

HACCP System Checklist for Meat/Poultry Processors

Product Category: Heat Treated, Shelf Stable

Directions: Key parts of the HACCP system are listed. For each part of the system, answer the questions with a “Yes”, “No” or “Not applicable”. “Yes” answers indicate that a regulatory requirement likely will be met. “No” answers indicate that you might be in danger of failing to meet a regulatory requirement.

Product Description form

1. Does the form list the USDA product category? _____
2. Are all products listed after “Common Name”? _____
3. Is the intended use (further processing, wholesale) listed? _____

Process Flow Diagram

4. Does the process flow diagram match the actual process? If you produce or use rework in this process, is it shown in the process flow diagram? _____

Hazard Analysis

5. Do the steps listed in the Hazard Analysis match the steps in the process flow diagram? _____
6. If product is fermented, is “Fermenting” listed as a Critical Control Point for controlling pathogens? _____
7. Is “Cooking” listed as a Critical Control Point for controlling pathogens? _____
8. If the Hazard Analysis refers to SOP’s and SSOP’s, are they written and followed? Be sure to have a documented *Listeria* Control Program, including testing of food contact surfaces. _____

HACCP Plan

9. Does the HACCP plan list scientifically validated Critical Limits? Be sure to include documents that validate the Critical Limits in the HACCP system materials. _____
10. Does the HACCP plan describe monitoring of CCP’s, tell how often it will be done, and provide justification for the frequency of monitoring? _____
11. Do the records listed in the HACCP plan match those that are kept to monitor CCP’s and document corrective actions when there is a deviation? _____
12. If any instruments will be used in CCP monitoring, does the HACCP plan either tell how often the calibration will be done or refer to an SOP that tells how often calibration will be done? Do you have documents which provide justification for the frequency of calibration? _____
13. Does the HACCP plan tell when records will be reviewed for verification? _____
14. Does the HACCP plan tell how often CCP monitoring will be observed for verification? Do you have documents which provide justification for the frequency of calibration? _____
15. Does the plan state that corrective actions will meet the requirements of 9 CFR 417.3? _____
16. If the product is jerky, does the HACCP plan tell how adequate process lethality and shelf-stability will be attained? _____
17. Has the plan been signed and dated when adopted, modified, or reassessed? _____

For more information contact: Dr. Barbara Ingham, Extension Food Safety Specialist (608) 265-4801, bingham@wisc.edu January 2013 The University of Wisconsin-Madison Center for Meat Process Validation provides science-based HACCP support to small meat processors in meeting state and federal mandates for safe food processing and handling.

Records

18. Do the records show that CCP's are monitored correctly and as often as stated in the HACCP plan? _____
19. If there has been a deviation from a Critical Limit, do the records show that following things were done? _____
- i. Identified the cause of the deviation and eliminated it.
 - ii. Brought the CCP back under control.
 - iii. Took action to prevent the deviation from happening again.
 - iv. Took action to make sure that no deviant product was sold.
17. Do the records show that calibration activities are performed as directed by the HACCP plan or SOP? _____
20. Do the records show that the results of calibration activities are acceptable? _____
21. Do the records indicate periodic records review as directed by the HACCP plan? _____
22. Do the records show that the records review results are acceptable? _____
23. Do the records show that direct observation of monitoring is being done as directed by the HACCP plan? _____
24. Do the records show that the results of direct observation of monitoring are acceptable? _____
25. Can the records for monitoring CCP's, verification activities, and corrective actions be linked to specific carcasses? _____
26. Do the records show that CCP monitoring records were reviewed before product was used, shipped, or sold (pre-shipment review)? Don't forget that the pre-shipment/pre-use review must be signed! _____
27. Is each entry on the records dated and either signed or initialed by the person making the entry? _____

Decision-Making Documents

28. Is documentation available to support decisions made in the hazard analysis? _____
29. Is documentation available to support the identification of CCP's? _____
30. Is documentation available to support choices of how and when to monitor CCP's? _____

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