

CARIBBEAN POULTRY ASSOCIATION

Caribbean Poultry Industry Integrated Improvement Program

MODEL HACCP PROGRAM FOR POULTRY SLAUGHTER/FURTHER PROCESSING Chapter 1 - Pre Requisite Programs

**FOR THE CONSIDERATION OF THE CARICOM
CHIEF VET OFFICERS/ CHIEF ENVIRONMENTAL HEALTH OFFICERS**
23 – 24th March 2005, Georgetown, Guyana

DRAFT

**Dr Saed Rahaman
Director – Veterinary Public Health
Ministry of Health
Trinidad and Tobago**

August 2004

TABLE OF CONTENTS

Preface	2
----------------	---

Chapter 1 Prerequisite programs

1.1	Introduction	4
1.2	Sanitary Design	5
1.3	Equipment Design, Cleaning and Sanitizing	8
1.4	Sanitary Facilities	12
1.5	Waste Disposal	13
1.6	Water/Steam/Ice Quality and Supply	14
1.7	Transportation and Storage	16
1.8	Personnel	18
1.9	Pest Control	19
1.10	Recall	23
1.11	APPENDIX I (Model prerequisite plan)	24
1.12	APPENDIX II (Validation forms)	93

Chapter 2 Model HACCP Plan

2.1	Introduction	109
2.1	HACCP Plan	111
2.3	APPENDIX I (Process Flow)	118
2.4	APPENDIX II (Product Description)	119
2.5	APPENDIX III (HACCP Table)	120
2.6	APPENDIX IV (CCP Verification)	125
2.7	APPENDIX V (Process Flow II)	136
2.8	APPENDIX VI (Product Description II)	137
2.9	APPENDIX VII (HACCP Table II)	138
2.10	APPENDIX VIII (CCP Verification II)	142

Chapter 3 Product Recall

3.1	Product Recall	154
-----	----------------	-----

PREFACE

People are entitled to expect that the food they eat is wholesome and safe for consumption. Foodborne disease is at best unpleasant; at worst it can be fatal. Consequences of foodborne illness include adverse effects on trade and tourism, loss of earnings and productivity, unemployment and litigation. Food spoilage is wasteful and costly and can adversely affect the economy and erode consumer confidence.

All countries need adequate food control programs to ensure that national food supplies are safe, of good quality and available in adequate amounts at affordable prices to ensure an acceptable nutritional and health status for all population groups. Food control includes all activities to ensure the quality, safety and honest presentation of the food, from primary production, through processing and storage, to marketing and consumption. The term has been used to describe a total national effort involving an integrated approach between governments and all segments and sectors of the food industry. Food control is linked to improvement of the health of the population, the potential for a country's economic development and the reduction of spoilage and food losses.

The Codex Alimentarius General Principles of Food Hygiene (Codex Alimentarius Commission, 1995a) lays a firm foundation for ensuring food hygiene. This document highlights the key hygiene controls at each stage along the food chain from primary production through to the final consumer, and recommends a Hazard Analysis Critical Control Point (HACCP) approach wherever possible to enhance food safety. However, food safety must be viewed as only one important aspect of overall food quality, and HACCP, as a mechanism to control food safety, is one component of overall food quality control programs. The HACCP approach is internationally recognized as essential to ensuring the safety and suitability of food for human consumption, and it enhances the potential for international trade.

The HACCP system as applied for food safety management uses the approach of controlling critical points in food handling to prevent food safety problems. It is a system for identifying specific hazards and preventive measures for their control. Recognizing the importance of HACCP to food control, the twentieth session of the Codex Alimentarius Commission, held in Geneva, Switzerland from 28 June to 7 July 1993, adopted Guidelines for the Application of the Hazard Analysis Critical Control Point (HACCP) System (Codex Alimentarius Commission, 1995b). The HACCP system can be applied throughout the food chain from the primary producer to the final consumer. Besides enhancing food safety, other benefits in applying HACCP include more effective use of resources and more timely response to food safety problems. In addition, the application of the HACCP system can aid inspection by food control regulatory authorities and promote international trade by increasing buyer confidence in food safety.

The Final Act of the Uruguay Round of the General Agreement on Tariffs and Trade (GATT), particularly the Agreement on the Application of Sanitary and Phytosanitary

Measures (the "SPS Agreement") and the Agreement on Technical Barriers to Trade has significant implications for the Codex Alimentarius Commission. Specifically, Codex standards, guidelines and other recommendations have been identified as the baseline for consumer protection under the SPS Agreement. In this environment they take on unprecedented importance with respect to consumer protection and international food trade, As a result, the work of the Codex Alimentarius Commission (including the Guidelines for the Application of the HACCP System) has become the reference for international food safety requirements. Thus it is imperative that the Codex guidelines for the application of HACCP be unequivocal; otherwise conflicts on food safety grounds may arise.

In this regard the Caribbean Poultry Association has embarked on the task to prepare a model guideline for the implementation of HACCP in the poultry industry. This guideline will serve as a generic model that can be easily adapted to any poultry-processing establishment with minimal effort. The guide has also been formulated in sync with the Model Caricom Poultry Inspection Regulations so as to provide a framework within which both processors and regulators could be guided accordingly.

There are key questions that still need to be answered however, such as what body would be responsible for auditing of the HACCP plans? Would HACCP be made voluntary or mandatory? What are the time frames allowed for implementation etc? It is hoped that these questions and others would be answered in due course after consultation with the appropriate stakeholders.

Chapter 1. Prerequisite programs

1.1 INTRODUCTION

1.1.1. INSPECTOR RESPONSIBILITY

The inspector shall assure that plant management assumes its responsibilities to produce a wholesome product in a clean plant using sound, hygienic procedures. The inspector shall consider the types of contamination, establish priorities for initiating action, and use sound judgment in correcting unsanitary conditions. Thus, the inspector must be knowledgeable of the operational procedures of the assigned plant and of current regulations, directives, and other applicable instructions.

1.1.2. SANITATION

Sanitation is defined as the promotion of hygiene and the prevention of disease. We are concerned with three types of cleanliness:

- physically (organoleptically) clean - Free from visible soil
- chemically clean - Free from cleaning compounds and other chemical residues
- microbiologically clean - Free from microorganisms that may cause discoloration, foul odor and spoilage. Free from pathogenic bacteria that may cause food poisoning and possible death.

Contaminated product, contaminated employees, and contaminated equipment all spread microorganisms. When federal inspection is granted to a plant, a responsible plant official agrees to produce a wholesome product in a clean, sanitary plant using hygienic procedures. Every plant must have a written plan describing procedures the plant will conduct daily before and during operations, and the frequency at which they will be conducted, to prevent direct contamination or adulteration of products. Specificity and detail on how to accomplish this is left up to the plant, although the emphasis of the requirement is on the prevention of direct contamination or adulteration of product.

The Sanitation SOP is to be signed by a company official with overall on-site authority, or a higher-level official of the plant. It must be signed upon initiation and when any subsequent modifications are made. Plants have flexibility to determine who this official is as long as he or she has on-site authority.

The Sanitation SOP must identify pre-operational sanitation procedures and distinguish them from sanitation activities to be carried out during operations. These pre-operational procedures, at a minimum, must address the cleaning of:

- food contact surfaces
- equipment
- utensils.

Effectiveness of pre-operational sanitation procedures will be determined through the verification, not the evaluation, process.

The plant must identify the individuals who are responsible for implementing and maintaining daily sanitation activities. The plant does not need to identify the employees who actually perform the sanitation procedures.

The plant must maintain daily records that demonstrate it is carrying out the sanitation procedures outlined in its Sanitation SOP plan, including the corrective actions taken. There is no set format required, and such records may be maintained electronically or on paper, as long as they are accessible to inspection personnel.

Good housekeeping is essential to prevent product contamination, control objectionable odors, avoid vermin harborages and breeding places and minimize bacterial growth.

Prerequisite programs should include but not be limited to the following areas:

- sanitary design
- equipment design, cleaning and sanitizing
- sanitary facilities
- waste disposal
- water/steam/ice quality and supply
- transportation and storage
- personnel
- pest control
- recall

1.2 SANITARY DESIGN

1.2.1. BUILDING EXTERIOR

1.2.1.a. Outside property and building

Facility not located in proximity to any environmental contaminants. The surroundings and roadways are free of debris and refuse, and are adequately drained and maintained to minimize environmental hazards.

Building exterior designed, constructed and maintained to prevent entry of contaminants and pests (e.g., no unprotected openings; air intake appropriately located; and the roof, walls and foundation are maintained to prevent leakage or seepage).

Outside plant premises must be kept clean and tidy. Location of the plant and sanitation of its premises have a direct effect on inside sanitation.

Contamination must be prevented when the product is being handled through doorways, on loading docks, etc. (e.g., by odors from chemical plants, smoke and ashes from burning trash, dust from unpaved roads, etc.).

Rubbish must not accumulate, and weeds must be controlled to eliminate harbors for vermin. Suitable refuse containers must be provided. Provision must be made for storage of useful materials on at least 12-inch high racks, and for removal of scrap.

Burning plant refuse outside is not permitted unless it is approved by local authorities and is done in properly constructed and sanitarily maintained incinerators, with concrete bases and screens for flying ash. Unless these facilities are present, plant refuse shall be removed daily or more often, if necessary, to prevent a nuisance.

Live areas must be kept reasonably clean to avoid poultry soiling, odor, and harbors for insects and rodents.

1.2.2. BUILDING INTERIOR

1.2.2.a Design, construction and maintenance

Where required, areas of the plant are provided with an adequate number of conveniently located hands-free handwashing stations, with trapped waste pipes to drains, and sanitizer hand dips.

Floors, walls, and ceilings should be constructed of materials that are durable, impervious, smooth, cleanable, and suitable for the production conditions in the area. Where appropriate, joints are sealed and angles are coved to prevent contamination and facilitate cleaning.

Floors, walls and ceilings should comprise of materials that are acceptable to regulatory authorities, and will not result in the contamination of the environment or food.

Floors sufficiently sloped to permit liquids to drain to trapped outlets.

Ceilings, overhead structures, stairs, and elevators designed, constructed and maintained to prevent contamination.

Windows sealed or equipped with close fitting screens. Where there is likelihood of breakage of glass windows that could result in the contamination of food, the windows are constructed of alternative materials or are adequately protected.

Doors have smooth, non-absorbent surfaces and are close fitting and self-closing where appropriate.

Building and facilities are designed to facilitate hygienic operations by means of a regulated flow in the process from the arrival of the raw material at the premises to the final product. The traffic pattern of employees, product flow, and equipment prevents contamination of food through physical or operational separation. Blueprints and/or process flow diagrams are available.

Living quarters or pens are separated and do not open directly into food handling, processing or packaging areas. Physical and operational separation of all incompatible operations is provided where cross contamination may result.

1.2.2.b. Lighting

Lighting is appropriate such that the intended production or inspection activity can be effectively conducted, does not alter the food colour and meets the respective commodity standards.

Lights bulbs and fixtures located in areas where there is exposed food or packaging materials are of a safety type or are protected to prevent contamination of food in case of breakage.

All rooms in which poultry are killed, eviscerated, or otherwise processed shall have at least 30 foot-candles of light intensity on all working surfaces, except that at the inspection stations such light intensity shall be 50 foot-candles. In all other rooms there shall be provided at least 5 foot-candles of light intensity when measured at a distance of 30 inches from the floor.

A minimum of 200 foot-candles of shadow-free lighting with minimum color rendering index value of 85 is required where the birds are inspected to facilitate inspection.

1.2.2.c. Ventilation

Ventilation provides sufficient air exchange to prevent unacceptable accumulations of steam, condensation or dust and to remove contaminated air. Filters are cleaned or replaced as appropriate.

In microbiologically sensitive areas positive air pressure is maintained.

Where required, air used as a processing technique (e.g. pneumatic conveying, air agitation, air blows, air dryer, etc.) is appropriately sourced and treated (air intakes, filters, compressors), to reduce any source of contamination.

1.2.2.d. Separation Process

Areas where birds are received or stored should be so separated from areas in which final product preparation or packaging is conducted as to preclude contamination of the finished product. Areas and compartments used for storage, manufacture or handling of edible products should be separate and distinct from those used for inedible materials. The food handling area should be completely separated from any part of the premises used as living quarters. The use of antimicrobial hand dips and footbaths is encouraged. These need evaluation for worker sensitivity to chemicals in the hand dip and to prevent slips after the footbath.

1.2.2.e. Plumbing and Waste Disposal

All plumbing and waste disposal lines (including sewer systems) must be large enough to carry peak loads. All lines must be watertight and have adequate traps and vents. Disposal of waste should be effected in such a manner as not to permit contamination of potable water supplies. The plumbing and the manner of waste disposal should be approved by the official agency having jurisdiction.

Sumps or solid matter traps included in the drainage system within the plant should be emptied and cleaned frequently and at the end of every working day. Every inlet into the drainage system should be trapped and no drain ventilation pipe should open into any room.

Any internal open channeling should be rounded and of sufficient width to allow for easy cleaning, and of minimum efficient depth. Covering grids should be easily removable for cleaning. Channels should be flushed frequently during processing and thoroughly cleaned at least once daily.

1.3. EQUIPMENT DESIGN, CLEANING AND SANITIZING

1.3.1. GENERAL EQUIPMENT

1.3.1.a. Design and installation

Equipment and/or utensils are designed, constructed and installed:

- to ensure they are capable of delivering the requirements of the process (especially: pasteurization, thermal processing, etc.)
- to be accessible for cleaning, sanitizing, maintenance and inspection
- to prevent contamination of the product during operations
- to permit proper drainage, and where appropriate, are connected directly to drains
- to ensure that all food contact surfaces are smooth, non-corrosive, non-absorbent, non-toxic, and free from pitting, cracks and crevices.

Where necessary, equipment is exhausted to the outside to prevent excessive condensation. Equipment and utensils used to handle inedible material are not used to handle edible material and are clearly identified.

1.3.1.b. Equipment maintenance and calibration

The processor has an effective preventive maintenance program to ensure that equipment whose operation may impact on food safety functions as intended and that no potential physical or chemical hazards result.

This includes:

- a list of equipment requiring regular maintenance
- the maintenance procedures and frequencies, (e.g., equipment inspection, adjustment and parts' replacements are based on the equipment manufacturer's manual or equivalent, or are based on operating conditions that could affect the condition of the equipment)
- reason for activity.

The processor has an effective calibration program for equipment monitoring and/or controlling devices that may impact on food safety.

Equipment cleaning and sanitizing facilities are constructed of corrosion resistant materials capable of being easily cleaned, and are provided with potable water at temperatures appropriate for the cleaning chemicals used. They are adequately separated from food storage, processing and packaging areas to prevent contamination.

Where required, cleaning and sanitizing equipment is designed for its intended use and is properly maintained. Facilities, equipment, and utensils shall always be clean and in good repair.

1.3.1.c. Sanitation program

Sanitary design principles apply to all types of equipment used in the slaughter of livestock and the handling and processing of product. The primary objective of sanitary design is to facilitate keeping equipment clean, thereby controlling and preferably eliminating product contamination.

Frequent and satisfactory cleaning of certain plant parts is necessary:

- to prevent accumulation of organic wastes resulting from poultry processing operations
- to prevent development of foul odors
- to provide a sanitary environment for handling food products.

Equipment must be cleaned as often as needed, but at least daily, and if necessary, before each use or between shifts and at breaks to prevent organic matter accumulation. Where required, operations begin only after sanitation requirements are met.

The processor has a cleaning and sanitation program for all equipment that includes:

- chemicals and concentration used
- temperature requirements
- procedures for cleaning and sanitizing
- disassembly and assembly instructions.

The processor has a cleaning and sanitation program for premises, production and storage areas. Special sanitation and housekeeping procedures required during production are specified. Sanitation program is carried out in a manner that does not contaminate food and/or packaging material during or subsequent to cleaning and sanitizing (e.g., aerosols, chemical residues).

All surfaces of automatic poultry eviscerating equipment, which come in contact with raw product, must be sanitized between each use. Sanitization may be accomplished by flushing the contact surfaces with either 180°F water or with water containing at least 20 ppm residual chlorine at the point of use.

Hyperchlorinated water (water that has been chlorinated to a level well above (≥ 20 ppm) what is normally put in potable water (1-3 ppm)) is the most common method of sanitizing the surfaces of eviscerating equipment. The plant must meet certain requirements in monitoring the levels of chlorine in the water.

For effective control and maintenance of chlorine concentrations, the plant management will:

- provide the inspector in charge with the name of the chemicals used, the name of the firm that manufactures them, and a description of how they are to be used in the plant
- control and maintain dilutions/concentrations according to label instructions and Meat and Poultry Inspection regulations and guidelines
- check the chlorine levels at random intervals daily
- make a chlorine test kit available to the inspector
- maintain an adequate supply of chemicals and maintenance items for chlorine dispensing equipment.

1.3.1.d. Bleeding and Blood Collection

Bleeding equipment, including blood tunnels and blood containers, should be constructed of non-corrodible metal or other suitable material that is easy to clean. They should be thoroughly cleaned after major breaks during working periods and at the end of the day. Blood tunnels that are of solid wall construction should be properly tiled or otherwise smooth surfaced with impervious material, suitably drained, and of sufficient width and construction as to facilitate thorough cleaning. Metal tunnels should be fitted with side and head shields easily removable for cleaning and the base trough should have a suitable fall to a blood container that can be easily emptied and cleaned.

1.3.1.e. Scalders

Scalding tanks shall be constructed and installed so as to prevent contamination of potable water lines and to permit water to enter continuously at a rate which will result in a sanitary scalding operation. The rate of flow necessary to maintain a sanitary scalding operation will be based on such factors as the class of poultry and the number of birds per minute going into the scalding tank. It shall be the responsibility of the IIC to establish a minimum rate of flow for each scalding tank in each official plant.

The overflow outlets in scalding equipment shall be of sufficient size to permit feathers and water to be carried off.

The overflow, draw off valves, and sediment basin drain shall discharge into a floor or valley drain, or onto the floor in proximity to a floor or valley drain. Only clean and un-recirculated water is used in the poultry scalders.

Scalding tanks shall be completely emptied and thoroughly cleaned as often as may be necessary, but not less frequently than once a day when in use.

1.3.1.e. Carcass chillers

Chillers and thawing tanks shall be constructed of metal or other suitable material impervious to moisture and shall be of sanitary construction with edges rolled outward.

Poultry chillers must be filled to the point of overflowing before birds are allowed entry.

Required fresh water intake (½ gallon per bird for young chickens, etc.) must begin as soon as chilling system is filled with poultry. A continuous overflow from each chilling unit must be maintained, except when units are being emptied of poultry.

Ice may be used to supplement part of the water requirement in continuous chill systems at a rate of 8.5 pounds of ice for 1 gallon of water, provided compliance with the regulations is attained.

Pumps, pipes, troughs, etc., may be used for returning overflow water to the chill system, provided they are of a sanitary type and are dismantled and cleaned daily. While chilling is in progress, artificially heated water shall not be used in chilling system.

Automatic recording thermometers shall be checked for accuracy and adequately located for easy and safe reading by inspection personnel. The inspector must frequently check temperature of chilling water and chilled product during the day.

Temperatures of carcasses, giblets, and chill water shall be checked with hand thermometers. For fresh or frozen product, highest reading should be used to determine compliance. A thermometer should be inserted into the thickest muscular portion of a carcass or part, and as near the center as possible of bulk-packaged product. Temperature charts must be dated and filed in the inspector's office.

Daily periodic temperatures of chill water, carcasses, parts, and giblets shall be recorded.

Amount of water used in continuous chillers and, when applicable, in giblet chillers shall be recorded.

In continuous chilling systems, the fresh water intake in the first section of the system, after all sections of the system are filled with water, shall be not less than ½ gallon per frying chicken and proportionately more for other classes of poultry, including not less than 1 gallon per turkey.

Sufficient water or ice, or both, shall be added to sections of the chilling system other than the first section, to keep the chilling media clean and to provide a continuous overflow from each section. If there is no loss of water between sections, multiple section chilling systems may be connected so the overflow from subsequent sections serves as water intake for the first section. In this type of installation, the required minimum fresh water intake may be either in the first or the last section of the chilling system. Water used to fill chilling systems shall not be counted toward minimum requirements specified above.

Continuous chillers shall not be used unless the required minimum fresh water intake is measured through a meter that gives cumulative readings, and the meter shall be readily accessible. Upon approval by the inspector in specific cases, when the plant employs an acceptable method of determining the amount of ice added to the appropriate section of the chilling system, meltage from such ice may be counted toward the required minimum fresh water intake.

Chilling or thawing tanks shall be emptied after each use. They shall be thoroughly cleaned at least once daily when in use. When the same poultry is held therein in excess of 24 hours, the tanks shall be thoroughly cleaned after the poultry is removed therefrom and prior to reuse.

1.3.1.f. Conveyors

Conveyors are essential in modern poultry processing plants. Overhead conveyors carry carcasses through the evisceration process to the chiller. Belt conveyors play a major role in carrying the carcasses and parts through the process. Conveyors must meet some minimum sanitary requirements:

- overhead conveyors shall be so constructed and maintained that they will not allow grease, oil or dirt to accumulate on the drop chain or shackle, which shall be of non-corrosive metal
- non-metallic belt-type conveyors used for moving poultry products shall be of waterproof composition
- all belts used to convey exposed product must be of sanitary grade, moisture-resistant, nonabsorbent material with no exposed fabric core
- composition belts must have the edges sealed with the same material as is used on the food contact surface
- conveyor guides, splashguards, etc. shall be easily removed to permit cleaning and inspection
- conveyors used in the preparation of ready-to-cook poultry shall be of metal or other acceptable material and of such construction as to permit easy identification of the viscera with their carcass, and so designed as to present each carcass or all parts thereof in a way that will permit adequate and efficient inspection.

1.3.1.g. Handwashing facilities in product handling areas

An adequate number of handwashing facilities shall be provided in areas where poultry products are prepared. If hand-activated facilities are used, the hand-contact element must be rinsed automatically with a sufficient volume of water to remove all fat, tissue, debris, and other extraneous material from the hand contact element after each use. Both hot and cold running water shall be available at each inspection station on the eviscerating line and shall be delivered through a suitable mixing device controlled by the inspector. Alternatively, water for handwashing shall be delivered to such inspection stations at a minimum temperature of 65°F.

1.3.1.h. Boards

Those used on boning and cutting tables should be of approved plastics, as small as practical, and with beveled edges to prevent chipping. Close-grained hardwood boards are acceptable, provided they are smooth and in good repair. All boards must be removed, thoroughly cleaned, sanitized and air-dried after each day's operation.

1.3.1.i. Inedible areas

A separate facility is provided for the cleaning and sanitizing of equipment used for inedible materials.

Sufficient inedible areas are located, ventilated and refrigerated (where necessary) to ensure no cross contamination of edible product.

Inedible product is denatured as per program requirements.

1.4. SANITARY FACILITIES

1.4.1. PLANT AND EMPLOYEES

1.4.1.a. Employees' facilities

Washrooms have hot and cold potable running water, soap dispensers, soap, and sanitary hand drying equipment or supplies, and a cleanable waste receptacle. Hand washing notices are posted in appropriate areas.

As required, washrooms, lunchrooms and change rooms are provided with adequate floor drainage and ventilation, and are maintained in a manner to prevent contamination. They are separated from and do not open directly into food processing areas.

Eating areas, locker rooms, showers, toilets, hand washing facilities, etc. shall be kept clean.

They shall be constructed, equipped, and maintained to prevent entrance, hiding, and breeding of insects and rodents. An adequate janitorial service shall be regularly provided. Food and beverages must not be consumed in or carried into product handling and storage areas.

Disposable food and beverage containers must be discarded in waste containers.

Adequate and appropriately located receptacles must be provided for dirty clothing. Clothing, footwear, personal equipment, etc. shall be clean and dry to prevent odors and vermin attraction. Overcrowding (more than one person to a locker) should be prohibited since it is difficult to keep overcrowded lockers clean and cockroach free.

Plant management and inspection personnel must examine welfare rooms and lockers at least monthly. A schedule must be established so that all lockers are left open for inspection. Locker inspection should determine whether lockers are adequate, clean, and in good repair. Lockers needing repair or replacement should be identified to the plant representative and corrective action should be established.

1.5. WASTE DISPOSAL

Plants are designed and constructed so that there is no cross-connection between the sewage system and any other waste effluent system in the plant, and they do not pass directly over or through production areas unless they are controlled to prevent contamination. These systems are equipped with appropriate traps and vents.

Adequate facilities, equipment and containers that are clearly identified, leakproof and, where appropriate, covered, are provided and maintained for the storage of waste and inedible material prior to removal from the plant. Waste is removed and facilities and containers are cleaned and sanitized at an appropriate frequency to minimize contamination.

Suitable containers shall be placed in convenient locations throughout the plant. The contents of the containers shall be disposed of frequently throughout the shift in order to control vermin and odors and to avoid trash accumulation.

Refuse containers shall be smooth and of impervious and rust-resistant material. To prevent offensive odors and vermin, the containers shall be thoroughly cleaned before being returned to the edible product departments. Cleaning shall be done in refuse rooms.

1.5.1. SLAUGHTER WASTES

1.5.1.a. Feathers and poultry viscera

To control insects and to prevent offensive odors, feathers and poultry viscera shall be promptly removed. Perforated barrels may be used for holding feathers until loaded on trucks and removed from the plant. Trucks may be used for feathers directly conveyed from poultry dressing rooms provided truck apron and/or dock areas are satisfactorily paved and sloped to drains and cleaned daily

1.5.1.b. Liquid wastes

Liquid wastes must be removed promptly. Wastes must not accumulate in work areas, around premises, or on floors to prevent sanitation hazards.

1.5.1.c. Manure

Immediate removal of manure from the premises is the best procedure but temporary storage is sometimes necessary. Properly drained concrete storage bins may be used for temporary storage provided manure is removed at least weekly. The bins must be thoroughly cleaned before reuse and must be protected from insect and rodent infestations.

1.5.1.d. Blood

Blood not processed within the plant must be removed daily in watertight covered containers. Fill containers in a well drained, paved area with water outlets. The area must be washed at least daily and more often if necessary.

1.6. WATER/STEAM/ICE QUALITY AND SUPPLY

1.6.1. WATER SUPPLY

1.6.1.a Water, ice & steam

The processor, at a frequency adequate to confirm its potability analyzes water, ice and steam. Water from sources other than municipal supplies must be treated as necessary and be tested to ensure potability. Water and ice potability records include: water source sampling site, analytical results, analyst, and date. Water meets the requirements of the WHO's "Guidelines for Drinking Water Quality".

Boiler feed water and any water chemically treated, is monitored and controlled to deliver the desired concentration and to prevent contamination. Water treatment records include: method of treatment, sample site, analytical result, analyst, and date.

There are no cross-connections between potable and non-potable water supplies.

All hoses, taps or other similar sources of possible contamination are designed to prevent back-flow or back siphonage.

Where filters are used they are kept effective and maintained in a sanitary manner.

The volume, temperature and pressure of the potable water/steam are adequate for all operational and cleanup demands.

Where it is necessary to store water, storage facilities are adequately designed, constructed and maintained to prevent contamination, e.g. covered.

Recirculated water is treated, monitored and maintained as appropriate for the intended purpose, and has a separate distribution system that is clearly identified.

1.6.1.b. Private wells

If potable water is supplied from private wells, the wells should be on the premises of the plant and effectively protected from pollution. The primary consideration in avoiding pollution is construction of the well in such a manner as to prevent the entrance of contaminating material directly from the ground surface or in water that enters the well with insufficient filtration through the soil.

Precautions should normally be taken to insure that no water could enter the well unless it has percolated through at least 20 feet of soil. Wells should be located on higher ground than, and at a safe distance from, sources of pollution such as a septic tank, tile disposal field, livestock pens, and inedible or condemned products handling areas. The distance is usually specified by local health department codes.

Water from private wells requires testing every six months. These are minimum requirements. If at any time the inspector suspects that the plant water supply is unacceptable, rejection of the supply and immediate sampling should take place.

1.6.1.c. Hot and cold water outlets

Both hot and cold potable water under sufficient pressure must be provided throughout the plant. The hot water is to be from a central heating plant of sufficient capacity, or from other suitable facilities capable of furnishing an ample supply of hot water. A minimum temperature of 180°F is required in water used for disinfecting equipment, floors, walls, and the like, which are subject to contamination by the dressing or handling of diseased carcasses, their viscera and parts. This temperature requirement is for water at the point of use, and when necessary, compliance is determined by conveniently installed thermometers.

The mixing of steam and water at outlets is not acceptable for producing hot water used for disinfecting equipment or areas contaminated by diseased material. Hot water used for cleaning rooms, equipment and areas other than mentioned above must be supplied under pressure

through conveniently located outlets. The hot water must be of sufficient temperature (approximately 140°F) to accomplish a thorough cleanup.

The use of live steam generally is not an acceptable method of cleaning or disinfecting rooms or equipment. The temperature of steam drops very rapidly after leaving an outlet, resulting in practically no cleaning or disinfection. Steam also has the disadvantage of adding excessive vapors to the area thus limiting visibility and reducing cleaning effectiveness. The use of live steam in cleaning and disinfection can be summarized as a very impressive appearing operation of no real value.

1.7 TRANSPORTATION AND STORAGE

1.7.1. TRANSPORTATION

1.7.1.a. Food carriers

The processor verifies that carriers are suitable for the transportation of food. For example:

- carriers/bulk tanks are inspected on receipt and prior to loading to ensure they are free from contamination and suitable for the transportation of food: (i.e. designed to permit complete drainage and constructed of materials suitable for food contact where appropriate).
- the processor has a program in place to demonstrate the adequacy of cleaning and sanitizing (e.g., for bulk carriers, a written cleaning and sanitizing procedure is available).
- carriers are loaded, arranged and unloaded in a manner that prevents damage and contamination of the food and packaging materials.
- incoming materials (food, non-food, packaging) are received in an area separate from processing area.

1.7.1.b. Temperature control

After preparation of poultry product there should be no delay in cooling the carcass to an internal body temperature of 4°C (39°F) or less. Where cutting up takes place before cooling to 4°C (39°F), it should be carried out within one hour of slaughter: immediately after cutting the temperature of the parts should be reduced to 4°C (39°F) or less. Where cutting up takes place after cooling to 4°C (39°F), the internal temperature of the carcass and parts shall not be allowed to exceed 10°C (50°F), in as far as this temperature is approved by the controlling authority which shall nevertheless ensure that necessary measures are taken to control microbiological growth. Giblets should be chilled to 4°C (39°F) or lower within 2 hours from the time they are removed from the bird.

The temperature in the storage area where non-frozen poultry carcasses, poultry parts and other edible materials are kept should be 4°C (39°F) or less. Poultry carcasses, poultry parts, and other edible material should be so stored that they are protected against deterioration and mould

growth. They should be regularly inspected and dispatched in strict rotation. Cold rooms used for bulk storage should preferably be fitted with automatic defrosting equipment. Care should be taken to avoid the transference of dirt into the rooms. Non-frozen poultry carcasses, poultry parts and other edible material should be transported at 4°C (39°F) or less.

Carcasses, poultry parts, and other edible material, which are intended for preservation by freezing, should be frozen as soon as possible and should not be held chilled for more than 72 hours.

Incoming materials requiring refrigeration are transported at a regulated and/or acceptable temperature to ensure production of safe food and are appropriately monitored. Frozen materials are transported at a regulated and/or acceptable temperature that does not permit thawing. Finished product is transported under conditions to prevent damage or deterioration.

1.7.2. STORAGE

1.7.2.a. Incoming material storage

Incoming material requiring refrigeration is stored at a regulated and/or acceptable temperature to ensure production of safe food and are appropriately monitored. Frozen materials are stored at a regulated and/or acceptable temperature that does not permit thawing.

Incoming materials and packaging materials are handled and stored in a manner to prevent damage, deterioration and/or contamination. Where appropriate, rotation is controlled.

1.7.2.b. Non-food chemicals receiving and storage

All non-food chemicals, water treatment chemicals, boiler treatment chemicals, chemicals for sanitation, pesticides, coatings, paints, miscellaneous chemicals, lubricants and other materials used for food contact surfaces should be approved by the local regulatory authority.

Chemicals are received and stored in a dry, adequately ventilated area that is designed so that there is no possibility of cross contamination of food or food contact surfaces.

Where required for ongoing use in food handling areas, these chemicals are stored in a manner that prevents contamination of foods, food contact surfaces, or packaging materials.

Chemicals are stored and mixed in clean, correctly labeled containers and dispensed and handled only by authorized, properly trained personnel.

1.7.2.c. Finished product storage

Finished product is stored, rotated and handled under conditions to prevent damage or deterioration.

Returned, defective, or suspect product is clearly identified and isolated in a designated area for appropriate disposition.

1.8 PERSONNEL

1.8.1. TRAINING

1.8.1.a. General food hygiene training

The processor has a training program for employees that:

- includes appropriate training in personal hygiene and hygienic handling of food at beginning of their employment
- is reinforced and updated at appropriate intervals.

1.8.1.b. Technical training

Training is appropriate for the complexity of the manufacturing process and the tasks assigned, (e.g., personnel are trained to understand the importance of the critical control points for which they are responsible, the critical limits, the monitoring procedures, the action to be taken if the limits are not met, and the records to be kept).

Personnel responsible for maintenance and calibration of equipment impacting on food safety, have been appropriately trained to perform these functions and to identify deficiencies that could affect product safety and to take the appropriate corrective action.

Personnel and supervisors responsible for the sanitation program are appropriately trained to understand the principles and methods required for effective cleaning and sanitizing.

Additional training is provided as necessary to ensure current knowledge of equipment and process technology (e.g., specific technical training, apprenticeship programs etc.).

1.8.1.c. Cleanliness & conduct

The processor has and enforces a policy to ensure good personal hygiene and hygienic behavior and habits to prevent contamination of food products. This protocol covers handwashing/sanitizing, protective clothing and hygienic practices.

All garments (coats, frocks, etc.) shall be clean, in good repair, and of readily washable material. Street clothes shall be clean and covered while exposed edible product is handled (for further processing). Clothing that becomes soiled or contaminated during the workday shall be changed as often as necessary. White or light-colored garments are desirable.

All persons working where exposed product is handled must wear suitable head coverings to prevent hair from falling into the product. Safety devices, such as aprons, wrist guards, etc., shall be of impervious material, clean, and in good repair. Persons handling edible products shall not wear leather aprons, wrist guards, or similar devices unless clean, washable coverings are used over them.

Persons handling exposed product or working in processing departments shall not wear loose jewelry, earrings, brooches, high crowned rings, and wristwatches. Persons may wear plain-band rings and pierced-ear type earrings without sets.

1.8.1.d. Gloves

During post-mortem inspection, when necessary, the inspector shall wear surgical type gloves. Thin, plastic disposable gloves are permitted. Cotton gloves worn by persons handling edible product should not have dyed cuffs that may contaminate product, and should be replaced when contaminated.

Mesh gloves or guards must be cleaned and sanitized when contaminated and at the end of daily operations. If such gloves are worn by eviscerators, head or bung droppers, or by persons prior to inspection in poultry plants, they shall be covered with gloves of impervious material. Mesh gloves must be promptly replaced if the links are broken or missing.

Light-colored rubber or plastic gloves may be worn by product handlers, provided they are clean and in good repair.

Access of personnel and visitors is controlled to prevent contamination. The traffic pattern of employees prevents cross-contamination of the product.

1.8.1.e. Communicable diseases/injuries

The processor has and enforces a policy to prevent personnel known to be suffering from, or known to be carriers of a disease transmissible through food, from working in food handling areas.

The processor requires that employees advise management when they are suffering from a communicable disease likely to be transmitted through food.

No operator of an official plant or other person preparing product in an official plant shall employ, in any department where any product is handled or prepared, any person:

- showing evidence of a communicable disease in a transmissible stage
- known to be a carrier of such a disease
- affected with boils, sores, infected wounds, or other abnormal sources of microbiological contaminants.

1.9. PEST CONTROL

1.9.1. PEST MANAGEMENT

The primary responsibility of pest control programming lies with the owner/operator of the plant. Pests may transmit diseases to humans through food contamination. Thus their presence in or around poultry processing plants creates a public health hazard. Every practicable precaution shall be taken to exclude flies, rats, mice, and other vermin from the plant. Prompt and effective measures are required to eliminate pests that do gain entrance. In order to maintain preventive control measures, the IIC must require sound sanitation, construction, maintenance, and pest exclusion programs that are supplemented with careful application of approved pesticides.

Potential harbors and/or attractants of insects or rodents such as accumulations of feathers, debris, manure, viscera, old clothing, cluttered storage areas, and unused or discarded equipment and materials are prohibited.

Plant management should solicit cooperation from adjoining property owners and from local health authorities to eliminate breeding or hiding places on adjacent property and to develop an insect and rodent control program.

Buildings and equipment harboring pests shall be repaired or replaced. Floors, walls, partitions, and ceilings must be of approved tight-fitting material that does not permit entrance and breeding places for cockroaches or other pests.

Broken areas and cracks in walls or separations at adjoining surfaces, such as floorwall junctions, shall be sealed with approved material within a period of time agreed upon by plant management and the inspector in charge (IIC). The IIC may include major projects in a planned improvement program.

Areas tunneled by rodents must be sealed with concrete, brick, or other approved rodent-proof material. Floor drain strainers must be effective and kept in place to prevent rodent entrance through drainage lines. All openings should be screened, made to fit tightly or otherwise protected to prevent entrance of flies, rodents, birds, etc.

All pesticides may be prepared, mixed, and used by any representative of the plant or its pest control company. Pesticides should not be used in a manner inconsistent with its labeling. If pesticides are stored on the premises, they must be kept in closed containers, separate from other material in an area acceptable to the inspector, and under the control of a responsible plant employee.

1.9.2. PEST CONTROL PROGRAMS

There is an effective pest control program for the premises and equipment that includes:

- the name of the person at the processor assigned responsibility for pest control
- where applicable, the name of the pest control company or the name of the person contracted for the pest control program
- the list of chemicals used, the concentration, the location where applied, method and frequency of application
- a map of pest control devices.

All chemicals are to be used in accordance with label instructions. Dogs, cats, and other pets shall be excluded from rooms where dressed poultry or other poultry products are processed, handled, or stored.

1.9.2.a. Rodent control

An effective rodent control program includes:

- written designation and authorization of a qualified individual to assume responsibility for the program
- sealing all openings or holes serving as possible entrance points
- elimination of any harbors inside or outside the plant
- use of bait boxes outside of processing areas where rodent activity is possible
- weekly premises survey (inside and outside) to determine control effectiveness
- a contract with a recognized extermination firm.

Use of rodenticides is a means of eliminating rodents. Other methods - rodent proofing of buildings, elimination of harbors for rodents, and maintenance of rodent-free zone around plants - should be used to prevent rodent entrance into buildings.

The following rodenticides may be used:

- 3-(alpha-acetylfurfuryl)-4-hydroxycoumarin (Fumarin) and its sodium salt (Fumasol)
- alpha-naphthyl-thiourea (ANTU)
- 2-{p-chlorophenyl} phenylacetyl}-1, 3-indandione (Chlorophacinone, Rozol)
- Diphacinone (Diphacin) and its sodium salt
- 2-isovaleryl-1, 3-indandione (PMP, Valone)
- 2-pivalyl-1, 3-indandione (Pival) and its sodium salt (Pivalyn)
- Prolin
- Red squill
- Warfarin (3-alpha-acetylbenzyl)-4-hydroxycoumarin and its sodium salt.

Product containing these ingredients must appear in the "List of Proprietary Substances and Nonfood Compounds."

Rodenticides may not be placed in edible product departments until operations have ceased for the day and all uncovered products are removed from the area. Strict account must be kept of the location and number of stations in the area and the IIC must approve the floor plan layout.

Rodenticides may not be placed in dry saltcellars.

They may remain in areas containing sealed, packaged products, but care must be taken to place them so as to prevent contamination of the product.

Bait boxes and fountains, tracking powders, and other rodenticides must be removed from edible product departments before operations are resumed. All bait supplies must be stored in a separate place designated by the IIC.

1.9.2.a.i. Dry baits

Cereal, or other vegetable meals or flours may be mixed with one or more approved rodenticides, provided that they are first mixed with a green or blue dye. Whole or cracked grains, or flours or meals pressed into cakes or pellets that do not have characteristics of food products, may be used without the green or blue dye. To help the rodenticide to adhere to whole or cracked grain, two ounces of melted animal or vegetable oil may be mixed with each five pounds of grain.

1.9.2.a.ii. Liquid baits

If prepared according to label directions, liquid baits may be used in bait fountains, provided the solution has a distinct green color.

1.9.2.a.iii. Bait fountain

It must be similar to bottle-type containers used in poultry houses. Each fountain must be marked "rodent bait" and placed in a bait box.

1.9.2.a.iv. Bait box

It must be marked "rodent bait" and have a serial number and firm's or responsible individual's name. Each box must have sides, top and bottom closed, or capable of being closed or fastened, with openings only for rodent entrance and exit.

1.9.2.a.v. Tracking powder

It may be used in all departments, provided it has a distinct blue or green color, processing operations have ceased, all exposed products have been removed, and its use does not create a nuisance. After the powder is removed, floors must be washed with an effective cleaning compound and/or rinsed with potable water to remove all evidence of the tracking powder before operations are resumed.

1.9.2.a.vi. Sticky boards

Board strips with extremely adhesive resinous material can be used to capture rodents. Since the adhesive does not contain rodenticide, board strips may be used in all departments provided their use does not create a nuisance.

1.9.2.a.vii. Ultraviolet light

May be used to determine evidence and possible sources of product contamination. Such lights cause rodent urine stains to fluoresce. However, certain substances - sodium and potassium salts, cleaning agents, etc. - also fluoresce. Thus, fluorescence under ultraviolet light without other evidence of rodent infestation is not sufficient.

1.9.2.b. Suspension of operations

When rodent evidence is discovered in production or production-related area - processing room, ingredient storage area, cooler, or any area where poultry product is accessible - the inspector shall stop operations and movement of any material into or out of the area, and shall require management to:

- Examine all products, packaging materials, and containers for rodent damage or contamination
- Destroy or decharacterize rodent damaged or contaminated product, carcass, parts, packaging materials and containers, and any open dry ingredient container
- Remove accumulations of equipment, paper, or other debris providing harbors in involved area, and wash and sanitize all equipment
- Survey premises and outside areas; eliminate all suspected harbors (outside premises, maintenance areas, etc); close all possible rodent access points, and arrange all dry storage material to facilitate cleaning.

The inspector may allow operations to resume after all actions are successfully completed.

1.10. RECALL

1.10.1. RECALL SYSTEM

1.10.1.a. Program

The processor has an effective food safety recall program which will include:

- Tracking, analysis, actions taken and records of product complaints
- The person or persons responsible (e.g., recall coordinator(s))
- The roles and responsibilities for coordination and implementation of a recall
- Methods to identify, locate and control recalled product
- A requirement to investigate other products that may be affected by the hazard and that should be included in the recall
- Procedure for monitoring the effectiveness of the recall (e.g., effectiveness check to the appropriate level of distribution specified in the recall notice)
- Procedures to verify the capability of the program to rapidly identify and control a code lot of potentially affected product and reconcile the amount of product produced, in inventory and in distribution. Deficiencies are identified and corrected.

There should be immediate notification of the relevant regulatory authority before any recall is instituted. This notification includes the following:

- Amount of product produced, in inventory and distributed
- Name, size, code or lot numbers of food recalled
- Area of distribution of product (e.g., local, national, international)
- Reason for the recall.

1.10.1.b. Product code identification and distribution details

- Each prepackaged food has permanent, legible code marks or lot numbers on the packages
- The code identifies the plant, the day, month and year in which the poultry product was produced
- Code marks used and the exact meanings of the code are available
- Where used, case codes are legible and represent the container code within.

For each lot of product, the processor must have:

- Records of customer names, addresses and telephone numbers
- Records of production, inventory and distribution.

APPENDIX I

Model prerequisite plan

<i>Item.</i>	<i>Who: Position or person doing the "What".</i>	<i>What/how: Duties, limits, forms completed and any references to additional manuals, e.g. sanitation manual. It also documents how the "What" is carried out.</i>	<i>When: (Frequency): how often the "Who" does the "What".</i>	<i>Deviation: Procedures to be followed by the "Who" when a deviation occurs, including corrective action.</i>	<i>Verification: Includes who does the verification, how it is done and at what frequency. Ensures that the "What" is carried out.</i>	<i>Records: What/how, systems check, corrective actions (if different from above).</i>
<p><i>A 1.1.1. Building not located in close proximity to any environmental contaminants and the surrounding/roadways are free of debris and refuse, adequately drained and maintained to minimize environmental hazards.</i></p>	<p>Who: Position x.</p>	<p>What/how: Walk around the building exterior and perform a visual inspection to ensure that, as per specific program requirements, the building facility not located in close proximity to any environmental contaminants and the surrounding/roadways are free of debris and refuse, adequately drained and maintained to minimize environmental hazards. The site plan from the blueprints is utilized and confirmed to be accurate. All of the findings, including the accuracy of the site plan, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Site plan.</p>

<p><i>A 1.1.2. Building exterior designed, constructed and maintained to prevent entry of contaminants and pests, e.g., no unprotected openings, air intakes are appropriately located, and the roof, walls and foundation are maintained to prevent leakage or seepage.</i></p>	<p>Who: Position x.</p>	<p>What/how: Walk around the building and perform a visual inspection to ensure that, as per the specific program requirements, the building exterior is designed, constructed and maintained to prevent entry of contaminants and pests. The position x will check that there are no unprotected openings, air intakes are appropriately located, and the roof, walls and foundation are maintained to prevent leakage or seepage. In addition a check will be performed against the blueprints for the building exterior to ensure accuracy. All of the findings including the accuracy of the blueprint are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action the date of completion and on form xxx. If required, the cause of the problem and the action plan to prevent recurrence of the problem is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence of the problem is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	--	------------------------------	--	--	--

<p><i>A 2.1.1. Where required/appropriate, areas of the plant are provided with an adequate number of conveniently located hands free hand washing stations with trapped waste pipes to drains and sanitizer hand dips.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tour the plant and perform a visual inspection to ensure that, as per specific program requirements, areas of the plant are provided with an adequate number of conveniently located hands free hand washing stations with trapped waste pipes to drains and sanitizer hand dips. A check is made against the blueprints to ensure accuracy. All findings, including the accuracy of the blueprint, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>A 2.1.2. Floors, walls, ceilings constructed of material that is durable, impervious, smooth, cleanable, and suitable for the production conditions in the area and where appropriate joints are sealed and angles are covered to prevent contamination and facilitate cleaning.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tour the plant and perform a visual inspection to ensure that, as per specific program requirements, existing floors, walls, ceilings constructed of material that is durable, impervious, smooth, cleanable, and suitable for the production conditions in the area and where appropriate joints are sealed and angles are covered to prevent contamination and facilitate cleaning. The blueprint is utilized and checked for accuracy. All findings including the accuracy of the blueprint are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	---	------------------------------	---	---	--

<p><i>A 2.1.3. Floors, walls and ceilings composed of materials that are listed in the "Reference Listing of Accepted Construction Materials, Packaging Materials and Non-Food Chemical Products", published by Agriculture and AgriFood Canada, or the processor has a "Letter of No Objection" from Health Canada and will not result in the contamination of the environment or food.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, the blueprints reflect the actual conditions in the plant and that floors, walls and ceilings composed of materials that are listed in the "Reference Listing of Accepted Construction Materials, Packaging Materials and Non-Food Chemical Products", published by Agriculture and AgriFood Canada, or the processor has a "Letter of No Objection" from Health Canada and will not result in the contamination of the environment or food. A check is made to ensure that the materials listed on the blueprint schedules are approved. For any new materials or construction a check for approval is made when blueprints are drafted. All findings including the accuracy of the blueprint, which includes the approved materials schedule, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records Form xxx. Blueprint xxx.</p>
---	-----------------------------	---	------------------------------	---	---	---

<p><i>A 2.1.4. Floors sufficiently sloped to permit liquids to drain to trapped outlets.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, floors are sufficiently sloped to permit liquids to drain to trapped outlets. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
---	-----------------------------	--	------------------------------	---	---	-------------------------------

<p><i>A 2.1.5. Ceilings, overhead structures, stairs, and elevators designed, constructed and maintained to prevent contamination.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, ceilings, overhead structures, stairs, and elevators are maintained to prevent contamination. In the instances of new construction, ensures that ceilings, overhead structures, stairs, and elevators designed and constructed to prevent contamination. All findings are recorded on form xxx.</p>	<p>When: Once per x, or as per new design or construction.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	---	--	---	---	--

<p><i>A 2.1.6. Windows sealed or equipped with close fitting screens and where there is a likelihood of breakage of glass windows that could result in the contamination of food, the windows are constructed of alternative materials or are adequately protected.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection utilizing the blueprints to ensure that, as per specific program requirements, windows are sealed or equipped with close fitting screens and where there is a likelihood of breakage of glass windows that could result in the contamination of food, the windows are constructed of alternative materials or are adequately protected. All findings, including the accuracy of the blueprints, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
--	-----------------------------	---	------------------------------	---	---	--

<p><i>A 2.1.7. Doors have smooth, non-absorbent surfaces and are close fitting and self-closing where appropriate.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection utilizing the blueprints to ensure that, as per specific program requirements, all doors have smooth, non-absorbent surfaces and are close fitting and self closing where appropriate. All findings, including the accuracy of the blueprints, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	--	------------------------------	---	---	--

<p><i>A 2.1.8. Buildings and facilities are designed to facilitate hygienic operations by means of a regulated flow in the process from the arrival of the raw material at the premises to the final product. The traffic pattern of employees, product flow and equipment prevents contamination of food through physical or operational separation. Where appropriate, blueprints and/or process flow diagrams are available.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, the buildings and facilities are designed to facilitate hygienic operations by means of a regulated flow in the process from the arrival of the raw material at the premises to the final product. The traffic pattern of employees, product flow and equipment prevents contamination of food through physical or operational separation. Blueprints and/or process flow diagrams are utilized and accuracy is checked. All findings, including the accuracy of the blueprints, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx. Flow diagram xxx</p>
--	-----------------------------	--	------------------------------	---	---	---

<p><i>A 2.1.9. Living quarters/pens are separated & do not open directly into food handling, processing, or packaging areas. Physical and operational separations of incompatible operations are provided where cross-contamination may result.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, living quarters/pens are separated & do not open directly into food handling, processing, packaging areas. Also a tour and visual inspection is performed to ensure that, as per specific program requirements, physical and operational separation of incompatible operations are provided where cross-contamination may result. Blue prints and flow diagrams are utilized and checked for accuracy. All findings, including the accuracy of the blueprints, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx. Flow diagramxxx</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>A 2.2.1. Lighting is appropriate such that the intended production or inspection activity can be effectively conducted, does not alter food colour and meets the respective commodity standards.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs an inspection utilizing a light meter to ensure that, as per specific program requirements, lighting is appropriate such that the intended production or inspection activity can be effectively conducted, does not alter food colour and meets the respective commodity standards (standards are listed here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
---	-----------------------------	--	------------------------------	---	---	-------------------------------

<p><i>A 2.2.2. Light bulbs and fixtures located in areas where there is exposed food or packaging materials are of a safety type or are protected to prevent contamination of food in case of breakage.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, light bulbs and fixtures located in areas where there is exposed food or packaging materials are of a safety type or are protected to prevent contamination of food in case of breakage. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
--	-----------------------------	---	------------------------------	---	---	-------------------------------

<p><i>A 2.3.1. Ventilation provides sufficient air exchanges to prevent unacceptable accumulations of steam, condensation or dust and to remove contaminated air. Filters are cleaned or replaced as appropriate.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, ventilation provides sufficient air exchanges to prevent unacceptable accumulations of steam, condensation or dust and to remove contaminated air. Filters are cleaned or replaced as appropriate(insert specific information here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
--	-----------------------------	---	------------------------------	---	---	-------------------------------

<p>A 2.3.2. In microbiologically sensitive areas positive air pressure is maintained.</p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, in microbiologically sensitive areas positive air pressure is maintained. The blueprint is utilized and a check for accuracy is made. All findings, including the accuracy of the blueprint, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>A 2.3.3. Where required, air used as a processing technique (e.g. pneumatic conveying, air agitation air blows, air dryer, etc.) is appropriately sourced and treated (air intakes, filters, compressors), to reduce any source of contamination.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, where required, air used as a processing technique is appropriately sourced and treated to reduce any source of contamination. The blueprint is utilized and checked for accuracy. The preventive maintenance program may be referenced here. All findings, including the accuracy of the blueprint, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>A 2.4.1. Plants are designed and constructed so that there is no cross-connection between the sewage system and any other waste effluent system in the plant and they do not pass directly over or through production areas unless they are controlled to prevent contamination. These systems are equipped with appropriate traps and vents.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, that the plant is designed and constructed so that there is no cross-connection between the sewage system and any other waste effluent system in the plant and they do not pass directly over or through production areas unless they are controlled to prevent contamination. These systems are equipped with appropriate traps and vents. The blueprints are utilized and checked for accuracy. All findings, including the accuracy of the blueprint, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>A 2.4.2. Adequate facilities, equipment and containers that are clearly identified, leak proof and where appropriate, covered, are provided and maintained for the storage of waste and inedible material prior to removal from the plant. Waste is removed and facilities and containers are cleaned and sanitized at an appropriate frequency to minimize contamination.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, adequate facilities, equipment and containers that are clearly identified, leak proof and where appropriate, covered, are provided and maintained for the storage of waste and inedible material prior to removal from the plant. Waste is removed and facilities and containers are cleaned and sanitized at an appropriate frequency to minimize contamination. Specific information on procedures, container identification system and/or reference to the sanitation program is also included here. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
---	-----------------------------	--	------------------------------	---	---	-------------------------------

<p><i>A 2.5.1. A separate facility is provided for the cleaning and sanitizing of equipment used for inedible materials.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, a separate facility is provided for the cleaning and sanitizing of equipment used for inedible materials. The blueprint is utilized and accuracy is confirmed. All findings, including the accuracy of the blueprint, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	---	------------------------------	---	---	--

<p><i>A 2.5.2. Sufficient inedible areas are located, ventilated and, where necessary, refrigerated to ensure no cross contamination of edible product.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, sufficient inedible areas are located, ventilated and, where necessary, refrigerated to ensure no cross contamination of edible product. The blueprint is utilized and accuracy is confirmed. All findings, including the accuracy of the blueprint, are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p>A 2.5.3. Inedible product is denatured as per program requirements.</p>	<p>Who: Position x.</p>	<p>What/how: Tours the inedible area(s) and performs a visual inspection to ensure that, as per specific program requirements, inedible product is denatured. Method of denaturing should be included here. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
---	-----------------------------	--	------------------------------	---	---	-------------------------------

<p><i>A 3.1.1. Washrooms have hot and cold potable running water, soap dispensers, soap, sanitary hand drying equipment or supplies and a cleanable waste receptacle. Hand washing notices are posted in appropriate areas.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, washrooms have hot and cold potable running water, soap dispensers, soap, sanitary hand drying equipment or supplies and a cleanable waste receptacle. Hand washing notices are posted in appropriate areas. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
--	-----------------------------	---	------------------------------	---	---	-------------------------------

<p><i>A 3.1.2. As required, washrooms, lunchrooms and change rooms are provided with adequate floor drainage, ventilation and are maintained in a manner to prevent contamination. They are separated from and do not open directly into processing areas.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, washrooms, lunchrooms and change rooms are provided with adequate floor drainage, ventilation and are maintained in a manner to prevent contamination. They are separated from and do not open directly into processing areas. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
---	-----------------------------	---	------------------------------	---	---	-------------------------------

<p><i>A 3.2.1. Equipment cleaning and sanitizing facilities are constructed of corrosion resistant materials capable of being easily cleaned, and are provided with potable water at temperatures appropriate for the cleaning chemicals used. They are adequately separated from food storage, processing and packaging areas to prevent contamination.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, equipment cleaning and sanitizing facilities are constructed of corrosion resistant materials capable of being easily cleaned, and are provided with potable water at temperatures appropriate for the cleaning chemicals used. They are adequately separated from food storage, processing and packaging areas to prevent contamination. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
---	-----------------------------	--	------------------------------	---	---	-------------------------------

<p><i>A 3.2.2. Cleaning and sanitizing equipment is designed for its intended use and is properly maintained.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, cleaning and sanitizing equipment is designed for its intended use and is properly maintained. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
--	-----------------------------	---	------------------------------	---	---	-------------------------------

<p><i>A 4.1.1. Water, ice and steam are analysed by the processor at a frequency adequate to confirm its potability. Water from sources other than municipal supplies must be treated as necessary and tested to ensure potability. Water and ice potability records include: water source sampling site, analytical results, analyst and date. Water meets the requirements of WHO's "Guidelines for Drinking Water Quality".</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection to ensure that, as per specific program requirements, water, ice and steam are analysed at a frequency (specific frequencies are entered here) to confirm its potability. If water from sources other than municipal supplies is utilized a check on specific procedure (entered here) is made to ensure that water is treated as necessary and tested to ensure potability. Further a check is performed to ensure that records of testing are complete: water source sampling site, analytical results, analyst and date. Finally results are confirmed to ensure that they meet the requirements of WHO's "Guidelines for Drinking Water Quality". All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Water test records xxx.</p>
---	-----------------------------	--	------------------------------	---	---	---

<p><i>A 4.1.2. Boiler feed water and any water chemically treated, is monitored and controlled to deliver the desired concentration and to prevent contamination. Water treatment records include: method of treatment, sample site, analytical result, analyst and date.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection to ensure that, as per specific program requirements, boiler feed water and any water chemically treated, is monitored and controlled to deliver the desired concentration and to prevent contamination (procedures, chemicals, etc., are entered here). A visual check of the water test records is performed to ensure that the records include: method of treatment, sample site, analytical result, analyst and date. All findings are recorded of form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Water treatment records xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>A 4.1.3. There are no cross-connections between potable and non-potable water supplies.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, there are no cross-connections between potable and non-potable water supplies. The blueprints are utilized and checked for accuracy. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
--	-----------------------------	---	------------------------------	---	---	--

<p><i>A 4.1.4. All hoses, taps or other similar sources of possible contamination are designed to prevent back-flow or back siphonage.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, all hoses, taps or other similar sources of possible contamination are designed to prevent back-flow or back siphonage. The blueprints are utilized and checked for accuracy. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	--	------------------------------	---	---	--

<p><i>A 4.1.5. Where filters are used they are kept effective and maintained in a sanitary manner.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, where filters are used they are kept effective and maintained in a sanitary manner (information from the preventive maintenance and/or sanitation programs may be included here). The blueprints are utilized and checked for accuracy. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	--	------------------------------	---	---	--

<p><i>A 4.1.6. The volume, temperature and pressure of the potable water/steam are adequate for all operational and cleanup demands.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, the volume, temperature and pressure of the potable water/steam are adequate for all operational and cleanup demands (specific numbers for vol. /temp. /press. Are entered here) the blueprints are utilized and checked for accuracy. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	---	------------------------------	---	---	--

<p><i>A 4.1.7. Where it is necessary to store water, storage facilities are adequately designed, constructed, and maintained to prevent contamination, e.g. covered.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, where it is necessary to store water, storage facilities are adequately designed, constructed, and maintained to prevent contamination. The blueprints are utilized and checked for accuracy. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	--	------------------------------	---	---	--

<p><i>A 4.1.8. Recirculated water is treated, monitored and maintained as appropriate for the intended purpose and has a separate distribution system which is clearly identified.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, recirculated water is treated, monitored and maintained as appropriate for the intended purpose and has a separate distribution system which is clearly identified. (the specific information is entered here including method of treatment, method of monitoring, and recording). The blueprints are utilized and checked for accuracy. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	--	------------------------------	---	---	--

<p><i>B 1.1.1. The processor verifies that carriers are suitable for the transportation of food. For example:</i></p> <p><i>1) Carriers are inspected by the processor on receipt and prior to loading to ensure they are free from contamination and suitable for the transportation of food, and/or</i></p> <p><i>2) The processor has a program in place to demonstrate the adequacy of cleaning and sanitizing e.g. for bulk carriers a written cleaning and sanitizing procedure is available.</i></p>	Who:	What/how:	When:	Deviation:	Verification:	Records:
	Position x.	Inspects each carrier to ensure that on receipt and prior to loading they are free from contamination and suitable for the transportation of food, as per the specific program requirements. All findings are recorded on form xxx.	Once per x.	The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.	Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.	Form xxx.
	Position x.	Performs a visual inspection to ensure that, as per specific program requirements, a program in place to demonstrate the adequacy of cleaning and sanitizing (specific information from the sanitation program may be included here). All findings are recorded on form xxx.	Once per x.			

<p><i>B 1.1.2. Carriers are loaded, arranged and unloaded in a manner that prevents damage and contamination of the food and packaging materials.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual observation of loading/unloading to ensure that, as per specific program requirements, carriers are loaded, arranged and unloaded in a manner that prevents damage and contamination of the food and packaging materials. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
--	-----------------------------	---	------------------------------	---	---	-------------------------------

<p><i>B 1.1.3. Incoming materials (food, non-food, packaging) are received in an area separate from processing area.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual observation of receiving to ensure that, as per specific program requirements, incoming materials (food, non-food, packaging) are received in an area separate from processing area. The blueprint is utilized and confirmed to be accurate. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	--	------------------------------	---	---	--

<p><i>B 1.2.1. Ingredients requiring refrigeration are transported a regulated and/or acceptable temperature to ensure the production of safe food and are appropriately monitored. Frozen ingredients are transported at temperatures that do not permit thawing.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual observation of carriers requiring refrigeration of either fresh or frozen product to ensure that, as per program requirements (insert specific requirements here), ingredients requiring refrigeration are transported a regulated and/or acceptable temperature to ensure the production of safe food. Also ensures that monitoring of temperatures during transport (specific procedure inserted here) are being completed. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
---	-----------------------------	---	------------------------------	---	---	-------------------------------

<p><i>B 1.2.2. Finished product is transported under conditions to prevent damage or deterioration.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual observation of carriers requiring refrigeration of either fresh or frozen product to ensure that, as per program requirements (insert specific requirements here), finished products requiring refrigeration are transported a regulated and/or acceptable temperature to ensure the production of safe food. Also ensures that monitoring of temperatures during transport (specific procedure inserted here) are being completed. In addition carriers are inspected for structural condition. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
--	-----------------------------	--	------------------------------	---	---	-------------------------------

<p><i>B 2.1.1. Ingredients requiring refrigeration are stored and prepared at a regulated and/or acceptable temperature to ensure the production of safe food and are appropriately monitored. Frozen ingredients are stored at temperatures that do not permit thawing.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, ingredients requiring refrigeration are stored and prepared at a regulated and/or acceptable temperature to ensure the production of safe food and that frozen ingredients are stored at temperatures that do not permit thawing. (Specific areas and temperatures are inserted here). The blueprints are utilized and checked for accuracy. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	---	------------------------------	---	---	--

<p><i>B 2.1.2. Ingredients and packaging materials are handled and stored in a manner to prevent damage and/or contamination. Where appropriate, rotation is controlled.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, ingredients and packaging materials are handled and stored in a manner to prevent damage and/or contamination. Where appropriate, rotation is controlled (enter specific information on rotation here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
---	-----------------------------	--	------------------------------	---	---	-------------------------------

<p><i>B 2.2.1. All non-food chemicals, water treatment chemicals, boiler treatment chemicals, chemicals for sanitation, pesticides, coatings, paints, miscellaneous chemicals, lubricants and other materials used for food contact surfaces are listed in the “A Reference Listing of Accepted Construction Materials, Packaging Materials and Non-Food Chemical Products”, published by Agriculture and AgriFood Canada, or the processor has a “Letter of No Objection” from Health Canada.</i></p>	<p>Who: Position x.</p>	<p>What/how: Perform a visual inspection to ensure that, as per specific program requirements, all non-food chemicals, water treatment chemicals, boiler treatment chemicals, chemicals for sanitation, pesticides, coatings, paints, miscellaneous chemicals, lubricants and other materials used for food contact surfaces are listed in the “A Reference Listing of Accepted Construction Materials, Packaging Materials and Non-Food Chemical Products”, published by Agriculture and AgriFood Canada, or the processor has a “Letter of No Objection” from Health Canada. Ensure that all lists of materials are current and accurate and check against materials stored in the plant. Also ensure that protocol for ordering new chemicals (insert specific information here) is being respected. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Materials list xxx.</p>
---	-----------------------------	--	------------------------------	---	---	---

<p><i>B 2.2.2. Chemicals are received and stored in a dry, adequately ventilated area which is designed such that there is no possibility for cross contamination of food or food contact surfaces.</i></p>	<p>Who: Position x.</p>	<p>What/how: Perform a visual inspection to ensure that, as per specific program requirements, chemicals are received and stored in a dry, adequately ventilated area which is designed such that there is no possibility for cross contamination of food or food contact surfaces. The blueprint is utilized and confirmed for accuracy. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>B 2.2.3. Where required for ongoing use in food handling areas these chemicals are stored in a manner that prevents contamination of food, food contact surfaces, or packaging materials.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, where required for ongoing use in food handling areas (specific areas as per the blueprint are inserted here) these chemicals are stored in a manner that prevents contamination of food, food contact surfaces, or packaging materials. The blueprint is utilized and accuracy confirmed. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
--	-----------------------------	---	------------------------------	---	---	--

<p><i>B 2.2.4. Chemicals are stored and mixed in clean, correctly labelled containers and dispensed and handled only by authorized and properly trained personnel.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, chemicals are stored and mixed in clean, correctly labelled containers and dispensed and handled only by authorized and properly trained personnel. The authorized personnel are checked against the list from the training program. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Training list xxx.</p>
---	-----------------------------	---	------------------------------	---	---	--

<p><i>B 2.3.1. Finished product is stored, rotated and handled under conditions to prevent damage or deterioration.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, finished product handled and stored in a manner to prevent damage and/or contamination. Where appropriate, rotation is controlled (enter specific information on rotation here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
--	-----------------------------	---	------------------------------	---	---	-------------------------------

<p><i>B 2.3.2. Returned defective or suspect product is clearly identified and isolated in a designated area for appropriate disposition.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection to ensure that, as per specific program requirements, returned defective or suspect product is clearly identified and isolated in a designated area for appropriate disposition. The blueprint is utilized to confirm the location of the designated area. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
--	-----------------------------	---	------------------------------	---	---	--

<p><i>C 1.1.1. Equipment and/or utensils are designed, constructed and installed; to ensure that they are capable of delivering the requirements of the process; are accessible for cleaning, sanitizing, maintenance and inspection; to prevent contamination of the product during operations; to permit proper drainage and where appropriate, are connected directly to drains; are smooth, non-corrosive, non-absorbent, non-toxic, free from pitting, cracks and crevices where there are food contact surfaces.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, equipment and/or utensils are designed, constructed and installed; to ensure that they are capable of delivering the requirements of the proces s; are accessible for cleaning, sanitizing, maintenance and inspection; to prevent contamination of the product during operations; to permit proper drainage and where appropriate, are connected directly to drains; are smooth, non-corrosive, non-absorbent, non-toxic, free from pitting, cracks and crevices where there are food contact surfaces. The equipment list and the blueprints are utilized and confirmed to be an accurate reflection of the plant conditions. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Equipment list. Blueprint xxx.</p>
---	-----------------------------	--	------------------------------	---	---	--

<p><i>C 1.1.2. Where necessary, equipment is exhausted to the outside to prevent excessive condensation.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, where necessary, equipment is exhausted to the outside to prevent excessive condensation. The blueprint is utilized and accuracy is confirmed. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Blueprint xxx.</p>
---	-----------------------------	---	------------------------------	---	---	--

<p><i>C 1.1.3. Equipment and utensils used to handle inedible material are not used to handle edible material and are clearly identified.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, equipment and utensils used to handle inedible material are not used to handle edible material and are clearly identified (insert method of identification here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
--	-----------------------------	--	------------------------------	---	---	-------------------------------

<p><i>C 1.2.1. The processor has an effective written preventive maintenance program to ensure that equipment that may impact on food safety, functions as intended and that no physical or chemical hazard result. This includes: a list of equipment requiring regular maintenance. the maintenance procedures and frequencies, e.g., equipment inspection, adjustment and parts replacements are based on the equipment processor's manual or equivalent, or are based on operating conditions that could affect the condition of the equipment. reason for the activity.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, an effective written preventive maintenance program is in place and functional, to ensure that equipment that may impact on food safety, functions as intended and that no physical or chemical hazards result. This visual inspection also includes a check to ensure that a list of equipment requiring regular maintenance is documented and current, the maintenance procedures and frequencies based on the equipment processor's manual or equivalent are in place and functional, and that the reason for the activity is included for each piece of equipment contained within the preventive maintenance program. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Preventive maintenance program xxx. Equipment list xxx.</p>
---	-----------------------------	---	------------------------------	---	---	---

<p><i>C 1.2.2. The processor has an effective calibration program for equipment monitoring and/or controlling devices that may impact on food safety.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, an effective written equipment calibration program is in place and functional for equipment monitoring and/or controlling devices that may impact on food safety. This visual inspection also includes a check to ensure that a list of equipment requiring calibration is documented and current, the calibration procedures and frequencies (insert specific information here) based on the equipment manufacturer's manual or equivalent are in place and functional. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Equipment calibration list xxx.</p>
--	-----------------------------	---	------------------------------	---	---	---

<p><i>D 1.1.1. The processor has a written training program for employees which: includes appropriate training in personal hygiene and hygienic handling of food at the beginning of their employment is reinforced and updated at appropriate intervals.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the training program, training lists and personnel to ensure that, as per specific commodity requirements, the written training program for employees is in place and functional. This includes confirmation that the program includes: appropriate training in personal hygiene and hygienic handling of food at the beginning of their employment; and is reinforced and updated at appropriate intervals(insert interval here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Training program xxx. Training list xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>D 1.2.1. Training is appropriate for the complexity of the manufacturing process and the tasks assigned, e.g., personnel are trained to understand the importance of the critical control points for which they are responsible, the critical limits, the procedures for monitoring, the action to be taken if the limits are not met and the records to be kept.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the training program, training lists and personnel to ensure that, as per specific commodity requirements, training is appropriate for the complexity of the manufacturing process and the tasks assigned. Also to confirm that personnel are trained to understand the importance of the critical control points for which they are responsible, the critical limits, the procedures for monitoring, the action to be taken if the limits are not met and the records to be kept. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Training program xxx. Training list xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>D 1.2.2. Personnel responsible for maintenance of equipment impacting on food safety, have been appropriately trained to identify deficiencies that could affect product safety and to take the appropriate corrective action. Individuals performing maintenance on specific equipment are appropriately trained.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the training program, training lists and personnel to ensure that, as per specific commodity requirements, personnel responsible for maintenance of equipment impacting on food safety, have been appropriately trained to identify deficiencies that could affect product safety and to take the appropriate corrective action. Individuals performing maintenance on specific equipment are appropriately trained. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Training program xxx. Training list xxx.</p>
---	-----------------------------	--	------------------------------	---	---	--

<p><i>D 1.2.3. Personnel and supervisors responsible for the sanitation program are appropriately trained to understand the principles and methods required for effective cleaning and sanitizing.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the training program, training lists and personnel to ensure that, as per specific commodity requirements, personnel responsible for the sanitation program are appropriately trained to understand the principles and methods required for effective cleaning and sanitizing. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Training program xxx. Training list xxx.</p>
---	-----------------------------	--	------------------------------	---	---	--

<p><i>D 1.2.4. Additional training is provided as necessary to ensure current knowledge of equipment and process technology e.g., specific technical training, apprenticeship programs, etc.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the training program, training lists and personnel to ensure that, as per specific commodity requirements, personnel receive additional training as necessary to ensure current knowledge of equipment and process technology. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Training program xxx. Training list xxx.</p>
---	-----------------------------	--	------------------------------	---	---	--

<p><i>D 2.1.1. The processor has and enforces a policy to ensure that good personal hygiene and hygienic behaviour and habits are followed to prevent contamination of food products: e.g. hand washing/sanitizing, protective clothing, hygienic practices (no food, gum, tobacco).</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the training program, training lists and personnel in actual working environment to ensure that, as per specific commodity requirements, all employees exhibit good personal hygiene and hygienic behaviour and habits are being followed to prevent contamination of food products: e.g. hand washing/sanitizing, protective clothing, hygienic practices (no food, gum, tobacco)(insert specific protocols here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Training program xxx. Training list xxx.</p>
---	-----------------------------	---	------------------------------	---	---	--

<p><i>D 2.1.2. Access of personnel and visitors is controlled to prevent contamination. The traffic pattern of employees prevents cross-contamination of the product.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection of personnel and visitors in actual working environment to ensure that, as per specific commodity requirements, access of personnel and visitors is controlled to prevent contamination. The employee flow diagram is utilized and checked for accuracy to ensure that the traffic pattern of employees prevents cross-contamination of the product. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Employee flow diagram xxx.</p>
--	-----------------------------	---	------------------------------	---	---	--

<p><i>D 2.2.1. The processor has and enforces a policy to prevent personnel known to be suffering from, or known to be carriers of a disease transmissible through food, from working in food handling areas.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the training program, training lists and personnel in actual working environment to ensure that, as per specific commodity requirements, personnel known to be suffering from, or known to be carriers of a disease transmissible through food are prevented from working in food handling areas (insert specific protocols here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Training program xxx. Training list xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>D 2.2.2. The processor requires that employees advise management when they are suffering from a communicable disease likely to be transmitted through food.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the training program, training lists to ensure that, as per specific commodity requirements, employees advise management when they are suffering from a communicable disease likely to be transmitted through food (insert specific protocols here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Training program xxx. Training list xxx.</p>
--	-----------------------------	--	------------------------------	---	---	--

<p><i>D 2.2.3. Employees having open cuts or wounds do not handle food or food contact surfaces unless the injury is completely protected by a secure waterproof covering, e.g., rubber gloves.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the training program, training lists and personnel in actual working environment to ensure that, as per specific commodity requirements, employees having open cuts or wounds do not handle food or food contact surfaces unless the injury is completely protected by a secure waterproof covering (insert specific protocols here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Training program xxx. Training list xxx.</p>
--	-----------------------------	---	------------------------------	---	---	--

<p><i>E 1.1.1. The processor has a cleaning and sanitizing program for all equipment (COP & CIP) which includes: chemicals and concentration used, temperature requirements, procedures for cleaning and sanitizing, and disassembly and assembly instructions.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the sanitation program and personnel in actual working environment to ensure that, as per specific commodity requirements, a cleaning and sanitizing program for all equipment clean out of place and/or clean in place which includes: chemicals and concentration used, temperature requirements, procedures for cleaning and sanitizing, and disassembly and assembly instructions (insert any additional specific protocols here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Sanitation program xxx.</p>
--	-----------------------------	--	------------------------------	---	---	---

<p><i>E 1.1.2. The processor has a cleaning and sanitation program for premises, production and storage areas. Special sanitation and housekeeping procedures required during production are specified.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the sanitation program and personnel in actual working environment to ensure that, as per specific commodity requirements, a cleaning and sanitizing program for premises, production and storage areas. (Insert any additional specific protocols here). Special sanitation and housekeeping procedures required during production are specified. (Insert any additional specific protocols here). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Sanitation program xxx.</p>
--	-----------------------------	---	------------------------------	---	---	---

<p><i>E 1.1.3. Where required, operations begin only after sanitation requirements are met.</i></p>	<p>Who: Position x.</p>	<p>What/how: Tours the plant and performs a visual inspection to ensure that, as per specific program requirements, operations begin only after sanitation requirements are met (pre-operational inspection). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx.</p>
--	-----------------------------	--	------------------------------	---	---	-------------------------------

<p><i>E 2.1.1. There is an effective written pest control program for the premises and equipment that includes: the name of the person at the processor assigned responsibility for pest control where applicable, the name of the pest control company or the name of the person contracted for the pest control program the list of chemicals used, the concentration in accordance with label instructions, the location where applied, method and frequency of application a map of pest control devices.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the pest control program to ensure that, as per specific commodity requirements, there is an effective written pest control program for the premises and equipment that includes checking that the following are current and accurately reflect the conditions within the plant: the name of the person at the processor assigned responsibility for pest control, or where applicable, the name of the pest control company or the name of the person contracted for the pest control program, the list of chemicals used, the concentration in accordance with label instructions, the location where applied, method and frequency of application the map of pest control devices. (insert any additional specific protocols here). Evidence of any pests within the plant on reports constitutes a deviation. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Pest control program xxx. Pest control reports xxx.</p>
--	-----------------------------	---	------------------------------	---	---	---

<p><i>F 1.1.1. The processor has an effective health and safety recall program which will include: tracking, analysis, actions taken & records of product complaints the person or persons responsible e.g., recall coordinator(s) the roles and responsibilities for coordination and implementation of a recall methods to identify, locate and control recalled product a requirement to investigate other products that may be affected by the hazard and that should be included in the recall procedure for monitoring the effectiveness of the recall e.g., effectiveness check to the appropriate level of distribution specified in the recall notice procedures to verify the capability of the program to rapidly identify and control a code lot of potentially affected product and reconcile the amount of product produced, in inventory and in distribution. deficiencies are identified and corrected.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the recall program to ensure that, as per specific commodity requirements, it is current and functional and that it includes: tracking, analysis, actions taken & records of product complaints, the person or persons responsible e.g., recall coordinator(s) (insert specific information here or reference), the roles and responsibilities for coordination and implementation of a recall, methods to identify, locate and control recalled product (insert specific information here or reference), a requirement to investigate other products that may be affected by the hazard and that should be included in the recall, procedure for monitoring the effectiveness of the recall (insert specific information here or reference), procedures to verify the capability of the program to rapidly identify and control a code lot of potentially affected product and reconcile the amount of product produced, in inventory and in distribution (insert specific information here or reference), a check to ensure deficiencies are identified and corrected. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Recall program xxx. Referenced documents xxx.</p>
--	-----------------------------	--	------------------------------	---	---	---

<p><i>F 1.1.2. Immediate notification of the Director, Canadian Food Inspection Agency in the region where the processor is located. In some cases this may be through the regulatory agency having jurisdiction. This notification includes the following: amount of product produced, in inventory and distributed name, size, code or lot numbers of food recalled area of distribution of product e.g., local, national, international reason for the recall.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the recall program to ensure that, as per specific commodity requirements, immediate notification of the Director, Canadian Food Inspection Agency in the region where the processor is located (insert specific information here or reference). A check is performed to ensure that this notification includes the following: amount of product produced, in inventory and distributed, the name, size, code or lot numbers of food recalled, the area of distribution of product, the reason for the recall (insert specific information here or reference). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Recall program xxx. Referenced documents xxx.</p>
--	-----------------------------	--	------------------------------	---	---	---

<p><i>F 1.2.1. Each prepackaged food has permanent, legible code marks or lot numbers on the packages. The code identifies the plant, the day, month and year in which the food was produced. Code marks used and the exact meaning of the code are available. Where used, case codes are legible and represent the container code within.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the recall program related to codes and packaging to ensure that, as per specific commodity requirements, each prepackaged food has permanent, legible code marks or lot numbers on the packages, the code identifies the plant, the day, month and year in which the food was produced, code marks used and the exact meaning of the code are available (insert specific information here or reference), and where used, case codes are legible and represent the container code within. All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Recall program xxx. Referenced documents xxx.</p>
---	-----------------------------	---	------------------------------	---	---	---

<p><i>F 1.2.2. For each lot of product, the processor must have: records of customer names, addresses and telephone numbers records of production, inventory and distribution by lot are available for the lot tested.</i></p>	<p>Who: Position x.</p>	<p>What/how: Performs a visual inspection of the recall program related to invoicing, production and inventory to ensure that, as per specific commodity requirements, for each lot of product, there a current and complete records of customer names, addresses and telephone numbers and that the records of production, inventory and distribution by lot are available for the lot tested (insert specific information here or reference). All findings are recorded on form xxx.</p>	<p>When: Once per x.</p>	<p>Deviation: The position x makes an assessment as to whether food safety has been compromised and records findings on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position x records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Verification: Once every x, the position y observes the position x in the performance of his monitoring function and reviews all records that have been completed since the last verification. All records are signed and dated by the position y at the time of verification. If deviations are encountered, an assessment is made, by the position y, as to whether food safety has been compromised and recorded on form xxx. If food safety has been compromised the product is held, tested and subsequently released, reworked or destroyed and recorded on form xxx. The position y records the description of the deviation, the corrective action and the date of completion on form xxx. If required, the cause of the problem and the action plan to prevent recurrence is also recorded on form xxx.</p>	<p>Records: Form xxx. Recall program xxx. Referenced documents xxx.</p>
---	-----------------------------	--	------------------------------	---	---	---

APPENDIX II
Validation forms

APPENDIX II

PREMISES - FORM xxx DATE: _____ TO _____

ALL TASKS TO BE RATED SATISFACTORY (S) OR UNSATISFACTORY (U) FOR ALL TASKS RATED UNACCEPTABLE (U) A SEPARATE, NUMBERED DEVIATION REPORT WILL BE COMPLETED MONITORING TASK	DONE BY:	FREQ.	M O N	T U E	W E D	T H U R	F R I	S A T	S U N	1 W E E K	1 M O N T H	1 Y E A R	2 Y E A R	DEVIATION REPORT NUMBER
The building facility not located in close proximity to any environmental contaminants	Position x	Once per x												
Surrounding/roadways are free of debris and refuse	Position x	Once per x												
Adequately drained	Position x	Once per x												
Maintained to minimize environmental hazards	Position x	Once per x												
The site plan from the blueprints is confirmed to be accurate	Position x	Once per x												
Exterior is designed, constructed and maintained to prevent entry of contaminants and pests	Position x	Once per x												
No unprotected openings	Position x	Once per x												
Air intakes are appropriately located	Position x	Once per x												
Roof, walls and foundation are maintained to prevent leakage	Position x	Once per x												
Check against the blueprints for the building exterior to ensure accuracy	Position x	Once per x												
Adequate number of conveniently located hands free hand washing stations	Position x	Once per x												
Trapped waste pipes to drains	Position x	Once per x												
Sanitizer hand dips.	Position x	Once per x												
Check against the blueprints for the building interior to ensure accuracy.	Position x	Once per x												
Existing floors, walls, ceilings constructed of material that is durable, impervious, smooth, cleanable	Position x	Once per x												
Suitable for the production conditions in the area	Position x	Once per x												
Where appropriate joints are sealed and angles are coved	Position x	Once per x												
Check against the blueprints for the building interior to ensure accuracy.	Position x	Once per x												
Floors, walls and ceilings composed of approved materials	Position x	Once per x												

TRANSPORTATIONS & STORAGE - FORM xxx DATE: _____ TO _____

ALL TASKS TO BE RATED SATISFACTORY (S) OR UNSATISFACTORY (U) FOR ALL TASKS RATED UNACCEPTABLE (U) A SEPARATE, NUMBERED DEVIATION REPORT WILL BE COMPLETED MONITORING TASK	DONE BY:	FREQ.	M O N	T U E	W E D	T H U R	F R I	S A T	S U N	1 W E E K	1 M O N T H	1 Y E A R	2 Y E A R	DEVIATION REPORT NUMBER
Inspects each carrier to ensure that they are free from contamination	Position x	Once per x												
Inspects each carrier to ensure that they are suitable for the transportation of food	Position x	Once per x												
A program in place to demonstrate the adequacy of truck cleaning and sanitizing	Position x	Once per x												
Carriers are loaded, arranged and unloaded in a manner that prevents product damage	Position x	Once per x												
Carriers are loaded, arranged and unloaded in a manner that prevents product contamination	Position x	Once per x												
Incoming materials (food, non-food, packaging) are received in an area separate from processing area	Position x	Once per x												
Check against the blueprints for receiving and storage to ensure accuracy	Position x	Once per x												
Ingredients requiring refrigeration are transported a regulated and/or acceptable temperature	Position x	Once per x												
Monitoring of temperatures during transport in place and functional	Position x	Once per x												
Finished products requiring refrigeration are transported a regulated and/or acceptable temperature	Position x	Once per x												
Monitoring of temperatures of finished products during transport in place and functional	Position x	Once per x												
Carriers of finished products are inspected for structural condition	Position x	Once per x												
Ingredients requiring refrigeration are stored at a regulated and/or acceptable temperature	Position x	Once per x												
Ingredients requiring refrigeration are prepared at a regulated and/or acceptable temperature	Position x	Once per x												
Frozen ingredients are stored at temperatures that do not permit thawing	Position x	Once per x												
Check against the blueprints for receiving and storage temperatures to ensure accuracy	Position x	Once per x												
Ingredients and packaging materials are handled and stored in a manner to prevent damage	Position x	Once per x												

ALL TASKS TO BE RATED SATISFACTORY (S) OR UNSATISFACTORY (U) FOR ALL TASKS RATED UNACCEPTABLE (U) A SEPARATE, NUMBERED DEVIATION REPORT WILL BE COMPLETED	DONE BY:	FREQ.	M O N	T U E	W E D	T H U R	F R I	S A T	S U N	1 W E E K	1 M O N T H	1 Y E A R	2 Y E A R	DEVIATION REPORT NUMBER
MONITORING TASK														
Equipment it is capable of delivering the requirements of the process	Position x	Once per x												
Equipment is accessible for cleaning, sanitizing, maintenance and inspection	Position x	Once per x												
Equipment prevents contamination of the product during operations	Position x	Once per x												
Equipment permits proper drainage and where appropriate, is connected directly to drains	Position x	Once per x												
Equipment is smooth, non corrosive, non absorbent, non toxic, free from pitting, cracks & crevices	Position x	Once per x												
Equipment list and the blueprints are confirmed to be an accurate reflection of the plant conditions	Position x	Once per x												
Where necessary, equipment is exhausted to the outside to prevent excessive condensation	Position x	Once per x												
Equipment blueprint accuracy is confirmed	Position x	Once per x												
Equipment & utensils used to handle inedible material are not used to handle edible material	Position x	Once per x												
Equipment and utensils used to handle inedible material are clearly identified	Position x	Once per x												
An effective written preventative maintenance program is in place and functional	Position x	Once per x												
List of equipment requiring regular maintenance is documented and current	Position x	Once per x												
The maintenance procedures and frequencies are in place and functional	Position x	Once per x												
The reason for the maintenance activity is included for each piece of equipment	Position x	Once per x												
An effective written equipment calibration program is in place and functional	Position x	Once per x												
List of equipment requiring calibration is documented and current	Position x	Once per x												
The calibration procedures and frequencies are in place and functional	Position x	Once per x												

VERIFIED BY: position y At: once per x on verification deviation report numbers :

PERSONNEL AND TRAINING - FORM xxx DATE: _____ TO _____

ALL TASKS TO BE RATED SATISFACTORY (S) OR UNSATISFACTORY (U) FOR ALL TASKS RATED UNACCEPTABLE (U) A SEPARATE, NUMBERED DEVIATION REPORT WILL BE COMPLETED MONITORING TASK	DONE BY:	FREQ.	M O N	T U E	W E D	T H U R	F R I	S A T	S U N	I W E E K	I M O N T H	1 Y E A R	2 Y E A R	DEVIATION REPORT NUMBER
The written training program for employees is in place and functional	Position x	Once per x												
Appropriate training in personal hygiene and hygienic handling of food at the beginning of employment	Position x	Once per x												
Training is reinforced and updated at specified intervals	Position x	Once per x												
Training is appropriate for the complexity of the manufacturing process and the tasks assigned	Position x	Once per x												
Personnel are trained to understand the importance of the critical control points	Position x	Once per x												
Personnel are trained to understand the importance of the critical limits & records to be kept	Position x	Once per x												
Personnel are trained to understand the importance of the procedures for monitoring	Position x	Once per x												
Personnel are trained to understand the importance of the action to be taken if the limits are not met	Position x	Once per x												
Personnel responsible for equipment maintenance impacting on food safety, are appropriately trained	Position x	Once per x												
Personnel responsible for equipment maintenance are trained to identify food safety deficiencies	Position x	Once per x												
Personnel responsible for equipment maintenance are trained to take the appropriate corrective action	Position x	Once per x												
Individuals performing maintenance on specific equipment are appropriately trained	Position x	Once per x												
Personnel responsible for the sanitation program are appropriately trained	Position x	Once per x												
Sanitation personnel understand principles and methods required for effective cleaning & sanitizing	Position x	Once per x												
Personnel receive additional training to ensure current knowledge of equipment & process technology	Position x	Once per x												
All employees exhibit good personal hygiene and hygienic behaviour and habits	Position x	Once per x												
Access of personnel and visitors is controlled to prevent contamination	Position x	Once per x												

The traffic pattern of employees prevents cross-contamination of the product	Position x	Once per x																
The traffic pattern of employees prevents cross-contamination of the product	Position x	Once per x																
The employee flow diagram are checked for accuracy	Position x	Once per x																
Personnel suffering/carrying disease are prevented from working in food handling areas	Position x	Once per x																
Employees advise management when they are suffering from a communicable disease	Position x	Once per x																
Employees having open cuts or wounds do not handle food or food contact surfaces unless protected	Position x	Once per x																

VERIFIED BY: position y At: once per x on verification deviation report numbers :

SANITATION & PEST CONTROL - FORM xxx DATE: _____ TO _____

ALL TASKS TO BE RATED SATISFACTORY (S) OR UNSATISFACTORY (U) FOR ALL TASKS RATED UNACCEPTABLE (U) A SEPARATE, NUMBERED DEVIATION REPORT WILL BE COMPLETED MONITORING TASK	DONE BY:	FREQ.	M O N	T U E	W E D	T H U R	F R I	S A T	S U N	1 W E E K	1 M O N T H	1 Y E A R	2 Y E A R	DEVIATION REPORT NUMBER
Equipment sanitation program in place for clean out of place and/or clean in place	Position x	Once per x												
Equipment sanitation program includes chemicals and concentration used	Position x	Once per x												
Equipment sanitation program includes temperature requirements	Position x	Once per x												
Equipment sanitation program includes procedures for cleaning and sanitizing	Position x	Once per x												
Equipment sanitation program includes disassembly and assembly instructions	Position x	Once per x												
Cleaning and sanitizing program in place fir for premises, production and storage areas.	Position x	Once per x												
Special sanitation and housekeeping procedures required during production are specified	Position x	Once per x												
Operations begin only after sanitation requirements are met (pre-operational inspection)	Position x	Once per x												
There is an effective written pest control program in place for the premises and equipment	Position x	Once per x												
Pest control program includes the name of the person at the manufacturer assigned responsibility	Position x	Once per x												
Where applicable, the name of the pest control company contracted for the pest control program	Position x	Once per x												
Pest control program includes the list of chemicals used	Position x	Once per x												
Pest control program includes the concentration in accordance with label instructions	Position x	Once per x												
Pest control program includes the location where applied	Position x	Once per x												
Pest control program includes method and frequency of application	Position x	Once per x												
Pest control program includes map of pest control devices	Position x	Once per x												
Evidence of any pests within the establishment on reports constitutes a deviation and is actioned	Position x	Once per x												

<p>ALL TASKS TO BE RATED SATISFACTORY (S) OR UNSATISFACTORY (U) FOR ALL TASKS RATED UNACCEPTABLE (U) A SEPARATE, NUMBERED DEVIATION REPORT WILL BE COMPLETED</p> <p style="text-align: center;">MONITORING TASK</p>	<p>DONE BY:</p>	<p>FREQ.</p>	<p>M O N</p>	<p>T U E</p>	<p>W E D</p>	<p>T H U R</p>	<p>F R I</p>	<p>S A T</p>	<p>S U N</p>	<p>I W E E K</p>	<p>I M O N T H</p>	<p>I Y E A R</p>	<p>2 Y E A R</p>	<p>DEVIATION REPORT NUMBER</p>
Recall program includes tracking, analysis, actions taken & records of product complaints	Position x	Once per x												
Recall program includes the person or persons responsible eg., recall co-ordinator(s)	Position x	Once per x												
Recall program includes the roles and responsibilities for co-ordination and implementation of recall	Position x	Once per x												
Recall program includes methods to identify, locate and control recalled product	Position x	Once per x												
Recall program includes a requirement to investigate other products that may be affected	Position x	Once per x												
Recall program includes procedure for monitoring the effectiveness of the recall	Position x	Once per x												
Recall program includes procedures to verify the capability of the program	Position x	Once per x												
Recall program rapidly identifies and controls a code lot of potentially affected product	Position x	Once per x												
Recall program reconciles the amount of product produced, in inventory and in distribution .	Position x	Once per x												
Recall program includes a check to ensure deficiencies are identified and corrected	Position x	Once per x												
Recall program includes immediate notification of the regulatory authority	Position x	Once per x												
Regulatory authority notification includes amount of product produced, in inventory and distributed,	Position x	Once per x												
Regulatory authority notification includes the name, size, code or lot numbers of food recalled	Position x	Once per x												
Regulatory authority. notification includes the area of distribution of product	Position x	Once per x												
Regulatory authority. notification includes the reason for the recall	Position x	Once per x												
Each prepackaged food has permanent, legible code marks or lot numbers on the packages, .	Position x	Once per x												
The code identifies the establishment, the day, month and year in which the food was produced	Position x	Once per x												
Code marks used and the exact meaning of the code are available	Position x	Once per x												

Where used, case codes are legible and represent the container code within	Position x	Once per x																
For each lot of product, there a current and complete records of customer names	Position x	Once per x																
For each lot of product, there a current and complete records , addresses & telephone numbers	Position x	Once per x																
The records of production, inventory and distribution by lot are available for the lot tested	Position x	Once per x																

VERIFIED BY: position y At: once per x on verification deviation report numbers :

GENERIC DEVIATION REPORT REPORT NUMBER
ESTABLISHMENT NAME & NUMBER:

COMPLETED BY (NAME & POSITION):
DATE:

**PART A FOOD SAFETY ASSESSMENT: WAS FOOD SAFETY COMPROMISED? YES _ *IF YES, COMPLETE PARTS A, B, C & D
NO _ * IF NO, COMPLETE ONLY PARTS B, C & D**

**Description of food safety hazard:
Identification of product (include-name, type, amount & weight)
How was product held?
How Was product tested or evaluated?
Results of testing
Disposition of product:**

PART B PREREQUISITE DEVIATION DESCRIPTION

Reference to bullet number:	Related to form:	Part a completed if required	Yes _
Description of deviation:			

PART C CORRECTIVE ACTION

Description of corrective action:

PART D COMPLETION OF CORRECTIVE ACTION

**Was corrective action completed immediately? Yes _ *If Yes, sign and date:
No _**

If no, record the target date for completion:

Completion of corrective action by target date and closing of deviation report(sign & date):

VERIFIED BY: position y At: once per x on verification deviation report numbers :

