A CHECK LIST FOR A LIKELY HACCP AUDIT

How likely is that your HACCP plan will be reviewed soon by a FSIS correlation team, consumer safety officer, or an in-depth verification team? Are you ready for this regulatory scrutiny? Here is a checklist to help you organize:

☐ Up to date, written Sanitation Standard Operating Procedures and associated records
☐ Up to date, written HACCP Plan and associated records
☐ Log of HACCP plan modifications
☐ Current and active list of HACCP team members
☐ Clear list of products assigned to appropriate process categories
☐ List of products produced with clear descriptions
☐ Updated ingredient lists (account for all products and verify label accuracy)
☐ Updated flow diagrams of the “entire” process (including ‘rework’ procedures)
☐ Comprehensive hazard analysis
☐ Critical Control Point identification and justifications
☐ Critical limits and all the supporting scientific references
☐ CCP Monitoring plan and justification (particularly for your monitoring frequency)
☐ CCP corrective actions
☐ CCP records (monitoring + corrective actions + verification)
☐ CCP verification activities and schedules
☐ List of HACCP verification activities and documentation
☐ HACCP plan validation with all the supporting regulatory and scientific data

In addition, familiarize yourself with the regulatory requirements: 9 C.F.R. Parts 416, 417, and 500. Make sure your HACCP plant reassessments include documented audits of SSOP and HACCP records, CCP’s, validation records, and analysis of non-compliance reports. You can also include analysis of microbial test data (E. coli), QC/QA records, or other plant records as part of an internal HACCP or food safety validation.