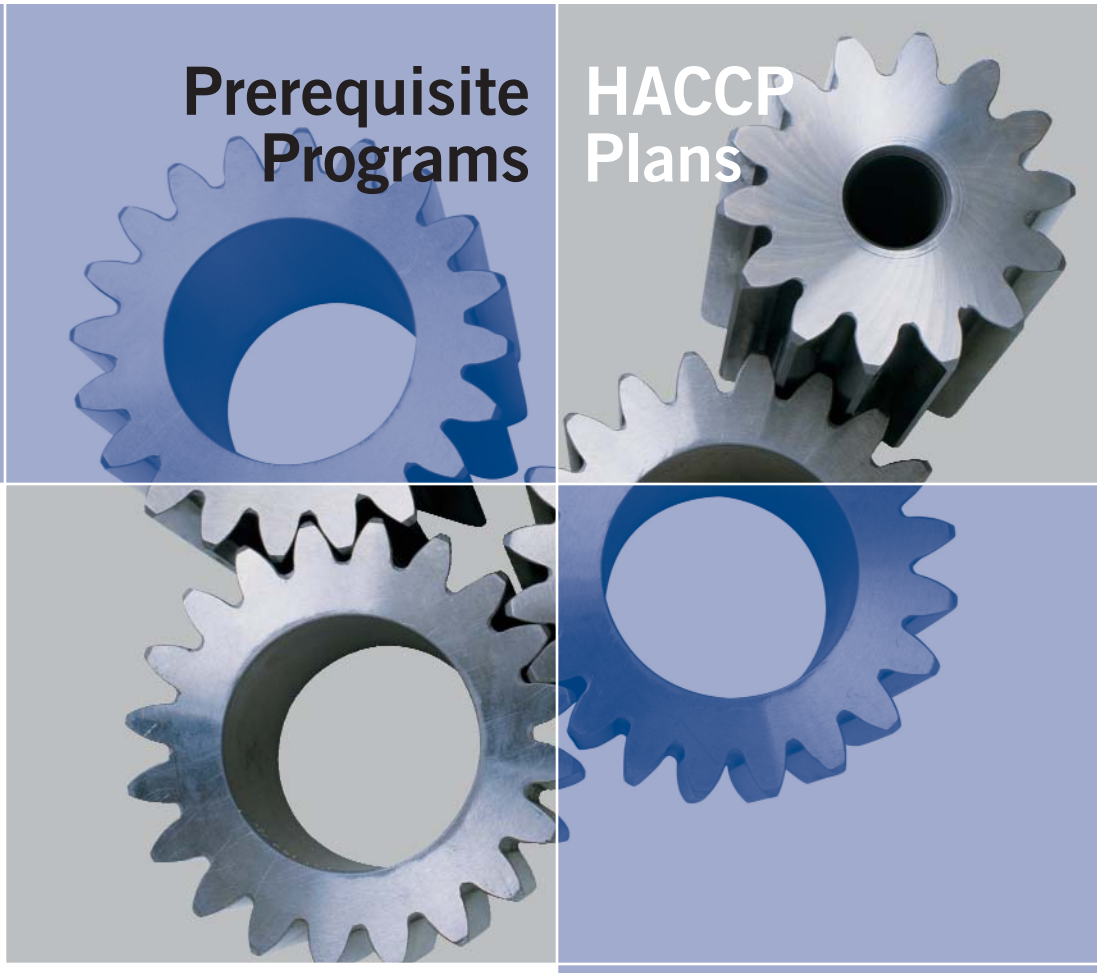
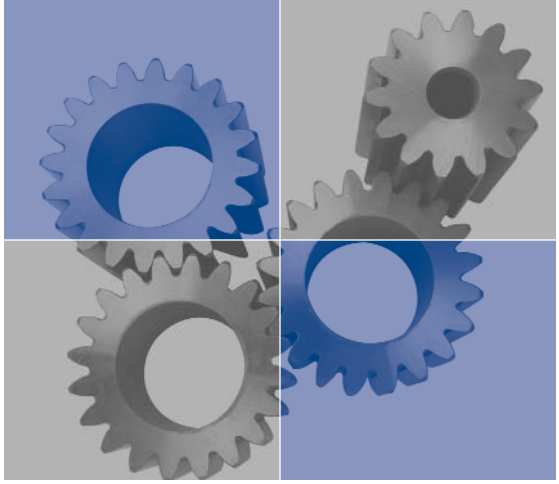
CANADA BEEF™

Developing Food Safety Systems

For Retail Meat Operations



gearing up for safety

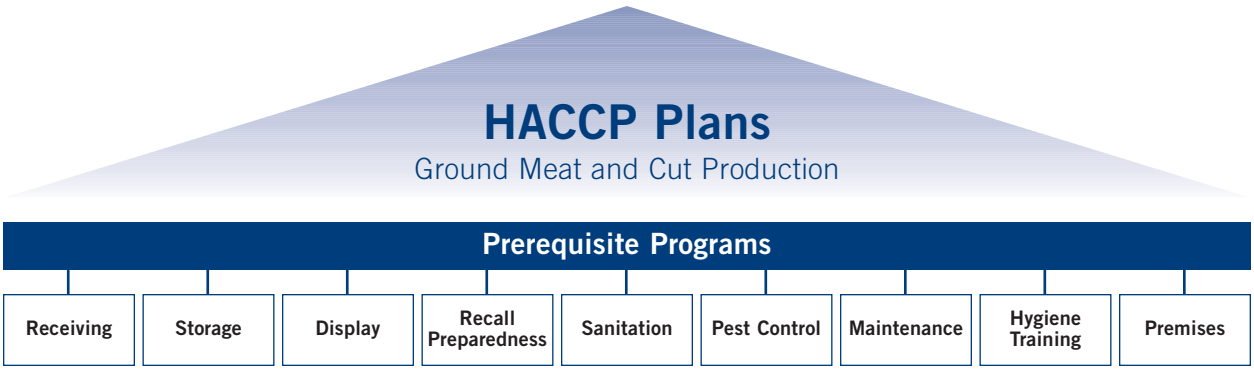


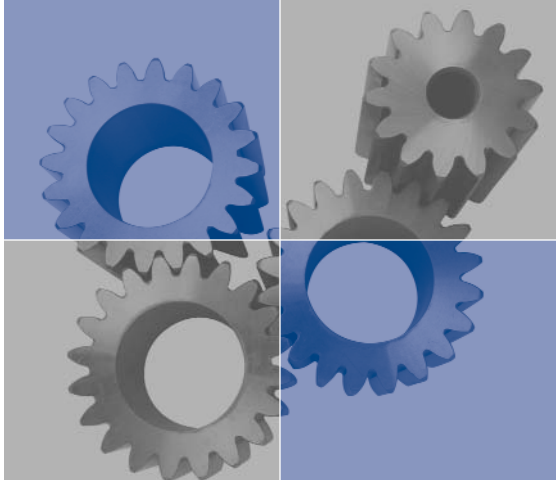
Overview of Food Safety Systems for Retail Meat Operations

A key aspect of the successful management of any business is to ensure that desired practices are consistently maintained. The best way to achieve this is to make a "system" which outlines the actions which are required and documents that goals have been achieved. The approach explained in this manual relies on what is known as a Hazard Analysis and Critical Control Point (or HACCP) system to control food safety hazards.

The development of a HACCP based system requires building two components, the prerequisite programs and what are called HACCP plans. These two parts of the HACCP based system differ in the types of hazards they are designed to control. Prerequisite programs are generally constructed to target hazards which are common to many production processes. HACCP plans are built upon the foundation provided by the prerequisite programs and focus primarily on controlling significant hazards which are likely to arise during specific production processes. The diagram below shows the structure of a typical HACCP based system for a full service retail meat operation. Note that most prerequisite programs are also applicable to businesses providing case-ready products.

HACCP Based Food Safety System for a Full Service Retail Meat Operation





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Guidelines for Use

The *Developing Food Safety Systems* manual is intended to provide examples of prerequisite programs and HACCP plans for retail meat operations. As each establishment is unique it is important that the sample materials be reviewed and modified as necessary before implementation. The elements of a HACCP based food safety plan outlined in this text can be used in whole, or in part, as management sees fit.

Developing Prerequisite Programs

Prerequisite programs provide the foundation upon which HACCP based food safety systems are built. In this first section of the manual the development of the nine prerequisite programs commonly required by retail meat operations (as well as for other perishable goods) will be addressed. The prerequisite programs and their functions are outlined below.

Prerequisite Program	Major Function
Receiving	Inspection of trailers and products upon arrival to ensure food materials and packaging are suitable for use.
Storage	Control of hazards which may occur during storage of meat and packaging.
Display	Ensures food safety requirements are met during display of products for retail sale.
Recall Preparedness	Maintains readiness in the event of a recall of food products.
Sanitation	Outlines procedures for effective cleaning and sanitation.
Pest Control	Control of pests and related hazards.
Maintenance	Control of hazards which might arise from improperly maintained equipment or during maintenance activities themselves.
Hygiene Training	Provides employees with basic knowledge of procedures and policies required to ensure that hygiene requirements are met.
Premises	Ensures that facilities are adequate for food production activities.

Example *written programs* for each prerequisite will be developed which outline the procedures and policies to be followed as well as methods for employee training and record keeping. Sample logs and other supporting records will also be provided.

The recommendations in this manual are designed to assist retail meat operations to establish HACCP based food safety systems in the most straightforward manner with a minimum of record keeping. Requirements of individual operations may vary and management, corporate food safety specialists and, when necessary, local regulatory authorities should be consulted in any area where uncertainty exists.

Developing the Receiving Prerequisite Program


Receiving Log

ABC Retail Store - Meat Department

Date/Time	Source	Items Received	Inspection Result	Initials

Corrective Action Taken (if "Unsatisfactory" is indicated above)

Completion of Corrective Action Verified by

Date

Form Completed by

Form Verified by

See page 8.

To develop the receiving prerequisite program follow the steps outlined below.

1. **Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
   - All individuals involved in receiving meat products
   - A representative from transport, e.g. trucker
   - Personnel involved in storage of meat following receipt at the store

   You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.
2. **Develop the Receiving Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of receiving activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.
3. **Create a Receiving Log** – A receiving log documents that the requirements set out in the written program have been satisfied.
4. **Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).

Receiving Written Program

example

PROCEDURES AND POLICIES

Unloading Procedures

- Meat products will not be unloaded in the presence of, or at the same time as, cleaning chemicals or other sources of contamination.
- Perishable meat products will be moved promptly off the loading dock into refrigerated or frozen storage.
- Dock seals or other methods will be employed to ensure adequate temperature control is maintained during unloading.
- Personnel performing unloading activities will be trained in the use of pallet jacks or other equipment to prevent damage to the product.

Labeling Inspection

- All shipping containers will be inspected to ensure they have labels which provide the common name, net quantity, name and address of the responsible party, and a list of ingredients.

Documentation

- Invoices, receipts, and lot coding information will be kept to permit tracking of products should a recall be necessary. This is particularly important if products like carcasses come without labels or if labels are removed or lots split.

Trailer Inspection

- Trailers delivering meat products will be examined to make certain they are suitable for food delivery. Inspection will ensure that the trailer walls, ceiling and floors are clean and in satisfactory condition and that the refrigeration unit is functioning adequately.
- Incompatible cargo such as chemicals or other items which may contaminate food products must not be present. If conditions are found to be unsatisfactory the trailer will not be unloaded and the shipment will be returned to its place of origin.

Product Inspection

- Product will be inspected for signs of contamination, damage to packaging or indications of temperature abuse. If totes are used to transport prepackaged meat they will be checked to ensure that they are; clean, in good condition, and that vacuum packages are not punctured.
- Whenever possible, monitoring devices such as temperature recorders will be used to provide information on transit conditions. A thermometer will be used to measure at least the surface temperature of food products. If product is found to be temperature abused it will be returned to origin or destroyed. If it is not possible to perform these activities immediately, the product will be clearly marked and segregated to prevent its sale. Records containing receiving inspection findings will be kept on the premises.
- If products are placed on pallets they will be checked to ensure pallets are in satisfactory condition and that loose boards or nails have not penetrated packaging.

Packaging Supplies Inspection

- As packaging is a food contact item it will also be inspected upon arrival to ensure that it has not become contaminated during transport.

Approved Sources

- All suppliers will be noted on the *Food and Ingredient Supplier List*. All meat products must be sourced from an establishment which has been inspected and approved by the Canadian Food Inspection Agency or other regulatory agency.

Training of Personnel

All individuals performing receiving related activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Receiving Written Program* at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the *Receiving Program* and any corrective action required will be recorded on the *Receiving Log* by the individual designated by the supervisor each day.

Receiving Log

The Receiving Log should be completed following each shipment of food products and ensures that the quality and safety of meat is not compromised during transport.

example

Receiving Log

ABC Retail Store - Meat Department

Date/Time	Source	Items Received (*Indicate Fresh or Frozen*)	Inspection Result (S=Satisfactory, S=Unsatisfactory)		Initials
Aug, 27/05 10:15 PM	Joe's Meats	20 lb Fresh Lean G. Beef 40 lb Fresh Pork Loin	Trailer Condition Product Condition Product Temperature Product Labeling	S S S S	JS
Aug, 27/05 10:30 PM	ABC Meats	300 lb Fresh Beef Shortloin 10 lb Fresh Pork Back Ribs	Trailer Condition Product Condition Product Temperature Product Labeling	S S S S	JS
Aug, 27/05 12:00 PM	Acme Meat Company	212 lb Fresh Ground Pork	Trailer Condition Product Condition Product Temperature Product Labeling	S U S S	JS
			Trailer Condition Product Condition Product Temperature Product Labeling Trailer Condition Product Condition Product Temperature Product Labeling Trailer Condition Product Condition Product Temperature Product Labeling		

Corrective Action Taken (*if "Unsatisfactory" is indicated above*)

12:00 shipment from Acme Meat Company contained product which had ripped packaging.

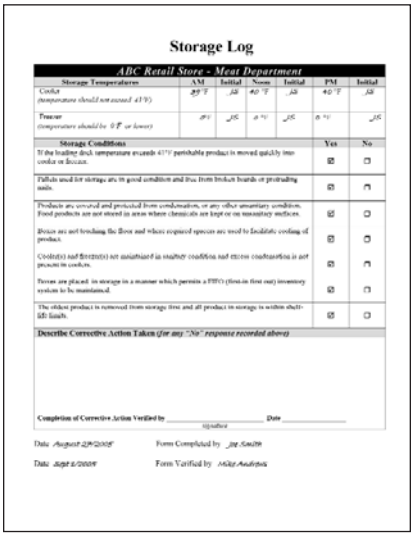
Product was returned to supplier and refund obtained.

Completion of Corrective Action Verified by Mark Andrews **Date** August 27/2005

Date August 27/2005 Form Completed by Joe Smith

Date Sept 1/2005 Form Verified by Mike Andrews

Developing the Storage Prerequisite Program



Storage Log

ABC Retail Store - Meat Department

Storage Temperatures	AM	Initial	Noon	Initial	PM	Initial
Cooler (temperature should not exceed 41°F)	39°F	JS	40°F	JS	40°F	JS
Freezer (temperature should be 0°F or lower)	0°F	JS	0°F	JS	0°F	JS

Storage Conditions	Yes	No
If the leading dock temperature exceeds 41°F perishable product is moved quickly into cooler or freezer.	☑	☐
Pallets used for storage are in good condition and free from broken boards or protruding nails.	☑	☐
Products are covered and protected from condensation, or any other unsanitary condition. Food products are not stored in areas where chemicals are kept or on unsanitary surfaces.	☑	☐
Boxes are not touching the floor and where required spacers are used to facilitate cooling of product.	☑	☐
Cooler(s) and freezer(s) are maintained in sanitary condition and excess condensation is not present in coolers.	☑	☐
Boxes are placed in storage in a manner which permits a FIFO (first-in first out) inventory system to be maintained.	☑	☐
The oldest product is removed from storage first and all product in storage is within shelf-life limits.	☑	☐

Describe Corrective Action Taken *(for any "No" response recorded above)*

Completion of Corrective Action Verified by _____ Date _____
(Signature)

Date August 29, 2005 Form Completed by JM Smith

Date Sept 1/2005 Form Verified by Mike Andrews

See page 12.

To develop a storage prerequisite program follow the steps outlined below.

1. **Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
   - All individuals involved in storage of meat products
   - A representative from receiving
   - Personnel involved in production of meat products following storage.

   You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.
2. **Develop the Storage Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of storage activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.
3. **Create a Storage Log** – A storage log documents that the requirements set out in the written program have been satisfied.
4. **Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).

Storage Written Program

example

PROCEDURES AND POLICIES

Meat Storage Conditions

- At all times stored meat must be covered and protected from pests, dust, condensation, or any other unsanitary condition. Meat storage must never be located in an area used for locker rooms, restrooms, storage of garbage, mechanical rooms, under dripping pipes, or in chemical storage areas.
- Fresh meat must be appropriately wrapped to prevent leakage onto other products and, if leakers are found, any residue should be removed as soon as possible. Do not store fresh meat above ready-to-eat products.
- If pallets are used for storage they will be inspected for loose nails or broken boards which may present a physical hazard. If shelves are used they must not be constructed from unsealed wood or other materials which are not smooth and cleanable.

Cooler Sanitation

- Care must be taken to avoid condensation in coolers which can drip down on boxes and potentially contaminate products. Refrigeration units will be checked for excess condensation which, if present, should be removed as required.
- On a periodic basis cooler walls and floors will be cleaned and sanitized. Drains in coolers must function properly and refrigeration units are to be cleaned and maintained by qualified personnel.
- Cooler walls and floors will be monitored to ensure that large cracks or other conditions which prevent effective cleaning are not present.

First In – First Out (FIFO) Inventory Rotation System

- A FIFO system is important to enable the customer to receive the freshest and safest product. Check all product dates on arrival and use the oldest product first. Remember to organize boxes in the cooler to facilitate a first in – first out rotation system.

Box Placement

- Ensure that boxes in coolers are not placed against a wall or directly on the floor. The use of pallets and an approximate 4 inch (10 cm) space between product and the cooler walls permits air flow which facilitates rapid cooling. An air space between boxes and use of dividers, between layers on a pallet, are also useful.

Box Placement *(continued)*

- As a general rule, warmer temperatures will be encountered by product placed higher up or closer to the door of the cooler. When possible, ground and cooked products, which are especially vulnerable to warm temperatures, will be stored away from the warmest locations in the cooler.

Storage Temperature

- Fresh meat will be stored at no more than 41°F (5°C) and at lower temperatures between 30°F (-1.0°C) and 36°F (2°C) if possible, to promote extended shelf life by slowing growth of spoilage bacteria (packaged fresh meat will begin to freeze at 29°F (-1.5°C).
- For frozen meat, temperature will be maintained at 0°F (-18°C) and product properly wrapped to prevent freezer burn.
- If boxes show signs of significant warming, they will be inspected by management to determine suitability for use. It is especially important that ground, chopped, or rolled meat products which have spent significant time over 41°F (5°C) be destroyed.
- If loading dock temperatures exceed 41°F (5°C) perishable products will be moved as quickly as possible into the cooler or freezer.

Cooler and Freezer Facilities

- The volume and temperature of product in the cooler or freezer will not be more than the refrigeration capacity of the unit can handle under the conditions of use.

Training of Personnel

All individuals performing storage related activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Storage Written Program* at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to storage and any corrective action required will be recorded on the *Storage Log* by the individual designated by the supervisor each day.

Storage Log

The Storage Log ensures that meat products in coolers and freezers are stored at appropriate temperatures and are kept away from potential sources of contamination. This log should be completed each day.

example

Storage Log

ABC Retail Store - Meat Department						
Storage Temperatures	**AM**	**Initial**	**Noon**	**Initial**	**PM**	**Initial**
Cooler *(temperature should not exceed 41°F)*	39 °F	JS	40 °F	JS	40 °F	JS
Freezer *(temperature should be 0°F or lower)*	0 °F	JS	0 °F	JS	0 °F	JS
Storage Conditions					**Yes**	**No**
If the loading dock temperature exceeds 41°F perishable product is moved quickly into cooler or freezer.					☑	☐
Pallets used for storage are in good condition and free from broken boards or protruding nails.					☑	☐
Products are covered and protected from condensation, or any other unsanitary condition. Food products are not stored in areas where chemicals are kept or on unsanitary surfaces.					☑	☐
Boxes are not touching the floor and where required spacers are used to facilitate cooling of product.					☑	☐
Cooler(s) and freezer(s) are maintained in sanitary condition and excess condensation is not present in coolers.					☑	☐
Boxes are placed in storage in a manner which permits a FIFO (first-in first out) inventory system to be maintained.					☑	☐
The oldest product is removed from storage first and all product in storage is within shelf-life limits.					☑	☐
Describe Corrective Action Taken ***(for any "No" response recorded above)***						
Completion of Corrective Action Verified by _____ *signature* **Date** _____						

Date *August 27/2005* Form Completed by *Joe Smith*

Date *Sept 1/2005* Form Verified by *Mike Andrews*

Developing the Display Prerequisite Program

Display Log

ABC Retail Store - Meat Department

Display Temperatures	AM	Initial	Noon	Initial	PM	Initial
	#1 °F		#1 °F		#1 °F	
Fresh Display Case (temperature should not exceed 41°F)	°F		°F		°F	
	°F		°F		°F	
Freeza Case (temperature should be 0°F or lower)	0 °F	JS	0 °F	JS	0°F	JS

Display Conditions	Yes	No
Product in fresh and frozen cases is labelled appropriately with "best before" or "packaged on" dates.	☑	☐
Product in fresh and frozen cases is free from contamination caused by leaking packages or other unsanitary conditions.	☑	☐
Ready to eat products are kept separate from raw products in the case.	☑	☐
Any product found outside of the display case is destroyed.	☑	☐
All product on display is within shelf life limits.	☑	☐
Display case sanitation is adequate and refrigeration function is satisfactory	☑	☐

Describe Corrective Action Taken *(for any "No" response recorded above)*

Completion of Corrective Action Verified by _____ Date _____
signature

Date *August 4/7/2005* Form Completed by *Joe Smith*

Date *Sept 1/2005* Form Verified by *Mike Andrew*

See page 16.

To develop the display prerequisite program follow the steps outlined below.

1. **Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
   - All individuals involved in display of meat products
   - A representative from the cutting room
   - Personnel involved in packaging and labeling of meat

   You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.
2. **Develop the Display Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of display activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.
3. **Create a Display Log** – A display log documents that the requirements set out in the written program have been satisfied.
4. **Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).

Display Written Program

example

PROCEDURES AND POLICIES

Meat Display Case Sanitation

- Display cases will be cleaned at least once per week with daily inspections conducted to determine if more frequent cleaning is required due to leaking packages or other source of contamination.

Display Case Maintenance

- All display cases will be inspected and maintained in accordance with the manufacturer's instructions.
- When maintenance or repair of refrigeration systems is performed all food products contained in the case will be removed or adequately protected to prevent contamination or a rise in temperature.
- Temperature measurement devices within the display case will be checked once per month to ensure proper function and accuracy.

Refrigeration Failure

- In the event of refrigeration system failure or power outage, product will be inspected by management and, where the product temperature has exceeded 41°F (5°C) for a significant period of time, meat products requiring refrigeration will be disposed of.

Inventory Rotation

- Product will be removed from storage and put on display in accordance with a first in – first out program. "Best Before" and "Packaged On" dates will be monitored daily to ensure any outdated product is not still on display.

Meat Display Temperature

- The surface of all raw meat products contain spoilage bacteria and, in some cases, potentially harmful bacteria which grow quickly if exposed to air temperatures over 41°F (5°C). To ensure shelf life and safety, temperature of cases will be monitored and recorded at least three times per day.
- For optimal shelf life, fresh meat will be maintained at temperatures between 32°F (0°C) and 36°F (2°C) – meat freezes at 29°F (-1.5°C). Frozen meat will be kept at 0°F (-18°C) in the frozen case.

Meat Display Temperature *(continued)*

- Lights in display cases give off heat and will be kept as far away from product as possible to avoid warming.
- During hours of non-operation, meat in a display case will be covered or, when possible, placed in a cooler.

Load Line Limits

- If temperature is monitored using thermometers which measure display case air, precautions must be taken to ensure a valid measurement. Even if the thermometer is properly calibrated and placed within the retail case, it will not give an accurate indication of the temperature of product placed above the load line. Accordingly load line limits must not be exceeded as surface temperature of packages may approach the temperature of room air as warm drafts created by passing consumers and the overall store temperature prevent effective cooling.

Product Placed Outside of Display Case

- If a meat product is left outside of the display case, on a shelf, or in an abandoned shopping cart, the product must be destroyed. This is both to protect against temperature abuse and, in rare cases, potential product tampering.

Package Inspection

- Inspection of the case will be performed a minimum of three times per day to ensure there is no leaking/damaged packaging or any other condition which might permit contamination. Consumer handling of leaking products may result in raw meat juices containing potentially harmful bacteria contacting other products in the store or at home. Extra caution is required with ready-to-eat meat products where damaged packaging may result in consumer illness.
- It is also important to inspect packages to make certain that all labels are still present and are readable on the packages.

Returned Product

- Any food products returned by consumers for any reason will be destroyed and not be put back on display.

Training of Personnel

All individuals performing display related activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Display Written Program* at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the *Display Program* and any corrective action required will be recorded on the *Display Log* by the individual designated by the supervisor each day.

Display Log

The Display Log ensures that product in the fresh and frozen meat case are labeled appropriately, kept free of contamination and are stored at temperatures which maximize shelf life and food safety. This log should be completed each day.

example

Display Log

ABC Retail Store - Meat Department						
Display Temperatures	**AM**	**Initial**	**Noon**	**Initial**	**PM**	**Initial**
Fresh Display Case *(temperature should not exceed 41°F)*	41 °F	JS	41 °F	JS	41 °F	JS
	°F		°F		°F	
	°F		°F		°F	
Frozen Case *(temperature should be 0°F or lower)*	0 °F	JS	0 °F	JS	0°F	JS

Display Conditions	**Yes**	**No**
Product in fresh and frozen cases is labelled appropriately with "best before" or "packaged on" dates.	☑	☐
Product in fresh and frozen cases is free from contamination caused by leaking packages or other unsanitary conditions.	☑	☐
Ready to eat products are kept separate from raw products in the case.	☑	☐
Any product found outside of the display case is destroyed.	☑	☐
All product on display is within shelf life limits.	☑	☐
Display case sanitation is adequate and refrigeration function is satisfactory	☑	☐

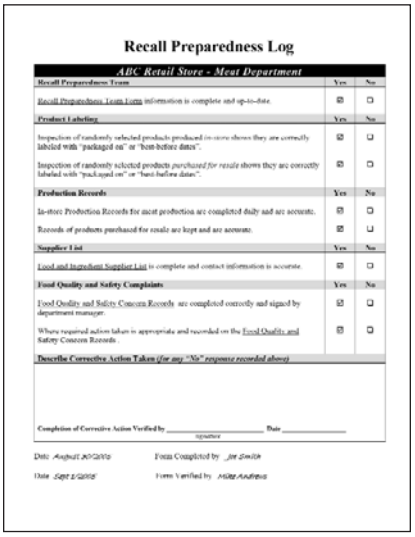
Describe Corrective Action Taken ***(for any "No" response recorded above)***

Completion of Corrective Action Verified by _____ **Date** _____
signature

Date *August 27/2005* Form Completed by *Joe Smith*

Date *Sept 1/2005* Form Verified by *Mike Andrews*

Developing the Recall Preparedness Prerequisite Program



Recall Preparedness Log

ABC Retail Store - Meat Department

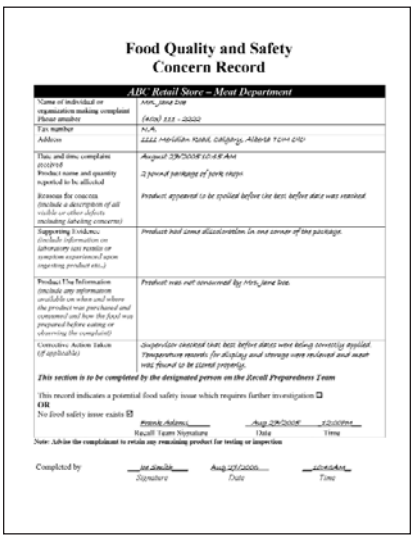
Recall Preparedness Team	Yes	No
Recall Preparedness Team Form information is complete and up-to-date.	☑	☐
Product Labeling	**Yes**	**No**
Inspection of randomly selected products produced in-store shows they are correctly labeled with "packaged on" or "best-before dates".	☑	☐
Inspection of randomly selected products *purchased for resale* shows they are correctly labeled with "packaged on" or "best-before dates".	☑	☐
Production Records	**Yes**	**No**
In-store Production Records for meat production are completed daily and are accurate.	☑	☐
Records of products purchased for resale are kept and are accurate.	☑	☐
Supplier List	**Yes**	**No**
Food and Ingredient Supplier List is complete and contact information is accurate.	☑	☐
Food Quality and Safety Complaints	**Yes**	**No**
Food Quality and Safety Concern Records are completed correctly and signed by department manager.	☑	☐
Where required action taken is appropriate and recorded on the Food Quality and Safety Concern Records .	☑	☐
Describe Corrective Action Taken *(for any "No" response recorded above)*		

Completion of Corrective Action Verified by _____ Date _____
signature

Date *August 30/2006* Form Completed by *Joe Smith*

Date *Sept 1/2006* Form Verified by *Mike Andrew*

See page 24.



Food Quality and Safety Concern Record

ABC Retail Store – Meat Department

Name of individual or organization making complaint Phone number	*Mrs. Jane Doe* (403) 333 - 2222
Tax number	N/A
Address	*2222 Meridian Road, Calgary, Alberta T2H 0X0*
Date and time complaint received Product name and quantity reported to be affected	*August 29/2006 10:45 AM* *2 pound package of pork chops*
Reasons for concern (include a description of all visible or other defects including labeling concerns)	*Product appeared to be spoiled before the best before date was received.*
Supporting Evidence (include information on laboratory test results or symptom experienced upon ingesting product etc.)	*Product had some discoloration in one corner of the package.*
Product Use Information (include any information available on when and where the product was purchased and consumed and how the food was prepared before eating or observing the complaint)	*Product was not consumed by Mrs. Jane Doe.*
Corrective Action Taken (if applicable)	*Inspection confirmed that best before dates were being correctly applied. Temperature records for display and storage were reviewed and none was found to be stored properly.*

This section is to be completed by the designated person on the Recall Preparedness Team

This record indicates a potential food safety issue which requires further investigation ☐

OR

No food safety issue exists ☒ *Frank Adams* *Aug 29/2006* *12:00PM*

Recall Team Signature Date Time

Note: Advise the complainant to retain any remaining product for testing or inspection

Completed by *Joe Smith* *Aug 29/2006* *12:45AM*

Signature Date Time

See page 20.

To develop the recall preparedness prerequisite program follow the steps outlined below.

1. **Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
   - All individuals on the recall preparedness team
   - A representative from each part of the meat department (packaging, cutting, receiving, etc.)
   - Personnel from management

   You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.
2. **Develop the Recall Preparedness Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of recall preparedness activities.
3. **Produce Supporting Records** – A number of records are required which provide additional information related to recall preparedness. These are listed below:
   - Food Quality and Safety Concern Record
   - In-Store Production Record
   - Food and Ingredient Supplier List
   - Recall Preparedness Team Form
4. **Create a Recall Preparedness Log** – A recall preparedness log documents that the requirements set out in the written program have been satisfied.
5. **Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).

Recall Preparedness Written Program

example

PROCEDURES AND POLICIES

Complaint Monitoring and Investigation

- Every complaint relating to the quality and/or safety of foods sold by the meat department will be recorded on the *Food Quality and Safety Concern Record*.
- Each complaint will be reviewed by the designated person on the recall team and where a potential food safety issue exists the recall preparedness team will investigate and further action will be taken if appropriate. When a food safety concern is present the incident will be reported to appropriate authorities and suppliers of the product by the person designated on the *Recall Preparedness Team Form*.
- *Food Quality and Safety Concern Records* will be kept for one year and will be signed/verified by the department manager or designate.

Supplier Recall Preparedness

- A *Food and Ingredient Supplier List* will be maintained with the name/ type of products supplied, contact person, and phone/fax numbers so that information can be shared in the event of a recall. This list will be updated upon changes to suppliers or their contact information, by the person designated on the *Recall Preparedness Team Form*.
- As appropriate the presence of a HACCP plan or other food safety program will be noted for each supplier.

Production and Purchase Records

- The volume, type and date of production will be recorded on the *In-Store Production Record* by the person designated on the *Recall Preparedness Team Form*.
- Records of meat product purchased are kept by the purchasing department.

Recalled Product Segregation and Disposal

- Any suspect product will be placed in the back of the store in an area clearly separate from saleable goods. Additionally, suspect product will have colored tags placed on the pallet or case with the word “suspect.”

Recalled Product Segregation and Disposal *(continued)*

- If it is necessary to destroy product, records of disposal/destruction will be kept and the method of destruction discussed with the supplier and when applicable local regulatory authorities. Care will be taken to ensure that suspect product is destroyed/disposed in a manner which would make it unsuitable for human consumption.

Recall Team Members and Responsibilities

- A list of responsible persons, contact information and their duties will be recorded on the *Recall Preparedness Team Form* and approved by the department manager.

Product Labeling for Recall Tracking

- Products produced and/or sold by the meat department will be checked monthly to ensure appropriate dates/batch numbers, where applicable, are present on all packages. This task will be performed by the person designated on the *Recall Preparedness Team Form*.

Recall Preparedness Procedures

- Inventories for purchased products and *In-Store Production Records* will be checked once per month to ensure they are accurate and complete.
- Labels on products will be checked once per month to ensure "best before" or "packaged on" dates are present.
- *Food and Ingredient Supplier List* will be reviewed once per month to determine if all suppliers are listed and information is accurate.
- *Food Quality and Safety Concern Records* will be checked once per month to ensure they are properly completed and action taken is noted when required.

Training of Personnel

All individuals performing recall preparedness related activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Recall Preparedness Written Program* at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the *Recall Preparedness Program* and any corrective action required will be recorded on the *Recall Preparedness Log* by the individual designated by the supervisor each month.

Food Quality and Safety Concern Record

The Food Quality and Safety Concern Record allows the retail operation to monitor and document the actions taken to address product related concerns. This record should be completed each time a legitimate concern is brought to the attention of the meat department.

example

Food Quality and Safety Concern Record

ABC Retail Store – Meat Department	
Name of individual or organization making complaint	Mrs. Jane Doe
Phone number	(403) 111 - 2222
Fax number	N.A.
Address	1111 Meridian Road, Calgary, Alberta T0M 0I0
Date and time complaint received	August 27/2005 10:45 AM
Product name and quantity reported to be affected	2 pound package of pork chops
Reasons for concern *(include a description of all visible or other defects including labeling concerns)*	Product appeared to be spoiled before the best before date was reached.
Supporting Evidence *(include information on laboratory test results or symptom experienced upon ingesting product etc..)*	Product had some discoloration in one corner of the package.
Product Use Information *(include any information available on when and where the product was purchased and consumed and how the food was prepared before eating or observing the complaint)*	Product was not consumed by Mrs. Jane Doe.
Corrective Action Taken *(if applicable)*	Supervisor checked that best before dates were being correctly applied. Temperature records for display and storage were reviewed and meat was found to be stored properly.

This section is to be completed by the designated person on the Recall Preparedness Team

This record indicates a potential food safety issue which requires further investigation ☐
OR
No food safety issue exists ☑

Frank Adams	Aug 27/2005	12:00PM
Recall Team Signature	Date	Time

Note: Advise the complainant to retain any remaining product for testing or inspection

Completed by	Joe Smith	Aug 27/2005	10:45AM
	Signature	*Date*	*Time*

In-Store Production Record

The In-Store Production Record documents the type and volume of food products produced in the store. An entry should be made in this record each time a food item is manufactured for resale.

example

In-Store Production Record

ABC Retail Store - Meat Department			
Item	**Date**	**Quantity**	**Signature**
Beef Steaks	Aug 27/2005	40 lb	Joe Smith
Ground Beef (lean)	Aug 27/2005	5 lb	Joe Smith
Ground Beef (regular)	Aug 27/2005	7 lb	Joe Smith
Pork Chops	Aug 27/2005	15 lb	Joe Smith
Pork/beef Sausage	Aug 27/2005	13 lb	Joe Smith

Date August 27/2005 Form Completed by Joe Smith

Date Sept 1/2005 Form Verified by Mike Andrews

Food and Ingredient Supplier List

The Food and Ingredient Supplier List will enable a quick notification of the supplier in the event of a food safety issue. This list should be kept current at all times.

example

Food and Ingredient Supplier List

ABC Retail Store – Meat Department				
Company Name	**Contact Name**	**Phone/Fax**	**Products Supplied**	**Food Safety Program**
ABC Meats	Mike Lee	Ph. 402-3434 Fx. 402-2343	Beef Cuts Ground Beef	HACCP Certified
Acme Meat Processor	Jason Woods	Ph. 402-9987 Fx. 402-9986	Pork Cuts	HACCP Certified
London Spice LTD	Jake Reghr	Ph. 402-3434 Fx. 402-2343	Spices and Seasonings	HACCP Certified
The Poultry Company	Cindy Graham	Ph. 402-7721 Fx. 402-7700	Chicken Turkey	Completed CCGP vendor Qualification

Date August 27/2005 Form Completed by Joe Smith

Date Sept 1/2005 Form Verified by Mike Andrews

Recall Preparedness Team Form

The Recall Preparedness Team Form outlines the persons responsible for dealing with potential food safety issues and prepares an action plan in the event of a recall. This form should be kept current at all times.

example

Recall Preparedness Team Form

ABC Retail Store - Meat Department		
Task to be accomplished	**Designated Individual**	**Phone Number (home/work)**
Designated person to review Food Quality and Safety Concern Records and determine if complaint should be investigated further by the Recall Preparedness Team.	*Frank Adams*	H: 111-1451 W: 111-2222 F: 111-3333
Designated person to communicate recall details and respond to related questions from consumers.	*Persons Name*	H: 111-1453 W: 111-2222 F: 111-3333
Designated person to communicate with regulatory personnel and, if applicable, the media.	*Persons Name*	H: 111-6851 W: 111-2222 F: 111-3333
Designated person to ensure segregation and destruction of suspect products and liaison with supplier(s).	*Persons Name*	H: 111-1932 W: 111-2222 F: 111-3333
Designated person to investigate causes of recall and to determine if other products in store may have been affected.	*Persons Name*	H: 111-3422 W: 111-2222 F: 111-3333
Designated person to maintain Food and Ingredient Supplier List.	*Persons Name*	H: 111-7845 W: 111-2222 F: 111-3333
Designated person to maintain records for In-store Production Records	*Persons Name*	H: 111-3451 W: 111-2222 F: 111-3333

Creation Date *Jan 4/2002* Approved by Management *Dan Steel*

Last Update *August 27/2005* By *Joe Smith*

Recall Preparedness Log

The Recall Preparedness Log is designed to make certain that key elements of recall preparedness are functioning as intended. This log should be completed monthly or more often if deficiencies are found.

example

Recall Preparedness Log

ABC Retail Store - Meat Department		
Recall Preparedness Team	**Yes**	**No**
Recall Preparedness Team Form information is complete and up-to-date.	☑	❑
Product Labeling	**Yes**	**No**
Inspection of randomly selected products produced *in-store* shows they are correctly labeled with "packaged on" or "best-before dates".	☑	❑
Inspection of randomly selected products *purchased for resale* shows they are correctly labeled with "packaged on" or "best-before dates".	☑	❑
Production Records	**Yes**	**No**
In-store Production Records for meat production are completed daily and are accurate.	☑	❑
Records of products purchased for resale are kept and are accurate.	☑	❑
Supplier List	**Yes**	**No**
Food and Ingredient Supplier List is complete and contact information is accurate.	☑	❑
Food Quality and Safety Complaints	**Yes**	**No**
Food Quality and Safety Concern Records are completed correctly and signed by department manager.	☑	❑
Where required action taken is appropriate and recorded on the Food Quality and Safety Concern Records .	☑	❑
Describe Corrective Action Taken ***(for any "No" response recorded above)***		

Completion of Corrective Action Verified by _____ **Date** _____
signature

Date *August 30/2005* Form Completed by *Joe Smith*

Date *Sept 1/2005* Form Verified by *Mike Andrews*

Developing the Sanitation Prerequisite Program

Sanitation Log

ABC Retail Store - Meat Department

Chemical Usage	Yes	No
Chemicals used are suitable for food establishments and are recorded on the Authorized Chemicals and Users list.	☑	☐
Individuals using cleaning chemicals are appropriately trained and are recorded on the Authorized Chemicals and Users list.	☑	☐
Chemical Storage	**Yes**	**No**
Cleaning chemicals are stored away from food products or food contact surfaces and are located as indicated in the Chemical Storage Map.	☑	☐
Cleaning chemical containers are clearly labeled and are not leaking.	☑	☐
Equipment	**Yes**	**No**
Water temperature, pressure and cleaning chemical concentrations are adequate.	☑	☐
Required cleaning equipment is available and functions properly. Equipment is in good condition and its use will not result in physical hazards from loose bristles etc., or other types of contamination.	☐	☒
Sanitation Standard Operating Procedures	**Yes**	**No**
The Sanitation Standard Operation Procedure Forms were followed for all equipment and facilities and they are ready for production.	☑	☐
Whatever necessary packaging materials and food products were covered/protected during cleaning and sanitizing activities.	☑	☐
Any equipment which was disassembled has been checked to ensure that following assembly all parts are present and secure.	☑	☐
Describe Corrective Action Taken (*for any "No" response recorded above*)		
Scrub brush was found to have loose bristles. It was replaced with a new brush.		

Completion of Corrective Action Verified by *Patrick Adams* (signature) **Date** *Aug 29/2008*

Date: *August 28/2008* Form Completed by: *Jim Smith*

Date: *Sept 1/2008* Form Verified by: *Mike Andrews*

See page 31.

To develop the sanitation prerequisite program follow the steps outlined below.

1. **Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
   - All individuals involved in sanitation activities
   - A representative from the cutting and packaging areas
   - Sanitation specialists such as cleaning chemical suppliers

   You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.
2. **Develop the Sanitation Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of sanitation activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.
3. **Produce supporting records** – A number of records are required which provide additional information related to sanitation activities. These are listed below:
   - Sanitation Standard Operating Procedures Form
   - Approved Chemicals and Authorized Handlers List
   - Chemical Storage Map
4. **Create a Sanitation Log** – A sanitation log documents that the requirements set out in the written program have been satisfied.
5. **Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).

Sanitation Written Program

example

PROCEDURES AND POLICIES

Sanitation Standard Operating Procedures

- All cleaning and sanitation procedures are noted on the *Sanitation Standard Operating Procedure Forms* which includes the procedures, chemicals used, frequency, and person(s) responsible.

Chemical Storage

- All chemicals for cleaning/sanitation are to be stored in well ventilated areas in the original labeled container.
- If chemicals are temporarily placed in other containers they are to be clearly labeled to avoid mixing with incompatible chemicals.
- Chemical storage areas are indicated in the *Chemical Storage Map* and are separate from food preparation and storage areas.

Chemical Selection and Handlers

- All cleaning and sanitation chemicals must be suitable for use in food establishments.
- *Material Safety and Data Sheets* (MSDS) sheets are kept on-site for all chemicals used in cleaning and sanitation activities.
- All chemicals utilized for cleaning and sanitation are noted on the *Approved Chemicals and Authorized Handlers List.*
- Individuals applying or mixing chemicals are trained by qualified personnel and are listed on the *Approved Chemicals and Authorized Handlers List*.

Equipment used for Cleaning and Sanitation

- Non-disposable cloths, when used in the sanitation program, are disinfected/cleaned before each use.
- Brushes are inspected to ensure bristles are not loose before each use.
- Hoses are fitted with nozzles to prevent water from entering and when not in use, are kept off the floor and rolled up to prevent stagnant water from accumulating inside the hose.

Room Temperatures and Sanitation Requirements

- If air temperatures in production areas exceed 50°F (10°C) for more than 4 hours, a mid-shift cleanup is performed.

Protection of Food during Cleaning and Sanitation Activities

- During cleaning and sanitizing activities all food and packaging materials are covered and/or relocated to prevent spray or chemicals from contacting them.
- During cleaning operations, care is taken to avoid water splashing from the floor onto clean surfaces. Cleaned surfaces are kept free of excess pooled water to prevent conditions suitable for growth of microorganisms.
- Sanitizers and other chemicals are rinsed off all surfaces unless specifically indicated as a no-rinse treatment.

Training of Personnel

All individuals performing sanitation activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Sanitation Written Program* and the *Sanitation Standard Operating Procedures Forms* (for the areas they are responsible for) at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the sanitation program and any corrective action required will be recorded on the *Sanitation Log* by the individual designated by the supervisor each month.

Sanitation Standard Operating Procedures (SSOP) Form

The SSOP form describes how and when procedures should be performed so that food safety issues do not arise from ineffective cleaning and sanitation. The form should be kept current at all times and used in the training of all sanitation personnel.

example

Sanitation Standard Operating Procedures Form

ABC Retail Store - Meat Department	
Item Description	
Object/Area: *Cutting Boards*	Location: *Cutting Room*
Preoperational Sanitation	
Responsible Person(s)	*John Williams- Sanitation Crew*
Names and Concentrations of chemicals and/or cleaning products used	*Foam Cleaner Brand X Diluted using 2-4 ounces per gallon of water.* *Sanitizer Brand Y - It should be diluted to 1 oz per 5 gallons of water.*
Procedures	*Hose off cutting boards with warm water. Apply form and rinse off after approximately 10 minutes.* *Apply sanitizing solution and rinse after approximately 2 minutes.*
Frequency	*Daily before production*
Operational Sanitation	
Responsible Person(s)	*Cutting Staff*
Names and Concentrations of chemicals and/or cleaning products used	*None*
Procedures	*Flip over cutting boards at noon*
Frequency	*Daily at noon*

Creation Date *Jan 4/2002* Approved by Management *Dan Steel*

Last Updated *August 27/2005* By *Joe Smith*

Approved Chemicals and Authorized Handlers List

The Approved Chemicals and Authorized Handlers List makes certain that the chemicals used are appropriate for food production environments and that individuals using chemicals are trained. The form should be kept current at all times.

example

Approved Chemicals and Authorized Handlers List

ABC Retail Store - Meat Department				
Cleaning and Sanitation Chemicals				
Chemical Name	**Manufacturer**	**Approval Code**	**Authorized/ Licensed Handlers**	**Approved Use**
Foam Force	*Ecolab Ltd. - Klenzade St. Paul, Minnesota, USA*	*E084*	*Joe Smith*	*Cleaning*

Creation Date *Jan 4/2002* Approved by Management *Dan Steel*

Last Updated *August 27/2005* By *Joe Smith*

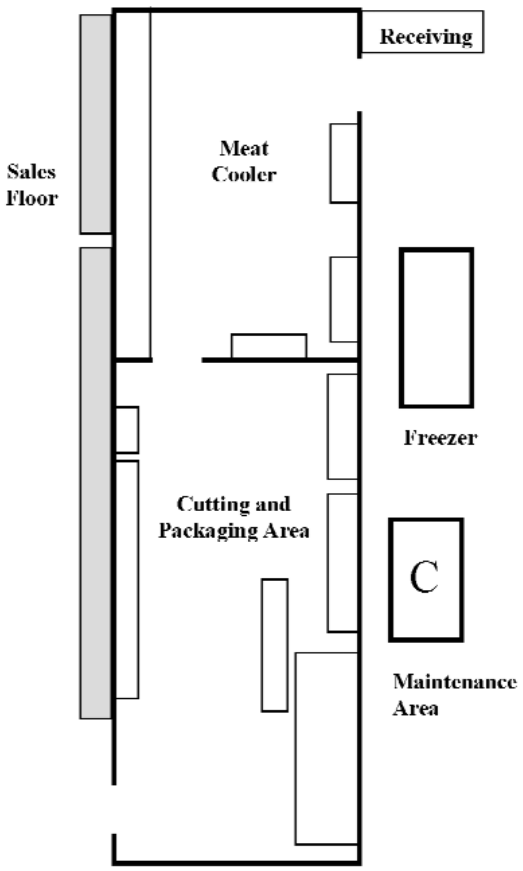
Chemical Storage Map

The Chemical Storage Map ensures that stored chemicals are kept away from food products so that chemical contamination can not occur. The map should be kept current at all times.

example

Chemical Storage Map

ABC Retail Store – Meat Department



Legend	
C	Indicates location for Cleaning and Sanitation Chemicals
P	Indicates location for Pest Control Chemicals
M	Indicates location for Maintenance Chemicals

Creation Date *Jan 4/2002* Approved by Management *Dan Steel*

Last Updated *August 27/2005* By *Joe Smith*

Sanitation Log

The Sanitation Log is completed each day and documents that cleaning and sanitation procedures outlined in the SSOP are followed and that chemicals and equipment are used appropriately.

example

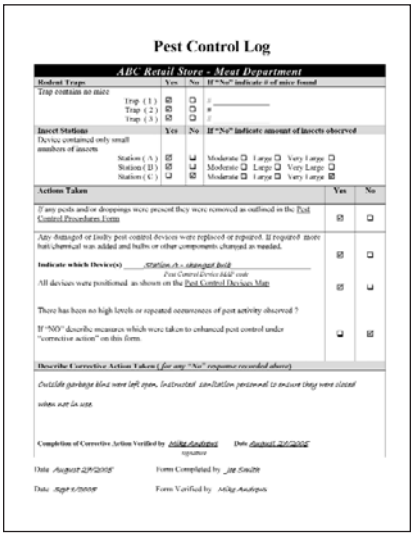
Sanitation Log

ABC Retail Store - Meat Department		
Chemical Usage	**Yes**	**No**
Chemicals used are suitable for food establishments and are recorded on the Authorized Chemicals and Users list.	☑	☐
Individuals using cleaning chemicals are appropriately trained and are recorded on the Authorized Chemicals and Users list.	☑	☐
Chemical Storage	**Yes**	**No**
Cleaning chemicals are stored away from food products or food contact surfaces and are located as indicated in the Chemical Storage Map.	☑	☐
Cleaning chemical containers are clearly labeled and are not leaking.	☑	☐
Equipment	**Yes**	**No**
Water temperature, pressure and cleaning chemical concentrations are adequate.	☑	☐
Required cleaning equipment is available and functions properly. Equipment is in good condition and its use will not result in physical hazards from loose bristles etc.. or other types of contamination.	☐	☑
Sanitation Standard Operating Procedures	**Yes**	**No**
The Sanitation Standard Operating Procedure Forms were followed for all equipment and facilities and they are ready for production.	☑	☐
Whenever necessary packaging materials and food products were covered/protected during cleaning and sanitizing activities.	☑	☐
Any equipment which was disassembled has been checked to ensure that following assembly all parts are present and secure.	☑	☐
Describe Corrective Action Taken (*for any "No" response recorded above*)		
Scrub brush was found to have loose bristles. It was replaced with a new brush.		
Completion of Corrective Action Verified by *Frank Adams* (*signature*) **Date** *Aug 27/2005*		

Date *August 27/2005* Form Completed by *Joe Smith*

Date *Sept 1/2005* Form Verified by *Mike Andrews*

Developing the Pest Control Prerequisite Program



Pest Control Log

ABC Retail Store - Meat Department

Rodent Traps	Yes	No	If "No" indicate # of mice found
Trap contain no mice			
Trap (1)	☑	☐	#
Trap (2)	☑	☐	#
Trap (3)	☑	☐	#

Insect Stations	Yes	No	If "No" indicate amount of insects observed
Device contained only small numbers of insects			
Station (A)	☑	☐	Moderate ☐ Large ☐ Very Large ☐
Station (B)	☑	☐	Moderate ☐ Large ☐ Very Large ☐
Station (C)	☐	☑	Moderate ☐ Large ☐ Very Large ☑

Actions Taken	Yes	No
If any pests and/or droppings were present they were removed as outlined in the Pest Control Procedures Form	☑	☐
Any damaged or faulty pest control devices were replaced or repaired. If required more bait/chemical was added and bulbs or other components changed as needed.	☑	☐
Indicate which Device(s) Station A - damaged bait (Pest Control Device bait code)		
All devices were positioned as shown on the Pest Control Devices Map	☑	☐
There has been no high levels or repeated occurrences of pest activity observed ?		
If "NO" describe measures which were taken to enhanced pest control under "corrective action" on this form.	☐	☑

Describe Corrective Action Taken (for any "No" response recorded above)

Outside garbage bins were left open. Instructed sanitation personnel to ensure they were closed when not in use.

Completion of Corrective Action Verified by Mike Anderson (signature) Date August 29/2005

Date August 29/2005 Form Completed by Joe Smith

Date Sept 1/2005 Form Verified by Mike Anderson

See page 39.

To develop the pest control prerequisite program follow the steps outlined below.

1. **Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
   - All individuals involved in pest control
   - Specialists in insect and rodent control from pest control companies

   You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.
2. **Develop the Pest Control Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of pest control activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.
3. **Produce supporting records** – A number of records are required which provide additional information related to pest control activities. These are listed below:
   - Pest Control Procedures Form
   - Pest Control Devices Map
   - Approved Chemicals and Authorized Handlers List
   - Chemical Storage Map
4. **Create a Pest Control Log** – A pest control log documents that the requirements set out in the written program have been satisfied.
5. **Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and are functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).

Pest Control Written Program

example

PROCEDURES AND POLICIES

Pest Control Procedures

- All pest control procedures are outlined on the *Pest Control Procedures Form* including person responsible, frequency, procedure, and equipment or chemicals used.
- All Pest Control devices will be located as indicated in the *Pest Control Devices Map*

Chemical Storage

- All chemicals for pest control are to be stored in well ventilated areas in the original labeled container.
- If chemicals are temporarily placed in other containers they are to be clearly labeled to avoid mixing with incompatible chemicals.
- Chemical storage areas are indicated in the *Chemical Storage Map* and are separate from food preparation and storage areas.

Chemical Selection and Handlers

- All pest control chemicals are approved for use in food establishments.
- *Material Safety and Data (MSDS) sheets* are kept on-site for all chemicals used in pest control activities.
- All chemicals utilized for pest control are noted on the *Approved Chemicals and Authorized Handlers List.*
- Individuals applying or mixing chemicals are trained by qualified personnel and are listed on the *Approved Chemicals and Authorized Handlers List.*

Pest Control Written Program *(continued)*

example

PROCEDURES AND POLICIES

Control of Pest Access and Habitats

- All wet garbage must be contained and covered. Screens on windows will be maintained and doors closed whenever possible. Drain areas will be kept clean. These items will be checked on a daily basis and recorded on the *Preoperational Inspection Report* as part of the *Premises Written Program*.
- The exterior of the building will be checked for pest habitats and/or openings for pests as outlined in the *Premises Written Program.*

Protection of Food from Pest Control Activities

- UV lamp based devices which electrocute flies or other insects will be located at least 2 metres (6 feet) from food handling areas and be equipped with an escape resistant trap. These devices will be positioned to avoid close eye level proximity to workers.
- Adhesive devices are installed so that insect fragments will not fall on food or food contact areas.
- Mouse traps are not placed on food contact surfaces and are emptied as outlined in the *Pest Control Procedures Form*.

Training of Personnel

All individuals performing pest control activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Pest Control Written Program* and the *Pest Control Procedures Forms* (for the areas they are responsible for) at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the *Pest Control Program* and any corrective action required will be recorded on the *Pest Control Log* by the individual designated by the supervisor each day.

Pest Control Procedures Form

The Pest Control Procedures Form describes how and when pest control procedures should be performed so that food safety issues do not arise from pests and/or pest control activities. The form should be kept current at all times and used in the training of all pest control personnel.

example

Pest Control Procedures Form

ABC Retail Store - Meat Department	
Rodent Control	
Responsible Person(s)	*Joe Smith*
Names and Concentrations of rodenticides and any equipment used.	*-TIN CAT® Repeating Mouse Traps: Model M310, M313* *-Bleach solution (for cleanup only)* *-Dust Mask/Gloves*
Procedures for rodenticide application, use of traps and disposal of pests.	*1. Place trap lengthwise against wall or object with entrance holes nearest to that surface.* *2. Use peanut butter or other typical mouse bait in the inside chamber to attract mice.* *3. If mice are found the trap is immersed in a pail of water containing 2oz bleach per 4gal of water. The pail used is for this purpose only and never used within the store. The mouse is thrown away in a garbage container outside the store. When checking for traps and disposing of mice gloves and a dust mask is worn to prevent inhalation of dust (Hanta Virus).* *4. If mouse droppings are found they are sprayed with bleach solution and then removed after allowing the bleach to sit for at least one minute. A dust mask and gloves must be worn.*
Frequency	*Daily*
Insect Control	
Responsible Person(s)	
Names and Concentrations of Insecticides and/or equipment used.	
Procedures for insecticide application, use of insect control devices and disposal of pests.	
Frequency	

Date *August 27/2005* Form Completed by *Joe Smith*

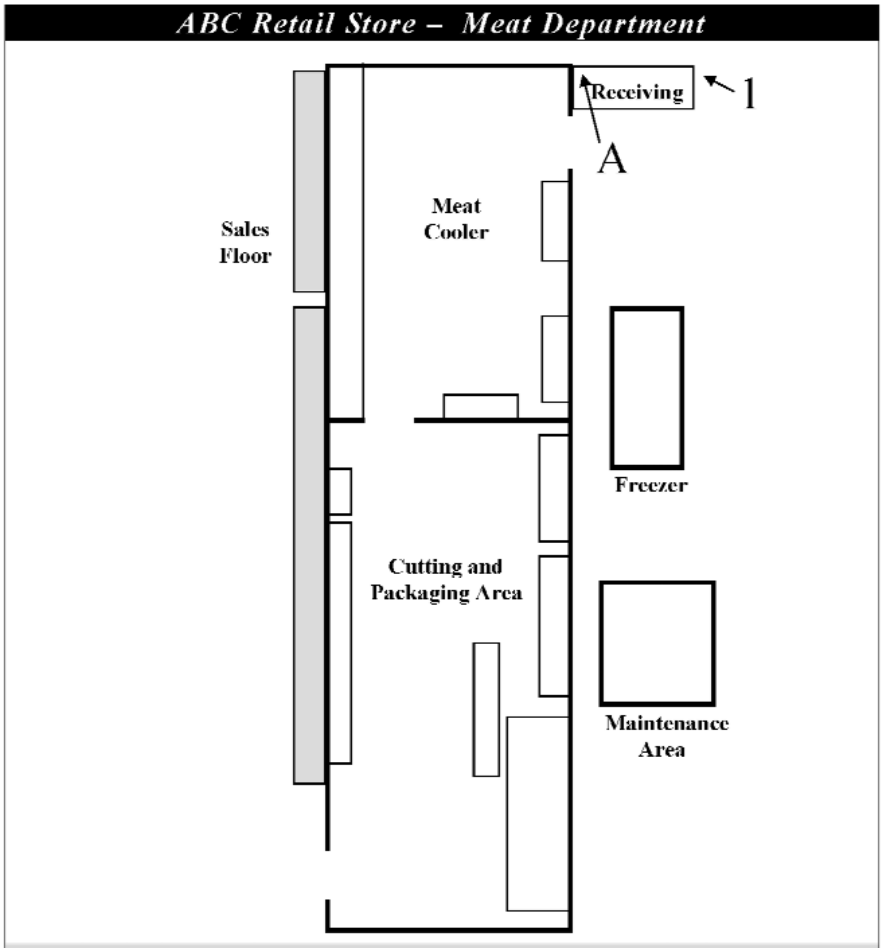
Date *Sept 1/2005* Form Verified by *Mike Andrews*

Pest Control Devices Map

The Pest Control Devices Map indicates where all devices should be placed to ensure effective pest control. The map should be kept current at all times.

example

Pest Control Devices Map



Legend	
1,2,3	Indicates locations for Insect Control Devices
A,B,C	Indicates locations for Rodent Control Devices

Creation Date *Jan 4/2002* Approved by Management *Dan Steel*

Last Updated *August 27/2005* By *Joe Smith*

Approved Chemicals and Authorized Handlers List

The Approved Chemicals and Authorized Handlers List makes certain the chemicals used are appropriate for food production environments and that individuals using chemicals are trained. The form should be kept current at all times.

example

Approved Chemicals and Authorized Handlers List

ABC Retail Store - Meat Department				
Pest Control Chemicals				
Chemical Name	**Manufacturer**	**Approval Code**	**Authorized/ Licensed Handlers**	**Approved Use**
Malathion 50E emulsifiable liquid insecticide	Ditchling Corp. Ltd., Cobourg, ON, M3C 2S7	9975	Joe Smith	Insecticide

Date August 27/2005 Form Completed by Joe Smith

Date Sept 1/2005 Form Verified by Mike Andrews

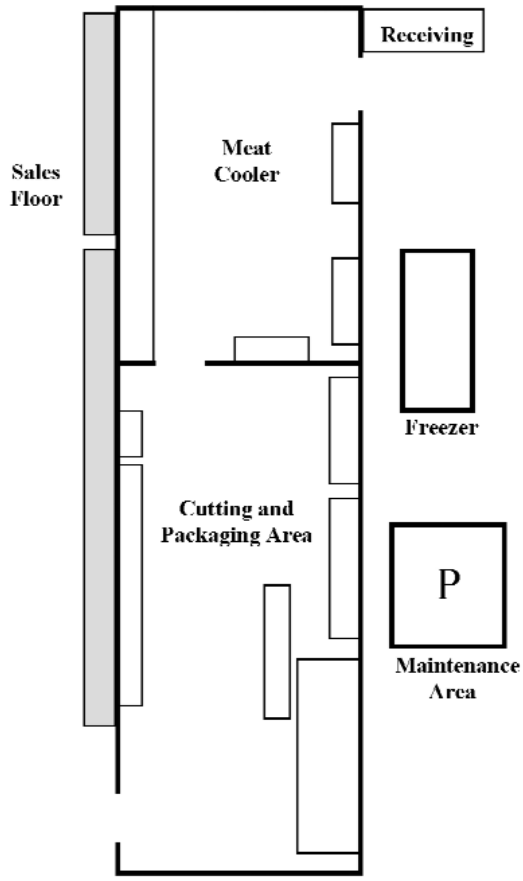
Chemical Storage Map

The Chemical Storage Map ensures that stored chemicals are kept away from food products so that chemical contamination can not occur. The map should be kept current at all times.

example

Chemical Storage Map

ABC Retail Store – Meat Department



Legend	
C	Indicates location for Cleaning and Sanitation Chemicals
P	Indicates location for Pest Control Chemicals
M	Indicates location for Maintenance Chemicals

Creation Date *Jan 4/2002* Approved by Management *Dan Steel*

Last Updated *August 27/2005* By *Joe Smith*

Pest Control Log

The Pest Control Log documents that procedures outlined in the Pest Control Procedures Form are followed. This log should be completely daily.

example

Pest Control Log

ABC Retail Store - Meat Department

Rodent Traps	Yes	No	If "No" indicate # of mice found
Trap contains no mice			
Trap (1)	☑	☐	#
Trap (2)	☑	☐	#
Trap (3)	☑	☐	#

Insect Stations	Yes	No	If "No" indicate amount of insects observed
Device contained only small numbers of insects			
Station (A)	☑	☐	Moderate ☐ Large ☐ Very Large ☐
Station (B)	☑	☐	Moderate ☐ Large ☐ Very Large ☐
Station (C)	☐	☑	Moderate ☐ Large ☐ Very Large ☑

Actions Taken	Yes	No
If any pests and/or droppings were present they were removed as outlined in the Pest Control Procedures Form	☑	☐
Any damaged or faulty pest control devices were replaced or repaired. If required more bait/chemical was added and bulbs or other components changed as needed.	☑	☐
Indicate which Device(s) *Station A – changed bulb* (*Pest Control Device MAP code*)		
All devices were positioned as shown on the Pest Control Devices Map	☑	☐
There has been no high levels or repeated occurrences of pest activity observed ?		
If "NO" describe measures which were taken to enhanced pest control under "corrective action" on this form.	☐	☑

Describe Corrective Action Taken (*for any "No" response recorded above*)

Outside garbage bins were left open, instructed sanitation personnel to ensure they were closed when not in use.

Completion of Corrective Action Verified by *Mike Andrews* (*signature*) **Date** *August 27/2005*

Date *August 27/2005* Form Completed by *Joe Smith*

Date *Sept 1/2005* Form Verified by *Mike Andrews*

Developing the Maintenance Prerequisite Program

Maintenance Log

ABC Retail Store - Meat Department

Month/Year	August 2005	
Grinder		**Date Completed**	**Signature**
Maintenance Frequency	weekly	August 4	James Anderson
Comments		August 11	James Anderson
no cuts or missing components, grinder in good condition		August 18	James Anderson
		August 25	James Anderson
Drains		**Date Completed**	**Signature**
Maintenance Frequency	weekly	August 4	James Anderson
Comments		August 11	James Anderson
All drains functioning well		August 18	James Anderson
		August 25	James Anderson
Refrigeration Unit		**Date Completed**	**Signature**
Maintenance Frequency	Monthly	August 19	Brad Sampson
Comments			
Ventilation System Filters		**Date Completed**	**Signature**
Maintenance Frequency	Semi-Annual		
Comments	Recorded on July Log		

Describe Corrective Action Taken (*for any maintenance not completed*)

Completion of Corrective Action Verified by _____ Date _____
signature

Date August 4/05/2005 Form Completed by Joe Smith

Date Sept 1/2005 Form Verified by Mike Andrews

See page 46.

To develop the maintenance prerequisite program follow the steps outlined below.

1. **Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
   - All individuals involved in maintenance and equipment installation
   - Specialists such as equipment manufacturer's representatives

   You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.
2. **Develop the Maintenance Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of maintenance activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.
3. **Produce supporting records** – A number of records are required which provide additional information related to sanitation activities. These are listed below:
   - Maintenance Procedures Form
   - Approved Chemicals and Authorized Handlers List
   - Chemical Storage Map
4. **Create a Maintenance Log** – A maintenance log documents that the requirements set out in the written program have been satisfied.
5. **Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).

Maintenance Written Program

example

PROCEDURES AND POLICIES

Maintenance Procedures

- Procedures for maintenance are noted on the *Maintenance Procedures Form* and include the item, frequency, procedure and person responsible.

Chemical Storage

- All chemicals for maintenance are to be stored in well ventilated areas in the original labeled container.
- If chemicals are temporarily placed in other containers they are to be clearly labeled to avoid mixing with incompatible chemicals.
- Chemical storage areas are indicated in the *Chemical Storage Map* and are separate from food preparation and storage areas.

Chemical Selection and Handlers

- All maintenance chemicals are suitable for use in food establishments and are approved for use in food establishments.
- MSDS sheets are kept on-site for all chemicals used in maintenance activities.
- All chemicals utilized for cleaning and sanitation are noted on the *Approved Chemicals and Authorized Handlers List.*
- Individuals applying or mixing chemicals are trained by qualified personnel and are listed on the *Approved Chemicals and Authorized Handlers List.*

Protection of Food during Maintenance Activities

- Maintenance personnel working in food preparation areas are required to follow the same guidelines for hygiene as production personnel.
- Whenever possible maintenance activities are delayed until after production hours. If maintenance activities must occur during production, removal of all edible products and packaging in the vicinity of maintenance activities will be performed by non-maintenance personnel.

Maintenance Written Program *(continued)*

example

PROCEDURES AND POLICIES

Protection of Food during Maintenance Activities *(continued)*

- If lubricants or other chemicals are applied, care is taken to avoid contamination of nearby surfaces or application of excess amounts which may drip or spray during equipment operation.
- If parts or fasteners are removed they are accounted for before resumption of equipment use for production.
- All tools used for maintenance must be removed from food production areas immediately following completion of maintenance.
- In the event that contamination of food products occurs during maintenance activities, these products will be destroyed and any food contact surfaces cleaned and sanitized.

Equipment Inspection and Installation

- Food contact surfaces will be inspected before production for excess wear or any other condition which might permit contamination of food products. This activity will be recorded on the *Preoperational Inspection Report* as per the *Premises Written Program.*
- All equipment will be installed in accordance with the manufacturer's directions (if applicable) and in a way which will permit access for cleaning activities.
- All equipment must be compatible for use in a food production environment.

Training of Maintenance Personnel

All individuals performing maintenance activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Maintenance Written Program* and the *Maintenance Procedures Forms* (for the areas they are responsible for) at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the maintenance program will be recorded on the *Maintenance Log* by the individual designated by the supervisor each month.

Maintenance Procedures Form

The Maintenance Procedures Form describes how and when maintenance procedures should be performed so that food safety issues do not arise from improperly maintained equipment. The form should be kept current at all times and used in the training of all maintenance personnel.

example

Maintenance Procedures Form

ABC Retail Store - Meat Department			
Item	**Procedures**	**Frequency**	**Person Responsible**
Grinder	Inspect grinder for worn, damaged, loose or missing components which may cause a physical hazard in food. Replace items as required.	Weekly	James Anderson
Drains	Check drains for proper functioning to prevent backup.	Weekly	James Anderson
Refrigeration Units	Inspect refrigeration units for proper function and, if required, replace/repair.	Monthly	Refrigeration Professionals Inc.
Air Intake	Change Ventilation Filters	Semi-annually	James Anderson

Creation Date Jan 4/2002 Approved by Management Dan Steel

Last Updated August 27/2005 By Joe Smith

Approved Chemicals and Authorized Handlers List

The Approved Chemicals and Authorized Handlers List makes certain the chemicals used are appropriate for food production environments and that individuals using chemicals are trained. The form should be kept current at all times.

example

Approved Chemicals and Authorized Handlers List

ABC Retail Store - Meat Department				
Maintenance Chemicals				
Chemical Name	**Manufacturer**	**Approval Code**	**Authorized/ Licensed Handlers**	**Approved Use**
Aquaguard AF1	Guardian Chemicals Fort Saskatchewan	G065	Joe Smith	Boiler (water treatment)
Grease (food grade)	CIC Canola Industries Canada Inc. Nisku,	C405	Joe Smith	Lubricant

Date August 27/2003 Form Completed by Joe Smith

Date Sept 1/2003 Form Verified by Mike Andrews

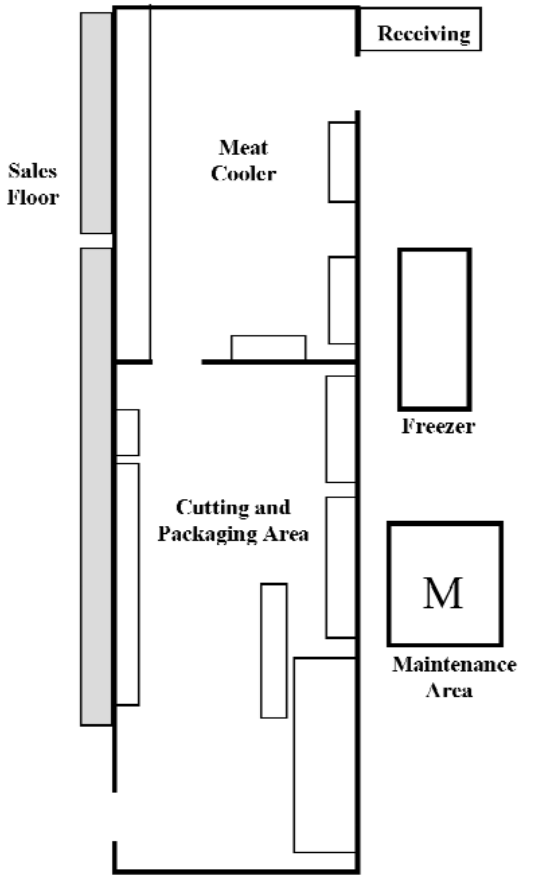
Chemical Storage Map

The Chemical Storage Map ensures that stored chemicals are kept away from food products so that chemical contamination can not occur. The map should be kept current at all times.

example

Chemical Storage Map

ABC Retail Store – Meat Department



Legend	
C	Indicates location for Cleaning and Sanitation Chemicals
P	Indicates location for Pest Control Chemicals
M	Indicates location for Maintenance Chemicals

Creation Date *Jan 4/2002* Approved by Management *Dan Steel*

Last Updated *August 27/2005* By *Joe Smith*

Maintenance Log

The Maintenance Log documents that procedures outlined in the *Maintenance Procedures Form* are followed. An entry should be made in the log following each maintenance related activity.

example

Maintenance Log

ABC Retail Store - Meat Department			
Month/Year	August 2005		
Grinder		**Date Completed**	**Signature**
Maintenance Frequency	weekly	August 4	James Anderson
Comments		August 11	James Anderson
No loose or missing components, grinder in good condition		August 18	James Anderson
		August 25	James Anderson
Drains		**Date Completed**	**Signature**
Maintenance Frequency	weekly	August 4	James Anderson
Comments		August 11	James Anderson
All drains functioning well		August 18	James Anderson
		August 25	James Anderson
Refrigeration Unit		**Date Completed**	**Signature**
Maintenance Frequency	Monthly	August 19	Brad Sampson
Comments			
Ventilation System Filters		**Date Completed**	**Signature**
Maintenance Frequency	Semi-Annual		
Comments	Recorded on July Log		
Describe Corrective Action Taken (*for any maintenance not completed*)			
Completion of Corrective Action Verified by_____ *signature* **Date** _____			

Date August 27/2005 Form Completed by Joe Smith

Date Sept 1/2005 Form Verified by Mike Andrews

Developing the Hygiene Training Prerequisite Program

Hygiene Incident Report

ABC Retail Store - Meat Department

This form is to be used to report ANY employee behavior which does not follow the Hygiene Policy and/or any other situation related to employee hygiene which could result in a food safety issue.

Name of Employee(s)/Persons Involved	*Nancy Hudson*
Time and Date of Incident	*August 25th 9:30 AM*
Product Affected and Amount (if applicable)	*None*
Reported by Person Named	*Joe Smith*

Incident Description (include detailed description)

Employee involved with packaging meat products came to work with serious cough and sore throat with fever.

Describe Corrective Action Taken to control any Food Safety Hazard

Employee was not permitted to work in food production area and was instructed to return home.

Corrective Action verified by *Nancy Hudson* Date *August 25th 2005*
signature

If affected food was distributed was Recall Team informed (Yes ☐ No ☐ No food affected or sold ☑)

Date *August 25th 2005* Form Completed by *Joe Smith*

Date *August 25th 2005* Management Signature *Sara Neal*

See page 52.

To develop the hygiene training prerequisite program follow the steps outlined below.

1. **Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
   - Specialists in training such as members of the human resources department
   - A representative from each part of the meat department (cutting, packaging, receiving etc.)
   - A union representative if applicable

   You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.
2. **Develop the Hygiene Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of hygiene training activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.
3. **Prepare a Hygiene Policies and Procedures Form** – This form outlines all hygiene related procedures and policies for employees.
4. **Create a Hygiene Incident Report** – A hygiene incident report documents any incident related to hygiene which could lead to a food safety concern and describes the corrective action taken to address any hazard.
5. **Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).

Hygiene Training Written Program

example

PROCEDURES AND POLICIES

Hygiene Policy Form

- At the beginning of employment all personnel will be required to sign the *Hygiene Policies and Procedures Form*. This form will be reviewed with the employee by a supervisor or designated individual. If there are concerns or questions expressed by the employee they will be addressed by the supervisor or designated person and if necessary will be noted on a sheet attached to the form. The form will be kept on file and reviewed again with the employee after six months or following any change in the form.

Communicable Diseases

- A written statement will be given to all employees advising them that they have a responsibility to inform a supervisor of a communicable disease which can be transmitted through food. Employees will also be told to exercise caution if they share a residence with individuals who are known to have a communicable disease.
- Management will be instructed to make every effort to ensure personnel who handle food or are working near food contact surfaces are free from communicable disease or symptoms of illness such as frequent sneezing or coughing, diarrhea, jaundice, vomiting, or sore throat with fever. If individuals become ill they must be sent home or be reassigned to other responsibilities in accordance with regulatory requirements.
- In the case of a reportable communicable disease diagnosed by a physician, employees will be asked to bring a doctors note upon return to work which states their readiness to resume activities.
- Any product potentially contaminated by personnel with transmissible illness will be immediately destroyed and work surfaces cleaned and sanitized.

Cuts and Sores

- Management will advise all employees working in food production areas to protect food in the presence of cuts or sores.
- If an individual has an open or infected sore on the hand and wrist, it must be covered by a dry impermeable bandage and a single-use glove or the person must not engage in food related activities. The glove must be checked regularly to ensure it is not punctured or torn and replaced when required.

Cuts and Sores *(continued)*

- If the affected portion is on the arm it must be covered with a dry impermeable bandage. Any other location must be protected by a dry, tight fitting bandage.
- Personnel will be advised to exercise extreme caution not to touch sores or cuts and to wash their hands thoroughly if changing bandages.
- Any product potentially contaminated by personnel with cuts or sores will be destroyed and work surfaces cleaned and sanitized.

Personnel Hygiene

- Supervisors will instruct individuals to wash their hands before handling food and immediately following sneezing, using the restroom, following coffee/lunch breaks, or touching their eyes, hair, mouth, nose, or any unclean surface. After washing, the use of an approved hand sanitizer is recommended.
- Food handlers must remove their watches, rings and any jewelry, before working with food as these may become detached and create a physical hazard in food.
- Food personnel must wear clean outer garments, hair nets and, if applicable, beard nets. Aprons will be changed or cleaned when dirty or, at minimum, once daily.
- After working in an area with raw meat, individuals must change their apron and wash their hands before entering another portion of the operation, such as the deli containing cooked products.
- Smoking, eating, or chewing tobacco or gum must not be permitted in food preparation areas.
- Gloves will be inspected on a periodic basis and replaced if punctures, cuts, or tears are found. To ensure glove condition is satisfactory, they will be replaced on a regular basis. Due to the risk of latex allergies from torn glove particles in food a non-latex glove will be utilized whenever possible. Employees will be asked to ensure that they are not allergic to latex gloves.

Hygiene Training Written Program *(continued)*

example

PROCEDURES AND POLICIES *(continued)*

Hand Washing

- Hand washing procedures involve rubbing hands with soap for at least 20 seconds followed by rinsing with hot water. Special attention will be given to the area under fingernails which may be more difficult to clean. Care must be taken to avoid harsh soaps which may injure hands and promote the growth of undesirable bacteria. After washing, the use of an approved hand sanitizer is recommended.
- Hand washing signs will be posted above hand washing stations and in bathrooms.

Visitors

- Visitors will generally be kept away from food preparation areas and, when present, must be made to follow the same procedures and policies as employees and be accompanied at all times.
- In certain instances personnel, such as those from rendering companies, represent a potential hazard and will not be permitted in food preparation areas.

Dropped Product

- In the event that product is dropped on the floor, or contacts any other unclean surface, it will be destroyed unless it is possible to completely remove the contamination.
- Unclean product must not be placed on food contact surfaces for inspection and/or removal of contamination unless these surfaces are cleaned immediately afterward.

Training of Personnel

All individuals performing hygiene training related activities will be instructed by qualified personnel and will be required to read and submit a signed copy of the *Hygiene Training Written Program* at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the *Hygiene Training Program* and any corrective action required will be recorded on the *Hygiene Incident Report* and the *Hygiene Policies and Procedures Form* by the individual designated by the supervisor each month.

Hygiene Policies and Procedures Form

The Hygiene Policies and Procedures Form outlines important information on hygiene and the key role that employees play in ensuring food safety. The form should be kept current at all times and be used in the training of all employees in a food production operation.

example

Hygiene Policies and Procedures Form

ABC Retail Store - Meat Department

Communicable Diseases

• Please inform your supervisor immediately if you have (or suspect you may have) a communicable disease which can be transmitted through food. Symptoms of communicable disease include frequent sneezing or coughing, diarrhea, jaundice, vomiting, or sore throat with fever. Exercise caution if you share a residence with individuals who are known to have a communicable disease. If you become ill you will be allowed to return home or be reassigned to other responsibilities which do not involve food handling.

• In the case of a reportable or serious communicable disease diagnosed by a physician, you will be asked to bring a doctors note upon return to work which states your readiness to resume activities.

Cuts and Sores

• Individuals working in food production areas must protect food in the presence of cuts or sores. If you have an open or infected sore on your hand or wrist, it must be covered by a dry impermeable bandage and a single-use glove. The glove must be checked regularly to ensure it is not punctured or torn and replaced when required. If the affected portion is on the arms it must also be covered with a dry impermeable bandage. Any other location must be protected by a dry, tight fitting bandage. Never touch sores or cuts and always wash your hands thoroughly if changing bandages.

Hygiene

• You must wash your hands immediately following sneezing, using the restroom, following coffee/lunch breaks, or touching your eyes, hair, mouth, nose, or any unclean surface.

• Please remove watches, rings and any jewelry, before working with food as it may become detached and create a physical hazard in food. Please wear clean outer garments, hair nets and, if applicable, beard nets. Aprons should be changed or cleaned when dirty or at minimum once daily.

• After working in an area with raw meat you must change your apron and wash your hands before entering another portion of the operation, such as the deli containing cooked products.

• Smoking, eating, or chewing tobacco or gum is not permitted in food preparation areas.

• Gloves should be inspected on a periodic basis and replaced if punctures, cuts, or tears are found. To ensure glove condition is satisfactory, they should be replaced on a regular basis. If you have a latex allergy please inform your supervisor so that a non-latex glove can be utilized.

• If you observe any product which is potentially contaminated by personnel or is dropped please report it to your supervisor. Contaminated product must be destroyed and any work surfaces contacted cleaned and sanitized.

• Hand washing requires rubbing hands with soap for at least 20 seconds followed by rinsing with hot water. Special attention should be given to the area under fingernails which may be more difficult to clean.

I have read and understood the information contained in this form. Any questions or concerns have been discussed with my supervisor.

Date *Aug 27/2005* Employee Name *Jessica Brown* Signature *Jessica Brown*

Date *Aug 27/2005* Supervisor Name *Mike Andrews* Signature *Mike Andrews*

Hygiene Incident Report

The Hygiene Incident Report documents any hygiene related issue that could potentially impact food safety and the action taken to address it. The report should be completed whenever an incident occurs.

example

Hygiene Incident Report

ABC Retail Store - Meat Department	
This form is to be used to report ANY employee behavior which does not follow the Hygiene Policy and/or any other situation related to employee hygiene which could result in a food safety issue.	
Name of Employee(s)/Persons Involved	Nancy Meeshan
Time and Date of Incident	August 27 9:00 AM
Product Affected and Amount (*if applicable*)	None
Reported by Person Named	Joe Smith

Incident Description (include detailed description)

Employee involved with packaging meat products came to work with serious cough and sore throat with fever.

Describe Corrective Action Taken to control any Food Safety Hazard

Employee was not permitted to work in food production area and was instructed to return home.

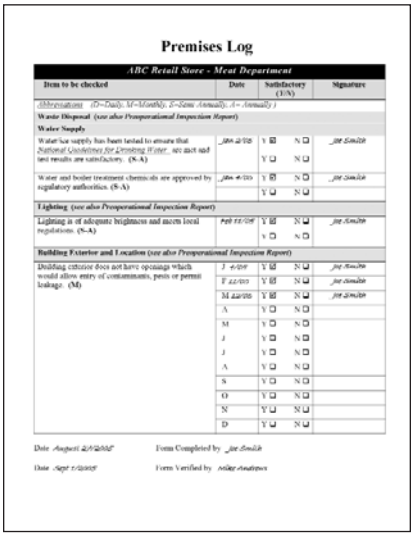
Corrective Action verified by Mike Andrews (*signature*) **Date** August 27/2005

If affected food was distributed was Recall Team informed (Yes ☐ No ☐ No food affected or sold ☑)

Date August 27/2005 Form Completed by Joe Smith

Date August 27/2005 Management Signature Dan Steel

Developing the Premises Prerequisite Program



Premises Log

ABC Retail Store - Meat Department

Item to be checked	Date	Satisfactory (Y/N)	Signature
Abbreviations: (D=Daily, M=Monthly, S=Semi Annually, A= Annually)			
Waste Disposal (*see also Preoperational Inspection Report*)			
Water Supply			
Water/ice supply has been tested to ensure that *National Guidelines for Drinking Water* are met and test results are satisfactory. (S-A)	Jan 2/05	Y ☑ N ☐ Y ☐ N ☐	Jim Smith
Water and boiler treatment chemicals are approved by regulatory authorities. (S-A)	Jan 4/05	Y ☑ N ☐ Y ☐ N ☐	Jim Smith
Lighting (*see also Preoperational Inspection Report*)			
Lighting is of adequate brightness and meets local regulations. (S-A)	Feb 11/05	Y ☑ N ☐ Y ☐ N ☐	Jim Smith
Building Exterior and Location (*see also Preoperational Inspection Report*)			
Building exterior does not have openings which would allow entry of contaminants, pests or permit leakage. (M)	J 4/05	Y ☑ N ☐	Jim Smith
	F 11/05	Y ☑ N ☐	Jim Smith
	M 11/05	Y ☑ N ☐	Jim Smith
	A	Y ☐ N ☐	
	M	Y ☐ N ☐	
	J	Y ☐ N ☐	
	J	Y ☐ N ☐	
	A	Y ☐ N ☐	
	S	Y ☐ N ☐	
	O	Y ☐ N ☐	
	N	Y ☐ N ☐	
	D	Y ☐ N ☐	

Date *August 10/2005* Form Completed by *Jim Smith*

Date *Sept 1/2005* Form Verified by *Mike Andrews*

See page 59.

To develop the premises prerequisite program follow the steps outlined below.

1. **Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
   - All individuals involved in inspection of premises
   - A representative from maintenance
   - Corporate specialists in construction or design

   You may also wish to involve local regulatory authorities, and if available, corporate quality assurance specialists.
2. **Develop the Premises Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of premises activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.
3. **Create a Premises Log and Pre-operational Inspection Report** – These two records document that the requirements set out in the written program have been satisfied.
4. **Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).

Premises Written Program

example

PROCEDURES AND POLICIES

Premises Procedures

Item to be checked	Frequency /Record*
Waste Disposal	
• Outside bins are not overflowing and they are securely closed. Inside garbage bins emptied and securely closed.	**D/PIR**
• Garbage containers are free of leaks or cracks or other conditions which could lead to contamination.	**D/PIR**
Water Supply	
• Water/ice supply have been tested for bacteria and chemical levels to ensure that drinking water quality regulations are satisfied.	**S-A/PL**
• Water and boiler treatment chemicals are approved.	**S-A/PL**
• Water volume, pressure & temperature meet requirements for production/sanitation.	**D/PIR**
Lighting	
• Lighting over food production or storage areas is equipped with shatter proof coverings or shields which are cleanable.	**D/PIR**
• Lighting is of adequate brightness and meets local regulations.	**S-A/PL**
• Lighting is functioning (no bulbs need replacing).	**D/PIR**
Building Exterior and Location	
• Building exterior does not have openings which would allow entry of contaminants, pests or permit leakage.	**M/PL**
• Surrounding property is free of debris, adequately drained and maintained regularly to prevent creation of habitats for pests.	**S-A/PL**
• Adequate separation exists between sources of excessive dust, odor, smoke or other contaminants and the building.	

Abbreviations:	**PIR** = Preoperational Inspection Report	**D** = Daily	**M** = Monthly
	PL = Premises Inspection Log	**S-A** = Semi-Annually	**A** = Annually

Item to be checked	Frequency /Record*
Overhead Utilities and Structures	
• Utility lines and heating ducts passing over food production areas are free of flaking paint, rust or soil and do not have any leaks or excessive condensation present.	**D/PIR**
• If necessary utility lines and heating ducts are insulated to prevent condensation.	**M/PL**
• Open stairs do not have food products or food contact surfaces underneath.	**D/PIR**
• Catwalks and mezzanines over food preparation or storage areas have solid floors and ledges to prevent debris from falling down below.	**S-A/PL**
Ventilation	
• Adequate natural or mechanical ventilation is present to prevent excessive heat, steam, condensation, vapours, odors, smoke and fumes.	**M/PL**
• Ventilation system is cleaned, maintained and installed according to local building codes.	**S-A/PL**
Toilets and Change Rooms	
• Toilets are completely enclosed and have a self closing door.	**S-A/PL**
• Adequate toilets are present for staff in accordance with building codes.	**S-A/PL**
• Dressing and toilet rooms are well maintained, easily cleaned, adequately ventilated and have sufficient lighting.	**M/PL**
• Toilets have hand washing signs, liquid soap and dispenser, adequate hot and cold water, disposable towels, waste basket and provide outside hooks for aprons.	**D/PIR**
Hand Wash Stations	
• Each food preparation area has one or more easily accessible hand wash station equipped with approved liquid soap and dispenser, hand washing signs, adequate hot and cold water, disposable towels, and waste basket.	**D/PIR**
• If present, self activating faucets run for at least 20 seconds without reactivation.	**M/PL**
• Hand washing stations are not to be used as a water source for food production activities.	**M/PL**
Doors and Windows	
• Doors are solid, tight-fitting, cleanable, and self closing.	**M/PL**
• Exterior doors and windows are equipped with screens of 16 mesh to one inch mesh (16 to 25 mm mesh) or have properly functioning air curtains if there is potential for pest entry.	**M/PL**
• Windows are constructed of shatter proof glass or shielded if physical contamination of food products may occur in the event of breakage.	**S-A/PL**

Abbreviations:	**PIR** = Preoperational Inspection Report	**D** = Daily	**M** = Monthly
	PL = Premises Inspection Log	**S-A** = Semi-Annually	**A** = Annually

Premises Written Program *(continued)*

example

Item to be checked	Frequency /Record*
Refrigeration	
• Adequate refrigeration capacity is present so that perishable food products are maintained at 41°F (5°C) or lower for fresh products and 0°F (-18°C) or lower for frozen products.	**S-A/PL**
• Rooms in which food products are prepared should have refrigeration systems capable of maintaining an air temperature no greater than 50°F (10°C) and preferably 41°F (5°C).	**S-A/PL**
• Refrigeration systems are cleaned and maintained regularly to prevent potential for failure or contamination.	**M/PL**
Display Cases	
• Display cases are maintained as per manufacturers instructions.	**M/PL**
• Display cases are kept clean and free of any condition which could lead to contamination of product.	**D/PIR**
Walls and Ceilings	
• Walls and ceilings in food preparation, processing, and storage areas are free from flaking paint or other materials, and do not possess large cracks or pits.	**D/PIR**
• Light colored, smooth, impermeable, and cleanable materials are used in walls and ceilings to facilitate the detection of unclean conditions and permit easy cleaning.	**S-A/PL**
• Drop ceilings use smooth, washable, non-absorbent inserts and have edges and joints maintained to prevent any dust or other hazards that originate from above the false ceiling from falling down upon food preparation or storage areas.	**M/PL**

Abbreviations:	**PIR** = Preoperational Inspection Report	**D** = Daily	**M** = Monthly
	PL = Premises Inspection Log	**S-A** = Semi-Annually	**A** = Annually

Item to be checked	Frequency /Record*
Floors and Drains	
• Floors in areas exposed to moisture or requiring wet cleanup have slopes to drains, be coved and sealed at the floor-wall junction.	**S-A/PL**
• Floors constructed of impervious, durable, cleanable, and non-slip materials.	**S-A/PL**
• Floors in dry operating areas are easily cleaned, impervious, non-slip, and have coved floor to wall joints with gaps no larger than 1/32 inch (1 mm).	**S-A/PL**
• Carpet is excluded from food preparation areas, food or chemical storage, change rooms, and restrooms. Rubber or plastic mats, if required, are easily removed or lifted, and are non-absorbent and cleanable.	**S-A/PL**
• Floor drains are properly placed to permit drainage and installed in accordance with plumbing codes. They are equipped with removable covers flush with the floor, permitting easy access for cleaning, and be fitted with devices to prevent backflow.	**S-A/PL**
• Drain lines are sloped to prevent liquid build up, vented, trapped, and constructed without cross-connection to potable water or other food related sources.	**S-A/PL**
Construction and Modifications	
• Following any required initial approval of food establishments by regulatory authorities, any significant renovations or repairs are also approved.	***Upon new construction or repairs / PL***
• Materials selected for renovations, repairs or additions, must be acceptable for use in food establishments.	

Training of Personnel

All individuals performing premises related activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Premises Written Program* and the *Premises Procedures Forms* (for the areas they are responsible for) at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the *Premises Program* and any corrective action required will be recorded on the *Premises Log* each month or the *Preoperational Inspection Report* each day by the individual designated by the supervisor.

Abbreviations:	**PIR** = Preoperational Inspection Report	**D** = Daily	**M** = Monthly
	PL = Premises Inspection Log	**S-A** = Semi-Annually	**A** = Annually

Preoperational Inspection Report

The Preoperational Inspection Report ensures that the operation is ready for food production activities each day. The report should be completed each day before production begins.

example

Preoperational Inspection Report

ABC Retail Store - Meat Department

Item is ready for use in production activities	Yes	No	Item is ready for use in production activities	Yes	No
Floors	☑	☐	Edible Meat Tubs	☑	☐
Walls	☑	☐	Knives and Scabbards	☑	☐
Ceilings	☑	☐	Grinder	☑	☐
Other overhead structures	☑	☐	Tables	☑	☐
Coolers	☑	☐	Saw	☑	☐
Freezers	☑	☐	Metal Trays	☑	☐
Fresh Display Case(s)	☑	☐	Cutting Boards	☑	☐
Frozen Display Case(s)	☑	☐			
Windows and doors are kept closed and are equipped with screens.				☑	☐
Waste bins are closed, not overflowing and free of cracks, leaks or other damage.				☑	☐
Lights are all functioning and shielded to protect food in the event of breakage.				☑	☐
Water temperature, volume and pressure are adequate for production and sanitation requirements.				☑	☐
Surrounding property is free of debris, properly drained and maintained.				☑	☐
Open stairs do not have products placed underneath.				☑	☐
Toilets have hand washing signs, soap, towels, garbage cans and outside hook for aprons.				☐	☑
Packaging materials are clean and dry and protected from contamination.				☑	☐
Excess condensation is not present in coolers or other areas.				☑	☐
Hand washing stations have hand washing signs, soap, towels, garbage and adequate hot & cold water.				☑	☐
Restrooms and change rooms are adequately maintained.				☑	☐
Food contact surfaces are free of excessive wear or any other condition which could lead to contamination.				☑	☐

Describe Corrective Action Taken (*for any "No" response recorded above*)

Men's bathroom did not have paper towels or soap. Informed sanitation personnel who replaced paper towels and refilled soap dispenser.

Completion of Corrective Action Verified by *Frank Adams* **Date** *August 27/2005*
signature

Date *August 27/2005* Form Completed by *Joe Smith*

Date *Sept 1/2005* Form Verified by *Mike Andrews*

Premises Log

The Premises Log documents that requirements are met for items inspected on a less frequent basis than those covered in the *Preoperational Inspection Report*. The log should be completed weekly or as required.

example

Premises Log

ABC Retail Store - Meat Department			
Item to be checked	**Date**	**Satisfactory (Y/N)**	**Signature**
Abbreviations (D=Daily, M=Monthly, S=Semi-Annually, A= Annually)			
Waste Disposal (***see also Preoperational Inspection Report***)			
Water Supply			
Water/ice supply has been tested to ensure that *National Guidelines for Drinking Water* are met and test results are satisfactory. **(S-A)**	Jan 2/05	Y ☑ N ☐	Joe Smith
		Y ☐ N ☐	
Water and boiler treatment chemicals are approved by regulatory authorities. **(S-A)**	Jan 4/05	Y ☑ N ☐	Joe Smith
		Y ☐ N ☐	
Lighting (***see also Preoperational Inspection Report***)			
Lighting is of adequate brightness and meets local regulations. **(S-A)**	Feb 11/05	Y ☑ N ☐	Joe Smith
		Y ☐ N ☐	
Building Exterior and Location (***see also Preoperational Inspection Report***)			
Building exterior does not have openings which would allow entry of contaminants, pests or permit leakage. **(M)**	J 4/05	Y ☑ N ☐	Joe Smith
	F 11/05	Y ☑ N ☐	Joe Smith
	M 12/05	Y ☑ N ☐	Joe Smith
	A	Y ☐ N ☐	
	M	Y ☐ N ☐	
	J	Y ☐ N ☐	
	J	Y ☐ N ☐	
	A	Y ☐ N ☐	
	S	Y ☐ N ☐	
	O	Y ☐ N ☐	
	N	Y ☐ N ☐	
	D	Y ☐ N ☐	

Date August 27/2005 Form Completed by Joe Smith

Date Sept 1/2005 Form Verified by Mike Andrews

Developing HACCP Plans

In this portion of the manual HACCP plans for whole muscle cuts as well as ground meat production will be developed. The process of developing a HACCP plan has 6 steps which are outlined below. Keep in mind that these same steps can be used for any food production process in a retail operation.

1. **Assemble a HACCP Team** – A team of individuals should be created to build the HACCP plan.
2. **Describe the Process** – Completely describe the product and the steps to produce it.
3. **Perform a Hazard Analysis** – Perform a hazard analysis and determine whether hazards should be controlled by the prerequisite programs, standard operating procedures or by what is known as a Critical Control Point (CCP).
4. **Develop the HACCP Written Plan** – Determine critical limits for each CCP and describe monitoring, deviation, and verification procedures to ensure that food safety standards are met.
5. **Create HACCP Records** – Construct records which document that CCPs are monitored and when required corrective action is taken to address any deviation.
6. **Provide Training** – Develop training programs to ensure that the HACCP plan is understood by all personnel.

Following implementation of the plan it is important to conduct periodic reviews to ensure the plan is functioning optimally and any changes within the operation have been taken into consideration. For guidelines on how to perform a written review of the HACCP system see the appendix.

In the following pages, examples of forms and written programs will be given for all steps of HACCP plan development for ground meat and cut production.

The recommendations in this manual are designed to assist retail meat operations to establish HACCP based food safety systems in the most straightforward manner with a minimum of record keeping. Requirements of individual operations may vary and management, corporate food safety specialists and, when necessary, local regulatory authorities should be consulted in any area where uncertainty exists.

Assemble a HACCP Team

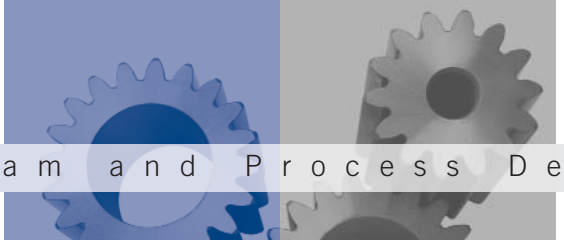
As with the prerequisite programs, a team approach should be used to build HACCP plans. Individuals selected to participate on the team to develop a HACCP plan for ground meat and cut production should include:

- Personnel working within the production process, e.g. packaging, grinding and cutting
- Individuals involved with the prerequisite programs
- Management

You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.

Once a team has been assembled, a team leader should be designated to ensure the development process moves forward and to oversee the implementation of the HACCP plan once it is completed.

Note: Before proceeding to the second step it is useful for the team to review some general information on HACCP principles to provide some background to all team members. Additionally it is advisable to examine any previously developed generic models of HACCP plans for the process of interest. These models can be very helpful in making the development of the HACCP plan as efficient as possible.



Describe the Process

The next step in the development of a HACCP plan is to completely describe the product and the steps required to produce it. This can be accomplished by completing four forms which are outlined below.

1. **Product Description Form** – The Product Description Form provides basic information on the products shelf life, packaging, labeling, display and storage requirements, and its intended use.
2. **Incoming Ingredients and Packaging Materials Form** – The Incoming Ingredients and Packaging Form should list all types of ingredients and packaging materials. Restricted ingredients such as phosphate, nitrite or nitrate compounds, and potential allergens such as soy, cereals containing gluten, sulphites, milk, etc., are clearly identified.
3. **Production Process Flow Diagram** – The Production Process Flow Diagram identifies important production steps as well as their relationship to incoming ingredients and packaging materials.
4. **Operation Schematic Diagram** – The Operation Schematic Diagram shows product and personnel flow within the establishment for a particular production process. Review of the schematic allows potential sources of cross contamination as well as other hazards related to the movement of product or people to be identified. The schematic should include the flow of ingredients and packaging materials and indicate important features such as storage areas, coolers, freezers, change rooms, restrooms, lunchrooms, hand wash facilities and footbaths (if present).

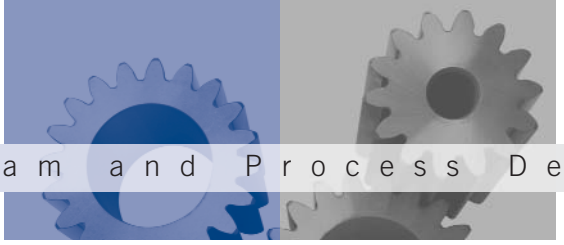
Examples of each form are given for ground meat and cut production on the pages which follow. Upon completion of these forms and diagram they should be verified by on-site observations and interviews with store personnel.

Product Description Form

example

GROUND MEAT AND CUT PRODUCTION

Product Names	Ground Meat and Cuts
Important Characteristics (a_w, pH, Preservatives, etc.)	Fresh or frozen
Product Use	For sale without further processing, cook before consumption
Packaging Type	Styrofoam trays and oxygen permeable overwrap
Shelf Life	**Ground meats**: 1 day at 41°F (5°C), 2 months at 0°F (-18°C) **Cuts**: 3 days at 41°F (5°C), 6 months at 0°F (-18°C)
Where will it be sold	Retail
Labeling Instructions	**Ground meats**: Safe Handling label and "keep refrigerated" or "keep frozen" **Cuts**: "Keep refrigerated" or "keep frozen"
Display and Storage Conditions	**Fresh**: Display and store at 30°F (-1°FC) and 41°F (5°C) **Frozen**: Display and store at 0°F (-18°C) or colder



Incoming Ingredients and Packaging Materials Form

example

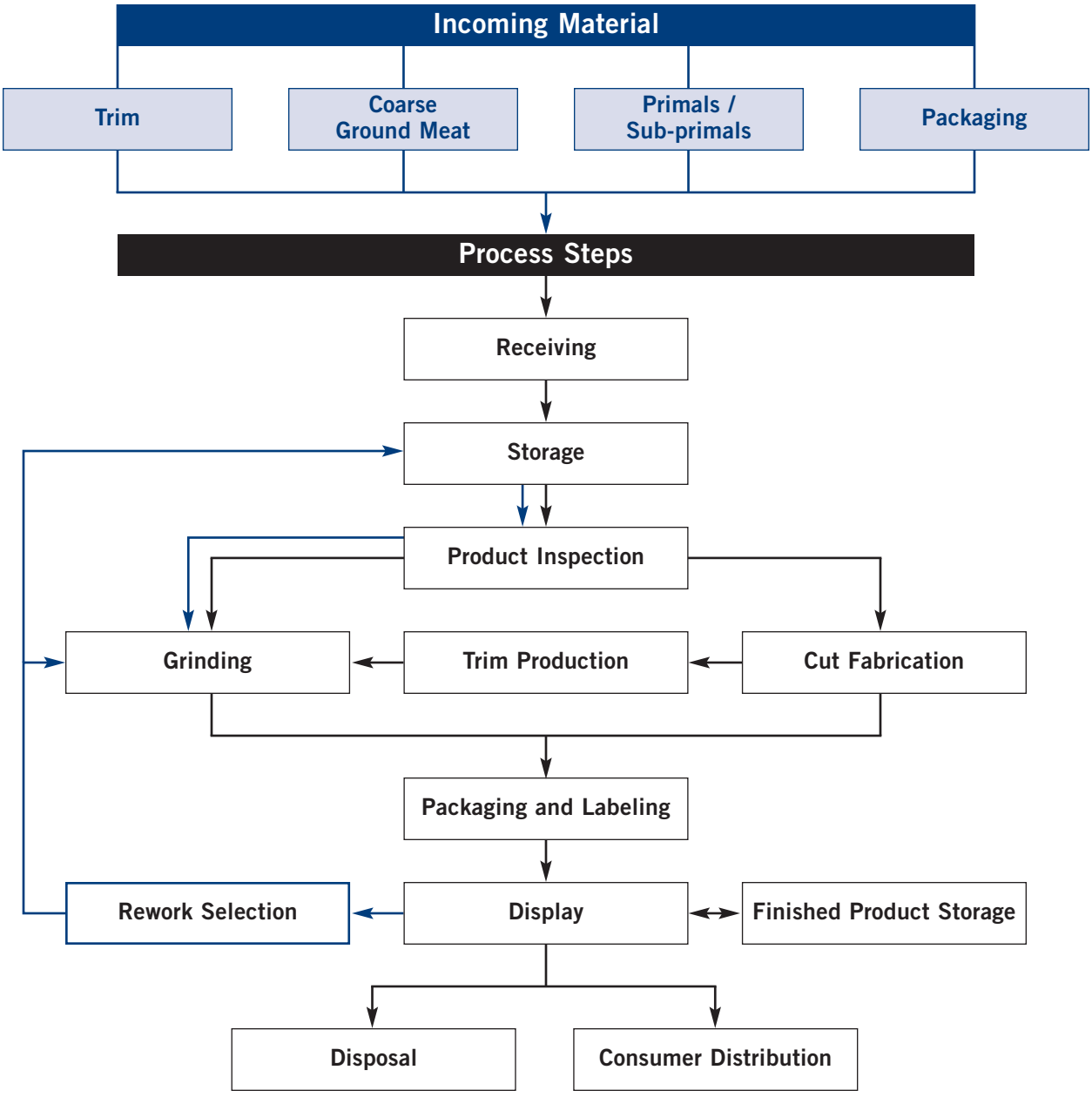
GROUND MEAT AND CUT PRODUCTION

Meat Ingredients	Meat (Beef, Veal, Pork) Rework (Beef, Veal, Pork)
Non-Meat Ingredients	None
Restricted Ingredients	None
Preservatives/Additives	None
Casings	None
Other Ingredients	None
Allergens	None
Packaging Materials	Styrofoam Trays made by ABC Packaging LTD. (CFIA approval code = **X**) Oxygen Permeable overwrap made by ABC Packaging LTD. (CFIA approval code = **Y**)

Process Flow Diagram

example

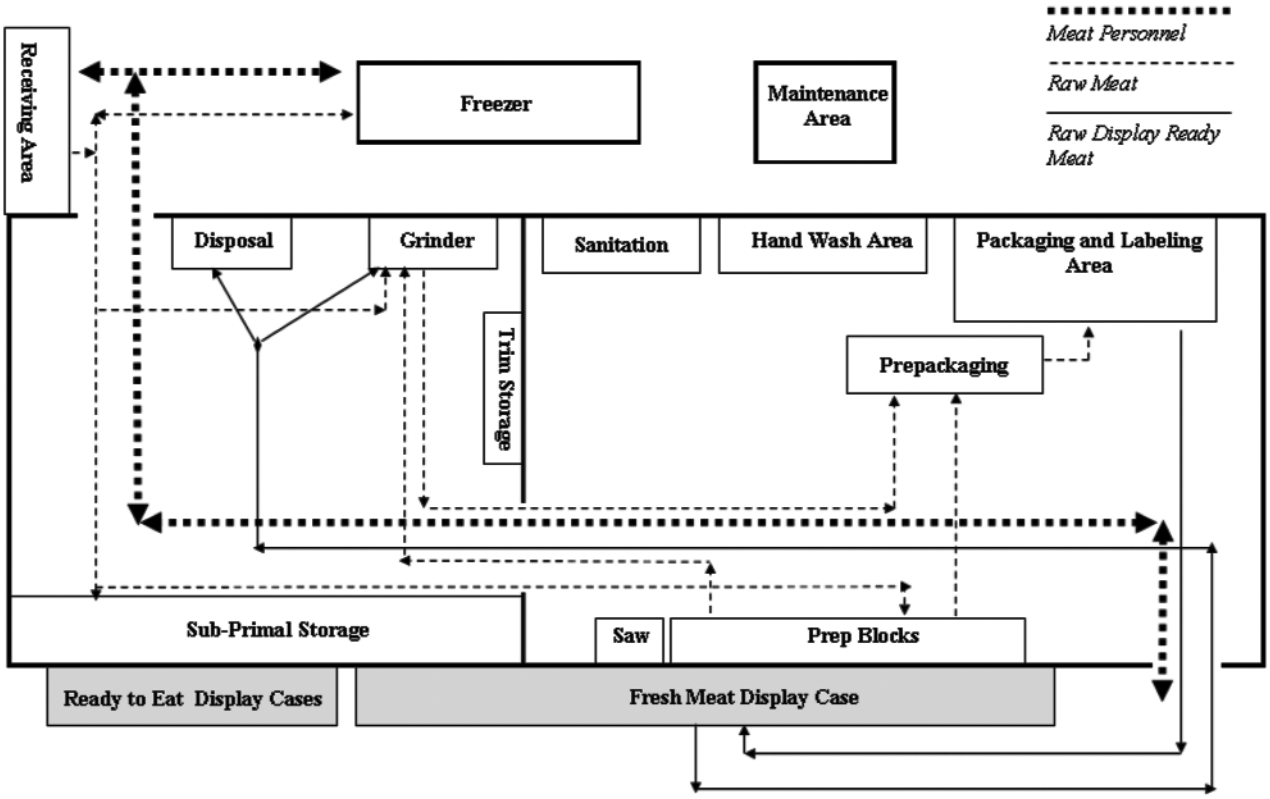
GROUND MEAT AND CUT PRODUCTION



Operation Schematic Diagram

example

GROUND MEAT AND CUT PRODUCTION



Performing a Hazard Analysis

The first purpose of the hazard analysis it to identify potential food safety hazards associated with the production process or with incoming materials. Hazards are classified into three types which are outlined in the table below.

Hazard Type	Examples for Meat Production
Biological	Excessive growth of microorganisms from improper refrigeration of meat products and ingredients or failure to observe shelf-life guidelines. Contamination of meat products and ingredients from uncovered sores and cuts or the presence of contagious diseases in food handlers, e.g. Hepatitis A and Norwalk related illness. Presence of hazardous levels of pathogenic microorganisms from improper sanitation of food contact surfaces, pest activity or improper meat production practices, e.g. *Staphylococcus aureus*, *Escherichia coli*, *Salmonella spp.*, *Campylobacter spp.*, *Listeria monocytogenes*, and *Clostridium perfringens*.
Chemical	Presence of hazardous chemicals due to antibiotic and hormone residues or contamination from cleaning, pest control or maintenance related chemicals. Excessive levels of phosphate, nitrite or nitrate compounds, or any other restricted ingredient. Failure to declare potential allergens in list of ingredients such as milk (including lactose), cereals containing gluten and sulphites.
Physical	Foreign objects such as pieces of metal, plastic or wood from improperly maintained equipment, broken needles or use of damaged pallets during storage. Failure to remove bone chips or cartilage from meat materials before grinding.

Potential biological, chemical or physical hazards are identified by review of the *Product Description Form*, *Incoming Ingredients and Packaging Materials Form*, *Process Flow and Operation Schematic Diagram* by the HACCP team. The results of the hazard analysis are then recorded on the *Hazard Analysis Form* as shown in the example on page 70.

Performing a Hazard Analysis *(continued)*

Once all potential hazards have been identified the next step is to indicate on the *Hazard Analysis Form* how they will be controlled. There are three ways to control hazards as outlined below.

1. **Prerequisite Programs** – Control hazards which are common to many production processes and provide the foundation for the HACCP plan.
2. **Standard Operating Procedures in the HACCP Plan** – Controls hazards which are specific to a production process and are less significant.
3. **Critical Control Points in the HACCP Plan** – Controls significant hazards which can be prevented, eliminated or reduced to acceptable levels through actions which are under the control of the operator.

Some hazards may be uncontrollable by the operator and can only be addressed through the actions of others. When this occurs the *Hazard Analysis Form* should indicate where the hazard could be controlled outside of the system.

To determine where Critical Control Points (CCP) exist, the decision check list at right should be utilized. For each hazard identified on the *Hazard Analysis Form*, answer questions 1 to 4 to determine if a CCP is present.

The number and nature of the CCPs will often vary from operation to operation. If prerequisite programs are well developed there will be fewer CCPs which makes the HACCP system easier to manage.

An example of a completed Hazard Analysis Form for ground meat and cut production is shown on page 70. This example assumes that all prerequisite programs discussed in the first section of this manual have been implemented.

Performing a Hazard Analysis *(continued)*

CRITICAL CONTROL POINTS* (CCP) DECISION CHECK LIST

1. Could a control measure(s) (C.M.) be used by the operator at any process set?

- ☐ Yes. *C.M.(s) exist*
- ☐ No. *C.M.(s) exist*

Not a CCP. Identify how this hazard will be controlled before or after the process and proceed to the next identified hazard.

2. Is it likely that contamination with the identified hazard could occur in excess of the acceptable level or could increase to an unacceptable level?

- ☐ Yes.
- ☐ No.

Not a CCP. Proceed to the next identified hazard.

3. Is this process step specifically designed to eliminate or reduce its likely occurrence to an acceptable level?

- ☐ No.
- ☐ **Yes.** *(This is a CCP).*

4. Will a subsequent step eliminate the identified hazard or reduce its likely occurrence to an acceptable level?

- ☐ Yes.
- ☐ **No.** *(This is a CCP).*

*** Sourced from the *FSEP Implementation Manual* produced by the Canadian Food Inspection Agency**

Hazard Analysis Form

example

GROUND MEAT AND CUT PRODUCTION (GMCP)

Describe any (B)iological, (C)hemical or (P)hysical Hazard associated with Ingredients or Process Step	Describe Measures to Control the Hazard	CCP (Y/N)
Ingredients and Packaging Materials		
Meat		
(**B**) – Presence of Hazardous Levels of Microbial Pathogens (**C**) – Presence of Residues (pesticide, cleaning or (**P**) – Presence of Foreign Material sanitizing chemicals, maintenance chemicals)	Externally controlled by HACCP/food safety plan of establishment supplying meat products. Receiving Prerequisite indicates purchase of meat products from only approved establishments noted in the *Food and Ingredient Supplier List.*	**No**
Packaging Materials		
(**C**) – Unapproved packaging causes chemical hazards to food products	Use of approved packaging as recorded on *Incoming Ingredients and Packaging Materials Form*	**No**
(**BCP**) – Improper handling/manufacturing of packaging at supplier causes biological, chemical or physical hazards.	Controlled by *Letter of Guarantee* from supplier indicating measures to control hazards.	**No**
Process Flow		
Receiving (including transport)		
(**B**) – Loss of temperature control during transport results in excessive growth of microorganisms on meat products. (**BCP**) – Presence of incompatible materials (cleaning chemicals, etc.) or unsanitary conditions in trailer causes biological, chemical or physical hazards to packaging or meat. (**BCP**) – Absence of proper labeling makes knowledge of production dates and supplier information unavailable for use in the event of a recall.	Controlled by Receiving Prerequisite – Inspection of product condition, labeling, temperature and trailer recorded on *Receiving Log.*	**No**
Storage		
(**P**) – Foreign materials enter product due to loose or broken boards or protruding nails on pallets. (**B**) – Improper storage temperature, expired product or failure to use spacers to facilitate cooling (when needed) permits excessive growth of microorganisms. (**BCP**) – Unsanitary conditions in storage areas and/or failure to adequately protect meat products results in biological, chemical or physical hazards.	Controlled by Storage Prerequisite – Inspection of pallets, storage areas, stored products and temperature measurements recorded on *Storage Log.*	**No**
(**C**) – Storage areas for food are not separate from storage areas for chemicals used for cleaning, pest control or maintenance resulting in chemical contamination.	Controlled by Sanitation, Pest Control and Maintenance Prerequisites – Placement of chemicals in approved locations as per *Chemical Storage Map* and recorded on *Storage*, *Sanitation* and *Pest Control Logs.*	**No**

Hazard Analysis Form *(continued)*

GROUND MEAT AND CUT PRODUCTION (GMCP)

Describe any (B)iological, (C)hemical or (P)hysical Hazard associated with Ingredients or Process Step	Describe Measures to Control the Hazard	CCP (Y/N)
Process Flow *continued.*		
Product Inspection		
(**B**) – Expired meat ingredients or contamination caused from ripped or torn packaging causes biological contamination of product.	Controlled by GMCP Standard Operating Procedures – Employees are trained to check production dates, discard products with off-odors and inspect packaging before using ingredients. Recorded on *SOP Training Form*.	**No**
Cut Fabrication		
(**B**) – Unclean cutting boards, bins and tables or food contact surfaces which are in poor condition making cleaning difficult resulting in microbial contamination of meat.	Controlled by Sanitation and Premises Prerequisites – Cutting surfaces are cleaned and sanitized and inspected for excessive wear. Recorded on *Preoperational Inspection Report* and *Sanitation Log*.	**No**
(**BP**) – Bone fragments, cartilage, bruises, dropped product or any other condition which might seriously affect product use.	Controlled by GMCP Standard Operating Procedures – Employees are trained to remove defects or destroy product. Recorded on *SOP Training Form*.	**No**
(**B**) – Unsanitary equipment (mesh gloves, scabbards, bone scrapers, knives).	Controlled by GMCP Standard Operating Procedures – Employees are trained to clean equipment a minimum of once per day. Recorded on *SOP Training Form*.	**No**
Trim Production		
(**B**) – Trim produced during cut fabrication for ground meat production is left in bins in warm cutting room for extended periods permitting excessive growth of microorganisms.	Controlled by **CCP 1B** (See HACCP written plan for details.)	**Yes**
Grinding		
(**P**) – Clips from chubs of coarse ground beef or bone chips from trim enter product creating a physical hazard.	Controlled by GMCP Standard Operating Procedures – Employees are trained to account for all clips before grinding and to inspect trim. Recorded on *SOP Training Form*.	**No**
(**P**) – Grinder has excessive rust, loose, excessively worn or missing parts which lead to meat particles or objects entering product.	Controlled by Maintenance and Premises Prerequisite – Grinder is inspected and results of inspection are recorded on *Maintenance Log* and *Preoperational Inspection Report*.	**No**
(**B**) – Meat used for grinding has been stored improperly permitting excessive growth of microorganisms or contamination.	Controlled by Storage Prerequisite – Storage conditions and temperatures are monitored and recorded on *Storage Log*.	**No**
(**B**) – Materials selected for rework into ground meat products are left in bins in warm cutting room for extended periods permitting excessive growth of microorganisms.	Controlled by **CCP 1B** (See HACCP plan for details.)	**Yes**
(**B**) – Grinder improperly cleaned following end of production or in-between species.	Controlled by Sanitation Prerequisite – Grinder is cleaned as per SSOP and cleanliness monitored and recorded on *Preoperational Inspection Report and Sanitation Log*.	**No**
Packaging/Labeling		
(**BC**) Packaging has become contaminated due to failure to cover packaging materials during cleaning and sanitation activities.	Controlled by Sanitation prerequisite – Packaging materials is protected during cleaning and sanitation activities. Recorded on *Sanitation Log*.	**No**
(**B**) Improper or missing “best before” or “packaged on” dates on packages results in excessive microbial growth.	Controlled by Display Prerequisite – All packages are checked for correct dates. Recorded on *Display Log*.	**No**

Hazard Analysis Form *(continued)*

GROUND MEAT AND CUT PRODUCTION (GMCP)

Describe any (B)iological, (C)hemical or (P)hysical Hazard associated with Ingredients or Process Step	Describe Measures to Control the Hazard	CCP (Y/N)
Process Flow *continued.*		
Display		
(**B**) – Display case temperature is above 41°F (5°C) or product is above the load line resulting in excessive microbial growth.	Controlled by Display Prerequisites – Display case temperatures, sanitation, segregation of raw and cooked, and product condition are monitored and recorded on *Display Log*.	**No**
(**B**) – Microbial contamination occurs due to unsanitary display cases and/or leaking packages.		
(**B**) – Microbial contamination occurs due inadequate separation of raw and cooked products.		
Finished Product Storage		
(**BCP**) – Unsanitary conditions in storage areas and/or failure to adequately protect meat products results in biological, chemical or physical hazards.	Controlled by Storage Prerequisite – Storage conditions and temperatures are monitored and recorded on *Storage Log*.	**No**
(**B**) – Improper storage temperature permits excessive growth of microorganisms.		
Rework Selection		
(**B**) Use of product with inadequate remaining shelf-life or previously ground meat materials from the display case as rework results in the presence of excessive levels of microorganisms.	Controlled by **CCP 2B** (See HACCP plan for details.)	**Yes**
(**C**) – Selection of meat materials with spices or seasoning for fresh ground meat production results in undeclared ingredients.	Controlled by GMCP Standard Operating Procedures – Employees are trained to select only cuts without spices or seasoning for use as rework. Recorded on *SOP Training Form*.	**No**
(**B**) – Materials selected for rework into ground meat products are left in bins in warm cutting room for extended periods permitting excessive growth of microorganisms.	Controlled by **CCP 3B** (See HACCP plan for details.)	**Yes**
Disposal		
(**B**) – Failure to dispose product found outside of display case results in excessive microbial growth.	Controlled by Display Prerequisite – Product found outside of display case or returned is destroyed. Recorded on *Display Log*.	**No**
(**B**) – Failure to dispose returned product results in potential chemical, physical or biological hazards.		
Consumer Distribution		
(**B**) – Failure to bag raw meats so they are separate from other items results in microbial contamination.	Controlled Externally – Hazard controlled by training of cashiers to bag meat separately.	**No**

Hazard Analysis Form *(continued)*

GROUND MEAT AND CUT PRODUCTION (GMCP)

Describe any (B)iological, (C)hemical or (P)hysical Hazard associated with Ingredients or Process Step	Describe Measures to Control the Hazard	CCP (Y/N)
Process Flow *continued.*		
All Process Steps		
(**PC**) – Improperly maintained equipment or uncontrolled maintenance procedures causes foreign material or maintenance chemicals to enter product.	Controlled by Maintenance Prerequisite – All equipment is maintained as per written maintenance program and recorded on the *Maintenance Log*.	**No**
(**B**) – Poor Employee Hygiene causes microbial contamination of meat, ingredients, packaging or food contact surfaces. Failure to destroy contaminated material(such as dropped product) and/or clean and sanitize affected food contact surfaces.	Controlled by Hygiene Training prerequisite – Employees are trained in hygienic practices and record of training is made on *Hygiene Policies and Procedures Form.*	**No**
(**B**) – Failure to destroy or trim contaminated material such as dropped product and/or failure to clean and sanitize contaminated food contact surfaces.		
(**B**) – Improper sanitation causes microbial contamination of product.	Controlled by Sanitation Prerequisite – Facilities and equipment are cleaned as per *Sanitation Standard Operating Procedures Form* and recorded on *Sanitation Log*.	**No**
(**BCP**) – Inadequate or improperly maintained premises creates biological, chemical or physical hazards in food products.	Controlled by Premises Prerequisite – Premises are inspected to ensure they are adequate for food production. Recorded on *Premises Log* and *Preoperational Inspection Report*.	**No**
(**B**) – Water supply does not meet drinking water standards resulting in microbial contamination of food contact surfaces and meat products.	Controlled by Premises Prerequisite – Water is tested on a semi-annual basis. Recorded on *Premises Log*.	**No**
Operation Schematic (Employee and Product Flow)		
(**B**) – Employees entering the meat department should change or clean dirty shoes to avoid tracking excessive soil onto cutting room floor.	Controlled by GMCP Standard Operating Procedures – Employees are trained to clean or change footwear. Recorded on *SOP Training Form*.	**No**
(**B**) – Rendering personnel should not be permitted to enter the meat department to avoid microbial contamination of meat or food contact surfaces.	Controlled by GMCP Standard Operating Procedures – Employees are trained that meat products for disposal should be placed outside of the door for pickup. Recorded on *SOP Training Form*.	**No**

The HACCP Written Plan

Once the hazard analysis has identified the Critical Control Points (CCPs) in the production process, the HACCP Written Plan can be developed. As noted previously this requires developing critical limits for each CCP and describing monitoring, deviation, and verification procedures to ensure that food safety standards are met.

Determining Critical Limits for a CCP

Critical limits are defined as criteria which separate acceptability from unacceptability.[1] If the critical limits are not met, it is likely that significant food safety hazards will result unless corrective action is taken. Although critical limits may be set to exceed regulatory requirements, it is vital that they ensure that all government and corporate food safety standards are met.

Example: If the meat display case temperature is determined to be a CCP, the critical limit could be that the display case temperature would not exceed 41°F (5°C).

Developing Monitoring Procedures for a CCP

Monitoring is the act of conducting a planned sequence of observations or measurements of control parameters to assess whether a CCP is under control.[1] How often the process will be monitored, who is responsible and the procedures used must be described. Monitoring a CCP allows the operator to determine when critical limits have been, or are likely to be, exceeded.

Example: If the critical limit of the meat display case temperature is determined to be 41°F (5°C), the monitoring procedure could be that the display case thermometer is checked three times per day, by the person designated by the supervisor, to ensure that the temperature did not exceed 41°F (5°C).

Establishing Deviation Procedures for a CCP

A deviation is defined as failure to meet the specified critical limits.[1] Deviation procedures are pre-determined corrective actions taken both to address the cause of the failure *and* to control any potential food safety hazard which occurred while critical limits were not met.

Example: If the meat display case temperature reached room temperature due to refrigeration failure, the deviation procedure could be to have the supervisor contact maintenance to repair the refrigeration system and to dispose of any perishable product on display when refrigeration failed.

Verification Procedures

Verification activities are methods, procedures and tests that are used to determine if the HACCP plan for that establishment is valid and is operating properly.[1] It is important that the individual(s) doing the verification not be the same individual(s) as those performing monitoring activities. This is to ensure that verification activities are unbiased.

Example: To verify that monitoring for the display case temperature CCP was occurring as intended, monitoring records for the month could be reviewed and a day selected at random another individual could check to see that display case temperatures were as indicated on the monitoring records.

[1] **Quoted from the Food and Safety Enhancement Program (FSEP) Manual produced by the Canadian Food Inspection Agency.**

The HACCP Written Plan

example

A sample HACCP Written Plan for the ground meat and cut production CCPs identified in the hazard analysis is shown below.

GROUND MEAT AND CUT PRODUCTION

Trim Production/Rework Selection – CCP 1B & 3B *(Excessive Microbial Growth)*

Critical Limits	Monitoring Procedures	Deviation Procedures	Verification Procedures	HACCP Records
If the cutting room temperature exceeds 41°F (5°C), trim and rework must not be left out for more than 1 hour to prevent excessive microbial growth in ingredients used for ground meat production.	Person designated by supervisor to monitor hourly that that trim is moved to cooler for storage at 41°F (5°C). Recorded on *Ground Meat and Cut Production HACCP Log 1.*	Materials which have not been maintained at appropriate temperatures (since last satisfactory monitoring finding) will not be used for ground meat production. Retraining of employees in trim production performed by supervisor. Corrective Action to be recorded on *Ground meat and Cut Production HACCP Log 1.*	Supervisor conducts visual inspection once per week and verifies that trim is moved to cooler when as required. Record of verification to be recorded on *Ground Meat and Cut Production HACCP Log 1.* Supervisor will verify record completion weekly and sign logs.	*Ground Meat and Cut Production HACCP Log 1.*

Rework Selection – CCP 2B *(Presence of Excessive Levels of Microorganisms)*

Critical Limits	Monitoring Procedures	Deviation Procedures	Verification Procedures	HACCP Records
All cuts selected for rework must have at least one day shelf life remaining. No ground meat from the display case is to be used as rework.	Person designated by supervisor to monitor, when rework materials are selected, that cuts have adequate shelf life remaining and that no ground meat is used as rework. Recorded on *Ground Meat and Cut Production HACCP Log 2.*	Expired or ground materials will not be used for ground meat production. Retraining of employees in rework selection performed by supervisor. Corrective Action to be recorded on *Ground Meat and Cut Production HACCP Log 2.*	Supervisor will verify record weekly and sign log. Supervisor conducts visual inspection once per week and verifies that rework is selected as required. Record of verification to be recorded on *Ground Meat and Cut Production HACCP Log 2.*	*Ground Meat and Cut Production HACCP Log 2.*

HACCP Records

In order to implement the HACCP Written Plan, records must be created to document the results of monitoring, verification and deviation (corrective action) procedures at each CCP. As HACCP records provide evidence that significant food safety hazards are being controlled, it is important that records be fully completed, accurate, and be submitted on a timely basis. To ensure these criteria are met, the records should be reviewed at the end of each week and signed by an individual who was not involved in monitoring to ensure impartiality. At this time efforts should be made to note any trends which might indicate that critical limits may be exceeded in the future. Documentation should always be completed using pens or other permanent methods, never pencil. Use of corrective liquids and related materials to remove errors is not recommended. If a mistake is made, it should be crossed out and the correct entry made underneath.

It is strongly recommended that records be stored for a period of one year or, at minimum, for a period twice as long as the shelf-life of the products produced under the HACCP plan. The location where records are kept should be known to several individuals so they can be retrieved quickly if required. Appropriate measures should be taken to ensure records are secure and protected from humidity, etc.

In addition to its food safety role, HACCP records, (as well as records from the prerequisite programs), can play a valuable role in maximizing quality of meat products and addressing equipment or supplier issues.

Example HACCP logs for the critical control points indicated on the *Hazard Analysis Form* are shown on the next two pages. HACCP Log 1 documents CCP 1B & 3B which are both related to ensuring that materials being accumulated for ground meat production are placed into storage at 41°F (5°C) within one hour. HACCP Log 2 serves as a record for CCP 2B which controls selection of rework materials.

HACCP Log 1

The HACCP Log 1 documents CCP 1B & 3B which are both related to ensuring that materials being accumulated for ground meat production are placed into storage at 41°F (5°C) within one hour.

example

HACCP Log 1

ABC Retail Store - Meat Department			
Ground Meat and Cut Production			
Rework Selection/Trim Production – CCP 1B&3B (Excessive Levels of Microbial Growth)			
Critical Limits: Materials being accumulated for later use in ground meat production must not be left in the cutting room for more than 1 hour before being moved to cooler for storage at 41°F.			
Date/Time	**Rework Materials are moved to cooler within one hour**	**Shop Trim is moved to cooler within one hour**	**Initial**
Aug 27/05 9:10 am	Yes ☑ No ☐ N.A. ☐	Yes ☑ No ☐ N.A. ☐	JS
10:10 am	Yes ☑ No ☐ N.A. ☐	Yes ☑ No ☐ N.A. ☐	JS
11:10 am	Yes ☐ No ☐ N.A. ☑	Yes ☑ No ☐ N.A. ☐	JS MA
12:10 pm	Yes ☐ No ☐ N.A. ☑	Yes ☐ No ☐ N.A. ☑	JS
1:10 pm	Yes ☐ No ☐ N.A. ☑	Yes ☐ No ☐ N.A. ☑	JS
2:10 pm	Yes ☐ No ☐ N.A. ☑	Yes ☐ No ☐ N.A. ☑	JS
3:10 pm	Yes ☐ No ☐ N.A. ☑	Yes ☐ No ☐ N.A. ☑	JS
4:10 pm	Yes ☐ No ☐ N.A. ☑	Yes ☐ No ☐ N.A. ☑	JS
5:10 pm	Yes ☐ No ☐ N.A. ☑	Yes ☐ No ☐ N.A. ☑	JS
Closed at 5:30	Yes ☐ No ☐ N.A. ☐	Yes ☐ No ☐ N.A. ☐	
	Yes ☐ No ☐ N.A. ☐	Yes ☐ No ☐ N.A. ☐	
Corrective Action Taken (if "Unsatisfactory" is indicated above)			
Completion of Corrective Action Verified by _____ *signature* **Date** _____			

Date *August 27/2005* Form Completed by *Joe Smith*

Date *Sept 1/2005* Form Verified by *Mike Andrews*

HACCP Log 2

The HACCP Log 2 serves as a record for CCP 2B which controls selection of rework materials.

example

HACCP Log 2

ABC Retail Store - Meat Department			
Ground Meat and Cut Production			
Rework Selection– CCP 2B (Excessive Levels of Microorganisms)			
Critical Limits: Materials being selected for rework must have at least one day's shelf life remaining. No ground product removed from the display case can be used as rework.			
Date/Time when Rework Selected	**All Rework materials have at least 1 day's shelf life remaining**	**Ground Product from the display case was not utilized as rework**	**Initial**
Aug 27/05 9:10 am	Yes ☑ No ☐	Yes ☑ No ☐	JS
	Yes ☐ No ☐	Yes ☐ No ☐	
	Yes ☐ No ☐ Yes ☐ No ☐	Yes ☐ No ☐ Yes ☐ No ☐	
	Yes ☐ No ☐	Yes ☐ No ☐	
	Yes ☐ No ☐	Yes ☐ No ☐	
	Yes ☐ No ☐	Yes ☐ No ☐	
	Yes ☐ No ☐	Yes ☐ No ☐	
	Yes ☐ No ☐ Yes ☐ No ☐	Yes ☐ No ☐ Yes ☐ No ☐	
	Yes ☐ No ☐	Yes ☐ No ☐	
Describe Corrective Action Taken (if "No" is indicated above)			
Completion of Corrective Action Verified by _____ *signature* **Date** _____			

Date *August 27/2005* Form Completed by *Joe Smith*

Date *Sept 1/2005* Form Verified by *Mike Andrews*

HACCP Plan Training

The final step in developing a HACCP plan is to develop a training program which will ensure that the plan is correctly implemented and understood by all personnel. Records should be kept of training activities and retraining provided on a semi-annual basis or when changes to the operation occur. In most cases the forms used to develop the HACCP Written Plan, as well as the plan itself and associated logs, can be used as training materials. A separate *Standard Operating Procedures Training Form* should be provided to ensure adequate detail is provided in relation to SOPs (see example on next page). In addition to employee training, it is also important that management be adequately informed of the requirements of the food safety system so they understand and approve all required activities.

The table below outlines some potential training methods for the ground meat and cut production HACCP plan.

Group	Suggested Training Activity for Ground Meat and Cut Production
Management	HACCP team leader provides an overview of the development of the plan and highlights actions required to implement the plan. The *HACCP Written Plan* is approved and signed by management before it is implemented.
All employees involved in ground meat and cut production	HACCP team leader or supervisor reviews *Hazard Analysis Form*, *Process Flow Diagram* and *Operation Schematic Diagram* with all employees and a signed copy of the form is kept on file.
Employees involved in implementing standard operating procedures	HACCP team leader or supervisor reviews *Standard Operating Procedures Training Form* with applicable employees. A copy signed by employee and trainer is kept on file.
Employees involved in monitoring or verifying CCPs	HACCP team leader or supervisor reviews *HACCP Written Plan* and *HACCP Logs* with applicable employees. Employees are shown how to complete logs by on-site demonstration. A copy signed by employee and trainer are kept on file.

Standard Operating Procedures Training Form

The Standard Operating Procedures (SOP) Training Form outlines the procedures required to control hazards by SOPs. This form should be kept current at all times.

example

Standard Operating Procedures Training Form

ABC Retail Store - Meat Department

Inspection of Meat Ingredients

• Before opening meat ingredients inspect packaging to ensure that it has not been punctured or become contaminated. Verify that product is within shelf life limits and always select oldest product for use in accordance with the First In-First Out (FIFO) inventory rotation system. Do not use expired meat ingredients.

• Before use meat products should be inspected for blood clots, bruises, bone fragments, detached cartilage, faecal matter, ligaments, ingesta, off condition, harmful extraneous material, hair, hide, lesions, freezer burn, needles, or any other defect that would seriously affect product use. Inspect trim before grinding for small pieces of bone and cartilage to ensure physical hazards are not created in the product.

• If defects are present they should be trimmed, foreign material removed, or the product destroyed. In the event that product is dropped on the floor, or contacts any other unclean surface, it should be destroyed unless it is possible to trim the contamination. Unclean product must not be placed on cutting boards for inspection and/or trimming unless these boards are cleaned immediately afterward. If possible, a hook should be used to trim meat.

• If conditions such as abscesses are present, where contamination may have spread to other products in a box or on the cutting board, these products should be destroyed or trimmed when possible. If surfaces such as cutting boards, knives, or other equipment have been exposed to contaminated product they must be cleaned and sanitized immediately. Contact your supervisor if serious defects are found.

Care and Sanitation of Cutting Tools and Protective Equipment

• Items, such as mesh gloves which are warmed by hands, that will support the growth of high levels of bacteria should be thoroughly cleaned at least once per day by dipping into an approved sanitizing chemical after thorough cleaning. Scabbards, bone scrapers, knives, and steels should also be cleaned as required or at minimum once per day.

• Inspect mesh gloves for loose or missing links daily, any damage should be repaired to avoid creating physical hazards in products. If links are missing, product must be inspected to ensure physical hazards are not present.

Selection of Rework Materials

• If whole muscle products are taken from the counter for grinding always ensure that they are free from any seasoning or any other ingredients and have at least one day shelf life remaining. Product which has off-odours or any other defect that would seriously affect product use must not be used.

• Do not mix any remaining ground product into another days fresh ground meat production. If you find that you have ground more then you can sell it is acceptable to immediately freeze the remaining unexpired product as patties or frozen ground beef for sale in the frozen counter.

Date *August 27/2003* Reviewed With Employee *Angie Jackson*

Date *August 27/2003* Trainer *Mike Andrews*

HACCP System Review Guidelines

It is recommended that a review be performed by the HACCP team leader for all aspects of the HACCP system on a semi-annual basis or when changes to the operation occur. The HACCP system review should address the items noted below.

1. Upon review of records and discussion with the HACCP team, are there any types of deviations which have occurred on repeated occasions which require increased monitoring or other measures to prevent reoccurrence of food safety hazards?
2. Are there any aspects of the system which function so well that monitoring or other control measures can be reduced?
3. Have there been any changes to the operation which would make it necessary to update the HACCP Plan? Changes could include:
   - Removal or addition of production processes
   - Changes to product ingredients, packaging or intended use
   - Modification of building facilities
   - Use of new personnel or equipment
4. Does review of *Food Quality and Safety Concern Records* and inspection reports made by regulatory officials or corporate quality assurance specialists indicate the need for changes to the HACCP system?
5. Are all forms up-to-date and following completion are records legible, properly completed and submitted in a timely manner?
6. Does onsite review of monitoring, deviation and verification procedures indicate they are being performed correctly?
7. Do employees and supervisory personnel involved in the HACCP system have adequate training for the roles which they fulfill?
8. Has the review been complete and examined the functioning of each prerequisite program and HACCP plan within the system?

If review of the HACCP system indicates changes are required, the nature of the changes, the rationale, and the date, should be noted in a log and appropriate modifications made to the written prerequisite programs and HACCP plans. It is vital that any changes made to the HACCP system be explained fully to all personnel involved and retraining occur as required.