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? __________

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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, U-W-Madison, Madison, WI 53706 (608) 265-4801
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? __________