



2018

An internationally recognized Global Food Safety Initiative (GFSI) food safety audit scheme

CHECKLIST

PrimusGFS v3.0

MODULE 6

HACCP

HACCP System Requirements



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PrimusGFS v3.0 Checklist

MODULE 6: HACCP

(Sections 6.01 to 6.03)

HACCP SYSTEM REQUIREMENTS

This module will not be applicable to field operations.

Auditees have the option to present combined HACCP and Preventive Control Systems, but auditors must report/score separately.

This module will always be applicable to all facility operations.

This Module should be completed for each of the facility operations in the scope of the application.

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PRELIMINARY STEPS			
Question No.	Question	Total Points	Expectation
6.01.01	Is there a team responsible for the HACCP program at the operation, with a leader assigned, if applicable, for the development, implementation and on-going maintenance of the HACCP system?	10	
6.01.02	Is there documented evidence that the HACCP team members have been trained on HACCP principles?	15	
6.01.03	Does a product description exist for the products produced?	10	
6.01.04	Has the process(es) been flow charted in sufficient detail to completely describe the process or product handling/processing steps?	10	
6.01.05	Is there documented evidence that the flow chart(s) been verified on-site?	10	

DEVELOPMENT OF THE HACCP PLAN			
Question No.	Question	Total Points	Expectation
6.02.01	Has a documented hazard analysis for the processes been conducted, showing the various types of hazards, their likelihood of occurrence, their associated severity and their control measures? A ZERO POINT (NON-COMPLIANCE) DOWNSCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.	15	
6.02.02	Have CCP decisions been made with documented justification and where CCPs are implemented in a specific processing step, have they been developed to control the identified hazard(s)?	15	
6.02.03	Have critical control point (CCP) processing steps been identified that eliminate or reduce food safety hazards to an acceptable level? Informational gathering. If answer is YES, continue with next question. If answer is NO, the rest of "Module 6 HACCP" is not applicable.	0	
6.02.04	Have CCP critical control limits been established and supported by relevant validation documentation?	15	
6.02.05	Have monitoring requirements and frequencies been determined and documented for the CCPs?	15	
6.02.06	Have specific responsibilities been assigned for the monitoring, recording and corrective action implementation of each CCP?	10	

DEVELOPMENT OF THE HACCP PLAN (CONTINUED)			
Question No.	Question	Total Points	Expectation
6.02.07	Have standard operating procedures (SOPs) been created for the monitoring process(es) of the CCPs, which would include how to carry out the monitoring activities?	5	
6.02.08	Have corrective action procedures been established for the CCPs, including a detailed action plan for operators to follow if the critical control limit(s) of a CCP are not met (loss of control/deviation) and plans to adjust the process back into control?	15	
6.02.09	Have recording templates (recording forms) been developed for monitoring the CCPs?	15	
6.02.10	Have verification plans and schedules been developed for each CCP?	10	
6.02.11	Is the HACCP system verified when operational changes are made and at least once every 12 months?	10	
6.02.12	Is there documented evidence that all plant workers have attended a HACCP training, including training for CCP operators?	10	

EXECUTION OF THE HACCP PLAN ON THE PLANT FLOOR			
Question No.	Question	Total Points	Expectation
6.03.01	Do all of the documents noted in the HACCP Plan accurately reflect plan requirements for the CCPs?	15	
6.03.02	Are the CCP monitoring activities and frequencies in compliance with the HACCP Plan and CCP SOPs?	15	
6.03.03	Do CCP operators understand basic HACCP principles and their role in monitoring CCPs?	10	
6.03.04	Are CCP monitoring records signed off (or initialed) by the operator(s) who are carrying out and recording the CCP check?	15	
6.03.05	Is there a deviation record detailing documented corrective actions when a deviation/loss of control of a CCP occurs (a critical control limit is exceeded)?	15	
6.03.06	Are the CCP records reviewed and signed off by the quality control supervisor and/or management (second signatory)?	10	