ROP HACCP Plan Validation Checklist

Hazard Analysis and Flow Chart

☐ Name of the food product and the special process for which the HACCP system is being submitted
☐ Is a variance request included? Is sufficient data provided to support the request?
☐ Detailed formulation and complete list of ingredients
☐ Packaging and food contact materials if used. Show that all are approved for food use. Is package ROP?
☐ Facility layout and information on whether a dedicated workspace is provided to conduct the special process
☐ Copy of labeling-Check for any required warning concerning temperatures or shelf-life and disposal of food
☐ Hazard analysis
☐ Intended use of product - Institutional use?/HSP?
☐ How it will be sold or served, including package size?
☐ Shelf-life
☐ A detailed flow chart showing the holding and preparation of the food product from receiving raw ingredients through packaging and any subsequent distribution. Flow chart should include each specific step and should include cooking, filling and specific temperatures, times, pH or other hurdles that are designed to control food hazards

Establish Critical Control Points

The following should be provided for you to review:

☐ A description of the pertinent hazards associated with this food and special process
- Vegetative *cells-Listeria monocytogenes*
- Spore *formers-Clostridium botulinum*

☐ Critical Control Points on the flow chart that are designed to control hazards associated with the food
- Cooking (if applicable)-destroys vegetative cells
- Cooling (if applicable)-prevents spore germination
- Cooling (if applicable)-prevents spore germination
- Primary barrier (refrigeration or other required holding temperatures)
- Secondary barrier(s)

☐ Description of how the **CCP** will control the pertinent hazards and specific reference information sources.

Establish Critical Limits

☐ A **CL** must be provided for each **CCP**
☐ Is the Critical Limit correct based on FDA Food Code?
☐ Can the **CL** be measured? How?
☐ Will this **CL** control the hazard(s)?

Establish Monitoring Procedures

The following should be provided:

- ☐ List of items to be monitored. The list will vary somewhat depending upon the Special Process
- ☐ Forms or checklists used for monitoring each item
- ☐ Who will monitor the item? When will it be monitored and how often?
- ☐ Examples of items that might be monitored: sanitation, pH, aw, calibration of equipment, temperatures, recipe each batch, corrective actions, employee training, plan verification and review, HACCP revisions-changes in the recipe or protocols, receiving, food disposal, other
- ☐ Indicate if monitoring is an OBSERVATION or a MEASUREMENT
- ☐ Is instrument calibrated?
- ☐ Is employee training documented?
- ☐ How will records for continuous monitoring be provided?

Establish Corrective Actions

The following should be provided:

- ☐ Have a specific corrective action for each CCP that is out of compliance
- ☐ Who will be responsible for the corrective action?
- ☐ How each occurrence will be documented?
- ☐ Plan for food disposal when necessary (SOP)
- ☐ Does the established monitoring plan identify all deviations?

Establish Record Keeping Procedures

The following should be provided:

- ☐ Where are records?
- ☐ How long will records be kept?
- ☐ Specify records to be kept
- ☐ Plan revision schedule
- ☐ Where are SOP and SSOP records? Employee training records, monitoring records location?

Establish Verification Procedures

The following should be provided:

- ☐ Who is responsible for verification
- ☐ What is the procedure for verification and the frequency?
- ☐ What will be verified? Will records also be verified?
- ☐ Will the verification confirm that established procedures are followed?
- ☐ Will the verification be documented in writing and any actions taken recorded?
- ☐ Is HACCP system reviewed annually to keep information up-to-date?
- ☐ Is there a statement regarding sending notification of changes in process or HACCP system to the regulatory authority?

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