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| **Prepared By** | **Approved By** | **Date** |
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| Document No: **XXXXXXX** | Revision No: **XXXXX** | Update Date: **XXXXXX** |



**HACCP**

The owner of this document is [**Company**]. Only those who have been allowed may make changes or edits. When the holder departs from the [**Company**] or no longer needs the document, they are required to return it.

**List of Documents**

# HACCP Package - Included Documents

This document outlines the comprehensive list of procedures, records, forms, manuals, policies, and SOPs included in the HACCP Package. These resources are designed to ensure compliance with food safety standards and facilitate the implementation of a robust HACCP system.

## Package Features

- Full lifetime access

- Access on a laptop, desktop, and mobile

- Certificate of completion

## HACCP Manual

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | HACCP System Scope |
| 2 | HACCP Team Composition (including qualifications and training) |
| 3 | Description of Products, Processes, and Facilities |
| 4 | Interaction of HACCP System with PRPs, GMPs, and FSMS |

## Policies

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Food Safety Policy |
| 2 | Allergen Policy |
| 3 | Food Defense Policy (optional but highly recommended) |
| 4 | Food Fraud Policy (if integrated) |
| 5 | Recall & Withdrawal Policy |
| 6 | Crisis Management Policy |
| 7 | Cleaning & Sanitation Policy |
| 8 | Supplier Management Policy |
| 9 | Traceability Policy |

## Organizational Support

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Organization Chart |
| 2 | Roles, Responsibilities and Authorities |
| 3 | Competency & Training Records |

## PRP Procedures

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Facility Design & Layout Control SOP |
| 2 | Zoning and Cross Contamination Prevention SOP |
| 3 | Pest Control Program |
| 4 | Cleaning & Sanitation SOPs and Schedules |
| 5 | Waste Management Procedures |
| 6 | Personal Hygiene Program |
| 7 | Employee Health Program (Medical Screening) |
| 8 | Water & Ice Control SOP |
| 9 | Supplier Approval & Monitoring SOP |
| 10 | Transportation & Storage Control SOP |
| 11 | Chemical Control Program |
| 12 | Equipment Maintenance SOP |
| 13 | Allergen Management Program |
| 14 | Label Control SOP |
| 15 | Control of Foreign Bodies SOP |
| 16 | Glass and Brittle Plastics Policy |
| 17 | Utilities Control SOP (compressed air, gases, steam, etc.) |

## PRP Records

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Daily Hygiene Inspection Checklists |
| 2 | Cleaning Verification Records |
| 3 | Pest Control Monitoring Records |
| 4 | Allergen Cleaning Validation Records |
| 5 | Water Quality Test Results |
| 6 | Waste Disposal Logs |
| 7 | Supplier Approval Files |
| 8 | PRP Monitoring Checklists |

## HACCP Team Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | HACCP Team Appointment Records |
| 2 | Team Member Qualifications & Competency Records |

## Product Description Files

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Detailed Product Descriptions |
| 2 | Intended Use Statements |
| 3 | End User Descriptions |
| 4 | Distribution & Shelf Life Conditions |

## Flow Diagrams

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Flow Diagram for Each Product Line (verified on-site) |
| 2 | Process Descriptions |

## Hazard Analysis Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Hazard Identification Worksheets |
| 2 | Comprehensive Risk Assessment (Likelihood x Severity) |
| 3 | Categorization: Biological, Chemical, Physical, Allergens |
| 4 | Raw Material Hazard Assessment Files |
| 5 | Environmental Contamination Risk Assessment |

## CCP Determination Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | CCP Decision Tree or Equivalent Justification |
| 2 | CCP Summary Table |
| 3 | Justifications for CCP vs PRP vs OPRP |

## Critical Limits Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Scientific or Regulatory Basis for Critical Limits |
| 2 | CCP Monitoring Procedures |
| 3 | Critical Limit Validation Records |

## Monitoring System Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Detailed Monitoring SOPs for Each CCP |
| 2 | Monitoring Frequency and Responsibility |
| 3 | Monitoring Log Sheets |
| 4 | Instrument Calibration Records |

## Corrective Action Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Corrective Action SOPs for Deviations at CCPs |
| 2 | Non-Conformance Forms |
| 3 | Root Cause Analysis Procedures |
| 4 | Corrective Action Records |

## Verification Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | HACCP Plan Verification Procedures |
| 2 | Internal Audit Reports |
| 3 | CCP Verification Records |
| 4 | PRP Verification Records |
| 5 | Review Schedules and Records |

## Validation Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Process Validation Studies |
| 2 | CCP Validation Studies |
| 3 | Cleaning Validation Reports |
| 4 | Shelf-Life Studies |
| 5 | Product Testing Records (Micro, Chemical, Physical) |

## HACCP Plan Review

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Periodic HACCP Review Records (annual or after changes) |
| 2 | Product & Process Change Records |
| 3 | HACCP Plan Amendment Logs |

## Training Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | HACCP Team Training Certificates |
| 2 | Staff Food Safety Training Records |
| 3 | CCP Monitoring Personnel Training |
| 4 | PRP Training Records |

## Document Control

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Master Document List |
| 2 | Document Change Control Records |
| 3 | Record Retention Policy |

## Traceability & Recall

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Traceability Procedure |
| 2 | Mass Balance Test Reports |
| 3 | Recall Plan |
| 4 | Mock Recall Records |
| 5 | Recall Incident Logs |

## Crisis & Emergency Management

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Emergency Contact Lists |
| 2 | Crisis Communication Plans |
| 3 | Crisis Scenario Testing Records |

## Management Review (if integrated into FSMS)

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Management Review Agendas |
| 2 | Review Minutes |
| 3 | Corrective Action Follow-ups |

## Legal Register

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Applicable Food Safety Regulations |
| 2 | Product Standards & Specifications |
| 3 | Supplier Declarations of Compliance (for packaging, contact materials) |

## Supplier & Raw Material Control

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Supplier Approval Records |
| 2 | Raw Material Specifications |
| 3 | Supplier Risk Assessments |