

Reprinted from:

H A C C P
Hazard Analysis Critical Control Point
IMPLEMENTATION

March 4 & 5, 1998

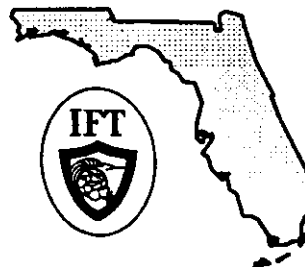
**Omni Rosen Hotel
Orlando, Florida**

A Short Course Co-sponsored by

**Food Science and Human Nutrition Dept.
University of Florida**



**Florida Section,
Institute of Food Technologists**



**Developing and
Implementing a HACCP
Plan : RECORD-KEEPING**

Corrective Actions

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Record-keeping Procedures

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RECORD- KEEPING

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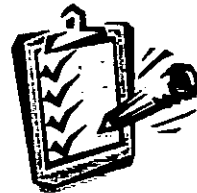
RECORD-KEEPING

6th or 7th Principle ?

NACMCF = 7th

Kinds of Records

- *Supporting Documents*
- *HACCP Plan*
- *CCP Monitoring*
- *Corrective Actions*
- *Verification Activities*
- *Sanitation SOP's & Monitoring*



Support Documents

Any information used to develop the HACCP program

- *HACCP Team & Assignments*
- *Flow Diagrams*
- *Training, external & internal*
- *Product Spec's & Intended Use*
- *Hazard Analysis*
- *Sanitation SOP's*



etc ...

HACCP PLAN(S)

Condensed form outlining the basic components in the HACCP program

- *CCP's & Significant Hazards*
- *Critical Limits & Preventative Measures*
- *Monitoring (What, How, When & Who)*
- *Corrective Actions*
- *Verifications*
- *Records*



SMOKED FISH PROCESSING

(flow diagram)

Raw Product Receiving



Storage



Butchering



Curing



Rack/Hang/Dry



Smoking



Cooling

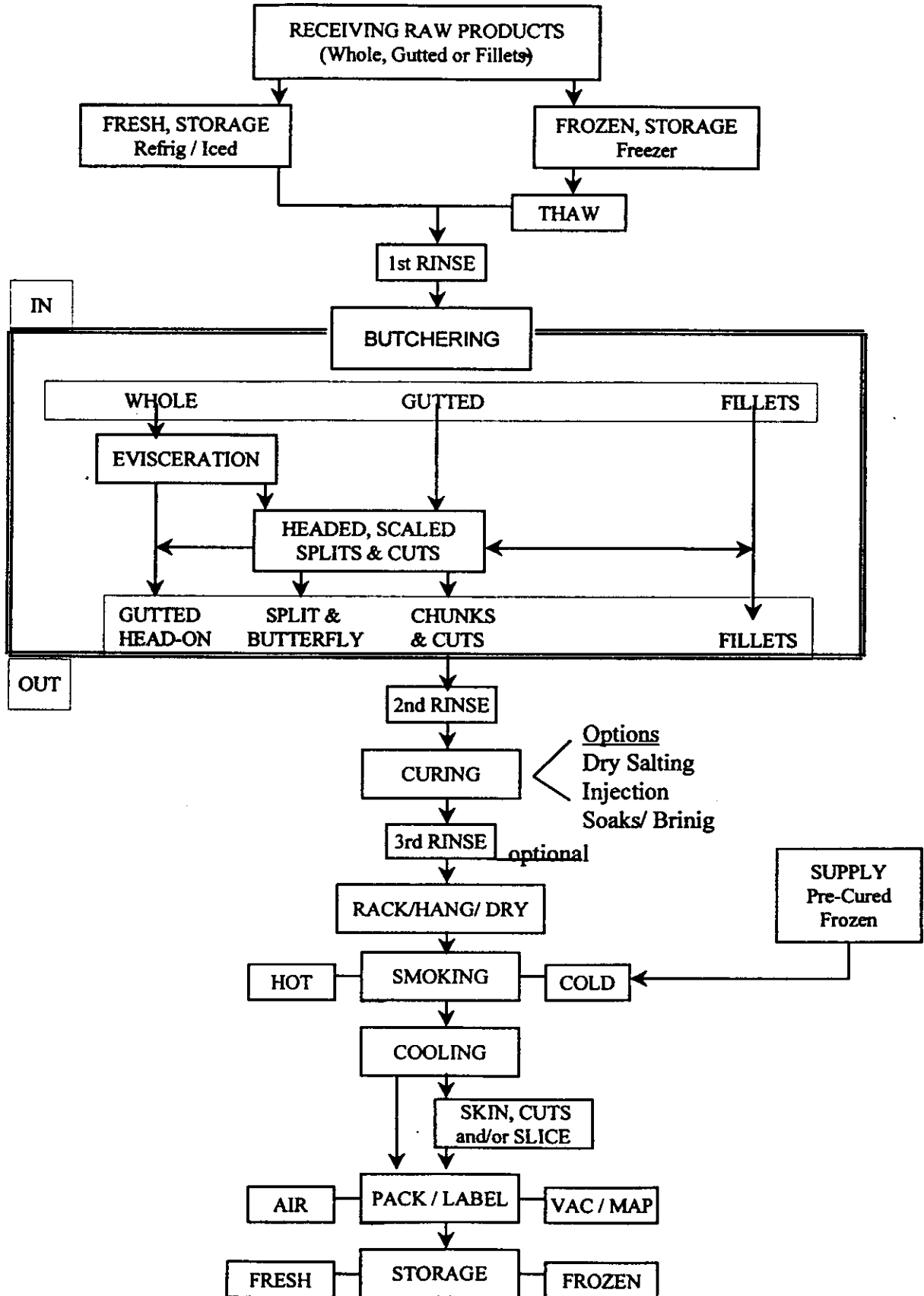


Packaging



Storage

SMOKED FISH PROCESSING



HACCP PLAN FORM

Firm: 'A' Blue Crab Co.
Address
Anywhere, USA

Products: Pasteurized Blue Crabmeat, refrigerated
Intended Use: General Public

9. M. Incharge I. M. Incharge 3/5/98

Critical Control Point (CCP)	Significant Hazard	Critical Limits	Monitoring				Corrective Actions	Verifications	Records
			What	How	When	Who			
Packing/Sealing	Bacterial pathogen recontamination through can seam	Container seams meet current manufacturer's specifications	Can Seams	1. Can seam teardown evaluation 2. Visual seam evaluation	1. Monitor one can at start-up and when an adjustment is made to the seal machine 2. One can every half hour	Quality Control Supervisor	1. Readjust can seaming machine 2. Hold and evaluate product since previous check	Daily record review	Can seam evaluation form
Pasteurization	Pathogen Survival	For 401x301 can, min. Water bath @188°F for 120 minutes to achieve F-value =31, ref. 185°F, z=16	Water bath temperature and time for pasteurization	Recording thermometer	Each batch	Pasteurization Supervisor	Recook, reject product or hold for evaluation	*Daily record reviews *Process validation filed *Calibration of temperature recorder to MIG thermometer daily and annual calibration of MIG thermo.	Thermal process record
Refrigerated Storage	Bacterial pathogen growth in packed product	50 °F maximum	Temperature of cooler	Recording thermometer and visual check	Continuous with visual checks every 4 hours during operation	Quality Control Supervisor	*Hold and evaluate based on time and temperature exposure *Adjust cooler	*Daily record review *Calibration of temperature recorder with MIG thermo. weekly	*Recorder charts *Cooler temperature records

HACCP PLAN FORM

Firm: 'A' Blue Crab C.
Address

Product: Pasteurized Blue Crabmeat, refrigerated
Intended Use: General Public

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Critical Control Points		Packing/Sealing	Pasteurization	Refrigerated Storage
Significant Hazard		Bacterial pathogen recontamination through can seams	Pathogen survival	Bacterial pathogen growth in packed product
Critical Limits		Container seams meet manufacturer's specifications	For 401x 301 can, min. water bath @ 188°F, time 120 minutes to achieve an F-value=31, ref.185°F,z=16	50°F maximum
Monitoring	What	Can seams	Water bath temperature and time of pasteurization	Temperature of cooler
	How	1. Can seam teardown evaluation 2. Visual seam examination	Recording thermometer	Recording thermometer and visual checks
	When	1. Monitor one can at start-up and when an adjustment is made to sealing machine 2. One can every half hour	Each batch	Continuous with visual checks every four hours during operation
	Who	Quality Control Supervisor	Pasteurization Supervisor	Quality Control Supervisor
Corrective Actions		1. Readjust can seam machine 2. Hold and evaluate product since previous checks	Recook, reject or hold for evaluation	1. Hold and evaluate based on time and temperature exposure 2. Adjust cooler
Verifications		Daily record review	*Daily record review *Process validation filed *Calibration of temperature recorder to MIG thermometer daily and annual calib. MIG thermo.	*Daily record review *Calibration of temperature recorder with MIG thermometer weekly
Records		Can seam evaluation form	Thermal process record	*Recorder charts *Cooler temp. Records

CCP Monitoring

What, How, When and Who used to monitor each critical control point

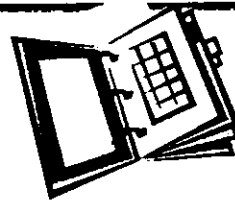
- *Evidence Control*
- *Demonstrate Compliance*
- *Reflect Trends for Adjustments*



Consider use of existing records or forms as templates for CCP monitoring

Monitoring Record

- *Form Title*
- *Firm Name & Location*
- *Times & Dates*
- *Product Identification*
- *'Actual' Observation or Measurement*
- *Critical Limit*
- *Operators Signature or Initials*
- *Reviewers Signature or Initials and date of review*



Corrective Action

- *Product Identification (dates, times, amount, lot, area, etc...)*
- *Description of the Deviation*
- *Corrective Action Taken*
- *Responsible Individual*
- *Results of any Evaluation if necessary*



Assure link with monitoring record

Sanitation SOP's

Evidence routine sanitation practices

Record forms customized to suit the particular food operations



Consider "T.I.P." formats

ANY SUPERMARKET Inc WAREHOUSE SANITATION SOP's

Warehouse: _____

Start Date: _____

SANITATION CHECKS	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Check Time / Date							
1.0 Work area in good order and not cluttered. (Work area includes cooler, freezer, racks, receiving dock and forklifts)							
2.0 Work surfaces and areas clean and properly sanitized.							
3.0 Food container and packaging maintained in sound order.							
4.0 All food properly labeled and stored.							
5.0 Water supply approved and ice supply clean and protected							
6.0 Disposal area properly maintained to avoid pest problems.							
7.0 All cleaning chemicals stored and labeled separate from foods.							
8.0 Thermometers, scales calibrated and in proper working order.							
PERSONNEL CHECKS	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
1.0 Only authorized persons in the food processing area							
2.0 No person with illness, open or infected wounds allowed in contact with foods or food operations							
3.0 Handwash facilities properly supplied and used							
4.0 All food handling personnel trained in routine warehouse operations							
COOLER TEMPERATURE CHECKS	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Cooler Unit No.							
Time/ Temperature check AM							
Time / Temperature check PM							

Completed by: _____ Date Completed _____

Reviewed by: _____ Date Reviewed _____

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ANY SUPERMARKET Inc
WAREHOUSE SANITATION SOP's

Warehouse: _____

Start Date: _____

SANITATION CHECKS		Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7	
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Records Access ?

Record Reviews



Computerized records

Storage time



Records Access ?



