

Central Production Unit Food Safety & Quality Management System
HACCP Plan Review

Purpose

To define the maintenance and review procedures of the Central Production Unit HACCP plan.

Scope

All process and procedures aligned to the HACCP plan at the Central Production Unit.

Central Production Unit details:

Responsibilities

Responsible Person (s)	Responsibility
Site Manager	<p>To ensure that this procedure is up-to-date and regularly reviewed.</p> <p>To ensure that the annual HACCP review is conducted and that all required records are documented and recorded.</p> <p>To ensure that regular site reviews take place and ensure the required verifications, validations and monitoring controls are conducted correctly, at the right frequency and clearly documented.</p> <p>To ensure that operational colleagues are trained on their role and have a clear understanding of HACCP and the importance of ensuring all documentation and records are completed clearly and accurately</p>
Senior Management	<p>To support the Unit team and ensure that the required time and resources are allocated to ensuring the site HACCP Plan is fully up-to-date to support in the consistent delivery of safe product</p>

Review of the HACCP Plan

There should be a formal HACCP meeting on an annual basis to complete a review of the sites HACCP Plan. The HACCP review should take account of the following points, and be recorded on the HACCP Review Record:

- Is the scope of the HACCP Plan still current?
- Has the scope of product changed in the previous year?
- Is there any new relevant COP's and legislation which must now be considered?
- Have any new raw material types come on board?
- Have any new packaging formats come into the business? Changes in packaging storage and distribution conditions?
- Are the HACCP Process Flow diagrams still accurate?
- Has any new equipment been captured with in the HACCP process?
- Are control measures still valid and applicable?
- Are the results of the CCP decision process used to assign CCP's still relevant and representative?
- Are specified critical limits still accurate?
- Are monitoring procedures still accurate?
- Are any corrective actions still accurate?
- Review of any non-conformances raised during internal audits relating to HACCP. Have these been actioned and closed out? Was any process or procedural amends required as a result?

HACCP Plan Review

- Overview of customer complaints, is there any reoccurring themes that require further examination and review of the site HACCP plan?
- Review of incidents, product recalls, withdrawals and serious customer complaints received since the last HACCP plan review.
- Review of relevant enforcement authority actions raised i.e., Local Authority visits

Note: This list is not exhaustive

Verification of the HACCP Plan

The sites HACCP plan should be verified through the sites internal auditing programme, that should aim to review all aspects of the HACCP plan. Internal Audits should be conducted quarterly as a minimum or in line with Group requirements, with audits and any audit actions recorded, remediated and tracked to completion.

Document Control

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