



# **Enhance Effectiveness in Food Production and Environment**

## **Handout I**

### **Checklist designed for Food Processing and Drying Facilities**

## Checklist Designed For Food Processing And Drying Facilities

Below follows examples of checklist designed for Food Processing and Drying Facilities:

R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
I.	TRACEABILITY				
I.1	Is product traceable at the processing facility?				
R/P	I.1.1	Is product that is received identified?	MAJOR		
R/P	I.1.2	Is the source of the product received (i.e. the “sender” of the product) identified?	MAJOR		
R/P	I.1.3	Is product traceable within the processing facility?	MAJOR		
I.2	Are products that leave the facility traceable to the next entity?				
R/P	I.2.1	Is the processing facility identified as the “sender” of the product?	MAJOR		
R/P	I.2.2	Is the product that leaves the processing facility identified?	MAJOR		

R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
R/P	1.2.3	Is the next receiver in the supply chain identified?	MAJOR		
2.		HACCP PRINCIPLES			
R	2.1	Is a document available to indicate that a hazard analysis of the process in the processing plant/factory has been done taking into consideration biological, chemical and physical hazards?	MAJOR		
R	2.2	Based on the documented hazard analysis, have the Critical Control Points (CCPs) been correctly identified?	MAJOR		
R	2.3	Are critical limits set and established for the identified CCPs?	MAJOR		

R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
R	2.4	Are procedures in place to monitor these critical limits?	MAJOR		
R	2.5	If monitoring indicates that a critical limit for an identified CCP has been exceeded, what corrective procedures have been established?	MAJOR		
R	2.6	Are records available for all identified CCPs?	MAJOR		
R	2.7	What verification procedures have been established to determine if the control measures for the identified CCP's are effective for the purpose?	MAJOR		
3.	LOCATION OF THE FACILITY				

R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
P	3.1	Is the facility not located in an area that poses a threat to food safety?	MINOR		
4.	WATER SUPPLY				
R	4.1	Is the water used for sanitation and processing purposes (as an ingredient or for the purpose of washing, hydro-cooling, ice-cooling) potable, i.e. drinking quality?	CRITICAL		
R	4.2	Where recycled water is used for process purposes, is it treated and maintained in a condition that will not constitute a risk to produce?	CRITICAL		

R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
R/P	4.3	Does non-potable water for fire control, steam production, refrigeration have a separate water system, where applicable?	MAJOR		
5.		DRAINAGE AND WASTE DISPOSAL			
R/P	5.1	Are all waste disposal containers and areas specifically identified, cleaned and maintained?	MINOR		
P	5.2	Is a drainage system provided for efficient disposal of wastewater to prevent the contamination of fresh produce or the potable water source?	MINOR		

R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
P	5.3	Are the grounds in the immediate vicinity of the pack house free of litter, waste and improperly stored garbage, and is grass on the pack house premises kept short?	MINOR		
6.		PERSONAL HYGIENE			
R	6.1	Does the pack house have documented hygiene instructions?	CRITICAL		
P	6.2	Do workers implement the hygiene instructions for produce handling?	MAJOR		
R	6.3	Are workers trained in basic hygiene?	MAJOR		
P	6.4	Do workers have access to first-aid facilities?	MAJOR		
P	6.5	Do all workers and visitors wear suitable clean protective clothing?	MINOR		

R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
P	6.6	Are adequate, suitable and conveniently located sanitary facilities available?	MAJOR		
P	6.7	Are sanitary facilities maintained?	MAJOR		
P	6.8	Are visible signboards directing workers to wash hands present, instructing workers to wash hands before product is handled?	MINOR		
7.		STORAGE (CLEANING CHEMICALS, POST HARVEST CHEMICALS)			
P	7.1	Is the storage facility for the storage of cleaning/post-harvest chemicals suitable for the purpose and secure?	MINOR		
P	7.2	Are all chemicals properly labelled?	MINOR		
8.		FOOD CONTROL AND MONITORING EQUIPMENT			



R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
R	8.1	Where applicable, are process controls (such as temperature, humidity etc.) regarding this equipment (e.g., cold stores, retorts etc.) controlled and monitored in the interest of preventing product contamination?	CRITICAL		
R	8.2	Where applicable, is all monitoring equipment calibrated?	MAJOR		
9.		FACILITY: MAINTENANCE, CLEANING, PEST CONTROL and PREVENTION & CONTROL OF PRODUCT CONTAMINATION.			
9.1		Maintenance and cleaning			

R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
P	9.1.1	Are pack house, storage facilities, pack line equipment/machinery surfaces (sizers, conveyors, drop boards, grading tables and wash tanks) coming into contact with produce well maintained and free from flaking plaster and metal shards, to ensure that it is cleanable and avoid injury to product?	MAJOR		
P	9.1.2	Are cleaning chemicals used according to the manufacturer's instructions?	MAJOR		

R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
R	9.1.3	Is there a cleaning schedule in place that defines the different areas and equipment to be cleaned, the frequency, responsibility and verification procedures?	MINOR		
R	9.1.4	Is designated cleaning equipment used?	MINOR		
P	9.1.5	Is packaging material clean and stored in a clean and hygienic state?	MINOR		
R/P	9.1.6	Are there written procedures or checks for monitoring of glass and hard plastic, and action should a breakage occur?	MINOR		
9.2	Pest Control Systems				

R/P	Item	Control Point	Level	Compliance Yes / No / N/a	Comments
R/P	9.2.1	Is a formalized, ongoing and well-maintained pest control programme implemented?	MAJOR		
P	9.2.2	If FBO manages own pest control programme as required in 10.2.1, are the chemicals stored in a secure, place according to label instructions?	MINOR		
9.3		Physical Contamination			
R/P	9.3.1	Are there preventative measures in place to prevent foreign matter contaminating produce?	MAJOR		
R/P	9.3.2	Are control measures in place to eliminate foreign matter from produce to an allowable level, where a tolerance is specified?	CRITICAL		

