



Grid n° 1/4 : Assessment of the implementation of pre-requisites

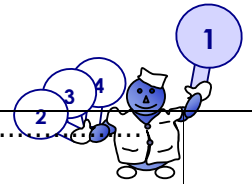
Inspection (audit) n°:

HACCP Audit Grid (n° ¼)

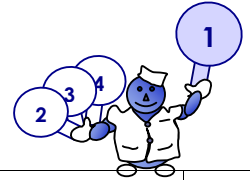
sa = satisfactory
 ac = acceptable
 ns = non satisfactory
 ab = absence
 na = not applicable

Control of contamination sources

Considered criteria	Documents associated to these criteria	
1 Buildings		
1.1 Conformity of the premises: general organization: <ul style="list-style-type: none"> - Conformity of the establishment immediate surroundings - Doors in sufficient number..... - compliance with the onward flow principle - separation of clean sector and unclean sector - no crisscross of the production lines - separation of hot zone and cold zone 	Plan of the establishment (1/500 to 1/1000) showing: <ul style="list-style-type: none"> - drinking water supply - waste water drain off Plan of the establishment (1/100 to 1/300) showing: <ul style="list-style-type: none"> - identification of rooms. - position of workstations and the equipment - position of cloakroom and toilets..... - location of inputs/outputs of flows (staff, products, ...).... - flowchart of flows (staff, products, raw materials, waste,...) 	
1.2 Conformity of the premises: construction : <ul style="list-style-type: none"> - wall coverings: smooth, light coloured, washable, resistant - floor covering: smooth, light coloured, washable, resistant - floor and walls joined by round gorge assemblages..... - floor grids and U-bends to collect waste water - ventilation devices ensuring steam and smoke elimination - doors and windows conform - lighting bright and neutral in colour 	Explanatory leaflet of materials used and techniques of constructions employed	

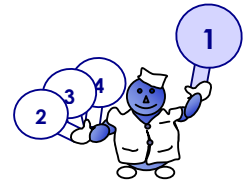


<p>1.3 Conformity of the premises : equipment and furniture</p> <ul style="list-style-type: none"> - materials: inalterable and easy to clean - furniture: smooth, washable, resistant - work surfaces: smooth, washable, resistant - machine resistant, easy to clean and disinfect..... 	<p>Explanatory leaflet of the equipment (machines).....</p>
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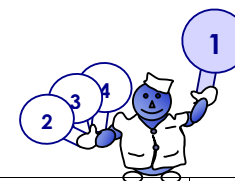
Considered criteria	Documents associated to these criteria
1.4 Lawful or normative conformity 1.5 Maintenance of buildings and equipment.....	Documents attesting of: - national approval - foreign country importation approval..... - certification of voluntary setting in conformity with specific food safety standards..... Daybook of technical mending of buildings and equipment
2 Supplies 2.1 Contractual relationship with the suppliers 2.2 Raw materials specifications 2.3 Checking of deliveries..... 2.4 Water portability	Contracts past with suppliers criteria of acceptance of batches planned corrective actions for any case of loss of control Cards of specifications of raw materials Composition Microbiological standards Residues limit content conditioning (type, volume, weight...) Preserving conditions lifespan Organization of stock turnover Recording cards of control of deliveries temperature of delivered products intact conditionings compliance with consumption deadlines labelling compliance with official food safety marking rules..... cleanliness of the delivery vehicle..... Analysis or certificate of water potability

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Considered criteria	Documents associated to these criteria	
3 Implementation of a system of traceability 3.1 System of upstream traceability..... 3.2 System of downstream traceability.....	Specimen of simulation test of upstream traceability - Recordings relating to upstream traceability: - delivery control cards - listing of raw materials stock Specimen of simulation test of downstream traceability Recordings relating to downstream traceability - customers purchase orders - listing of finished product stocks - customers invoices	
4 Pest control 4.1 Implementation of a pest control plan - management of the outdoor dustbins, absence of waste on the ground..... - management of materials and equipment outdoor storage....	Pest control plan Insect control plan Intervention forms of the pest control company (department)	

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Considered criteria	Documents associated to these criteria
<p>5 Control of staff originated contaminations</p> <p>5.1 Medical follow-up of the staff members</p> <p>5.2 Plan of staff training</p> <p>5.3 Clothing hygiene :</p> <ul style="list-style-type: none"> - standard work clothing supplied by the company - washing of clothing by the company or under its responsibility - management of clean and dirty clothing - lockers with 2 compartments - boots/shoes washstands in conformity with standards..... <p>5.4 Compliance with GHP and GMP</p>	<p>Individual health certificates of food handling ability</p> <p>Time table and contents of training activities</p> <p>Staff members vocational training certificate</p> <p>In house management procedure of clothing , or washing supplier contract</p> <p>Specific approved GHP and GMP guide of the production sector or in house manual of the GHP and GMP of the company</p>
<p>6 Hands and premises cleaning</p> <p>6.1 Hands washstands in conformity with standards or regulations</p> <p>washing hands procedures.....</p> <p>6.2 Premises enforcement of a cleaning plan</p> <p>microbiological Control of effectiveness of cleaning</p>	<p>Posting of washing hands instruction near the washstands</p> <p>Sum of written cleaning procedures comprised in "cleaning plan"</p> <p>Check-grids of good execution of cleaning tasks.....</p> <p>Weekly check-grid of visual cleanliness of equipment surfaces</p> <p>Reports of microbiological controls of surfaces</p>

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