

Ref 4.8/9/10/11

HACCP CONTROL SUMMARY SHEET			PRODUCT: Chilled, Frozen, Dry		PAGE ONE OF THREE		ISSUE1 Date: 06/09/2017		Next Review Date 06/09/2018			
Control Points		HAZARD SOURCE	CONTROL MEASURE	LIMITS	PROCEDURE	MONITORING Who	FREQUENCY	CORRECTIVE ACTION	DOC REF	VERIFICATION		
Personal Hygiene		Biological, Chemical and Physical contamination as a result of poor personal hygiene and allergens	Hygiene Training	All staff trained	As in training plan	P.I.C.	On-going	Retrain	Training Plan :2.5 (i)	Internal audit to audit schedule		
		Hygiene Policy Supervision	All staff compliant	Visual inspection of work practices and employee appearance.	Continuous		Address non compliances. Train Employees at commencement & maintain standards.					
Cleaning and Sanitising		Biological, Chemical and Physical contamination due to inadequate cleaning. Allergens.	Cleaning and Sanitising Programme	Visually Clean. High risk area's sanitised.	Visual Check Quarterly Swab tests	P.I.C.	Daily	Re-clean / Sanitise	Cleaning Programme PRP 01	Internal audit to audit schedule		
							Reassess schedule					
Pest Control		Biological, Chemical and Physical contamination from pests.	Pest Control Programme. Employee Awareness.	Adequately Pest Controlled Environment	Regular external audits by contractor. Internal Audits.	Contractor P.I.C.	Scheduled Visits	Contact Contractor re audit until clear	Contractors manual.	Internal audit to audit schedule		
		Waste Control	Removal of waste	Waste Bins	On-going		Retrain	Cleaning Check List				
						P.I.C.	Daily					

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STEP	OPRP/CCP NO	HAZARD SOURCE	CONTROL MEASURE	LIMITS	PROCEDURE	MONITORING BY	FREQUENCY	CORRECTIVE ACTION	DOC REF	VERIFICATION
2 Delivery	CCP1	Biologic al	Temperature checks.	0 °C to 5°C	Probe deliveries.	Designat ed staff member	Each delivery	Reject if above 8 °C chilled and inform supplier	PC01	Internal audit to audit schedule
3 Storage	CCP2	Biologic al	Temperature checks twice daily.	0 °C to 5°C-	Document dial temperatures	Designat ed staff member	Twice daily	Food Temperature/time: Temperature>2°C for <2 hrs: Use immediately or restore temperature. Temperature >2°C for >2 hrs and <4 hrs: Use immediately or discard. Temperature >2°C for >4 hrs: Discard Frozen food – temperature ≥12. Use immediately or risk assess or discard	PC02	
4 Handling	1	Biological	Max exposure 30 mins to ambient temperatures , GHP	30 mins	Visual	Designat ed staff member	Continuous	Retrain/review procedures	3.1.7	

5 Dispatch	CCP3	Biological	Temperature checks	0 °C to 5 °C	Probe product.	Designat ed staff member	Day shift, evening shift.	Food Temperature/time: Food >5°C for ≤ 2 hours: Use food immediately or refrigerate Food >5°C for ≥ 2 hours but ≤ 4 hours: Use food immediately or discard. Food >5°C for >4 hours : Discard the food	PC03	
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