

## Central Production Unit Food Safety & Quality Management System Construction and Verification of the HACCP Process Flow Diagram

### Purpose

1. To develop a process flow diagram covering all aspects of the operation and define the specific process steps from goods in, through to dispatch
2. To ensure the HACCP process flow diagram is challenged and verified as correct

### Scope

All production operations conducted at the Central Production Unit.

### Central Production Unit details:

### Responsibilities

Responsible Person (s)	Responsibility
<b>Site Manager</b>	<p>To ensure the ongoing review and development of the HACCP process flow</p> <p>To ensure that verifications are conducted as and when required, and in compliance to this procedure</p>

### Creating the HACCP process flow

HACCP process flow diagrams must be created to detail each respective step of the Unit process is clearly outlined in the correct sequence from the intake and selection of raw materials through to processing, packaging, labelling and distribution of finished product as detailed in the Unit HACCP plan.

The HACCP process flow diagram should detail the introduction of utilities (e.g. water) and other materials that come into contact with the product (e.g. packaging) and the reworking of any product, if applicable.

To support the accurate construction of the HACCP process flow, information should be gathered from various sources, as follows, albeit this list is not exhaustive;

- Plan of premises and equipment layout
- Equipment design
- Raw materials including specifications and the inclusion of utilities and other contact materials, to include water, packaging
- Sequence and interaction of all process steps
- Outsourced processes and subcontracted work
- Rework / re-pack activities
- Low risk, medium risk and high care area segregation
- Finished products, work in progress products, by-products and waste
- Storage and distribution conditions
- Historical data, to include microbiological results and temperature records
- Consumer usage instructions
- Product Specifications

## Central Production Unit Food Safety & Quality Management System Construction and Verification of the HACCP Process Flow Diagram

### Verification of the HACCP process flow

A review of the process flow should be conducted prior to any change in process, but as a minimum annually. Members of the Unit leadership team shall verify the accuracy of the HACCP process flow diagrams and ensure that each process step of the Unit operation, is accurate and representative. To verify the HACCP process flow, Unit leadership team will be required to walk the process end-to-end and complete the HACCP process flow review document.

Evidence of the HACCP process flow verification will be demonstrated through sign-off of the HACCP process flow review documents, by Unit leadership team members undertaking the activity.

All historic records of HACCP process flow reviews should be retained in line with existing document retention periods.

### Document Control

Document name:	Construction & Verification of the HACCP Process Flow Diagram
Document reference:	CPU.FS.P.004.01
Date of 1 <sup>st</sup> Issue:	19 August 2024
Document owner:	Food Safety
Version number:	1

CPU / CPK revision record		
Issued date of revision	Version	Details of revision