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HACCP

(MANUAL)

Prepared By (Name & Sign)	Approved By (Name & Sign)	Date
	[Manager]	
Document No.: M/01	Revision No. 00	Update Date: 01/01/2020

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		✓ Reporting to top management on the effectiveness and suitability of the HACCP. ✓ Continually review the HACCP and report the improvements. ✓ Initiate and carry out the withdrawal/ recall.
D. Team Leader		✓ Ensuring that the HACCP conforms to the requirements of HACCP. ✓ Ensuring the HACCP is established, implemented, maintained and updated. ✓ Managing and organizing the work of the food safety team. ✓ Ensuring relevant training and competencies for the food safety team. ✓ Develop policies and procedures and implement those for addressing HACCP requirements ✓ Take Actions to address non-compliances and for continual improvement. ✓ Reporting to top management on the effectiveness and suitability of the HACCP. ✓ Continually review the HACCP and report the improvements. ✓ Initiate and carry out the withdrawal/ recall.
Team Member		✓ Get data and information relevant to area s/he is responsible for and take necessary actions for implementation of HACCP. ✓ Report for results of implementation and suggest for improvements. ✓ Participate in knowledge sharing sessions and trainings ✓ Face Internal and external audits and address NCs in the area.
Team Member		✓ Get data and information relevant to area s/he is responsible for and take necessary actions for implementation of HACCP. ✓ Report for results of implementation and suggest for improvements. ✓ Participate in knowledge sharing

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HACCP

HACCP PLAN

(PROCEDURE)

Prepared By	Approved By	Date
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1. PURPOSE

The purpose of this procedure is to establish, implement and maintain a system to perform HACCP studies and make HACCP plans.

2. SCOPE

This procedure is applicable to all activities and products of [Company].

3. TERMS AND DEFINITIONS

HAZARD ANALYSIS

Hazard identification and Analysis of its effect

CCP

Critical Control Point - step in the process at which control measure(s) is (are) applied to prevent or reduce a significant food safety hazard to an acceptable level, and defined critical limit(s) and measurement enable the application of corrections.

HACCP

Hazard Analysis and critical control point

All applicable as defined in clause 3 of manual.

4. PROCEDURE

4.1 GENERAL

Each step identified in the Process Flow Charts shall be transferred to the Hazard Identification and control assessment and listed into HACCP sheet. For each step the following shall be identified:

- Significant Hazards
- Control Measures
- OPRPs (if any)
- CCPs (if any)
- Critical Limits (in case of CCP)
- Monitoring methods / procedures (in case of CCP)
- Corrective Actions (in case of CCP)
- Records (in case of CCP)
- Verifications (in case of CCP)
- Point of attention or pre requisite programme (POA / PRP)

4.2 SIGNIFICANT HAZARD (PRINCIPLE 1)

Hazard identified in the hazard identification process shall analyzed for its severity and occurrence to determine its impact on food safety. To identify the significant Food Safety Hazards, Risk analysis shall be conducted. The risk factor is find by following formula

Occurrence x Severity=Risk

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Update Date:	[COMPANY] HACCP STUDY	Document No.: F/21
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Sr. No.	Step/Control point	Principle -1		Principle -2	Principle -3	Principle -4					Principle -5	Principle -6	Principle -7
		Hazard	Control Measure	CCP	Critical Limits	Monitoring					Corrective Action (What & Who)	Verification (What & Who)	Records
						What	Where	How	When	Who			

[Company]

PRE-REQUISITE PROGRAM (PRP) MONITORING

F/28
Rev No.00

[illegible]

[Company]

Cleaning and Sanitation Report

F/29
Rev No.00

Sr. No	→
--------	---

Department →

Name →

SOP No. →

[illegible]

Cleaning of above area includes cleaning of Doors, Windows, and Walls And Tube Light as per PRP.

Daily Sanitation Audit Report					F/33 Rev No.00	
Sr. No →		Date →				
Sanitation condition		Blending Section		Packing Section		Overall Status
		Time	Pass / Fail	Time	Pass / Fail	
Equipment Cleaning And Sanitizing						
Equipment cleaned and sanitized before start-up of new batch						
Cleaned magnets in use at process line						
Employee Hygienic Condition						
Clothes are neat and clean						
Clean hand gloves are wearred						
Clean mask and caps are wearred						
Cross Contamination						
Employee's hands, gloves, equipment etc that contact unsanitary objects are washed and sanitized before contacting product.						
Floor is completely cleaned						
Clean mask and caps are worn						
Hand Washing And Sanitation Facilities						
Hand dryers are in working condition						
Soap is available for washing						
Employees are washing their hands after use of toilets						
Protection From Adulteration						
Properly labelled and stored						
Employee Health						
No sign of medical problems that could contaminate product						
Cuts and wounds properly bandaged						
Pest And Rodent Control						
No availability of pests / rodent in area						
Others, if any						
Remarks						
Overall Status				Checked By		
If any condition is found not satisfactory, than stop the work and allow only after conforming to the above condition. Record the details of re-verification in the remarks column.						