

## HACCP System Checklist for Meat/Poultry Processors

### Product Category: Raw Product, Ground

**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 the Hazard Analysis refers to SOP’s and SSOP’s, are they written and followed? \_\_\_\_\_

#### HACCP Plan

7. Does the HACCP plan list scientifically validated Critical Limits? Be sure to include documents that validate the Critical Limits in the HACCP system materials. \_\_\_\_\_
8. Does the HACCP plan describe monitoring of CCP’s, tell how often it will be done, and provide justification for the frequency of monitoring? \_\_\_\_\_
9. 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? \_\_\_\_\_
10. 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? \_\_\_\_\_
11. Does the HACCP plan tell when records will be reviewed for verification? \_\_\_\_\_
12. 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? \_\_\_\_\_
13. Does the plan state that corrective actions will meet the requirements of 9 CFR 417.3? \_\_\_\_\_
14. 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](mailto: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

15. Do the records show that CCP's are monitored correctly and as often as stated in the HACCP plan? \_\_\_\_\_
16. 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? \_\_\_\_\_
18. Do the records show that the results of calibration activities are acceptable? \_\_\_\_\_
19. Do the records indicate periodic records review as directed by the HACCP plan? \_\_\_\_\_
20. Do the records show that the records review results are acceptable? \_\_\_\_\_
21. Do the records show that direct observation of monitoring is being done as directed by the HACCP plan? \_\_\_\_\_
22. Do the records show that the results of direct observation of monitoring are acceptable? \_\_\_\_\_
23. 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! \_\_\_\_\_
24. Is each entry on the records dated and either signed or initialed by the person making the entry? \_\_\_\_\_

## Decision-Making Documents

25. Is documentation available to support decisions made in the hazard analysis? \_\_\_\_\_
26. Is documentation available to support the identification of CCP's? \_\_\_\_\_
27. Is documentation available to support choices of how and when to monitor CCP's? \_\_\_\_\_

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