

HACCP Principle 7 – Record Keeping Activities

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HACCP Principles

- Principle 7.
 - Establish effective record-keeping procedures that document the HACCP system.

Records

- The record-keeping program should be viewed as a **benefit** rather than a burden.
 - Records are the only references available to trace the production history of a finished product.
 - Can be used as a tool to alert the operator to potential problems before they lead to the violation of a critical limit.
 - Records can serve as evidence that proper procedures are being followed.

Types of HACCP Records

- Implementation of Prerequisite Programs
- Summary of the hazard analysis
- The HACCP plan
- Support documentation
 - Establishment of CCPs, CLs, monitoring procedures, corrective action procedures, and verification procedures
- Daily operational records
 - Monitoring records, corrective action records,
- Verification records

Types of HACCP Records

- Team members, Product Information, and Flow Diagrams
- Minutes of Food Safety Team meetings
- Training Records for Personnel
- Customer complaints
- Calibration of measuring and monitoring devices
- Management review minutes

Example: Daily Production Records Should Include

1. Form title
2. Firm name and location
3. Time and date
4. Product identification (including product type, package size, processing line and product code, where applicable)
5. Actual observation or measurement
6. Critical limits
7. Operator's signature or initials
8. Date of review

Control of Documents

- Standardized record-keeping forms must be established and utilized.
- Procedures need to be in place to ensure that:
 - a) documents are adequate for use
 - b) relevant documents are available at points of use
 - c) documents are legible and readily identifiable
 - d) completed documents are filed appropriately
 - e) documents are reviewed and updated as necessary
 - f) obsolete documents are not used

Retention of Records

- Records should be stored for a predefined period.
- The duration of record retention is generally linked to the anticipated shelf life of the product.
- For example, US regulatory agencies require that records be retained for at least
 - One year, for perishable or refrigerated products
 - Two years (or shelf life of the product, if longer), for frozen, preserved, or shelf-stable products

HACCP Plan Form

1. CCP	2. Hazards	3. Critical limits	Monitoring				8. Corrective actions	9. Verifica- tion	10. Record keeping
			4. What	5. How	6. Frequency	7. Who			



HACCP Plan Example

Critical Control Point (CCP)	Hazard(s)	Critical Limits	Monitoring				Corrective Action	Verification	Record keeping
			What	How	Frequency	Who			
CCP 1 Culling	Patulin	No more than 1% by weight rot after culling	Rot in 5000 g sample	Cut rot and weigh rot	Twice per production run	QC staff	Segregate and hold product for evaluation or destroy or divert to nonfood use and/or Move people and/or Slow the line and/or Retrain production employees (cullers) on inspection procedures	Review all records within one week of preparation Sample for presence of patulin quarterly	Cull report Patulin Lab Report
CCP 2 Screen	Metal inclusion	Screen is intact	Integrity of screen	Visual	Daily pre-op and post-op	Production employee	Segregate product and rework to eliminate metal pieces, or run product through metal detector, or divert to nonfood use, or destroy Replace screen	Review all records within one week of preparation	Screen integrity log

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