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Section 1

An Introduction to Company

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An Introduction to HACCP

Hazard Analysis Critical Control Point, or HACCP, is a system that gives us a proactive common sense approach to the safety management of our food products.

HACCP was originally designed in the early days of the American manned space programme, and was developed by the Pillsbury Company, NASA and the United States Army laboratories, to ensure the Microbiological safety of the astronauts' food.

The HACCP system was launched publicly in 1971, and is designed to identify and control hazards that may occur anywhere in a food processing operation.

The benefits of the HACCP system are as follows;

- A Preventative System
- A Systematic Approach
- Helps demonstrate 'Due Diligence'
- Internationally accepted
- Strengthens Quality Management Systems
- Facilitates regulatory inspection/external audits
- Demonstrates Management commitment.

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Key terms

Critical Control Point (CCP):

The points in the operation that must be controlled in order to produce a safe product.

Target level:

A specified value for a control measure, which has been shown to eliminate or minimise a hazard at the critical point.

Tolerance:

A specified variation from the Target Level, which is acceptable – values outside this tolerance indicates a deviation.

Critical Limit:

The safety limit, which must always be met at each critical point.

Hazard:

A factor which cause harm to the consumer

Risk;

The likelihood of the hazard occurring.

GHP

Good Hygiene Practices or pre-requisite programs. Practices and procedures forming the basis of preventative actions.

- Receiving, Storage & Transport (e.g. Procedure for Receipt, Approved Supplier Program, etc)
- Calibration and Maintenance
- Cleaning and Sanitation
- Pest Control
- Staff Training & Personnel
- Product Identification and Traceability & Recall
- Premises (building and surrounds)

Risk Analysis Table

A tabulated record of all hazards that affect or have the potential to affect the safety of the product(s) under analysis. The significance of each hazard is rated as low, medium or high and control measures for each hazard are stated.

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HACCP Table

Hazards identified in the Risk Analysis Table as being of medium or high significance and their respective control measures are transferred to the HACCP Table. The critical limit for each of these hazards is specified. Details of who will monitor the critical limit to make sure it is not broken are given. Actions to be taken when critical limits are broken are also given. Records of monitoring activities are listed.

Sev

Severity. The consequence of the hazard occurring.
H = High = Life threatening or cause severe illness/injury.
M = Medium = Moderate illness/injury, not life threatening
L = Low = Mild illness/injury, not life threatening

Lik

Likelihood. The likelihood of the hazard occurring.
H = High = Likely to occur often
M = Medium = May occur sometimes
L = Low = Unlikely to occur

Sig

Significance. The consequence of the hazard occurring. When both severity and likelihood are high, the significance is high.

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HACCP TEAM

The HACCP Team consists of the following personnel:

Name	Position	Qualifications / Experience
	HACCP Team Leader	
	Technical Manager	
	Operations Manager	
	Ware house Manager	
	Facilities Manager	
	Human Resources	

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HACCP Scope

The HACCP Team have identified the Scope of this study as being:

Storage and distribution of all range of goods without any processing.

From the intake of product to the arrival of the product at the customers facilities, taking into account all possible Microbiological, Chemical or Physical hazards which could occur during this process.

The HACCP Team will ensure that all working practices adhere to all current food safety legislation.

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Terms of Reference

The HACCP team have determined to address the potential of Microbiological, Chemical and Physical contamination through the process of Intake, Handling, Storage and Distribution of product from intake to delivery of the product to the customers' facilities.

The HACCP study takes into consideration that the company operates prerequisite programmes, which include:

- Good Manufacturing Practice
- Preventative Maintenance
- Personnel and Training
- Process Control
- Calibration
- Storage and Transportation
- Traceability and Product Recall

During the formulation of the HACCP study, the team will review the various codes of practice and food regulations and will take the following food safety legislation and Codes of Practice into consideration throughout the study;

- European Communities (Hygiene of Foodstuffs) Regulations 2004
- Codex Alimentarius 2009
- Hazard Analysis and Critical Control Points (Codex 1997).
- Customer Guidance Literature.

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Product Identification, Intended Use and Process

The product is received into the facility in pre-packed at source or in loose format
They are all suitable for all consumer groups.

The HACCP team have determined flow analysis of the process:

Product distributed as whole loose cases or products pre-packed/labelled at source
of origin.

The following information determines a written process flow for process.

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HACCP Verification, Validation and Review Procedure

HACCP Team verified the HACCP process flow diagram by walking all the processes to ensure that the diagram was accurate.

It has been determined by the HACCP team during this study that there is 1 CCP, Storage Temperature Control.

An assessment of the HACCP Study will be conducted at the Management Review Meetings. Full reviews will be conducted once per annum on the complete HACCP system and also when new or amended products, processes, or equipment are to be introduced. This includes any work to be carried out by contractors. Validation of all control measures will be conducted by competent qualified staff and will be conducted during the Quality Assurance Auditing Programme as detailed in the Procedures Manual.

In the event that any of the above verification procedures show that the HACCP plan requires review, a meeting of the HACCP team will take place in order to agree corrective actions.

All HACCP team members and Department managers will ensure all staff within their area/department are trained in all control measures and C.C.P monitoring and adhere to the above guidelines.

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Methodology

The flow chart has been designed, so that each step has been allocated a number. All steps that are repeated throughout the process have been allocated the same number, to save repetition in the Risk Analysis Table.

The method used to establish CCP's within this HACCP Plan has been based on the significance of each hazard as determined by the Risk Analysis Table.

Hazards which can be controlled, prevented or eliminated by the application of Good Hygiene

Practices (GHP) are not included in the HACCP Table. Therefore, these hazards have been identified in the Risk Analysis Table and have not been carried forward to the HACCP Table as CCP's.

All other hazards not controlled by GHP and defined as highly significant within the Risk Analysis Table have been carried over to the HACCP Table as a CCP. These hazards are all monitored and a record of that activity maintained.

Hazards defined as less than significant within the Risk Analysis Table are not carried over to the HACCP Table and may not be monitored or a record maintained.

Total assessed risk = Likelihood x Severity

Likelihood	
1 = Improbable event: Once every five years	1 = Negligible: no impact or not detectable
2 = Remote possibility: Once per year	2 = Marginal impact: only internal company target levels effected
3 = Occasional event: Once per month	3 = Significant: impact on critical limits
4 = Probable even: Once per week	4 = Major: impact on customers (not necessarily the public)
5 = Frequent event: Once per day	5 = Critical: public health risk, public product recall.

Likelihood	Severity				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

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Process flow

Pre-packed/Labelled at source and whole units/items box end labelled and distributed as loose

Product arrives at the facility within a designated loading/intake area (1°C - 10°C), intake arrival checks are completed by the warehouse operative to ensure correct quantities are received and each product line is labelled with its own traceability number.

Product is then transferred into the relevant temperature controlled storage area (-25°C to 10°C), either in a static cold store or placed on a product roller feed system. Products Pre-packed/Pre-labelled at source or whole cases distributed as loose remain in the relevant temperature controlled storage area until required for daily orders, when they are brought into the relevant despatch area, box end labels are applied by hand and the product is either placed on mixed pallets or remains whole. Storage temperature is controlled manually and automatically (CCP) daily accordingly to the schedule.

The Warehouse Operative conducts a final despatch check to ensure temperature and label compliance. When authorised by the Warehouse Inspector, by way of a positive release labelling system, the product is loaded onto a temperature-controlled vehicle and is delivered direct into the customers.

Waste is removed and transferred into designated area.

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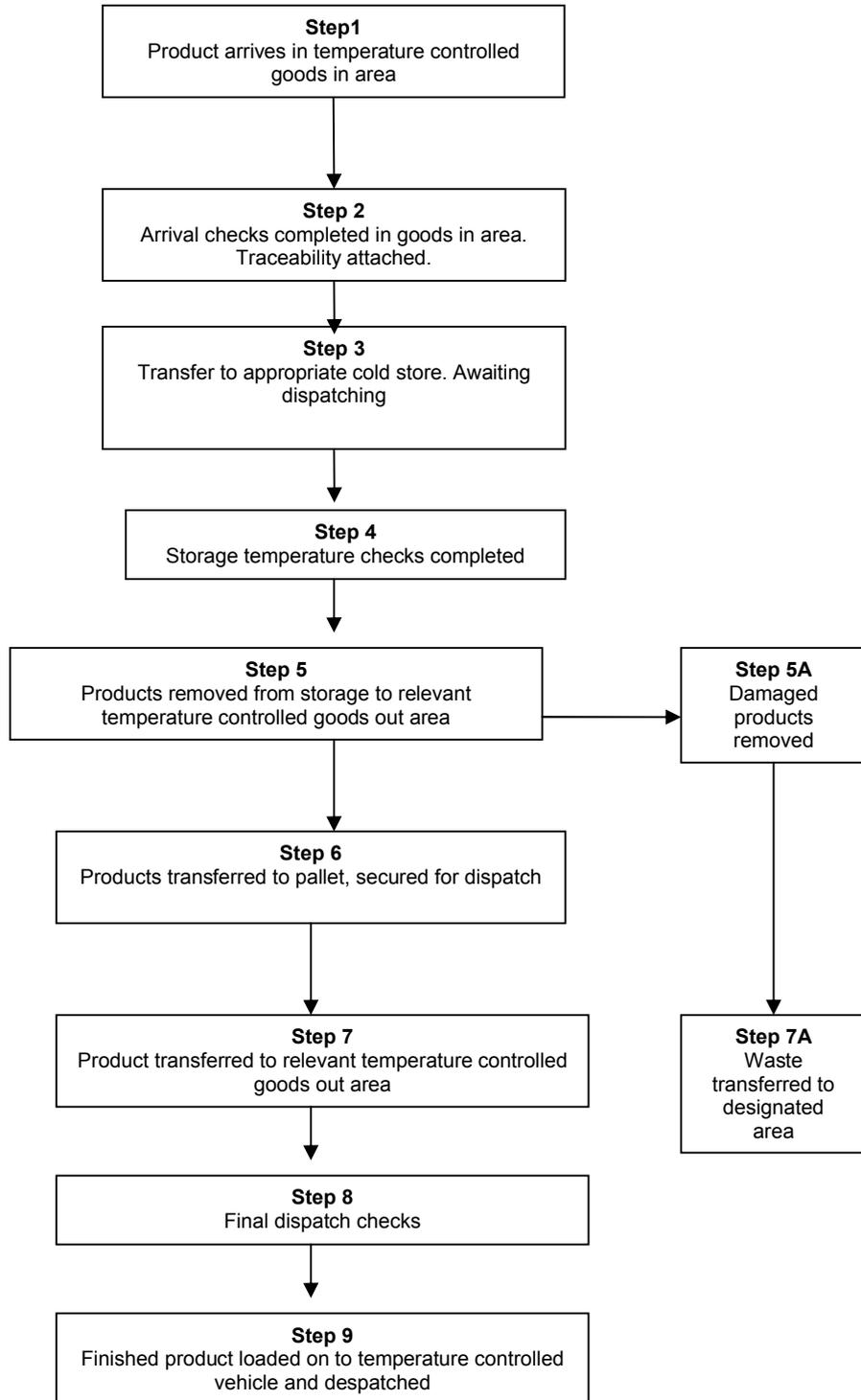
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Section 2

Process flow diagram



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Section 3

Hazard analysis chart

Process Step	Hazard & Source/Cause	Likely Occurrence (High / Medium / Low)	Adverse Health Effects (H/M/L)	Control Measures
1. Product arrives in temperature controlled goods in area.	<p>Physical Hazards - External contamination from rain water, bird droppings, vermin/rodents and flying insects during in loading process. - Glass contamination from internal light sources. - Pests/rodents and or Flying insects due to poor hygiene/debris build up - Physical risks from straps/thermocouples/ staples/foreign bodies found on pallets on intake.</p> <p>Chemical Hazards Chemical contamination from Chemical/ Pesticide at source of origin.</p> <p>Microbiological Hazards Microbiological contamination during process at the source of origin</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Medium</p> <p>Medium</p> <p>Low</p>	<ul style="list-style-type: none"> - Curtains/cushions fitted to all loading bays to prevent external contamination. - Prerequisite programmes in place to control all named hazards, include; Daily hygiene schedules and cleaning programmes, glass policy and daily audits. - External and internal Pest control programmes. EFKs in place in intake areas. - All light fittings covered. - Supplier Q.A.S systems and HACCP in place and verified/audited by the Technical Department to eliminate/reduce potential foreign body or Microbiological contamination. - Intake inspections to identify foreign body contamination on arrival - Chemical/pesticide used at source in conjunction with E.E.C/Local regulations - Supplier Q.A.S in place and regularly audited: validation by way of Chemical MRL testing programme, records retained - Supplier Q.A.S systems and HACCP in place and verified/audited by the Technical Department to eliminate/reduce potential foreign body or Microbiological contamination.
2. Arrival checks	Physical Hazards			- Warehouse operatives trained in Food safety/hygiene

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completed & traceability attached	<ul style="list-style-type: none"> - Physical contamination from Quality Inspectors - Foreign Bodies found within product and /or packaging from source of origin or during transportation. 	Low	Medium	<ul style="list-style-type: none"> programmes with records of training maintained and held on personnel files. - Any foreign body contamination identified escalated to Management, positive release system in place and adhered to by all teams.
3. Transfer to cold store awaiting dispatching.	<p>Physical Hazards</p> <ul style="list-style-type: none"> - Physical contamination from Warehouse operatives. - Glass contamination from internal light sources. - Pests/rodents and or Flying insects due to poor hygiene/debris build up 	Low	Medium	<ul style="list-style-type: none"> - Prerequisites in place to control named hazards include; Daily hygiene schedules and cleaning programmes, Glass policy and weekly glass audits, Pest control programmes and EFKs in intake areas maintained by external contractor, - Staff awareness/training programmes in place with records of training retained/filed.
4. Storage temperatures checks. CCP	<p>Microbiological Hazards</p> <ul style="list-style-type: none"> - Microbiological growth due to breakdown of refrigeration unit <p>Physical Hazards</p> <ul style="list-style-type: none"> - Physical contamination from Warehouse operatives. 	Low	High	<ul style="list-style-type: none"> - Equipment inspected on daily intervals and during manufacture - All staff trained in correct substance control/usage. - Procedures for maintenance, refrigeration breakdown, and daily temperature checks, computerised and alarmed monitoring of refrigeration units.
5. Products removed from temperature controlled storage to relevant goods out area	<p>Microbiological Hazards</p> <ul style="list-style-type: none"> - Microbiological growth due to breakdown of refrigeration unit <p>Physical Hazards</p> <ul style="list-style-type: none"> - Physical contamination from Warehouse operatives. - Glass contamination from internal light sources. - Pests/rodents and or Flying insects due to poor hygiene/debris build up 	Low	Low	<ul style="list-style-type: none"> - Prerequisites in place to control named hazards include; Procedures for maintenance, refrigeration breakdown, daily temperature checks, computerised and alarmed monitoring of refrigeration units. - Products at the stage of this process remain intact in original cartons/boxes. The risk of contamination is deemed to be highly unlikely
5A. Waste removed	<p>Physical Hazards</p> <ul style="list-style-type: none"> - Physical contamination from operator 			<ul style="list-style-type: none"> - Staff hygiene policy/programmes in place with all site staff

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	- Foreign body/Dust contamination from warehouse environment.	Low	Low	trained and records of training maintained and retained on personnel files.
6. Products transferred on to pallet.	Physical Hazards - Physical contamination from warehouse operatives. - Glass contamination from internal light sources. - Pests/rodents and or Flying insects due to poor hygiene/debris build up	Low	Low	- At this stage of the process the product is bagged and sealed and the risk of contamination is highly unlikely.
7. Product transferred to temperature controlled goods out area..	Physical Hazards - Physical contamination from Warehouse operatives. - Glass contamination from internal light sources. - Pests/rodents and or Flying insects due to poor hygiene/debris build up Microbiological Hazards - Microbiological growth due to breakdown of refrigeration unit	Low	Low	- At this stage of the process the product is bagged and sealed and the risk of contamination is highly unlikely. - Prerequisites in place to control named hazards include; Procedures for maintenance, refrigeration breakdown, and daily temperature checks, computerised and alarmed monitoring of refrigeration units.
7A. Waste transferred to designated area	Physical Hazards - Physical contamination from Warehouse operatives. - Glass contamination from internal light sources. - Pests/rodents and or Flying insects due to poor hygiene/debris build up	Low	Low	- Personnel hygiene policies and procedures in place with all staff aware/trained with records of training
8. Finish dispatch checks	Physical Hazards - Physical contamination from operative - Glass contamination from internal light sources. - Pests/rodents and or Flying insects due to poor hygiene/debris build up	Low	Low	- All bay doors fitted with curtains/cushions to prevent external contamination. - Hygiene programmes in place, trailers cleaned and sanitised at regular intervals by external contractor, records retained - Trailer hygiene monitored during despatch procedures
9. Products loaded on to temperature controlled	Physical Hazards - External contamination from bird			- All bay doors fitted with curtains/cushions to prevent external

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<i>vehicle and despatched.</i>	<i>droppings and / or rain water.</i> Physical / Chemical / Microbiological Hazard <i>- Cross Contamination or Taint of finished product due to poor trailer hygiene.</i>	<i>Low</i>	<i>Low</i>	<i>contamination.</i> <i>- Hygiene programmes in place, trailers cleaned and sanitised at regular intervals by external contractor, records retained</i> <i>- Trailer hygiene monitored during despatch procedures</i> <i>- Prerequisites in place to control named hazards include;</i> <i>Procedures for maintenance, refrigeration breakdown procedure</i>
	Microbiological Hazards <i>- Microbiological growth due to breakdown of refrigeration unit on truck</i>	<i>Low</i>	<i>Low</i>	

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Section 4

CCP decision tree

Process Step Hazard	Q1	Q2	Q2 a	Q3	Q4	Q5	CCP Yes / No	Team comment
1. Product arrives in temperature controlled goods in area. Rain water	Y	Y	-	N	Y	Y	No	All Out loading doors fitted with Curtains/Cushion Buffers
1. Product arrives in temperature controlled goods in area. Bird droppings	Y	Y	-	N	Y	Y	No	All Out loading doors fitted with Curtains/Cushion Buffers
1. Product arrives in temperature controlled goods in area. Glass contamination	Y	Y	-	N	Y	Y	No	Glass policy/audits in place and maintained
1. Product arrives in temperature controlled goods in area. Rodents/Flying insects	Y	Y	-	N	N	-	No	Pest control programme in place and maintained to include bait stations and EFK's
1. Product arrives in temperature controlled goods in area. Foreign bodies on pallets	Y	Y	-	N	N	-	No	Intake staff advised to highlight all foreign body issues on arrival - inspections to increase detail of examination
1. Product arrives in temperature controlled goods in area. Chemical/Pesticide residue	Y	Y	-	N	N	-	No	Approved suppliers used at all times.
1. Product arrives in temperature controlled goods in area.. Microbiological contamination.	Y	Y	-	N	N	-	No	Supplier assurance system in place, to include H.A.C.C.P
2. Arrival checks completed & traceability attached Physical contamination by Operatives	Y	Y	-	N	Y	Y	No	Personal hygiene policy in place and monitored
2. Arrival checks completed & traceability attached Glass contamination	Y	Y	-	N	Y	Y	No	Glass policy/audits in place and maintained

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2. Arrival checks completed & traceability attached Rodents/Flying Insects	Y	Y	-	N	N	-	No	Pest control programme in place and maintained to include bait stations and EFK's
3. Transfer to cold store awaiting dispatching. Physical contamination by Operatives	Y	Y	-	N	Y	Y	No	Personal hygiene policy in place and monitored
3. Transfer to cold store awaiting dispatching. Glass contamination	Y	Y	-	N	Y	Y	No	Glass policy/audits in place and maintained
3. Transfer to cold store awaiting dispatching. Rodents/Flying Insects	Y	Y	-	N	N	-	No	Pest control programme in place and maintained to include bait stations and EFK's
4. Storage temperatures checks. CCP	Y	Y	-	Y	-	-	YES	Temperature probes are used, calibrated and temperature checked accordingly to the schedule. Deviations to be highlighted to management and corrective actions implemented. Refer to Storage Temperature Check Procedure.
5. Products removed from temperature controlled storage to relevant goods out area Physical contamination by Operatives	Y	Y	-	N	Y	Y	No	Personal hygiene policy in place and monitored
5. Products removed from temperature controlled storage to relevant goods out area Glass contamination	Y	Y	-	N	Y	Y	No	Glass policy/audits in place and maintained
5. Products removed from temperature controlled storage to relevant goods out area Rodents/Flying Insects	Y	Y	-	N	N	-	No	Pest control programme in place and maintained to include bait stations and EFK's
5A. Waste removed Physical contamination	Y	Y	-	N	Y	Y	No	Personal hygiene policy in place and monitored
6. Products transferred on to pallet. Physical contamination by Operatives	Y	Y	-	N	Y	Y	No	Personal hygiene policy in place and monitored
6. Products transferred on to pallet. Glass contamination	Y	Y	-	N	Y	Y	No	Glass policy/audits in place and maintained

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6. Products transferred on to pallet. Rodents/Flying Insects	Y	Y	-	N	N	-	No	Pest control programme in place and maintained to include bait stations and EFK's
7. Products transferred to temperature controlled goods out area. Physical contamination by Operatives	Y	Y	-	N	Y	Y	No	Personal hygiene policy in place and monitored
7. Products transferred to temperature controlled goods out area. Glass contamination	Y	Y	-	N	Y	Y	No	Glass policy/audits in place and maintained
7. Products transferred to temperature controlled goods out area. Rodents/Flying Insects	Y	Y	-	N	N	-	No	Pest control programme in place and maintained to include bait stations and EFK's
7A. Waste transferred to designated area Physical contamination by Operatives	Y	Y	-	N	Y	Y	No	Personal hygiene policy in place and monitored
8. Finish dispatch checks Physical contamination by Operatives	Y	Y	-	N	Y	Y	No	Personal hygiene policy in place and monitored
8. Finish dispatch checks Glass contamination	Y	Y	-	N	Y	Y	No	Glass policy/audits in place and maintained
8. Finish dispatch checks Rodents/Flying Insects	Y	Y	-	N	N	-	No	Pest control programme in place and maintained to include bait stations and EFK's
9. Product loaded on to temperature controlled vehicle and dispatched. Cross contamination/taint	Y	Y	-	N	N	-	No	Vehicle hygiene checks in place Records of cleaning retained and inspected monthly.
9. Product loaded on to temperature controlled vehicle and dispatched. Rain water	Y	Y	-	N	Y	Y	No	All Out loading doors fitted with Curtains/Cushion Buffers
9. Product loaded on to temperature controlled vehicle and dispatched. Bird droppings	Y	Y	-	N	Y	Y	No	All Out loading doors fitted with Curtains/Cushion Buffers

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Section 5

Risk assessments

Risk Assessment Table for Raw Materials: Allergens & Identity Preserved Products

Name of Product	Is it an ID preserved product? Y/N	Intended Consumer	Finished Product Spec on File Y/N	Key method of control i.e. PH Temp?	Step in Process that has potential for sabotage or Accidental Adulteration?	List of ingredients & additives	Food Additives Y/N	Preservatives Y/N	Allergens Y/N	Intolerance Y/N	S e v	L i k	S i g	Is supplier Approved Cert Held	What controls are in place
	Allergen	Produce		Identity	Preserved										
	Yes	General Population Inc Children & elderly	Yes	Product segregation	Yes storage – No segregation		N/A	N	Y	N	3	1	3	Supplier approved. All certs held by supplier	Segregated storage Approved Suppliers

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Risk Assessment for Foreign body contamination, Plastic, Glass and Wood

Location	Assessment Date	Last assessment Date			
Hazards identified	Risk assessment to consider foreign body contamination including Plastic, Wood and Glass on site	Calculate Hazard Rating – Frequency (Sv + Prb)			Rating
		Frequency	Severity	Probability	
			3	2	6
Control Measures					
	Control to reduce or eliminate risk				
1	Glass register and weekly glass audit				
2	Weekly Hygiene audit checks general house keeping for and foreign bodies. If there is a repeat issue it will be marked Red. This audit is bonus related and is discussed at the weekly management meeting				
3	Broken pallets are removed to outside the compactor area and dumped into a skip.				
4	All damaged crates are removed to the waste area and returned.				
5	Glass breakage procedure are followed and completed if there is a breakage.				
6	All staff receive Hygiene and Food safety training				
7	Jewellery policy enforced and monitored via the Hygiene audit				
Low risk.					

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Section 6

Validation table

Potential Hazard	Critical Limits	References
Hepatitis A, Salmonella, E. Coli, E. coli 0157:H7 Listeria monocytogenes Campylobacter jejuni Shigella, Other food poisoning organisms Norwalk Viruses Parasites i.e. <i>Cyclosporidium</i>	Elimination of poor hygiene practices By food handlers etc Poor hygiene practices Poor cleaning practices	Code of Hygienic Practices for Fresh Fruit & Vegetables (Codex Alimentarius) CACP/RCP53-2003 Code of Practice No1- Risk Categorisation of Food Businesses Code of Practice No 4 – Food Safety in the Fresh Produce Code of Practice No 10 – Assessment of HACCP compliance
Salmonella	Sampling plan on microbiological criteria for foodstuffs	Commission Regulation (EC) No: 2073/2005 15 th November 2005
Pesticides	Control of MRL (pesticide) levels in food	Commission Regulation (EC) No: 396/2005 23 rd February 2005

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