

PrimusGFS - Checklist - v2.1-2c

- This module will not be applicable to field operations, for activities carried out only in the growing area at farm level.
- This module will always be applicable to all facility operations.

This Module should be completed for each one of the facility operations in the scope of the application done by the organization.

Module 3 - HACCP (Sections 3.01 to 3.05)

HACCP System Requirements

Section	Q #	Question	Total Points	Expectations
Preliminary steps	3.01.01	Is there a team responsible for the HACCP program at the operation, with a leader assigned and if applicable, for the development, implementation and on-going maintenance of the HACCP system?	10	
Preliminary steps	3.01.02	Is there documented evidence that the HACCP team members have being trained on HACCP principles?	10	
Preliminary steps	3.01.03	Does a product description exist for the products produced?	10	
Preliminary steps	3.01.04	Has the process(es) been flow charted in sufficient detail to completely describe the process or product handling/processing steps and has the flow chart(s) been verified?	15	
Preliminary steps	3.02.01	Has a documented hazard analysis for the process been conducted, showing the various types of hazard, their likelihood of occurrence and their associated severity? A ZERO POINT (NON-COMPLIANCE) DOWNSCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.	15	
Development of the HACCP Plan	3.02.02	Have CCPs been developed? If answer is YES, continue with next question. If answer is NO, the rest of "Module 3 HACCP" is not applicable. If the auditor detects that one or more CCPs have been omitted, then the auditor should score down a Zero Point, Non-Compliance under 3.02.01. If the auditor thinks that CCPs have been added that should be omitted, then the auditor should note the issue under 3.02.03.	0	
Development of the HACCP Plan	3.02.03	Have CCP decisions been made with documented justification and where CCPs are noted have they been developed to control the hazards identified in the hazard analysis step?	15	
Development of the HACCP Plan	3.02.04	Have CCP critical control limits been established with the support of relevant sources of information or by validation documentation?	15	
Development of the HACCP Plan	3.02.05	Have monitoring requirements and frequencies been determined for the CCPs?	15	
Development of the HACCP Plan	3.02.06	Have specific responsibilities been assigned for the monitoring, recording and corrective action management of each CCP?	10	
Development of the HACCP Plan	3.02.07	Have standard operating procedures (SOPs) been created for the monitoring process of the CCPs, which would include how to carry out the monitoring activities?	5	

Module 3 - HACCP (Sections 3.01 to 3.05)

HACCP System Requirements

Section	Q #	Question	Total Points	Expectations
Development of the HACCP Plan	3.02.08	Have Corrective Action procedures for the CCPs been established, including a detailed action plan for operators to follow if the limits are not met and plans to adjust the process back into control?	15	
Development of the HACCP Plan	3.02.09	Have recording templates (recording forms) been developed for monitoring the CCPs?	15	
Development of the HACCP Plan	3.02.10	Have verification plans and schedules been developed for each CCP?	10	
Development of the HACCP Plan	3.02.11	Are changes in the process, equipment, ingredients etc., causing timely reviews of HACCP systems, including hazard analysis, CCP decisions, CCP records and staff training?	10	
Development of the HACCP Plan	3.02.12	Is there evidence recorded for HACCP training to all plant workers, including training for CCP operators?	10	
Execution of the HACCP plan on the Plant Floor	3.03.01	Are all of the documents noted in the HACCP plan in place for real time monitoring of the CCPs?	15	
Execution of the HACCP plan on the Plant Floor	3.03.02	Are the CCP monitoring activities and frequencies in compliance with the plan?	15	
Execution of the HACCP plan on the Plant Floor	3.03.03	Do CCP operators understand basic HACCP principles and their role in monitoring CCPs? (Interview operators to verify).	10	
Execution of the HACCP plan on the Plant Floor	3.03.04	Are CCP monitoring records signed off (or initialed) by the operator(s) who are carrying out and recording the CCP check?	15	
Execution of the HACCP plan on the Plant Floor	3.03.05	Are corrective actions detailed in writing when the failure of a CCP occurs?	15	
Execution of the HACCP plan on the Plant Floor	3.03.06	Are the CCP records reviewed and signed off daily by the quality control supervisor and/or management?	10	
Execution of the HACCP plan on the Plant Floor	3.03.07	Is any other CCP verification performed (apart from daily record verification) according to the HACCP Plan?	10	