HACCP Methodology Module

This module serves as a guide to the auditor in completing the assessment of the HACCP plan during the audits. The auditor will determine whether or not the facility is complying with the specifications and requirements of The Coca-Cola Company by completing this audit module. This module is not intended to be used as a HACCP Certification Audit Tool.

Plant: _____ **Date:** _____

Auditor(s): _____

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1) Questionnaire:

			Yes	Div	No
1.	Is there a HACCP study in place?	1			
2.	Does the organization meet HACCP program requirements?	1			
3.	Is the HACCP team assembled?	1			
4.	Are all type of products described properly with intended use?	2			
5.	Are there flow diagrams available?	2			
6.	Does the operation have a Hazard Analysis?	2			
7.	Are all CCPs identified properly?	2			
8.	Are monitoring procedures established for each CCP?	2			
9.	Are corrective actions addressed properly for each CCP?	3			
10.	Are verification and validation procedures established?	3			
11.	Are documentation and record keeping requirements established?	3			

2) Reference Standards List:

Beverage Operations Manual

- BO-RQ-770 Hazard Analysis and Critical Control Points (HACCP) Program

TCCQS updates are captured till December 15, 2005

3) Specifications and Requirements Summary:

		Specifications / Requirements	
	General		
1	Is there a HACCP study in place?	BO-RQ-770 • Study is done by following the seven-principle, twelve-step model described in Codex Alimentarius and relevant local authority. • All prerequisite requirements are met prior to application e.g. sanitation, personnel hygiene, GMP, training etc.(Refer to document BO-RQ-770 for prerequisite requirements)	
2	Does the organization meet HACCP program requirements?	BO-RQ-770 • Full commitment and involvement of management and the workforce • Reviewed at least annually • Updates take place each time a change is made to the process, product, or equipment • HACCP must be defined separately by product type, process, line and location. • All personnel involved must be trained in HACCP principles.	
3	Is the HACCP team assembled? *Typical HACCP team includes representatives from engineering, production, sanitation, quality,*	BO-RQ-770 • A local HACCP coordinator or a team leader is appointed. • HACCP team consists of individuals with the knowledge of process and product and expertise to develop an effective program.	

	and microbiology.	• Scope is defined by HACCP team	
4	Are all type of products described properly with intended use?	BO-RQ-770 • HACCP team develops a full description of the product including: - Product name - Relevant food safety info (physical, chemical structure, composition, substances food contact materials) - Process / preservation method - Packaging - Distribution and storage (duration and shelf-life, storage conditions, distribution and transportation means) - Normal and expected use of the product and any vulnerable groups of population	
5	Are there flow diagrams available?	BO-RQ-770 • Flow diagrams covering each step in the process within the scope are available. • Diagrams include outsourced processes, subcontracted work, rework, recycling and waste removal. • Flow diagrams are confirmed to be correct by comparing them to actual operations.	
6	Does the operation have a Hazard Analysis? *A significant food safety hazard in one operation may not be significant in an other operation producing the same or similar product.* *A Supportive Safety Measure may be a process , procedure or component of a functioning prerequisite program such as GMP.*	BO-RQ-770 • All potential biological, chemical and/or physical hazards are listed and categorized. • A hazard analysis is conducted to identify which hazards are of a nature that their prevention, elimination or reduction to acceptable level is essential. • Each hazard is evaluated against: - Severity or seriousness - Likeliness to occur - Scientific data about the nature of the hazard - Consumer complaints data - Effectiveness of existing control measures • Records of deliberations and rational developed during the analysis is maintained. • Control measures are decided and categorized a “Critical Control Measures” or Supportive Control Measures” • Where a potential hazard is specifically addressed in a HACCP plan, it is categorized as “significant food safety hazard” and a “Critical Control Measure” is established for each CCP. • Analysis is conducted for each product type and production line and repeated prior to any change in ingredients, packaging materials, product use, formulation and production line layout.	
7	Are all CCPs identified properly? *At a process step where control is necessary for a significant hazard, yet no control measure exists, the product or process must be modified at that step, or at any earlier or later stage, to include a control measure.* *More than one control measure may control a significant hazard; a single Critical control measure may control more than one.* *In some cases more than one Critical limit may be elaborated at a CCP.*	BO-RQ-770 • Each significant hazard is addressed in determining CCPs. • Identification for each CCP is accurate and complete. • Each CCP is - Justifiable - Validated - Measurable - Carefully developed to ensure its effectiveness. • Records for each CCP determination are available. • CCPs are monitored and the procedure /method is documented in HACCP plan. • HACCP team specified, validated and documented the justification and measurement criteria for critical limits at each CCP. • Critical limits are scientifically based and measurable.	
8	Are monitoring procedures established for each CCP? *When feasible, continuous monitoring is always preferred.*	BO-RQ-770 • All activities associated with control of CCP and the actions to take when any deviation occurs are addressed in HACCP plan. • Each CCP is effectively monitored. • Monitoring procedure for a CCP includes - Scheduled physical, chemical or microbiological measurement or observation of a CCP relative to its critical limit to indicate control of the process - Detection of loss of control at the CCP and definition of how to be monitored - Evaluation of the monitoring data by a responsible person with the knowledge and authority to carry out corrective actions - Sufficient frequency of monitoring , if not continuous • All records and document associated with CCP monitoring are dated and signed by the person responsible for monitoring and by a management representative trained in HACCP for evaluation (typically HACCP coordinator) • Personnel monitoring the CCP fully understand their purpose and importance and trained in the monitoring technique that he/she is responsible.	

9	Are corrective actions addressed properly for each CCP?	BO-RQ-770 • Specific corrective actions are developed and documented for each CCP. • At a minimum, these activities are specified in HACCP plan as: - what to do when a deviation occurs - who is responsible for implementing corrective actions - the development and maintenance of a record of actions taken and results.	
10	Are verification and validation procedures established?	BO-RQ-770 • Verification frequency for HACCP plan is max. 12 months, and also takes place when changes occur that could affect hazard analysis or HACCP plan. • Verification procedure includes: - Review of hazard analysis documentation - Review of audit results, which review occurs within seven days from the day the records are made - Review of process monitoring data for confirmation that CCPs are kept under control - Calibration of process monitoring instruments - Communication of verification results to the HACCP team. • Validation of HACCP program includes actions to confirm the elements of the HACCP plan are effective.	
11	Are documentation and record keeping requirements established?	BO-RQ-770 • Establish, implement and maintain documentation and record keeping procedures appropriate to the nature and size of the operation. • Documentation includes: - Hazard analysis - CCP determination - Critical limit determination • Records includes: - CCP monitoring activity - Deviations and associated corrective actions - Modifications to the HACCP program - Verification activities • HACCP documentation is included as a part of the organization's Product Release Authorization plan and reviewed by the HACCP coordinator. Product release includes confirmation that no Deviation occurred. • Record retention duration is established according to company and local requirements.	

4) Comments & Remarks:

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