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The Central Production Unit leadership team should verify the accuracy of the HACCP flow diagrams by on-site audit annually as a minimum, or whenever there are changed to the food preparation or production process, to ensure any changes have been considered as a part of the HACCP or food safety plan. Daily and seasonal variations shall be considered and evaluated. Records of verified flow diagrams shall be maintained.

**NB: Print a copy of the sites HACCP Flow in advance to annotate as the site workflow walk round is conducted.**

Date of HACCP Flow Audit: ………………………….

Time of HACCP Flow Audit: ………………………….

Unit team members present: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

Reason for HACCP Process flow review and audit?

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Product (s) being manufactured at the time of the HACCP process flow audit t:

Intake:

Production:

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Does the HACCP process flow diagram accurately match site workflow? Please tick where appropriate.

No

Yes

Please describe any necessary changes to the HACCP process flow diagram based on the site walk around that has been completed: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

Please confirm the HACCP process flow diagram has now been amended to reflect any changes:

No

Yes

**HACCP process flow diagram review sign-off**

Central Production Unit Manager name (Print):

Central Production Unit Manager signature:

**Additional comments:**

**Document Control**

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