

Sample Components of a Prerequisite Program for HACCP Programs

Each component should contain expectations, procedures, and monitoring to ensure employees prevent contamination and adulteration of products. Monitoring may occur daily, weekly, monthly or other basis meeting the production need of the establishment. Corrective actions for deviations should be included and documented during monitoring of each component. The questions in the component below are not all-inclusive. Each operator must consider their facility, recipes, and procedures. Prerequisite programs should be reviewed annually with the HACCP plan or whenever there are changes to the process.

Facilities

(Design, construction and Maintenance of the Facility)

Is the layout effective for safe product flow?

Are the walls, floor, and ceiling, in each area, in good condition (construction and cleanliness)?

Who is responsible for monitoring the facility conditions?

How often is a monitoring walk-thru conducted?

How are action items (corrections) determined?

Supplier Control

(List of Suppliers and their food safety programs)

What programs are suppliers using to ensure food and supplies are safe and protected during storage, sorting, and delivery?

Product Specifications

(Specifications for ingredients, products and packaging)

What are the acceptable parameters for cold (refrigerated/frozen) potentially hazardous food?

What is an acceptable condition of packaging?

What is the acceptable condition of the product?

When is a product/supply rejected?

Production Equipment

(Equipment operation/maintenance/installation)

Is the equipment operating as designed?

Are all components of the equipment present/in good condition?

Are all parts (food contact and non-food contact) clean?

Is the equipment installed to enhance cleaning and maintenance?

Who is responsible for verifying equipment condition?

Cleaning and Sanitation

(Cleaning and sanitizing procedures and master sanitation schedule)

How is equipment cleaned and sanitized?

How often is equipment cleaned and sanitized?

How often is verification conducted? By whom?

Is there a special procedure for cleaning a specialized piece of equipment?

Personal Hygiene

(Hygiene requirements for staff including hand washing, personal food/beverage, and bare hand contact)

Are hygienic practices compliant with regulation requirements?

How often are employees monitored and corrected? By whom?

Do you use gloves? How do you use gloves? Where are the gloves stored?

Training

(Documented training on prerequisite programs and HACCP program)

When is each employee trained on the prerequisites?

When and how are new employees introduced to prerequisites?

When is each employee refreshed on prerequisites?

Who is trained in Reduced Oxygen Packaging (ROP)? What dates were they trained?

For which components has the employee received ROP training?

What are the steps taken prior to beginning ROP? During? After?

What are the procedures for freezing fish for parasite control?

Procedure for set-up and use of ROP equipment

(Procedures to ensure proper and safe ROP production)

Who is responsible to ensure that staff follows the procedure?

Who verifies the charting/temperature logs?

How is the area cleaned and sanitized prior to use?

What steps are taken to prepare for equipment use?

What tables/charts are required for process?

How is the area protected from other contamination during process?

How is the equipment prepared for use in ROP?

How are items labeled to ensure compliance with regulations?

What are the time parameters for each product?

How is the area cleaned and sanitized after the ROP process?

How is the ROP equipment stored to protect it from excessive contamination from normal kitchen operations?

Chemical Control

(Procedures for segregation and proper use of non-food/cleaning chemicals, pesticides, etc.)

Where are chemicals stored?

What is the appropriate use of each chemical?

How is each chemical used safely?

Who verifies proper storage, use, and training about chemicals in the facility?

Receiving and Storage

(Procedures for receiving goods and proper storage for dry goods and temperature control goods (shipping procedure are included for those that sell to others))

What products must be received in an approved temperature range? Document the temperature taken?

Where is product place upon receiving? How is it properly stored?

What are approved parameters for products? What requires rejection or action by the employee?

Who verifies receiving?

Traceability and recall

(Method for tracking product in the event of recall)

Who are the suppliers and what products are supplied? What is the notification system for recalled products?

How are invoices/inventory tracked?

What are the procedures for shellfish and tag retention/organization?

Who is responsible for tracking suppliers and product?

Pest Control

(Pest prevention and control measures)

Who provides pest control services?

How are invoices/treatment reports tracked?

What internal controls are in place for pest prevention?

How is the presence of pests monitored (or lack thereof)?

Who verifies/monitors the pest control program to ensure it is effective to the need of the operation?

Record Retention for Regulatory review

(Record retention time based upon regulatory requirement and location for records storage)

What records are retained?

Where are the records retained?

How long are the records retained?

Who monitors record retention?

*Additional optional prerequisite components: Recipes, labeling, and other operation policies and procedures.