



HACCP Documentation - Hazard Analysis and Critical Control Points

Level 1 – Manual and Policies	
Manual	
1.	HACCP Manual
Policy	
1.	Food Safety Policy
Level 2 - Procedures	
1.	Document and Data Control Procedure
2.	Correction, Corrective and Preventive Action Procedure
3.	Control of Records Procedure
4.	Internal Audit Procedure
5.	Control of Monitoring and Measuring Equipment's Procedure
6.	Training Procedure
7.	Control of Non-Conforming Products Procedure
8.	Management Review Procedure
9.	Preliminary Analysis of Production Process Procedure
10.	Pre-Requisite Programmer Procedure
11.	Hazard Identification Procedure
12.	HACCP Plan Procedure
13.	Emergency Preparedness and Response Procedure
14.	Product Withdrawal & Recall Procedure
15.	Purchasing Procedure
Level 3 – SOPs	
1.	Material Receipt / Issue in Dispatch
2.	Product Recall
3.	Condition and Cleanliness of Food Contact Surface
4.	Prevention of Cross-Contamination
5.	Personnel Health and Hygiene
6.	Protection From Food Adulteration
7.	Pest Control
8.	General Housekeeping
9.	Entry / Exit Procedure – Personal Hygiene
10.	Floor Cleaning
11.	Cleaning of Doors, Windows, Walls, Tube Lights and Fans

12.	Equipment Layout
13.	Material / Process / Product Mix-Up
14.	Building Maintenance and General Facilities
15.	Safety
16.	Metal, Wood & Glass Procedure
17.	Wooden Materials
18.	Traceability
19.	RM / PM / General Material Receipt / Issue / Storage
20.	Packing and Labelling
Level 4 – Formats and Templates	
Formats	
1.	Packing Report / Slip
2.	Bag / Other Packing Material Inspection Report
3.	Screen Checking Report
4.	Breakdown History Card
5.	Preventive Maintenance Schedule
6.	Preventive Maintenance Check Points
7.	Daily Preventive Maintenance Check Points
8.	Preventive Maintenance Check Points for Building and Civil Work
9.	Incident Reporting Record
10.	Master List Cum Distribution List of Documents
11.	Change Note
12.	Corrective Action Report
13.	Master List of Records
14.	Objectives Monitoring Sheet
15.	Audit Plan / Schedule
16.	Internal Audit Non-Conformity Report
17.	Clause Wise Document Wise Audit Review Report
18.	Preventive Action Report
19.	Continual Improvement Plan
20.	Calibration Status of Instrument / Equipment
21.	Cleaning and Sanitation Record
22.	House Keeping Record
23.	Visitor Entry Report

24.	Pest Control Report
25.	Fumigation Report
26.	Daily Sanitation Audit Report
27.	Pest Control Log Book (Daily Log Sheet)
28.	Operational Pre-Requisite Programs
29.	Rodent Trapping Record
30.	Medical Check-Up Report
31.	Production Plan
32.	Disposal of Non-Conforming Products
33.	Purchase Order
34.	Indent and Incoming Inspection Record
35.	Approved Vendor List Cum Open Purchase Order
36.	Supplier Registration Form
37.	Open Purchase Order
38.	Sample Test Request Slip
39.	Positive Recall Report
40.	ph Meter Calibration Report
41.	Normality Record Sheet
42.	Validation Report
43.	Order Form / Order Confirmation
44.	Customer Feedback Form
45.	Customer Complaint Report
46.	Daily Stock Statement
47.	Gate Pass
48.	Training Calendar
49.	Training Report
50.	Induction Training Report
51.	Job Description and Specification
52.	Skill Matrix

Hazard Identification Procedure

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PREPARED BY:	
REVIEWED BY:	
APPROVED BY:	
SIGNATURE:	

1 Purpose

The purpose of this Hazard Identification Procedure is to establish a systematic and comprehensive approach to identifying and assessing hazards within the food production processes of Organization Name, in accordance with the principles of the Hazard Analysis and Critical Control Points (HACCP) standard.

2 Scope

This procedure applies to all aspects of food production processes within Organization Name, including the handling, processing, and distribution of food products.

3 Responsibility

3.1 HACCP Team

- Lead the hazard identification process.
- Ensure the involvement of relevant departments in hazard identification.
- Regularly review and update hazard assessments.
- Oversee the implementation of control measures for identified hazards.

3.2 Production and Quality Assurance Team

- Assist the HACCP Team in identifying and assessing hazards.
- Provide expertise on specific production processes and potential hazards.
- Implement and monitor control measures identified in the Hazard Analysis.

4 Description of Activity

4.1 Hazard Identification Team Formation

Establish a multidisciplinary Hazard Identification Team including representatives from production, quality assurance, engineering, and any other relevant departments.

4.2 Preliminary Steps

- Review and understand the entire food production process from raw materials to finished products.
- Create a process flow diagram detailing each step in the production process.

Purchasing Procedure

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1 Purpose

The purpose of this Purchasing Procedure is to establish a comprehensive and systematic approach to the procurement of goods and services that impact food safety within Organization Name, in alignment with the principles of the Hazard Analysis and Critical Control Points (HACCP) standard.

2 Scope

This procedure applies to all aspects of the purchasing process within Organization Name, encompassing the procurement of materials, ingredients, services, and equipment that have a direct or indirect impact on the safety of food products.

3 Responsibility

3.1 Purchasing Department

- Lead the purchasing process, ensuring adherence to this procedure and compliance with food safety requirements.
- Evaluate and select suppliers based on their ability to meet food safety standards.
- Maintain and regularly update a list of approved suppliers.
- Collaborate with the Quality Assurance Department in supplier assessments.

3.2 Quality Assurance Department

- Collaborate with the Purchasing Department to assess the food safety performance of suppliers.
- Participate in the approval and monitoring of suppliers.
- Provide input on the criticality of purchases and associated risks.

4 Description of Activity

4.1 Supplier Evaluation and Approval

The Purchasing Department maintains a comprehensive Supplier Evaluation Program.

- Evaluate potential suppliers based on their food safety certifications, compliance history, and overall performance.
- Assign scores or ratings to suppliers based on predetermined criteria.

INTERNAL AUDIT NON-CONFORMITY REPORT				
NC Report No:		Date:		
Department / Area:		Document Ref:		
Auditor:		HACCP Clause No:		
Audit Criteria:		Control #:		
Description of Non-Conformity:				
Person Responsible:				
Date of Completion	Planned:		Actual:	
Auditee:		Auditor:		
Signature		Signature		
Root Cause of Non-Conformity:				
Action Taken to Resolve the Non-Conformities:				
Corrective Action Taken:				
Review of Action Taken:		Status:	☐ Closed	☐ Open
		Signature:		
		Date:		
Planned Date for Reviewing Effectiveness:				
Review of Effectiveness of Action Taken (Next Audit):				
Effectiveness Checked On		Date:		Sign: