

HACCP Self-Assessment Check List

HACCP Purpose & Scope

Have you defined the following?

- a) Scope of HACCP Plan
- b) Purpose of HACCP Plan

HACCP Requirements

Have adequate instructions been developed in the following areas?

- a) Management Plans
- b) HACCP Plans
- c) Standards or procedures

Management Systems

Food Safety Responsibilities

Do you have a current organisational chart and position description for all the activities that impact on food safety? Have responsibilities and authorities been communicated?

System Review

Are system procedures such as HACCP plans reviewed and updated on a regular basis and are these documents controlled effectively? What is the frequency of reviews?

Consistency with Standard

Is the HACCP plan consistent with CODEX Alimentarius Principles and Application?

Flow Diagrams

Do you have documented process flow diagrams for relevant processes and within these are critical Control Points / quality Control points (CCP's/QCP's) identified as appropriate?

Food Safety Awareness

Are processes in place to ensure the organisation is kept informed of food safety issues such as?

- a) food regulations
- b) Legislative, scientific and technical developments relevant to the organisation?

Hazard Analysis & Critical Control Points (HACCP)

Hazard Analysis

Has a Hazard Analysis been undertaken for each process step identified in the flow diagram above which considers food safety and quality?

Each step needs to consider any potential contamination from:

- a) Chemical
- b) Physical
- c) or biological sources

Hazard Significance & Likelihood

Has the significance of hazards been identified – including the likelihood?

Critical Control Points

Have all Critical Control Points been identified and recorded?

Note: Not all systems have critical control points.

Critical Limits

Have measurable critical limits been developed for all CCPs/QCPs?

Monitoring

Do you have monitoring procedures in place for any identified CCPs/QCPs?

Records

Are records kept of the monitoring activity related to CCPs and QCPs?

Monitoring Requirements

Do monitoring procedures specify?

- a) What
- b) When
- c) How
- d) Where
- e) Who undertakes the monitoring?

Calibration

Have all instruments used for monitoring CCPs/QCPs been calibrated?
Are records of calibration maintained?

Corrective Actions

Do you have a corrective action procedure in place?

Do you maintain records of corrective actions undertaken?

Have you implemented a customer complaints management system?

Are customer complaints recorded and managed by a competent staff member?

Communication

Do you have a system to communicate corrective actions in response to complaints?

Verification

Have you developed a verification system for your HACCP plan? This might take the form of Internal Audits or sampling and analysis programs?

Have you maintained records of these activities?

Do your verification activities demonstrate that the HACCP program is effective?

Records

Do you have a system in place to retain relevant documentation in regards to food safety within the organisation?

Training

Can you provide evidence that at least one member of your organisation has attended a formal HACCP course? (Records are required).

Where applicable, do you have a system in place that identifies training needs for general staff and have appropriate resources been allocated?

Conditions Necessary to Maintain a Hygienic Environment

Work in Progress

Do you have a procedure for work in progress (WIP), rework and waste?

Water & Ice Monitoring

When applicable, do you carry out water and ice quality monitoring and verification activities?

Stock Rotation

Do you have in place a stock rotation procedure? – First In First Out (FIFO)?

Hygiene Policy

Do you have a documented staff hygiene policy / procedure which covers the following?

- a) Staff cleanliness (coughing and sneezing)
- b) Returning to work from breaks
- c) Staff hygiene checks undertaken

Wood & Glass Procedure

Do you have a procedure that controls or eliminates the likelihood of contamination with wood and or glass within the organisation?

Allergen Management

Have you implemented an allergen management program and are staff trained?

Cleaning Program

Do you have a cleaning program that identifies and includes the following?

- a) Areas within the building that require cleaning, equipment, between batch cleaning, frequency, chemicals used and person responsible.
- b) Information documented for methods of cleaning and if the cleaning is effective? Are Material Safety Data Sheets (MSDS) available for cleaning chemicals?
- c) A cleaning schedule including maintenance of cleaning records?

Pest Management

Have you developed and implemented a Pest Management System?

Does the program include chemicals used, Insect, Bait Map and in-house controls, (Strip curtains, air pressure)?

Are records maintained for MSDSs and appropriate qualifications for service providers and reports of pest control services?

Inputs

Raw Materials

Do you have a documented risk assessment for raw materials (including primary packaging)?

Purchased Materials

Has a system been developed to inspect and verify purchased materials ensuring they meet specified requirements?

- a) Physical inspection
- b) Receiving Certificates of Analysis (COA) etc.

Supplier Approval

Do you have a method for approving suppliers, including a set of criteria for selection and evaluation of suppliers?

Supplier Review

Are suppliers reviewed on an ongoing basis and are records kept?

Product Identification & Traceability

Do you have a procedure detailing how products are identified and traced at all stages of the process including product recall procedures?