HACCP System Checklist for Meat/Poultry Processors
Product Category: Heat Treated, Shelf Stable

Directions: Key parts of the HACCP system are listed. For each part of the system, answer the questions with a "Yes", "No" or "Not applicable". "Yes" answers indicate that a regulatory requirement likely will be met. "No" answers indicate that you might be in danger of failing to meet a regulatory requirement. *Note: Reference is made to HACCP model plans made available to all Wisconsin Meat/Poultry Processors in 2006.

Product Description form (Tab 1 in model HACCP manual)*

1. Does the form list the USDA product category? _____
2. Are all products listed after "Common Name"? _____
3. Is the intended use (Ready-to-eat) listed? _____

Process Flow Diagram (Tab 2 in model HACCP manual)

4. Does the process flow diagram match your actual process? _____

Hazard Analysis (Tab 2 in model HACCP manual)

5. Do the steps listed in the Hazard Analysis match the steps in the process flow diagram? _____
6. If product is fermented, is "Fermenting" listed as a Critical Control Point for controlling pathogens? _____
7. Is Cooking identified as a Critical Control Point for controlling pathogens? _____
8. If your Hazard Analysis refers to SOP's and SSOP's, are they written and followed? (Be sure to mention your *Listeria* control program, including testing of food contact surfaces.)_____

HACCP Plan (Tab 3 in model HACCP manual)

9. Does the HACCP plan list scientifically validated Critical Limits? Critical Limits in the model HACCP manual are validated and documented. If you are using different Critical Limits, make sure they are validated! _____
10. Does the HACCP plan describe monitoring of CCP's and tell how often it will be done? _____
11. Do the records listed in the HACCP plan match those that you keep to monitor CCP's and take corrective actions when there is a deviation? _____
12. If any instruments will be used in CCP monitoring, does the HACCP plan either tell how often the calibration will be done or refer to an SOP for calibration that tells how often calibration will be done? _____
13. Does the HACCP plan tell when records will be reviewed for verification? _____
14. Does the HACCP plan tell how often CCP monitoring will be observed for verification? _____
15. Does the plan state that corrective actions will meet the requirements of 9 CFR 417.3? _____
16. Has the plan been signed and dated when adopted, modified, or reassessed? _____

For more information contact: Steve Ingham, Extension Food Safety Specialist (608) 265-4801, scingham@wisc.edu August, 2007

The University of Wisconsin-Madison Center for Meat Process Validation provides science-based HACCP support to small meat processors in meeting state and federal mandates for safe food processing and handling. The Center is located at 1605 Linden Drive, UW-Madison, Madison, WI 53706 (608) 265-4801

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17. If the product is jerky, does the HACCP plan tell how the shelf-stability will be attained? ____

Records (sample recordkeeping forms are after Tab 3 in model HACCP manual)

18. Do the records show that you monitored CCP's correctly and as often as the HACCP plan stated? _____
19. If you had a deviation from a Critical Limit, do the records show that following things were done? _____
    i. You identified the cause of the deviation and eliminated it.
    ii. You brought the CCP back under control.
    iii. You took action to prevent the deviation from happening again.
    iv. You took action to make sure that no deviant product was sold.
20. Do the records show that you perform calibration activities as directed by the HACCP plan or SOP? _____
21. Do the records show that the results of calibration activities are acceptable? _____
22. Do the records show that you periodically review records as directed by the HACCP plan? _____
23. Do the records show that the records review results are acceptable? _____
24. Do the records show that direct observation of monitoring is being done as directed by the HACCP plan? _____
25. Do the records show that the results of direct observation of monitoring are acceptable? _____
26. Can the records for monitoring CCP's, verification activities, and corrective actions be linked to specific lots? _____
27. Do the records show that CCP monitoring records were reviewed before product was used, shipped, or sold (pre-shipment review)? Don't forget that the pre-shipment/pre-use review must be signed! _____
28. Is each entry on the records dated and either signed or initialed by the person making the entry? _____

Decision-Making Documents (Tab 4 in model HACCP manual)

29. Do you have supporting documentation for decisions made in the hazard analysis? (provided in the model HACCP manual) _____
30. Do you have documentation to support the identification of CCP's? (provided in the model HACCP manual) _____
31. Is there documentation supporting your choices of how and when to monitor CCP's? ("starting point" guidelines are provided in model HACCP manual) _____
32. Is there documentation supporting your choices of how and when to do verification activities? ("starting point" guidelines are provided in model HACCP manual) _____
33. If you have changed how often you monitor a CCP or conduct a verification activity (such as calibration), do your records support this change? _____

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