



Worthwhile Operational Guidelines & Suggestions

BROILER PROCESSING TIMELY INFORMATION – MAY 2002

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 plan 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



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