

## PrimusGFS - Checklist - v 1.6

• This module will not be applicable to field operations, for activities carried out only in the growing area at farm level.

• This module will always be applicable to all facility operations.

• For facility operations where there is preparation, manufacturing or processing of food, a HACCP system must be in place and the entire section shall be evaluated. In food businesses where there is no preparation, manufacturing or processing of food HACCP may not be required, but this should be determined with a documented hazard analysis of all steps of each process. If the hazard analysis shows that all hazards can be controlled through the implementation of prerequisite requirements, there will be no need to develop and implement a complete HACCP system.

• In ALL cases the HACCP process and system must be in compliance with all legal requirements.

This Module should be completed for each one of the facility operations in the scope of the application done by the organization.

### Module 3 - HACCP (Sections 3.01 to 3.05)

#### HACCP System Requirements

Available Answers: TC - Total Compliance, Mi - Minor Deficiency, Ma - Major Deficiency, NC - Non Compliance and N/A - Not Applicable

Section	Q #	Question	Total Points	Given Answer	Auditor Notes
Applicability of HACCP	3.01.01	Is there need of a HACCP system to be developed and implemented in the operation? Only YES or NO answer is allowed. IF YES, go to 3.02.01	0		
Applicability of HACCP	3.01.02	If the company has determined that a HACCP system is not needed for the operation, is there a documented hazard analysis of all steps of each process showing that all hazards can be controlled through the implementation of prerequisite programs negating the need to develop and implement a complete HACCP system? If YES, the rest of the HACCP Module is not applicable.	15		
Management Support of HACCP	3.02.01	Is there a team responsible for HACCP development, implementation and on-going maintenance which is chaired by the site HACCP coordinator?	15		
Management Support of HACCP	3.02.02	Does the plant have formal recorded HACCP training for all employees (especially CCP operators and management)?	10		
Management Support of HACCP	3.02.03	Are changes in the process, equipment, ingredients etc., causing timely reviews of HACCP systems, including hazard analysis, CCP decisions, CCP records and staff training?	10		
Management Support of HACCP	3.02.04	Is the plant conducting self audits of the HACCP program?	10		
Management Support of HACCP	3.02.05	Have standard operating procedures (SOPs) been created for the monitoring process of the HACCP system, which would include how to carry out the monitoring activities?.	10		
Management Support of HACCP	3.02.06	Is there a person or group responsible for all the records generated thru the monitoring activities of the HACCP plan?	5		
Management Support of HACCP	3.02.07	Are the records maintained in an organized and retrievable manner?	5		
Management Support of HACCP	3.02.08	Are there security measures to insure against HACCP monitoring activity record loss?	5		
Development of the Written HACCP Plan	3.03.01	Does a product description exist for each product produced? Do they contain the products intended use, materials and raw ingredients, and who the intended consumer is?	10		
Development of the Written HACCP Plan	3.03.02	Has the process been flow charted? Is the flow chart in sufficient detail to completely describe the process or product manufacturing steps?	15		

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Section	Q #	Question	Total Points	Given Answer	Auditor Notes
Development of the Written HACCP Plan	3.03.03	Has a documented hazard analysis for the process been conducted, showing the various types of hazard and their associated severity?	15		
Development of the Written HACCP Plan	3.03.04	Have CCPs been developed to control the hazards identified in the hazard analysis step?	15		
Development of the Written HACCP Plan	3.03.05	Have monitoring requirements and frequencies been determined for the CCPs?	15		
Development of the Written HACCP Plan	3.03.06	Are identified CCP critical control limits supported by validation document?	15		
Development of the Written HACCP Plan	3.03.07	Is there a clear detailed action plan for operators to follow if the limits are exceeded? Does it describe plans to adjust the process back into control and withhold out of compliance products if necessary?	10		
Development of the Written HACCP Plan	3.03.08	Have recording templates (recording forms) been developed for monitoring the CCPs?	10		
Development of the Written HACCP Plan	3.03.09	Have specific responsibilities been assigned for the monitoring, recording and corrective action management of each CCP?	10		
Development of the Written HACCP Plan	3.03.10	Have verification plans and schedules been developed for each CCP?	15		
Execution of the HACCP plan on the Plant Floor	3.04.01	Are all of the documents noted in the HACCP plan in place for real time monitoring of the CCPs?	15		
Execution of the HACCP plan on the Plant Floor	3.04.02	Are the CCP monitoring activities and frequencies in compliance with the plan?	15		
Execution of the HACCP plan on the Plant Floor	3.04.03	Do CCP operators understand basic HACCP principles and their role in monitoring CCPs? (Interview operators to verify).	5		
Execution of the HACCP plan on the Plant Floor	3.04.04	Are CCP monitoring records signed off (or initialed) by the operator(s) who are carrying out and recording the CCP check?	15		
Execution of the HACCP plan on the Plant Floor	3.04.05	Are corrective actions detailed in writing when the failure of a CCP occurs?	10		
Execution of the HACCP plan on the Plant Floor	3.04.06	Are the CCP records reviewed and signed off daily by the quality control supervisor and/or management?	10		
Verification of the HACCP Plan	3.05.01	Are monitoring and verification information reviewed and discussed at management level meetings?	10		
Verification of the HACCP Plan	3.05.02	Are there independent audits e.g. third party audits, of the plant's HACCP program (at least annually)?	5		