Example of personalisation of the Guide
How « to personalise » the GGHP?

**Step 1:** The producer should take only the sheets useful for him

- The GGHP is made of separate sheets > the user can **select only the sheets related to his products and practices**

- *For example, a producer processing his own cow milk into lactic cheeses need only keep:*
  - **All the GHP and the GMP sheets**
  - The sheet « risk analysis for primary production »
  - The HACCP-based plan « lactic coagulation cheeses »
  - The sheets related to traceability ; self monitoring and non conformity management
How « to personalise » the GGHP?

**Step 2:** The producer should adapt THE GHP & GMP to his practices

In each sheet, the producer should:

- **Delete** the points of the sheet that are not applicable to his practices

- **Keep** the recommendations that can suit with his practices, and even **highlight and detail those that are most relevant** for him
Example of personalising one GHP sheet

This sentence says: “Staff should wash their hands: before milking animals….”
> A cheesemaker not producing milk, will delete “before milking animals” in his GGHP

This sentence says: “[about training] this may be by obtaining a formal food hygiene qualification or through direct instruction by a more experienced colleague”
> The producer should circled “through direct instruction by a more experienced colleague” if it is the usual practice in his business.

NB: in the case when formal training has been done by some members of the “staff”, certificates can be joined in appendix of the GGHP, as supporting documents

For the rest, provided that the text is in line with his practices, the producer has nothing to add, to delete nor to adapt
### Example of personalising a HACCP-based plan

#### Extract of the HACCP-based plan « lactic coagulation cheeses »

<table>
<thead>
<tr>
<th>Process step to monitor</th>
<th>Why do we have to be careful?</th>
<th>Preventive actions</th>
<th>Checking/Monitoring procedure</th>
<th>Corrective actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maturation without inoculation</strong></td>
<td>M: Growth of pathogenic bacteria: Milk can contain undesirable bacteria. When the number of lactic acid bacteria (LAB) is low or conditions for their development are unfavourable, pathogenic bacteria can dominate.</td>
<td>Where possible, promote the development of LAB through good animal husbandry (see sheet milk production). Use proper maturation temperature and time to promote sufficiently rapid growth of LAB. (2)</td>
<td>Experience of cheesemaker: organoleptic inspection, measurement of temperature, time and acidity development.</td>
<td>Add dose of acidifying culture. Reject suspect milk (taste, smell, appearance). Adjust production parameters (time, temperature). If it is a recurrent issue, improve milk-production practices or change milk supplier.</td>
</tr>
<tr>
<td><strong>Maturation with inoculation</strong></td>
<td>M, C: Improper process parameters can allow growth of pathogenic bacteria</td>
<td>Maintain correct temperature, time and dose of cultures. Add cultures as soon as possible. Evening milking: Whey added in the tank just after milking. Tank’s temperature adjusted at 12°C.</td>
<td>Experience of cheesemaker: organoleptic inspection, measurement of temperature, time and acidity development.</td>
<td>Adjust production parameters: time, temperature, type and dose of cultures.</td>
</tr>
</tbody>
</table>

*The line is kept and adapted (detailed, …) because it is the usual practice of this producer…*

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