test.

To add a new product:
- Click on the Product Class you want to add the product to
- Click on the **New** button underneath the Product box
- Click into the new cell that will have been created
- Delete the default name and enter the required name
- Use the mouse or press the TAB key on the computer keyboard to move into the Min, Max and Delay boxes in turn
- Enter the required Min, Max and Delay values
- The delay value defines the length of time that the product needs to be monitored for when performing a HACCP test. It needs to be entered in the format 'hh:mm:ss' e.g. a delay of 2 minutes would need to be entered as '00:02:00'
- Press Enter on the computer keyboard to finish

To modify the details of an existing comment:

- Click in the cell containing the information to be modified
- Edit the details as required
- Press Enter on the computer keyboard to finish

ALL PRINTED COPIES OF THIS DOCUMENT ARE UNCONTROLLED   Page **4** of **16**
UNAUTHORISED CHANGES OF THIS DOCUMENT ARE NOT PERMITTED

© AAW Control Systems LIMITED

AAW Control Systems Limited
User Manual: HACCP Instrument

2.3. Users
Each HACCP test is logged against a particular user so that you can see exactly who performed that particular test.

To add a new user:
- Click on the **New** button underneath the Users box
- Click into the new cell that will have been created
- Delete the default name and enter the required name
- Press Enter on the computer keyboard to finish
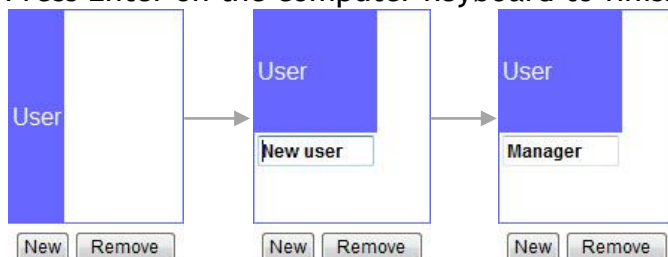
To modify an existing user:
- Click on the name of the user
- Edit the text as required
- Press Enter on the computer keyboard to finish

2.4. Comments

Adding comments to the HACCP list enables an additional comment to be recorded as part of the HACCP test, thereby adding further information to the HACCP reports.

To add a new comment:
- Click on the **New** button underneath the Comments box
- Click into the new cell that will have been created
- Delete the default text and enter the required text
- Press Enter on the computer keyboard to finish

To modify an existing comment:
- Click on the comment
- Edit the text as required
- Press Enter on the computer keyboard to finish

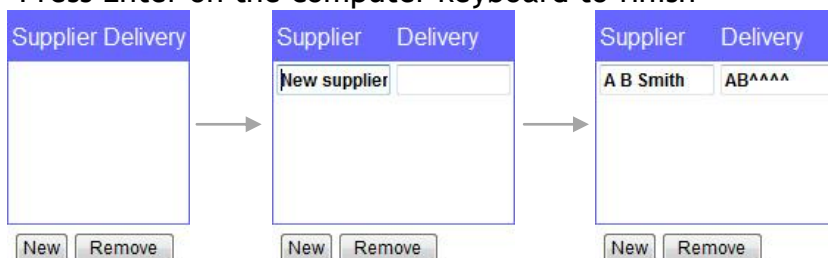### 2.5. Suppliers and delivery numbers

Adding suppliers and delivery numbers to the HACCP list enables the supplier and delivery number to be recorded as part of the HACCP test, thereby adding further information to the HACCP reports.

AAW Control Systems Limited
User Manual: HACCP Instrument

To add a new supplier:

- Click on the **New** button underneath the Suppliers box
- Click into the new cell that will have been created
- Delete the default name and enter the required name
- Use the mouse or press the TAB key on the computer keyboard to move into the Delivery box
- Enter a delivery number template (if required)
  The delivery number can be up to 6 characters in length and can be set up as a variable template that will allow the user to enter the specific delivery number at the time of performing the HACCP test.
  The character ^ is used to represent a variable digit.
  For example, a delivery number template of AC^^^^ would allow the user to change the last four digits of the delivery number at the time of performing the HACCP test.
- Press Enter on the computer keyboard to finish

To modify the details of an existing supplier or delivery number:

- Click in the cell containing the information to be modified
- Edit the details as required
- Press Enter on the computer keyboard to finish

3. Click the **Update HACCP list** button.
   You need to click the **Update HACCP list** button otherwise the changes you've made will not be saved to the system.
   If you've made any changes to the HACCP list then the **Update HACCP list** button will flash red to remind you to save those changes.

4. Wait while the HACCP list is updated.
   The screen will show a progress bar as shown below.

5. Download the HACCP list onto the HACCP instrument.
   Once the HACCP list has been created/edited, it then needs to be downloaded onto the HACCP instrument.
   The HACCP list is downloaded/updated automatically on the HACCP instrument every 4 hours (provided that the HACCP instrument is within range of its RIOT or SCUFFLE master unit). Alternatively the HACCP list can be downloaded/updated manually when required – see - '3. Downloading/Updating the HACCP **List**'.

ALL PRINTED COPIES OF THIS DOCUMENT ARE UNCONTROLLED   Page **6** of **16**
UNAUTHORISED CHANGES OF THIS DOCUMENT ARE NOT PERMITTED

© AAW Control Systems LIMITED

2. Creating/Editing the HACCP List (Quick Guide)

1. From WebREACT's main screen go to the **Configuration** menu and select **HACCP List**

2. Add/edit the product classes, products, users, comments and/or suppliers and delivery numbers as required.

3. Click the **Update HACCP list** button.

4. Wait while the HACCP list is updated.

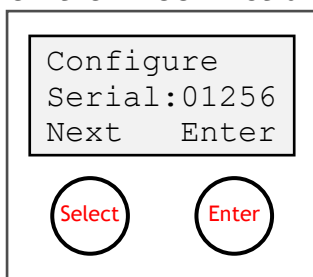5. Download the HACCP list onto the HACCP instrument.

3. Downloading/Updating the HACCP List

For the HACCP instrument to be used effectively its HACCP list must be kept up to date.

The HACCP list is created and edited via the WebREACT software on your PC and then downloaded wirelessly onto the HACCP instrument. The HACCP list is downloaded/ updated automatically on the HACCP instrument every 4 hours (provided that the HACCP instrument is within range of its RIOT or SCUFFLE master unit). Alternatively the HACCP list can be downloaded/updated manually when required as described below.

Downloading/Updating the HACCP List

1. On the HACCP instrument, press the Select button until the Configure screen is displayed.
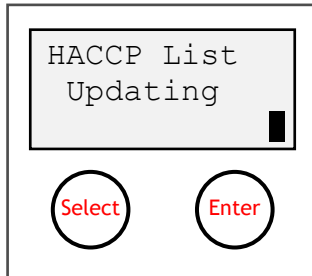

2. Press the Enter button.

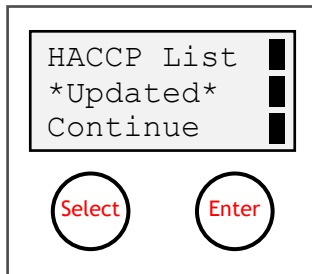3. Press the Select button twice so that the HACCP List Update screen is displayed.
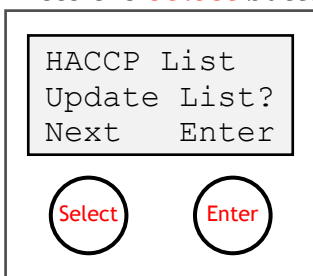
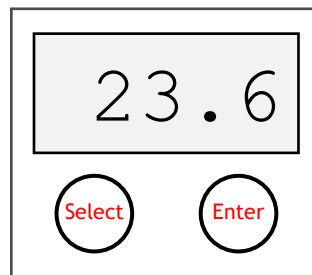# AAW Control Systems Limited

User Manual: HACCP Instrument

4.   Press the Enter button.

5.   Wait while the HACCP list is loaded/updated.
The screen will show a progress bar as shown below.

```
┌─────────────────────────┐
│  ┌───────────────────┐   │
│  │ HACCP List        │   │
│  │  Updating         │   │
│  │                ▇  │   │
│  └───────────────────┘   │
│    ( Select )  ( Enter ) │
│                          │
└─────────────────────────┘
```

When the HACCP list has finished loading/updating the screen will change as shown below.

```
┌─────────────────────────┐
│  ┌───────────────────┐   │
│  │ HACCP List     ▇  │   │
│  │ *Updated*      ▇  │   │
│  │ Continue       ▇  │   │
│  └───────────────────┘   │
│    ( Select )  ( Enter ) │
└─────────────────────────┘
```

6.   Press the Select button to return to the temperature display screen.

```
┌─────────────────────────┐
│  ┌───────────────────┐   │
│  │                   │   │
│  │     23.6          │   │
│  │                   │   │
│  └───────────────────┘   │
│    ( Select )  ( Enter ) │
│                          │
└─────────────────────────┘
```
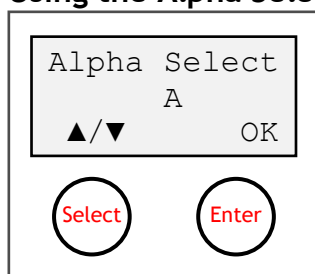
4. Downloading/Updating the HACCP List (Quick Guide)

1.   On the HACCP instrument, press the Select button until the Configure screen is displayed.

2.   Press the Enter button.

3.   Press the Select button twice so that the HACCP List Update screen is displayed.

4.   Press the Enter button.

5.   Wait while the HACCP list is loaded/updated.

6.   Press the Select button to return to the temperature display screen.

AAW Control Systems Limited
User Manual: HACCP Instrument

5. Performing a HACCP Test

Using the Alpha Select screen

```
Alpha Select
      A
 ▲/▼        OK
```
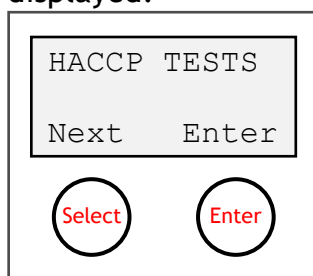(Select) (Enter)

The HACCP instrument will automatically display an Alpha Select screen whenever there are more than 12 options to choose from. This is most often required for products or suppliers. The aim of the screen is to allow the user to locate/select the required option more quickly by going directly to the options that start with a particular letter, rather than having to scroll through the entire list.

Press the Select button to advance the starting letter forwards (holding down the Select button will move the starting letter backwards).
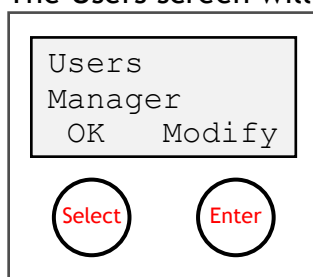
When the required starting letter is shown, press the Enter button to start the list of options at that point.

Performing a HACCP Test

1. On the HACCP instrument, press the Select button until the HACCP TESTS screen is displayed.

```
HACCP TESTS

Next     Enter
```
(Select) (Enter)

2. Press the Enter button.
   The Users screen will be displayed.

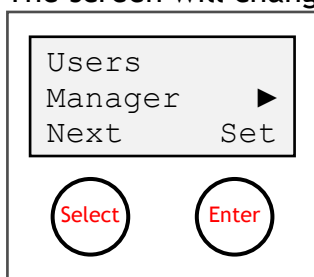```
Users
Manager
 OK   Modify
```
( Select )  ( Enter )

3. Select a user.
   3.1. The first name displayed will be that of the last user to run a test. If this is the required user then press Select.

   Either the Suppliers screen or Product screen will be displayed depending on whether any suppliers have been set up within the HACCP list – see below.
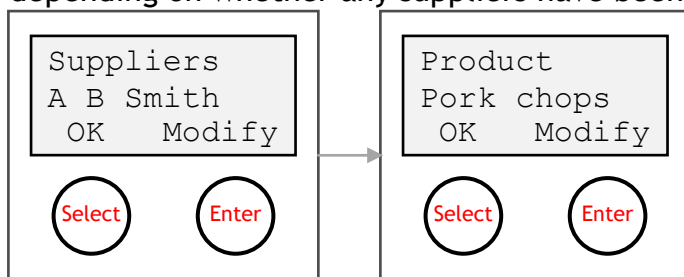   3.2. If a different user is required press the Enter button to modify.

ALL PRINTED COPIES OF THIS DOCUMENT ARE UNCONTROLLED
UNAUTHORISED CHANGES OF THIS DOCUMENT ARE NOT PERMITTED
Page **9** of **16**

© AAW Control Systems LIMITED

# AAW Control Systems Limited
User Manual: HACCP Instrument

The screen will change as shown below.

```
┌─────────────────────────┐
│ Users                   │
│ Manager        ►        │
│ Next        Set         │
└─────────────────────────┘
     (Select)    (Enter)
```

3.3.   Press the Select button to scroll through the list of users (holding down the Select button will scroll backwards to the previous user), and press Enter to select the required user.
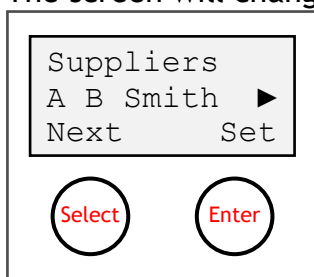
After selecting a user, either the Suppliers screen or Product screen will be displayed depending on whether any suppliers have been set up within the HACCP list.

```
┌─────────────────────────┐      ┌─────────────────────────┐
│ Suppliers               │      │ Product                 │
│ A B Smith               │ ───► │ Pork chops              │
│  OK    Modify           │      │  OK    Modify           │
└─────────────────────────┘      └─────────────────────────┘
   (Select)   (Enter)               (Select)   (Enter)
```

The Suppliers screen will only be displayed if one or more suppliers have been set up within the HACCP list – see step 4 below.
If there are no suppliers set up within the HACCP list then the Product screen will be displayed – see step 6 below.

4.   Select a supplier (if required).
   4.1.   The first name displayed will be that of the supplier from the last completed test. If this is the required supplier then press Select.

   Either the Delivery Number screen or Product screen will be displayed depending on whether the selected supplier has been set up with a variable delivery number template within the HACCP list – see below.

   4.2.   If a different supplier is required press the Enter button to modify. The screen will change as shown below.

```
┌─────────────────────────┐
│ Suppliers               │
│ A B Smith      ►        │
│ Next        Set         │
└─────────────────────────┘
     (Select)    (Enter)
```
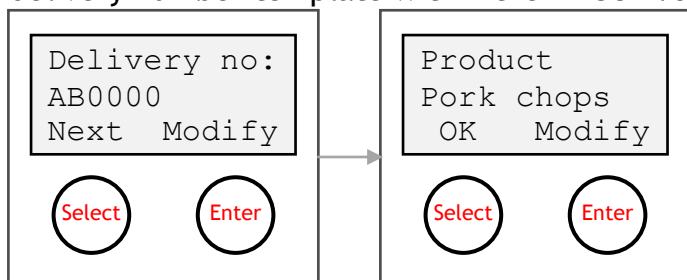
   4.3.   Press the Select button to scroll through the list of suppliers (holding down the Select button will scroll backwards to the previous supplier), and press Enter to select the required supplier.

ALL PRINTED COPIES OF THIS DOCUMENT ARE UNCONTROLLED   Page **10** of **16**
UNAUTHORISED CHANGES OF THIS DOCUMENT ARE NOT PERMITTED

© AAW Control Systems LIMITED

AAW Control Systems Limited
User Manual: HACCP Instrument

After selecting a supplier, either the Delivery Number screen or Product screen will be displayed depending on whether the selected supplier has been set up with a variable delivery number template within the HACCP list.

```
Delivery no:
AB0000
Next   Modify
```
Select   Enter

→

```
Product
Pork chops
 OK    Modify
```
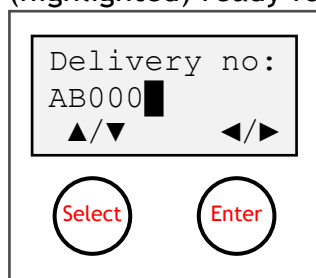Select   Enter

The Delivery Number screen will only be displayed if the selected supplier has been set up with a variable delivery number template in the HACCP list – see step 5 below.
If the selected supplier has not been set up with a variable delivery number, then the Product screen will be displayed – see step 6 below.

5. Enter the delivery number (if required).
    5.1. With the Delivery Number screen on display, press the Enter button to modify the delivery number.

    The screen will change as shown below, with the first variable digit selected (highlighted) ready for modification.
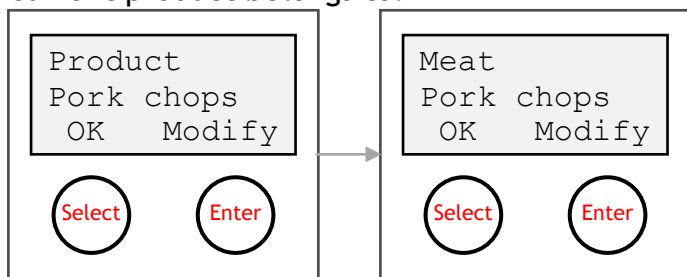
```
Delivery no:
AB000█
 ▲/▼      ◄/►
```
Select   Enter

5.2. Press the Select button to increase the value of the selected digit as required (holding down the Select button will decrease the value).

5.3. Press the Enter button to change the selected digit (move to the left) (holding down the Enter button will move to the right).

5.4. When the required delivery number has been entered, press the Enter button to move the cursor to the far left of that number, at which point the number will be set for the test.

After entering a delivery number, the Product screen will be displayed.
The title of the screen will flash between "Product" and the name of the class that the current product belongs to.

```
Product
Pork chops
 OK    Modify
```
Select   Enter

→

```
Meat
Pork chops
 OK    Modify
```
Select   Enter

6. Select a product

AAW Control Systems Limited
User Manual: HACCP Instrument

6.1.   The first name displayed will be that of the product from the last completed test. If this is the required product then press Select.

The Start screen will be displayed – see step 7 below.

6.2.   If a different product is required press the Enter button to modify.

The screen will change as shown below.

```
ProductClass
Meat        ▶
Next    List
```
Select   Enter
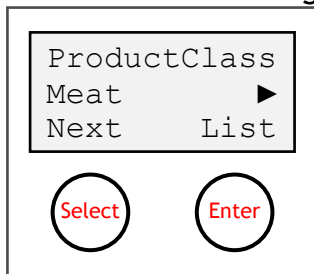
6.3.   To locate/select the product you require you first need to select the product class that it belongs to.

Press the Select button to scroll through the list of classes (holding down the Select button will scroll backwards to the previous class), and press Enter to see the products in that class.
The screen will change as shown below.

```
Meat
Pork chops ▶
Next     Set
```
Select   Enter
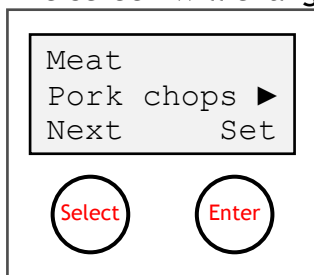
6.1.   Press the Select button to scroll through the list of products (holding down the Select button will scroll backwards to the previous product), and press Enter to select the required product.

After selecting a product, the Start screen will be displayed.

```
HACCP: Start
Pork chops
Quit      Yes
```
Select   Enter
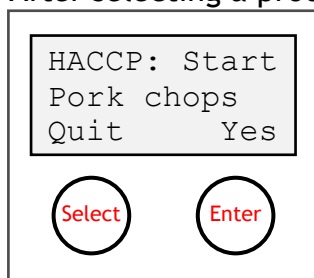
7.   Start the HACCP test
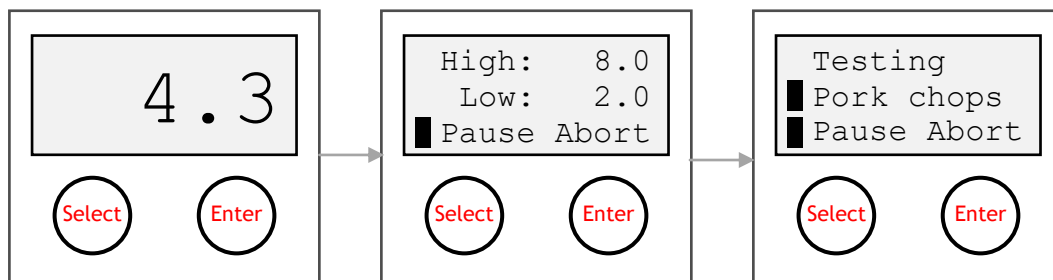With the start screen on display, press the Enter button to begin the test.

8.   Wait for the test to complete.
The time required for the test is defined within the HACCP list according to the product being tested.
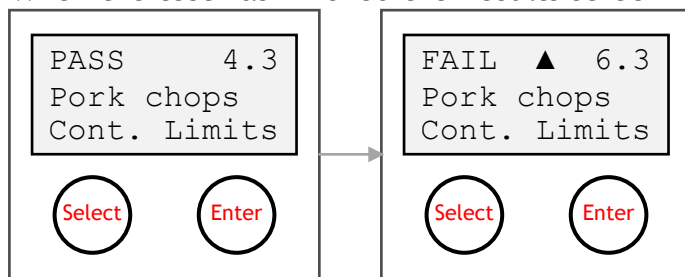Whilst the test is in progress the HACCP will cycle between the screens shown below, and a progress bar will be displayed on the left.

ALL PRINTED COPIES OF THIS DOCUMENT ARE UNCONTROLLED   Page **12** of **16**
UNAUTHORISED CHANGES OF THIS DOCUMENT ARE NOT PERMITTED

© AAW Control Systems LIMITED

AAW Control Systems Limited
User Manual: HACCP Instrument

```
 ┌──────────────┐       ┌──────────────┐       ┌──────────────┐
 │              │       │ High:   8.0  │       │ Testing      │
 │     4.3      │  ───> │ Low:    2.0  │  ───> │ ▮Pork chops  │
 │              │       │ ▮Pause Abort │       │ ▮Pause Abort │
 └──────────────┘       └──────────────┘       └──────────────┘
   (Select) (Enter)       (Select) (Enter)       (Select) (Enter)
```

When the test has finished the Results screen is displayed, stating PASS or FAIL.

```
 ┌──────────────┐       ┌──────────────┐
 │ PASS     4.3 │       │ FAIL  ▲  6.3 │
 │ Pork chops   │  ───> │ Pork chops   │
 │ Cont. Limits │       │ Cont. Limits │
 └──────────────┘       └──────────────┘
   (Select) (Enter)       (Select) (Enter)
```

You can press the Enter button to view the high limit for the product that was tested, and press the Enter button again to view the low limit.

9. Press Select to continue.
    The Reject/Accept screen will be displayed.

```
 ┌──────────────┐
 │ FAIL  ▲      │
 │ Pork chops   │
 │ Rejct. Accpt │
 └──────────────┘
   (Select) (Enter)
```
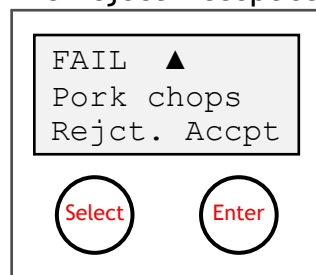
10. Choose whether to select or reject the product being tested.
    Whilst the HACCP instrument gives a pass/fail result based on the limits defined in the HACCP list, it is the user who ultimately has responsibility for accepting or rejecting the product being tested.

    10.1. If the product is to be accepted, press the Enter button.
    10.2. If the product is to be rejected, press the Select button.

    After accepting or rejecting the product, the Comments screen will be displayed.

```
 ┌──────────────┐
 │ Comments     │
 │ OK           │
 │  OK   Modify │
 └──────────────┘
   (Select) (Enter)
```
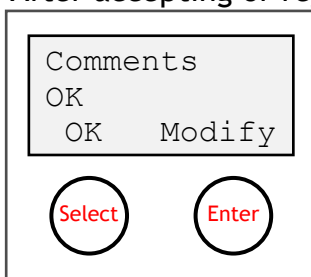
11. Select an appropriate comment for the test.

# AAW Control Systems Limited
User Manual: HACCP Instrument

This comment provides additional information within the HACCP reports, which can be particularly helpful if the product has been rejected.

11.1. The first comment displayed will be the one that was used for the last completed test. If this is the required comment then press Select.

11.2. If a different comment is required press the Enter button to modify.
The screen will change as shown below.

```
Comments
OK            ▶
Next       Set
```
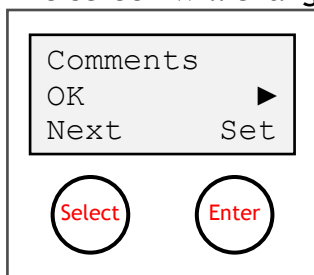
Select   Enter

11.3. Press the Select button to scroll through the list of comments (holding down the Select button will scroll backwards to the previous comment), and press Enter to select the required comment.

After selecting a comment, the Test Complete screen will be displayed.

```
HACCP Test
Complete
Next
```

Select   Enter
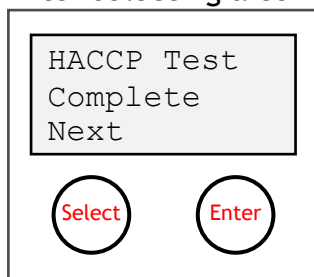
If you need to perform further tests, then press the Select button.
The HACCP TESTS screen will be displayed – see step 1.

```
HACCP TESTS

Next      Enter
```

Select   Enter
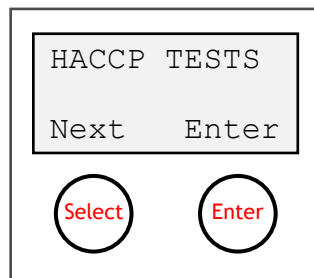
If you do not need to perform further tests then leave the instrument idle for a few seconds and it will return to the temperature display screen.

```
23.6
```
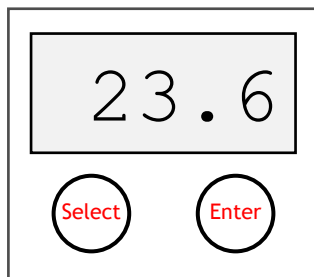
Select   Enter

AAW Control Systems Limited
User Manual: HACCP Instrument
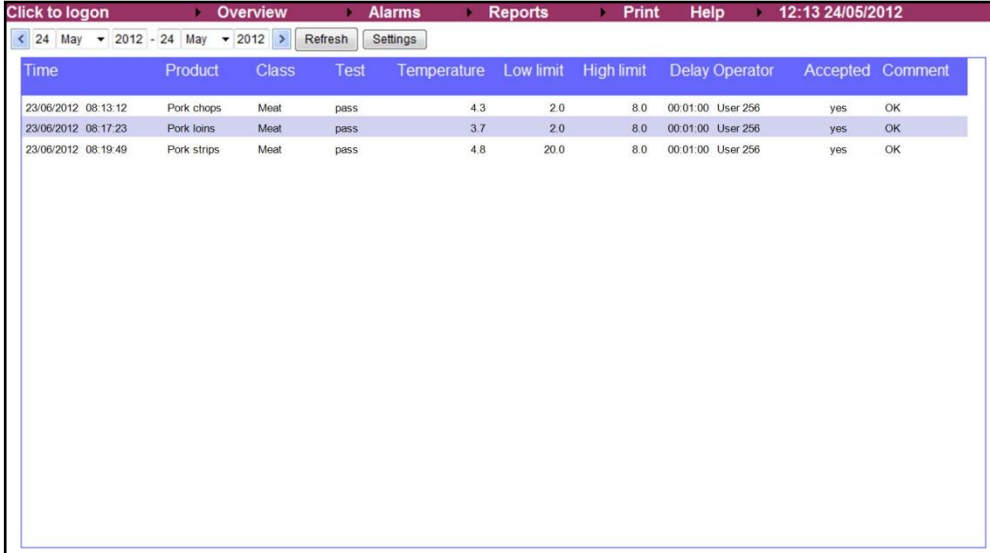
6. Performing a HACCP Test (Quick Guide)

1. Press the Select button until the HACCP TESTS screen is displayed.

2. Press the Enter button.

3. Select a user.

4. Select a supplier (if required).

5. Enter the delivery number (if required).

6. Select a product

7. Start the HACCP test

8. Wait for the test to complete.

9. Press Select to continue.

10. Choose whether to select or reject the product being tested.

11. Select an appropriate comment for the test.

7. Viewing HACCP Test Results

Completed HACCP tests are uploaded automatically to WebREACT within a few minutes of the instrument being in range of its RIOT or SCUFFLE master unit.

1. From WebREACT's main screen, go to the **Overview** menu, select **Main Plan**, then select **HACCP.**
   The HACCP screen will be displayed showing the completed HACCP tests in chronological order.

Time	Product	Class	Test	Temperature	Low limit	High limit	Delay	Operator	Accepted	Comment
23/06/2012 08:13:12	Pork chops	Meat	pass	4.3	2.0	8.0	00:01:00	User 256	yes	OK
23/06/2012 08:17:23	Pork loins	Meat	pass	3.7	2.0	8.0	00:01:00	User 256	yes	OK
23/06/2012 08:19:49	Pork strips	Meat	pass	4.8	20.0	8.0	00:01:00	User 256	yes	OK

ALL PRINTED COPIES OF THIS DOCUMENT ARE UNCONTROLLED   Page **15** of **16**
UNAUTHORISED CHANGES OF THIS DOCUMENT ARE NOT PERMITTED

© AAW Control Systems LIMITED

2. Choose the date/date range that you want to view the HACCP test results for

By default the HACCP screen shows the HACCP test results for today.

Click the right or left arrow to advance the date forwards or backwards one day at a time. The list of tests will be updated automatically.

Alternatively, click in the day, month or year boxes and change the values as required then click the **Refresh** button to view the reports for the entered date/date range.

AAW Control Systems Limited