

HAWAII INTERNATIONAL SEAFOOD, INC.

Cryofresh[®]

Frozen Seafood Products

HACCP MANUAL

Hygiene, Sanitation Standard Operating
Procedure and HACCP for suppliers



Prepared For:



Cryofresh® manufacturing facilities are audited by the National Marine Fisheries Services (NMFS), Seafood Inspection Program, to verify compliance with the following applicable standards:

- **USFDA HACCP**
- **EU (European Union)**
- **TSSA Tasteless Smoked Seafood Association**

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Hawaii International Seafood, Inc. is a Charter Member and Certified Manufacturers Member of the Tasteless Smoked Seafood Association (TSSA). The TSSA establishes strict standards and auditing procedures to “CERTIFY” products manufactured with “tasteless smoke” and to verify compliance of tasteless smoked products with USFDA food safety and labeling requirements.

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II. Introduction

The people at Hawaii International Seafood Inc. (referred to in this Manual as H.I.S.) are dedicated to providing consistently high quality and safe seafood products. For this reason we have written this manual as a guide for our international suppliers. We are dedicated to working closely with our suppliers to achieve our goal of exceeding international standards for hygiene, sanitation and hazard control in each facility that produces seafood products for H.I.S. This manual is also available on request from H.I.S. on diskette formatted to MS Word for Windows 95, 98 or 2000.

This manual clearly explains the requirements all suppliers must meet and includes actual examples of the documents and records currently in use by our U.S.D.C. and U.S.F.D.A. inspected facilities worldwide.

We require that all suppliers meet the minimum requirements as stated in this manual. For this purpose, the word “shall” is used to indicate mandatory requirements and the word “should” is used to indicate suggestions from H.I.S.

In addition to the requirements set forth in this manual all suppliers shall:

- Meet or exceed all local Federal, Provincial and /or State health and safety codes for the jurisdiction where their facility is physically located.
- Be fully aware of and abide by Good Manufacturing Practice for all production operations.
- Never under any circumstances export any product produced outside of the guidelines contained in this Manual to H.I.S. without full notice in writing to H.I.S. and the express written permission of H.I.S.
- Produce product only with full regard to environmental, ethical and occupational safety concerns.
- Be prepared and available for unannounced audit visits by authorized H.I.S. representatives. Including, but not limited to, maintaining copies of all required documents and records in readily accessible form at the actual plant site or sites where H.I.S. products are produced.
- Maintain at least one copy of this manual, in good condition, at the actual plant site or sites where H.I.S. products are produced.

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III. Personal Hygiene

All H.I.S. suppliers shall adopt and maintain a Personnel Hygiene Code and training program at each site where H.I.S. products are produced. In-house training on the Personnel Hygiene Code for all staff shall be conducted by qualified management personnel at least annually and individually each time a new staff member is acquired.

Personnel Hygiene Code training shall consist of thorough and complete orientation and explanation of the Personnel Hygiene Code to all staff members. This training shall be documented for each staff member by the issuance by the supplier of an in-house Certificate of Completion for training on the Personnel Hygiene Code for each individual staff member. This Certificate of Completion should be issued only after the individual staff member has passed an oral or written test on the Personnel Hygiene Code.

The Personnel Hygiene Code example that follows this page represents the minimum standards required of all suppliers of seafood products for H.I.S. **See example III-A on following page.**

Note on Surgical Masks and Gloves: Surgical masks and gloves, although not required by H.I.S., may be used at the option of the supplier. If they are used they shall be 100% disposable and disposed of each time the individual staff member exits the processing room in which they are used. In addition, gloved hands shall be washed as required in the Personnel Hygiene Code prior to putting on gloves and again after the gloves are on.



PHOTO #1. Workers using masks and gloves. Proper protective clothing shall be worn by all personnel in the processing area. Disposable surgical masks and gloves may be used at the option of the supplier, but must be used properly.

EXAMPLE III-A Personal Hygiene Code

1. All personnel entering the receiving or processing areas shall wear the approved protective uniform.

The processing area uniform shall consist of rubber boots, white smock and white hair-net cap, white hair net beard snood and mustache snood if applicable.

2. Protective clothing shall be worn only immediately prior to entering or while working in the area designated for its use.

Protective clothing shall not be worn outside the area designated for its use, especially in the eating/smoking area, outside the facility or in the bath rooms.

Protective clothing shall be turned in at the end of each work shift for in-house laundering.

Protective rubber boots shall not be worn outside the facility.

3. Personnel hair and facial hair shall be fully enclosed within the hair-net cap or facial hair snood while in the processing area.
4. No jewelry shall be worn in the processing area.
5. No perfume or body scent shall be worn by processing personnel.
6. Fingernails shall be kept short, neat and clean.
7. All wounds cuts, sores, infections or abrasions shall be reported to the office and covered with disposable sanitary bandage material.
8. All personnel must thoroughly wash their hands and rinse them with chlorine dip (water chlorinated to 50 PPM) or other H.I.S.-approved sanitizer each time they enter a food-contact area.
9. Smoking and eating shall only be allowed in the designated rest area.
10. Any personnel suffering from infectious disease, including flu, stomach complaints or food poisoning shall report to the office for evaluation prior to returning to work
11. No glass in food-contact areas.

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IV. Sanitation Standard Operating Procedure

Each H.I.S. supplier shall write and maintain a plan for Sanitation for each facility that produces seafood products for H.I.S. As required by both U.S.F.D.A. and the E.E.C. this plan shall be titled "Sanitation Standard Operating Procedure" (SSOP).

The SSOP, at a minimum, shall cover the following sanitation concerns:

- Pest Control
- Facility Structure and Layout
- Facility Maintenance
- Cleaning and Sanitizing of All Processing Areas and Equipment
- Personnel Hygiene
- Toilet Facilities
- Potable Water and Ice Supply
- Chemicals (Including Chlorine Levels in Sanitizing Solutions)
- Ventilation
- Waste Disposal
- Measuring Equipment Calibration
- Glass Status

These concerns shall be addressed in detail in writing in written form in the SSOP and checked daily using an SSOP Checklist that covers these concerns as written in the SSOP. This SSOP and SSOP Checklist shall be verified and audited by an authorized H.I.S. technician. A written copy of the SSOP and all related records shall be kept in readily accessible form at the actual plant site or sites where H.I.S. products are produced.

Please see examples IV-A and IV-B on the pages following Photographs 2 and 3. This is an actual SSOP and SSOP Checklist currently in use in a USFDA and USDC inspected facility that supplies both fresh and frozen products to H.I.S.

EXAMPLE IV-A Sanitation Standard Operating Procedure

1. Sanitation Concern: Pests

1.1 Eliminate harborage and attractant areas for pests.

- Method: Designated management and/or processing personnel shall keep weeds cut, pick up litter on facility grounds and keep area clean and free of harborage areas for pests.
- Method: Designated management and/or processing personnel shall conduct daily survey of facility and dispose of any unused/discarded equipment and materials that may become harborage areas for pests.
- Method: Designated management and/or processing personnel shall eliminate standing pools of water on facility grounds through drainage or manually on a daily basis as allowed by weather.
- The above methods shall be listed on the Sanitation Checklist and checked daily for satisfactory status by the designated management and/or processing personnel.

1.2 Extermination of Pests

- Method: An insect electrocution device shall be installed at the entrance of the processing plant within the first entry door and shall be properly maintained.
- Method: Traps or poison bait shall be set out and checked on a daily basis by designated management and/or processing personnel or as needed and recommended by a licensed pest control company to help control rodents.

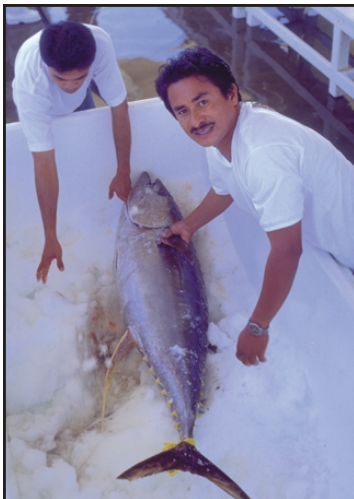


PHOTO #2. All water and ice used throughout each phase of product handling shall meet World Health Organization Standards for Potable Water.



PHOTO #3. Sanitation standards must be maintained throughout each step of production, from harvest vessel to final packing and cold storage.

- Method: All non-product-contact areas and surfaces shall be treated with a non-persistent insecticide weekly to eliminate insect pests. All product-contact equipment and surfaces shall be covered or isolated during insecticide application. Alternatively, this shall be contracted to a licensed pest control company.
- The above methods shall be listed on the Sanitation Checklist and checked daily for satisfactory status by designated management and/or processing personnel.

2. Sanitation Concern: Structure and Layout of Processing Plant

2.1 Plant shall be in such a condition so as to prevent filth contamination from entering plant. (i.e. tracked in mud, airborne dust etc.)

- Method: Management shall ensure that the processing plant is cleaned and sanitized on a twice-daily basis by designated management and/or processing personnel.
- The above methods shall be listed on the Sanitation Checklist and shall be checked daily for satisfactory status by designated management and/or processing personnel.

2.2 The design, layout and materials used in the processing plant and employee rest rooms shall be able to be readily cleaned and sanitized to preclude contamination.

- Method: Rooms shall be laid out and processing furniture placed so that they can be readily cleaned and sanitized at least twice daily.

- Method: Walls and floors shall be waterproofed and washable so as to be easily cleaned and sanitized daily.
- The above methods shall be listed on the Sanitation Checklist and checked daily for satisfactory status by designated management and/or processing personnel.

2.3 Equipment and utensils shall be designed and located in such a way as to facilitate daily cleaning and sanitation by designated management and/or processing personnel.

3 Maintenance. The general condition of the facility shall be maintained to prevent the introduction of hazards.

- Method: The general condition of the facility shall be checked on a weekly basis by the plant manager or the designated assistant manager, who will check for such things as peeling paint, roof leaks, loose wiring, unsecured wall panels and the like. Repairs and upkeep shall be ongoing and of a preventative nature.
- Method: Lights shall be covered to prevent physical contamination of the product.
- Method: Equipment shall be maintained and kept in good working order. Scales shall be checked against tested weights and thermometers against 0(ice water daily. Cooler refrigerators shall be monitored for proper cooling temperatures.
- The above methods shall be listed on the **Sanitation Checklist or the Calibration Checklist** and checked for satisfactory status on a daily basis by designated management and/or processing personnel.

3.1 Sufficient lighting shall be provided to ensure product safety and integrity.

3.2 Equipment and utensils shall be maintained properly and kept in good repair.

3.3 Product contact surfaces shall be kept in good repair, and shall be constructed of stainless steel or other non-porous, non-rusting material.

4. Sanitation Concern: Cleaning and Sanitizing

4.1 The facility and equipment shall be cleaned and

- Method: All crew members shall hose down the equipment walls, floors and product contact surfaces of the processing area with clean water every day to remove loose debris. A foaming detergent agent shall be used in conjunction with the wash down procedure.

• All floors, walls, sinks, drains and tables shall be rinsed with water chlorinated to 50 ppm. This water shall be left on all surfaces for 30 minutes prior to being rinsed off with clean water.

- Method: Walls, floors and equipment shall be thoroughly rinsed with clean water after 30 minute soaking process in order to rinse off all chemicals, to prevent chemical contamination of the product by cleaning agents and to sanitize all surfaces.

- Method: Refrigerated storage areas shall be cleaned and sanitized every month in the manner described above, or more frequently as required.

- Method; All other areas of the facility shall be regularly cleaned and kept free of litter and excess clutter by designated management and/or processing personnel.

- The above methods shall be listed on the **Sanitation Checklist** and checked daily for satisfactory status by designated management and/or processing personnel.

- All requirements for chlorine levels shall be checked daily and results entered on the **Chlorine Level Checklist**.

4.2 Chemical Contamination Prevention

- Method: All chemicals shall be properly labeled and stored in the Chemical storage area and checked daily on the **Sanitation Checklist**.

5. Sanitation Concern: Personal Hygiene

5.1 All employees shall maintain a high degree of personal cleanliness to prevent contamination of food product.

- Method: Employees shall thoroughly wash their hands with detergent soap and chlorinated water prior to working in production, after each break and after using toilet facilities. Hand washing stations must be maintained in good working order with soap and clean paper towels in both the toilet and processing areas. Signs shall be posted in the toilet and

processing areas reminding employees of hand-washing requirements.

- Method: Employees shall remove insecure jewelry prior to fish handling. Clean clothing and waterproof boots will be worn.
- Method: Eating, drinking, spitting and smoking shall not be allowed in the processing area or any other area where processing equipment or materials are handled.
- Method: Employees with illness or injuries that may reasonably be a possible source of contamination to the product shall not enter the processing area. Illness and injury must be reported to management.
- The above methods shall be listed on the Sanitation Checklist and checked daily for satisfactory status by designated management and/or processing personnel.

6. Sanitation Concern: Rest rooms

6.1 Operable, in good repair and conveniently accessible toilet facilities shall be maintained and checked daily by maintenance personnel.

- Method: Rest room supplies, toilet paper, liquid soap, paper towels etc. shall be supplied and maintained sufficient to meet employees needs.
- The above methods shall be listed on the Sanitation Checklist and checked daily for satisfactory status by designated management and/or processing personnel.

7. Sanitation Concern: Water Supply

7.1 Water supply must meet local and W.H.O. standards for potable water. Sewage system must be in good working order. The water should be chlorinated to .5-1.5 PPM.

- Method: Water supply shall be tested every six months to comply with W.H.O. standards for potable water. The test results shall be kept on file by management.
- Chlorine level shall be checked daily and entered in the Chlorine Level Checklist.
- Method: Sewage backflow and siphonage shall be eliminated and prevented by eliminating cross connections and placing anti-backflow devices wherever backflow or siphonage may occur. This shall be checked daily on the Sanitation Checklist by designated management and/or processing personnel.

8. Sanitation Concern: Ice

8.1 Ice supply must meet local and W.H.O. standards for potable water.

- Method: Ice shall be purchased only from the government certified pure ice factory. Ice shall be tested to comply with local and W.H.O. standards every 6 months or certified test copies shall be tendered by ice factory. Copies of test results will be kept on file by management. Water used to make ice shall be chlorinated to 25 PPM and checked daily on the Chlorine Level Checklist.

9. Sanitation Concern: Chemicals

9.1 All chemicals shall be used according to manufacturer's instructions and recommendations and stored in an area with limited access and away from product processing.

10. Sanitation Concern: Ventilation

10.1 Adequate ventilation and air exchange shall be provided throughout the facility.

11. Sanitation Concern: Waste Disposal

11.1 Sewage systems shall be draining properly and connected to the approved local government sewage system. Processing wastes must be stored and disposed of properly.

- Method: Method: Processing wastes shall be placed in proper, sealable and readily sanitized containers and removed frequently, at least once a day. This shall be monitored daily by designated management and/or processing personnel and checked on the Sanitation Checklist.

12. Sanitation Concern: Packaging Material Storage

12.1 All food-contact packaging shall be stored so as to be completely sealed in the manufacturer's original carton. These cartons shall be stored on pallets and covered in clean plastic wrapping. Any open food-contact packaging material shall be stored in seal-able sanitized plastic food containers. The packaging storage area shall conform to the same standards as any high-risk food processing area.

13. Sanitation Concern: Glass Contamination

13.1 All glass windows in processing and food contact product storage areas shall be checked daily for damage. This checking procedure shall be recorded on the Glass Checklist.

14. Sanitation Concern: Equipment Calibration

14.1 All equipment used for measuring temperature and weight shall be checked daily for accuracy.

14.2 All check weights and counter weights shall be checked and calibrated by the authorized government authority at least annually.



PHOTO # 4. Packing materials should be treated as food-contact material from in-facility storage to final use.

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V. Cleaning Schedule

Each H.I.S. supplier shall write and maintain a Cleaning Schedule for each individual facility that produces seafood products for export to H.I.S. The cleaning schedule shall consist of comprehensive and detailed instructions for cleaning all areas of the facility.

To prepare a cleaning schedule, supplier management shall first produce a detailed drawing of the floor plan of the facility. This floor plan shall then be divided up into numbered Facility Areas of Responsibility (FAR). Each FAR shall be numbered and specific Cleaning Instructions shall be prepared. Personnel assigned to clean the individual FAR shall be provided with a copy of the cleaning instructions for their FAR. Individual personnel shall be allowed to be responsible for more than one FAR.

Complete and effective cleaning shall be checked by management at least daily using a Cleaning Schedule Checklist.

A written copy of the current Cleaning Schedule, including the Facility Areas of Responsibility, the Cleaning Instructions and the completed Cleaning Schedule Checklists shall be kept in readily accessible form at the actual facility or facilities where H.I.S. products are produced.

The hand soap, foaming detergent and chlorine powder or solution used in the facility shall be purchased from a reputable supplier of cleaning supplies and shall be labeled as suitable for use in the food-processing industry.

Please see Example V-A on following page, and actual Cleaning Schedule and Checklist now in use by a verified, audited H.I.S. supplier.

The cleaning chemicals shall be used according to the written instructions of the supplier.

The hand soap used shall be food-contact safe and anti-bacterial (such as Betadine Povidone Iodine 7.5% Skin Cleanser).

The foaming detergent used shall be one specifically manufactured for use in food processing plants.

ODD, ASSORTED HOUSEHOLD CLEANING CHEMICALS SHALL NOT BE USED!

All cleaning utensils must be sanitized after use and stored with contact surface immersed in water chlorinated to 50 PPM and color coded. BLUE = Food-contact surfaces. RED = Employee toilet facilities. GREEN = Other Surfaces

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VI. HACCP Plan

Each H.I.S. supplier shall conduct a Hazard Analysis and write and maintain a Hazard Analysis Critical Control Point (HACCP) Plan for each facility that produces products for export to H.I.S.

The supplier's HACCP plan shall be developed by HACCP-trained qualified management personnel, a qualified outside consultant, a HACCP-trained



PHOTOS # 5 and # 6. A good HACCP plan must be followed daily throughout all aspects of fish handling.

The supplier's HACCP plan shall be developed by HACCP-trained qualified management personnel, a qualified outside consultant, a HACCP-trained H.I.S. technician or a combination of the above personnel.

The HACCP plan shall be developed using the most recent edition of the U.S.F.D.A. Fisheries Products Hazards & Control Guide. The HACCP plan shall be developed by following the seven principles of HACCP and shall be unique and original to the facility for which it was written. Bear in mind the examples included in this manual are examples only and shall not be copied and used in part or in entirety by any supplier without due cause. These examples should be used as guides and models for the supplier during the development of their own plans.

The seven principles of HACCP are:

1. Hazard Analysis and Preventive Measures
2. Identification of Critical Control Points
3. Establish Critical Limits
4. Monitoring Critical Control Points
5. Corrective Actions
6. Record-Keeping Procedures
7. Verification Procedures

These principles shall be followed in the development of the supplier's Hazard Analysis and HACCP plan. A written copy of the Hazard Analysis and the HACCP

plan and all related records shall be kept in readily accessible form at the actual plant site or sites where H.I.S. products are produced.

Please see examples VI-A and VI-B on the following pages. This is an actual Hazard Analysis for tuna and an actual HACCP plan currently in use by USFDA and USDC inspected H.I.S. supplier.

SSOP CHECKLIST

DATE _____ **SUPERVISOR** _____

NOTE: USE NO CORRECTION FLUID OR ERASURES. CROSS OUT MISTAKES IN INK AND INITIAL AND DATE ANY CORRECTIONS. FILL THIS FORM OUT DIRECTLY DURING MONITORING. NO NOTEPAPER SHALL BE USED.

SANITATION CONCERN	IN COMPLIANCE		IF NO, DESCRIBE <small>(Use * and SC# to note on back if needed)</small>	CORRECTIVE ACTION PLANNED	DATE C.A. COMPLETE
	YES	NO			
1.1 Area free of pest harborage areas and standing water.					
1.2 Insect electrocution devices installed and pest control company records up to date.					
2.1 Plant has been cleaned. Unused entrances closed.					
2.2 Facility layout and materials can be easily cleaned and sanitized.					
3. General condition of facility in good repair. All lights are covered.					
3.1 Sufficient lighting provided.					
3.2 Equipment and utensils in good repair.					
3.3 Product contact surfaces in good repair and made of s. steel or other approved food-contact material.					
4.1 Processing areas have been washed down and sanitized at end of previous day. Refrigerated storage and facility areas clean.					
4.2 All chemicals are labeled and stored properly.					
5. All employees are abiding by the Personnel Hygiene Code. Copy of same is posted in employee dressing room.					

SANITATION CONCERN	IN COMPLIANCE		IF NO, DESCRIBE (Use * and SC# to note on back if needed)	CORRECTIVE ACTION PLANNED	DATE C.A. COMPLETE
	YES	NO			
6.1 Restroom facilities operable, in good repair and equipped with toilet paper, liquid soap and hand drying machines. Hand washing warning signs are present.					
7. Water supply has been tested in the last 6 months and meets WHO potable standards. Records are on file.					
8. 1 Water Supply for ice has been tested in the last 6 months and meets WHO potable standards. Records are on file.					
9. Chemicals are being used and stored properly.					
10. Facility is properly ventilated.					
11. All sewage systems functioning properly. Anti backflow devices in place. All processing waste placed in sealable, washable containers and removed from facility at least once daily.					
12. Packaging materials stored and sealed in plastic, not touching floor and otherwise protected from filth contamination.					

DAILY REVIEW _____ DATE _____

WEEKLY VERIFICATION _____ DATE _____

(NOT TO BE REVIEWED AND VERIFIED BY SAME MANAGEMENT PERSON)

READ SSOP PLAN WEEKLY. DO NOT FILL OUT CHECKLIST BY ROTE.

CALIBRATION CHECKLIST

DATE _____ **SUPERVISOR** _____

THERMOMETERS:

Brand Name Type Color ID#	Accurate	Needs Repair	Date Repaired or Destroyed	Comments

SCALES:

Brand Name Type Color ID#	Accurate	Needs Repair	Date Repaired or Destroyed	Comments

DATE CHECK WEIGHTS AND COUNTERWEIGHTS LAST CERTIFIED AND

CALIBRATED _____ **NAME OF GOVT. AGENCY** _____

MANAGER'S SIGNATURE: _____

DAILY REVIEW _____ **DATE** _____

WEEKLY VERIFICATION _____ **DATE** _____

CHLORINE LEVEL CHECKLIST

DATE _____ SUPERVISOR _____

Brand Name Type Color ID#	Accurate	Needs Repair	Date Repaired or Destroyed	Comments

DAILY REVIEW _____ DATE _____

WEEKLY VERIFICATION _____ DATE _____

GLASS CHECKLIST

DATE _____ SUPERVISOR _____

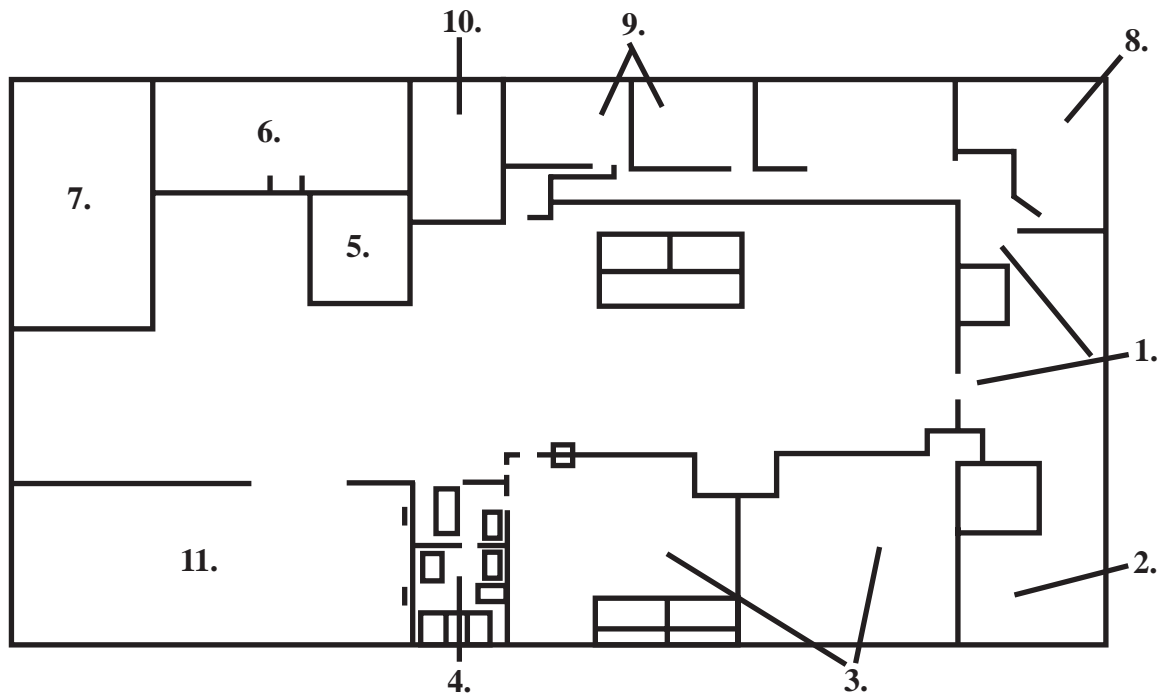
Brand Name Type Color ID#	Accurate	Needs Repair	Date Repaired or Destroyed	Comments

DAILY REVIEW _____ DATE _____

WEEKLY VERIFICATION _____ DATE _____

EXAMPLE V-A

CLEANING SCHEDULE Map, Facility Areas or Responsibility (FAR)



1. Main Entrance, Receiving Entrance and Personnel Entrance to Processing Room
2. Break Area
3. Processing Rooms and Receiving Cold Storage
4. Smoke Room and Smoking Chiller
5. Packaging area
6. Engineering Rooms
7. Storage Freezer
8. Personnel Changing Room and Toilets
9. Offices
10. Food-contact Packaging Store
11. Ice Plant

CLEANING INSTRUCTIONS

Facility Area of Responsibility 1. Main Entrance, Receiving Entrance and Personnel Entrance to Processing Room

1. A: Exterior Grounds, Driveway and Paved Surfaces

EQUIPMENT REQUIRED: Water Hose Weed Trimmers Plastic Waste Bin With Fitted Cover Push-Broom/Brush Plastic Bucket
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Remove weeds, trash and unused equipment. Sweep up loose debris and dispose in waste bin. Spray-down entire surface with water chlorinated to 50 ppm. Scrub entire surface with foaming detergent. Rinse with water chlorinated to 50 ppm
FREQUENCY: To remove solid waste bins contents, daily. For cleaning, at end of AM and PM work shift. (Twice daily.)
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container for use of foaming detergent.
SPECIAL REQUIREMENTS: Twice daily cleaning required to help control insect pests, especially flies.

1. B: Exterior Walls, Receiving Entrance and Main Entrance

EQUIPMENT REQUIRED: Water Hose Scrub Brush Plastic Bucket
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Rinse down with water chlorinated to 50ppm Scub with brush and foaming detergent Rinse with water chlorinated to 50ppm
FREQUENCY: At end of AM and PM work shift
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water.
SPECIAL REQUIREMENTS:

1. C: Outdoor Waste Containers

EQUIPMENT REQUIRED: Water Hose Scrub Brush Plastic Bucket
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Rinse down all surfaces with water chlorinated to 50ppm Scub with brush and foaming detergent Rinse with water chlorinated to 50ppm
FREQUENCY: Each time waste is picked up
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water.
SPECIAL REQUIREMENTS:

1. D: Personal Entrance, Door and Boot Wash

EQUIPMENT REQUIRED: Water Hose Scrub Brush Wicker Broom Plastic Bucket
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Remove all solid debris with water and broom Rinse down all surfaces with water chlorinated to 50ppm Scub with brush and foaming detergent Rinse with water chlorinated to 50ppm Store brooms / brushes with bristles in water chlorinated to 50ppm
FREQUENCY: At the end of each AM and PM
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water.
SPECIAL REQUIREMENTS: Boot Wash to be filled each AM prior to start of work with water chlorinated to 100ppm+.

CLEANING INSTRUCTIONS

Facility Area of Responsibility 2. Break Area

2. A: Floors and Walls

<p>EQUIPMENT REQUIRED: Water Hose Scrub Brush Wicker Broom Plastic Bucket</p>
<p>CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder</p>
<p>CLEANING METHOD: Remove all solid waste and litter. Remove all solid debris with water and wicker broom. Rinse down all surfaces with water chlorinated to 50 ppm. Scrub with brush and foaming detergent. Rinse with water chlorinated to 50 ppm. Empty cigarette butt cans. Store brooms/brushes with bristles in water chlorinated to 50 ppm.</p>
<p>FREQUENCY: At the end of each AM and PM</p>
<p>HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water.</p>
<p>SPECIAL REQUIREMENTS:</p>

2. B: Ceilings and Light Fixtures

<p>EQUIPMENT REQUIRED: Plastic Bucket Squeegee</p>
<p>CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder</p>
<p>CLEANING METHOD: Use squeegee mop to wipe down with soapy water chlorinated to 50 ppm. Wipe down again with plain chlorinated water on squeegee.</p>
<p>FREQUENCY: At least twice weekly</p>
<p>HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water.</p>
<p>SPECIAL REQUIREMENTS: Report and repair any damage to light fixtures or burned-out fixtures. Report any areas of condensation on ceilings.</p>

CLEANING INSTRUCTIONS

Facility Area of Responsibility 3. Break Area

3. A: Floors and Walls

EQUIPMENT REQUIRED:

Water Hose
Scrub Brush / Brush Mop
Squeegees
Plastic Buckets or totes

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Remove all food product from area.
Remove all solid waste and litter.
Remove all solid debris with water chlorinated to 10 ppm.
Rinse down all surfaces with water chlorinated to 10 ppm.
Scrub with brush and foaming detergent.
Rinse with water chlorinated to 10 ppm and squeegee towards drains.
Store brooms/brushes and squeegees in water chlorinated to 50 ppm

FREQUENCY:

At the end of each AM and PM

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.
Follow directions on container of foaming detergent

SPECIAL REQUIREMENTS:

Clean cold storage each time it is empty

2. B: Ceilings and Light Fixtures

EQUIPMENT REQUIRED:

Plastic Bucket
Squeegee

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Use squeegee mop to wipe down with soapy water chlorinated to 50 ppm.
Wipe down again with plain chlorinated water on squeegee.
Wipe areas of condensation frequently during processing.

FREQUENCY:

At least twice weekly

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.

SPECIAL REQUIREMENTS:

Report and repair any damage to light fixtures or burned-out fixtures. Report any areas of condensation on ceilings.

3. C: Tables

EQUIPMENT REQUIRED: Water Hose Scrub Brush Disposable Cloth Sections Squeegees
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Remove all solid debris while rinsing all surfaces with water chlorinated to 10 ppm. Scrub with brush and foaming detergent, including under the tables. Rinse with water chlorinated to 10 ppm and squeegee towards drains. Wipe down with disposable cloth sections. Store scrub brushes and squeegees in water chlorinated to 50 ppm.
FREQUENCY: Frequently in-process. At least at the end of each Am and PM work shift.
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent
SPECIAL REQUIREMENTS:

3. D: Hand Washing Stations

EQUIPMENT REQUIRED: Water Hose Scrub Brush Disposable Cloth Sections
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder Liquid Hand Soap
CLEANING METHOD: Remove all solid debris while rinsing all surfaces with water chlorinated to 10 ppm. Scrub with brush and foaming detergent, including faucet fixtures and under the sinks. Rinse with water chlorinated to 10 ppm. Wipe down with disposable cloth sections. Store scrub brushes.
FREQUENCY: Frequently in-process. At least at the end of each Am and PM work shift
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent.
SPECIAL REQUIREMENTS: Adequate liquid hand soap and paper towels shall be present at all times.

3. E: Vacuum Packing Machines

EQUIPMENT REQUIRED: Plastic Tote for Water Scrub Brush Disposable Cloth Sections and /or Paper Towels
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Remove all solid debris while rinsing all exterior surfaces with water chlorinated to 10 ppm. Scrub exterior surfaces, including underneath machines, with brush and foaming detergent. Remove spacers and carefully scrub spacers and machine interior with brush and foaming detergent. Rinse exterior and spacers with water chlorinated to 10 ppm. Stack spacers on clean surface, staggered on sides, to dry. Wipe down interior, including removable silicone seals, with disposable cloth soaked in water chlorinated to 10 ppm. Wipe dry. Remove any debris. Store scrub brushes in water chlorinated to 50 ppm.
FREQUENCY: Frequently in-process. At least at the end of each Am and PM work shift.
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent
SPECIAL REQUIREMENTS:

3. F: Plastic Storage Totes and Cutting Boards

EQUIPMENT REQUIRED: Water Hose Scrub Brush Disposable Cloth Sections
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder Liquid Hand Soap
CLEANING METHOD: Remove all solid debris while rinsing all surfaces with water chlorinated to 10 ppm. Scrub with brush and foaming detergent, especially handles and grooves. Rinse with water chlorinated to 10 ppm. Wipe down with disposable cloth sections. Stack in un-nested staggered stacks on clean surface. Store scrub brushes.
FREQUENCY: Frequently in-process. At least at the end of each Am and PM work shift
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent. Report and repair any grooving in cutting boards.
SPECIAL REQUIREMENTS: Food contact equipment shall not touch floor.

3. G: Knives, Honing Tools, Hoses, Metal Cutting/Packing Tools and Sharpening Stones

EQUIPMENT REQUIRED: Water Hose Scrub Brush Plastic Totes Disposable Cloth Sections
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Remove all solid debris while rinsing all surfaces with water chlorinated to 10 ppm. Scrub with brush and foaming detergent, especially handles, grooves and hose outlets. Rinse with water chlorinated to 10 ppm. Wipe down with disposable cloth sections. Store all equipment and hose ends immersed in water chlorinated to 50 ppm. Hoses shall be coiled and hung on walls without touching floor. Store scrub brushes in water chlorinated to 50 ppm.
FREQUENCY: Frequently in-process. At least at the end of each Am and PM work shift.
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent. Report and repair any grooving in cutting boards.
SPECIAL REQUIREMENTS:

3. H: Receiving Cold Storage

EQUIPMENT REQUIRED: Water Hose Scrub Brush Squeegees Disposable Cloth Sections
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Remove all food product from chiller. Remove all solid debris while rinsing all surfaces with water chlorinated to 10 ppm. Scrub with brush and foaming detergent, including rack bottoms and chiller door handles. Rinse with water chlorinated to 10 ppm. Wipe down with disposable cloth sections. Store scrub brushes.
FREQUENCY: At least twice weekly.
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent.
SPECIAL REQUIREMENTS: Time cleaning for periods when food products are not present in chiller.

CLEANING INSTRUCTIONS

Facility Area of Responsibility 4. Smoke Room and Smoking Chiller

4. A: Walls and Floors

EQUIPMENT REQUIRED:

Water Hose
Scrub Brush / Brush Mop
Squeegees
Plastic Bucket or Totes

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Remove all food product from area.
Remove all solid waste and litter.
Remove all solid debris with water chlorinated to 10 ppm.
Rinse down all surfaces with water chlorinated to 10 ppm.
Scrub with brush and foaming detergent.
Rinse with water chlorinated to 10 ppm and squeegee towards drains.
Store brooms/brushes and squeegees in water chlorinated to 50 ppm.

FREQUENCY:

At the end of each AM and PM work shift

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.
Follow directions on container of foaming detergent

SPECIAL REQUIREMENTS:

4. B: Ceilings

EQUIPMENT REQUIRED:

Plastic Bucket
Squeegee Mop

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Use squeegee mop to wipe down with soapy water chlorinated to 50 ppm.
Wipe down again with plain chlorinated water on squeegee.
Wipe away condensation frequently (if present) during processing.

FREQUENCY:

At least twice weekly
As needed for condensation

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.

SPECIAL REQUIREMENTS:

Report and repair any damage to light fixtures or burned-out fixtures. Report and eliminate any areas of condensation on ceilings.

4. C: Walk-in SmokeChiller and Racks

EQUIPMENT REQUIRED: Water Hose Scrub Brush Squeegees Disposable Cloth Sections
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Remove all food product from chiller. Remove all solid debris while rinsing all surfaces with water chlorinated to 10 ppm. Scrub with brush and foaming detergent, including rack bottoms and chiller door handles. Rinse with water chlorinated to 10 ppm. Wipe down with disposable cloth sections. Store scrub brushes.
FREQUENCY: At least twice weekly.
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent
SPECIAL REQUIREMENTS: Time cleaning for periods when food products are not present in chiller.

4. D: Tables

EQUIPMENT REQUIRED: Water Hose Scrub Brush Disposable Cloth Sections Squeegees
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Remove all solid debris while rinsing all surfaces with water chlorinated to 10 ppm. Scrub with brush and foaming detergent, including under the tables. Rinse with water chlorinated to 10 ppm and squeegee towards drains. Wipe down with disposable cloth sections. Store scrub brushes and squeegees in water chlorinated to 50 ppm.
FREQUENCY: Frequently in-process. At least at the end of each AM and PM work Shift.
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent.
SPECIAL REQUIREMENTS:

4. E: Aluminum Trays

EQUIPMENT REQUIRED:

Water Hose
Scrub Brush
Plastic Totes
Disposable Cloth Sections

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Remove all solid debris while rinsing all surfaces with water chlorinated to 10 ppm.
Scrub with brush and foaming detergent.
Rinse with water chlorinated to 10 ppm.
Wipe down with disposable cloth sections.
Store all trays stacked loosely on clean surface leaning lengthwise to walls.
Store scrub brushes in water chlorinated to 50 ppm.

FREQUENCY:

Daily, all used trays.

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.
Follow directions on container of foaming detergent

SPECIAL REQUIREMENTS:

Food contact equipment shall not touch floor. Report and repair any damage to metal trays.

CLEANING INSTRUCTIONS

Facility Area of Responsibility 5. Brine Freezer and Packaging Area

5. A: Floors and Walls

EQUIPMENT REQUIRED: Water Hose Scrub Brush / Brush Mop Squeegees Plastic Buckets or totes
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Remove all food product from area. Remove all solid waste and litter. Remove all solid debris with water chlorinated to 10 ppm. Rinse down all surfaces with water chlorinated to 10 ppm. Scrub with brush and foaming detergent. Rinse with water chlorinated to 10 ppm and squeegee towards drains. Store brooms/brushes and squeegees in water chlorinated to 50 ppm
FREQUENCY: When in use, at the end of each AM and PM work shift.
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent
SPECIAL REQUIREMENTS: Clean floors and walls only when brine-tanks are empty.

5. B: Overhead Iron Girders

EQUIPMENT REQUIRED: Plastic Bucket Squeegee
CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder
CLEANING METHOD: Use squeegee mop to wipe down with soapy water chlorinated to 50 ppm. Wipe down again with plain chlorinated water on squeegee. Wipe areas of condensation frequently (if present) during processing.
FREQUENCY: At least twice weekly. As needed for Condensation.
HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water.
SPECIAL REQUIREMENTS: Report and repair any damage to light fixtures or burned-out fixtures. Report and eliminate any areas of condensation or peeling paint on iron girders.

CLEANING INSTRUCTIONS
Facility Area of Responsibility 6. Engineering Rooms

6. A: General Area

<p>EQUIPMENT REQUIRED: Brush Brooms and Dust Bins Scrub Brush Waste Bins With Covers Plastic Buckets</p>
<p>CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder</p>
<p>CLEANING METHOD: Use brooms and dust bins to sweep floors Remove all unused equipment, trash and litter. Stack any dry goods stored in area as recommended by the pest control contractor. Scrub down and wash floors and walls. Store scrub brushes in water chlorinated to 50 ppm.</p>
<p>FREQUENCY: When in use, at the end of each AM and PM work shift.</p>
<p>HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent. Report and repair any structural or equipment damage.</p>
<p>SPECIAL REQUIREMENTS:</p>

CLEANING INSTRUCTIONS

Facility Area of Responsibility 7. Storage Freezer

7. A: Floors and Walls

EQUIPMENT REQUIRED:

Water Hose
Scrub Brush / Brush Mop
Squeegees
Plastic Buckets or totes

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Remove all food product from area.
Defrost freezer completely.
Remove all solid waste and litter.
Remove all solid debris with water chlorinated to 50 ppm.
Rinse down all surfaces, including doors and handles, with water chlorinated to 10 ppm.
Scrub with brush and foaming detergent.
Rinse with water chlorinated to 50 ppm and squeegee towards doors/drains.
Store brooms/brushes and squeegees in water chlorinated to 50 ppm.

FREQUENCY:

At least monthly and whenever freezer unit contains no food product.

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.
Follow directions on container of foaming detergent

SPECIAL REQUIREMENTS:

7. B: Ceilings

EQUIPMENT REQUIRED:

Plastic Bucket
Squeegee Mop

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Use squeegee mop to wipe down with soapy water chlorinated to 50 ppm.
Wipe down again with plain chlorinated water on squeegee.

FREQUENCY:

At least monthly and whenever freezer unit contains no food product.

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.

SPECIAL REQUIREMENTS:

Report and repair any damage to light fixtures, refrigeration piping or burned-out light fixtures.

CLEANING INSTRUCTIONS

Facility Area of Responsibility 8. Personnel Changing Room and Toilets

8. A: Floors and Walls

EQUIPMENT REQUIRED:

Water Hose
Scrub Brush / Brush Mop
Squeegees
Wicker Broom
Plastic Buckets or totes

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Remove all solid waste and litter.
Remove all solid debris with water and wicker broom.
Rinse down all surfaces with water chlorinated to 50 ppm.
Scrub with brush and foaming detergent.
Rinse with water chlorinated to 50 ppm.
Store brooms/brushes with bristles in water chlorinated to 50 ppm.

FREQUENCY:

At the end of each AM and PM work shift.

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.

SPECIAL REQUIREMENTS:

Bathroom shall always be equipped with adequate t-paper.

8. B: Ceilings and Light Fixtures

EQUIPMENT REQUIRED:

Plastic Bucket
Squeegee Mop

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Use squeegee mop to wipe down with soapy water chlorinated to 50 ppm.
Wipe down again with plain chlorinated water on squeegee.

FREQUENCY:

At least twice weekly.

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.

SPECIAL REQUIREMENTS:

Report and repair any damage to light fixtures or burned-out fixtures. Report any areas of condensation on ceilings.

8. C: Hand Wash Sinks

<p>EQUIPMENT REQUIRED: Water Hose Scrub Brush Disposable Cloth Sections</p>
<p>CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder Liquid Hand Soap</p>
<p>CLEANING METHOD: Remove all solid debris while rinsing all surfaces with water chlorinated to 50 ppm. Scrub with brush and foaming detergent, including faucet fixtures and under the sinks. Rinse with water chlorinated to 50 ppm. Wipe down with disposable cloth sections. Store scrub brushes.</p>
<p>FREQUENCY: Frequently in use. At least at the end of each AM and PM work shift.</p>
<p>HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent.</p>
<p>SPECIAL REQUIREMENTS: Adequate liquid hand soap and paper towels shall be present at all times.</p>

CLEANING INSTRUCTIONS
Facility Area of Responsibility 9. Offices

9. A: General Area

<p>EQUIPMENT REQUIRED: Plastic Bucket Squeegee Mop</p>
<p>CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder</p>
<p>CLEANING METHOD: Use squeegee mop to wipe down with soapy water chlorinated to 50 ppm. Wipe down again with plain chlorinated water on squeegee.</p>
<p>FREQUENCY: At least twice weekly.</p>
<p>HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water.</p>
<p>SPECIAL REQUIREMENTS: Report and repair any damage to light fixtures or burned-out fixtures. Report any areas of condensation on ceilings.</p>

CLEANING INSTRUCTIONS
Facility Area of Responsibility 9. Offices

9. B: General Area

EQUIPMENT REQUIRED:

Brush Brooms and Dust Bins
Scrub Brush
Waste Bins With Covers
Plastic Buckets

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Use brooms and dust bins to sweep floors
Remove all unused equipment, trash and litter.
Stack any dry goods stored in area as recommended by the pest control contractor.
Scrub down and wash floors and walls.
Store scrub brushes in water chlorinated to 50 ppm.

FREQUENCY:

General cleaning weekly. Executive bathroom daily.

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.
Follow directions on container of foaming detergent.
Report and repair any structural or equipment damage.

SPECIAL REQUIREMENTS:

Executive bathroom shall always be equipped with adequate liquid hand soap, paper towels and toilet paper.

CLEANING INSTRUCTIONS

Facility Area of Responsibility 10. Food-Contact Packaging Store

10. A: Floors and Walls

EQUIPMENT REQUIRED:

Water Hose
Scrub Brush/Brush Mop
Wicker Broom
Plastic Bucket
Disposable Cloth Sections

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Remove all solid waste and litter.
Move all pallets of packaging material to one side of room, separate from cleaning.
Remove all solid debris with broom.
Wipe down protective plastic covering on packaging material with damp cloth(50ppm).
Wipe down all floor and wall surfaces with water chlorinated to 50 ppm.
Store brooms/brushes with bristles in water chlorinated to 50 ppm.

FREQUENCY:

At least twice weekly.

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.

SPECIAL REQUIREMENTS:

No water on packaging materials.

10. B: Ceilings and Light Fixtures

EQUIPMENT REQUIRED:

Plastic Bucket
Squeegee Mop

CHEMICAL(S) REQUIRED:

Foaming Detergent
Chlorine Powder

CLEANING METHOD:

Use squeegee mop to wipe down with soapy water chlorinated to 50 ppm.
Wipe down again with plain chlorinated water on squeegee.

FREQUENCY:

Clean 1/2 room at one time, clear all packaging from side being cleaned. At least twice weekly.

HEALTH AND SAFETY:

Avoid direct skin contact with chlorinated water.

SPECIAL REQUIREMENTS:

Report and repair any damage to light fixtures or burned-out fixtures. Report any areas of condensation on ceilings or weather penetration to area.

CLEANING INSTRUCTIONS

Facility Area of Responsibility 11. Ice Plant

11. A: Floors and Walls

<p>EQUIPMENT REQUIRED: Water Hose Scrub Brush/Brush Mop Squeegees Plastic Bucket or totes</p>
<p>CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder</p>
<p>CLEANING METHOD: Remove all food product from area. Remove all solid waste and litter. Remove all solid debris with water chlorinated to 10 ppm. Rinse down all surfaces with water chlorinated to 10 ppm. Scrub with brush and foaming detergent. Rinse with water chlorinated to 10 ppm and squeegee towards drains. Store brooms/brushes and squeegees in water chlorinated to 50 ppm.</p>
<p>FREQUENCY: When in use, at the end of each Am and PM work shift.</p>
<p>HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water. Follow directions on container of foaming detergent.</p>
<p>SPECIAL REQUIREMENTS: Clean floors and walls only when brine-tanks are empty.</p>

11. B: Overhead Iron Girders

<p>EQUIPMENT REQUIRED: Plastic Bucket Squeegee Mop</p>
<p>CHEMICAL(S) REQUIRED: Foaming Detergent Chlorine Powder</p>
<p>CLEANING METHOD: Use squeegee mop to wipe down with soapy water chlorinated to 50 ppm. Wipe down again with plain chlorinated water on squeegee. Wipe away condensation frequently (if present) during processing.</p>
<p>FREQUENCY: At least twice weekly. As needed for condensation.</p>
<p>HEALTH AND SAFETY: Avoid direct skin contact with chlorinated water.</p>
<p>SPECIAL REQUIREMENTS: Report and repair any damage to light fixtures or burned-out fixtures. Report and eliminate any areas of condensation or peeling paint on iron girders.</p>

CLEANING SCHEDULE CHECKLIST

Instructions:

To be completed each AM prior to work and each PM after work shift. Inspection to be conducted by Manager or Supervisor.

Assistant Supervisor Assigned to this Area _____

Manager or Supervisor Conducting Inspection _____

Date _____ AM Inspection _____ PM Inspection _____

AREA	FEATURE	ASSIGNED ASST. SUPE.	PASS	FAIL	ACTION
1.	Exterior Grounds				
1.	Waste Grounds				
1.	Waste Pick-up Area				
1.	Receiving Dock Area				
1.	Hand Wash (+Soap and Towels)				
1.	Floors				
1.	Walls				
2.	Floors				
2.	Walls				
2.	Ceiling				
2.	Hand Wash Sinks (Soap Towels)				
2.	Tables				
2.	Under Tables				

AREA	FEATURE	ASSIGNED ASST. SUPE.	PASS	FAIL	ACTION
3.	Boot Wash PPM Chlorine				
3.	Entry Way				
3.	Trim Room Floor				
3.	Trim Room Tables				
3.	Trim Room Under Tables				
3.	Trim Room Drains				
3.	Main Room Walls				
3.	Main Room Ceilings				
3.	Main Room Tables				
3.	Main Room Under Tables				
3.	Vacuum Pack Machines				
3.	Plastic Bins and Totes				
3.	Knives and Honing Steels				
3.	Hand Wash Stations (Soap Towels)				
3.	Chlorine Dip Stations				
4.	Floors				

AREA	FEATURE	ASSIGNED ASST. SUPE.	PASS	FAIL	ACTION
4.	Ceiling				
4.	Table				
4.	Under Table				
4.	Exhaust Fan Assembly				
4.	Weekly Deep Clean of Chiller? Date				
5.	Floors				
5.	Walls				
5.	Overhead Girders				
5.	Ceiling				
5.	Brine Tank				
5.	Weekly Deep Clean of Blast Freezer? Date				
6.	General				
6.	Unused Equipment Stored				
6.	Trash or Litter Removed				
7.	Floors				
7.	Walls				
7.	Ceilings				
7.	Date of Last Deep Cleaning				

AREA	FEATURE	ASSIGNED ASST. SUPE.	PASS	FAIL	ACTION
8.	Adequate Laundered Protective Clothing				
8.	Guest Clothing				
8.	Boots Separated from Street Shoes?				
8.	Protective Clothing Separate from Street Clothing?				
8.	Floors				
8.	Walls				
8.	Ceilings				
8.	Soap				
8.	Towels				
8.	Toilet Paper				
9.	General				
9.	Kitchen				
9.	Toilet Soap Towels				
10.	General				
10.	On Pallets				
10.	Covered				
10.	Unused Unidentified Removed				

AREA	FEATURE	ASSIGNED ASST. SUPE.	PASS	FAIL	ACTION
11.	Floors				
11.	Walls				
11.	Overhead Beams				
11.	Freezer Tank				
11.	Date Last Cleaned				

EXAMPLE VI-A

TYPICAL HAZARD ANALYSIS WORK SHEET

FIRM NAME:XXXXXXX

PRODUCT DESCRIPTION: Fresh Tuna Loins

**FIRM ADDRESS:
XXXXXX**

METHOD OF STORAGE AND DISTRIBUTION:
Poly Bag Packaged
Fresh

XXXXXX

INTENDED USE AND CONSUMER:
To be eaten fully cooked by the general
Public.

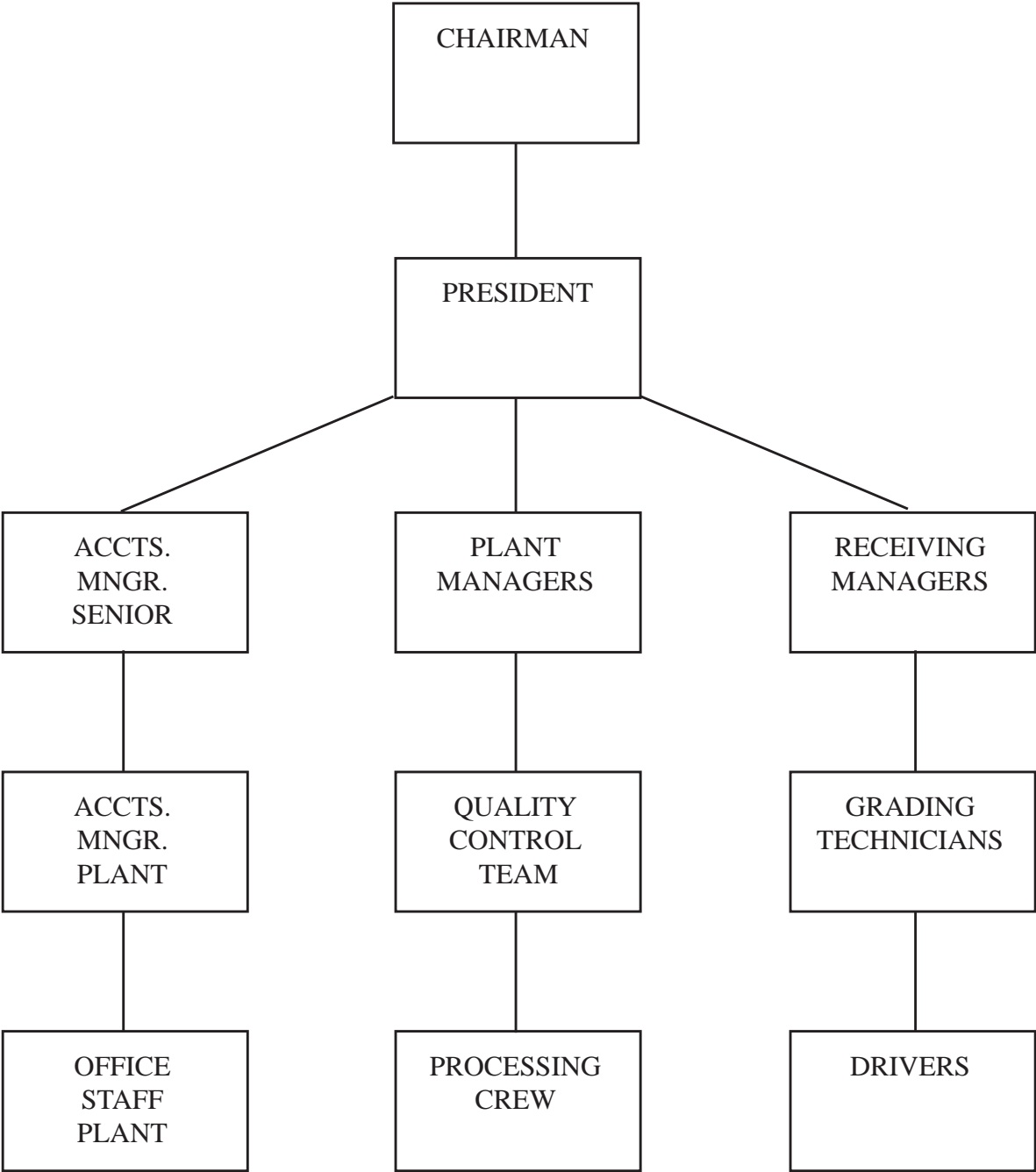
1. Ingredient/ Processing Step	2. Identify potential hazards introduced controlled or enhanced at this step.	3. Are any potential food- safety hazards signif- icant?YN	4. Justify your decision for column 3.	5. What preventative measures can be applied to prevent the significant hazards?	6. Is this step a critical control point?
Large Tunas	Biological: Pathogen Growth	Y	Known hazard with Tuna.	See processing steps	NA
	Chemical: Histamine Development	Y	“ “	“ “	NA
	Physical:	Y	“ “	“ “	
CCP #1. Harvest Vessel	Biological: Pathogen Growth	Y	Fish above 4°C unsafe	Check fish temperature prior to accepting receiving lot.	Y
	Chemical: Histamine Development	Y	“ “	“ “	Y
	Physical: Product Trace- ability	Y	Finished seafood products must be trace- able to harvest vessel/area.	Gather information from harvest vessel.	Y

CCP #2. Receiving	Biological: Pathogen Growth Pathogen Introduction	Y	Fish out of ice at this point and in contact with floor.	Wash fish with chilled chlorine-positive water. Maintain chlorine-positive water flow across receiving area floor. Check fish for signs of physical deterioration by grading probe and visual / physical exam.	Y
	Chemical: Histamine Development	Y	Fish out of ice this point.	Wash fish with chilled chlorine-positive water. Check fish for signs of physical deterioration by grading probe and visual/ physical exam.	Y
	Physical: Product Trace- ability	Y	This point where fish are selected for processing	Record harvest vessel name and danding date info on a record and on a tail tag attached to each fish selected for processing/.	Y
CCP #3. Receiving	Biological: Pathogen Growth	Y	Fish out of ice during previous processing step.	Check for correct ice/ water ratio in ice slurry.	Y
	Chemical: Histamine Development	Y	Fish have been out of ice during previous processing step.	“ “	Y
	Physical: Product Trace- ability, stock rotation	Y	Fish in ice should be traceable and processed in order (first received-first into processing).	Label ice-brine tanks as to contents/harvest vessel.	Y
CCP #4. Receiving	Biological: Pathogen Growth Pathogen Introduction	Y	Fish will not be iced during cutting. Fish have come from on-floor handling	Track in-process product temperature. Wash fish with cold water with detectable chlorine.	Y
	Chemical: Histamine Development	Y	Fish will not be iced during cutting.	Track in-process product temperature.	Y
	Physical: Product Trace- ability,	Y	Whole fish with identifying tail tags will be cut up.	Use tail tags to label and track in-process cuts.	Y

CCP #5. Receiving	Biological: Pathogen Growth	Y	Fish can be held here for many hours.	Check for correct ice/ water ratio in ice slurry. Limit time product may be stored. Record daily PO for and receipt from audited, approved ice supplier.	N
	Pathogen Introduction	Y	Non-approved ice may carry pathogens		
	Chemical: Histamine Development	Y	Fish can be held here for many hours.	Check for correct ice/ water ratio in ice slurry. Limit time product may be stored.	N
	Physical:				N
CCP #7. Packaging Store	Biological: Pathogen Introduction	Y	Non-approved vacuum bags may carry pathogens.	Record PO for and receipt from audited, approved vacuum bag manufacturer.	N
	Chemical:				N
	Physical:				N

EXAMPLE VI-B TYPICAL HACCP PLAN

Section 1. Company Organization Chart:



ORGANIZATION CHART NARRATIVE

1. Chairman. The Chairman oversees all aspects of the operation of the company and is responsible for delegation of responsibility to all employees as well as general policy decisions for the company.
2. President. The President, appointed by the chairman, is directly responsible for both the long-term and day-to-day overall operations of the entire company. She reports directly to the Chairman.
3. Accounts Manager, Senoir. The Accounts Manager, Senoir is responsible for the accounting operations of the entire company.
4. Accounts Manager, Plant. The Accounts Manager, General Santos, is responsible for the accounting operations of the plant facility at the actual production site. He reports directly to the Manila office.
5. Accounting Staff, Plant. The Accounting Staff, Plant, is responsible for the accounting operations of the processing facility.
6. Receiving Manager. The Receiving Manager is responsible for all receiving and transshipment operations at the receiving station(s). He is a member of the Quality Control Team and directs his part of company operations to follow the requirements of the HACCP plan that fall under his area of responsibility.
7. Grading Technicians. The Grading Technicians check all fish prior to receiving for overall quality and for the requirements mandated by the HACCP plan. They also fill out the records required by the HACCP plan with the assistance and supervision of the Receiving Manager.
8. Drivers. The drivers maintain ice on the fish placed under their responsibility for transport from the receiving station to the processing facility. They report directly to the Receiving Manager.
9. Plant Managers. The Plant Managers are responsible for all operations at the processing facility, including implementation of both the SSOP and HACCP plans.
10. Quality Control Team. The Quality Control Team consists of both management and processing crew personnel. They are responsible for following the daily requirements of the SSOP and HACCP plans and filling out the required records.
11. Processing Crew. The Processing Crew is responsible for all production operations under the guidance of the Plant Managers and Quality Control Team.

Section II: PROCESSING FLOW CHART:

CCP #1: RECEIVING

RECEIVING DOCK

OFF-LOAD WEIGH

GRADING/
WASH FISH

ICE FISH IN TRUCK

PLANT, ICE STORAGE

HG AND WASH

CUT LOINS

CUT STEAK OR FILLETS

SMOKE/
CHILLER

TRIM

WEIGH PACK/
LABEL

BLAST FREEZE

PACK M/C

FROZEN STORAGE

SHIPPING

DOCK, ICE STORAGE

CCP #2: ICED STORAGE

Fresh For Europe:

WEIGH, PACK AND LABEL

ICE STORAGE

PACK AIR SHIPPING CARTON

SHIP BY AIR

Frozen For U.S.:

CCP #3: PROCESSING

CCP #4: MC PACK/STORE

PROCESSING FLOW CHART NARRATIVE

Receiving Dock

Fresh tuna unloaded from harvest vessel.

Off-load Weigh

Fish is weighed and laid out on tables.

Grading/Wash Fish

Fish are graded for food safety and quality. Those accepted are washed in harbor water.

Dock, Ice Storage

Some fish may be temporarily stored at the dock in ice-brine.

Ice Fish In Truck

Fish are iced down in the truck for transportation.

Plant, Ice Storage

Fish are placed in iced storage inside processing plant.

HG And Wash

The heads and guts are removed from the fish and they are washed in chlorinated water.

Cut Loins

Fish are cut into loins

(FRESH FOR EUROPE)

Weigh Pack and Label

Fresh Loins are vacuum packed and labeled.

Ice Storage

Vacuum packaged loins and H&G Fish are stored and chilled down in ice slush prior to shipment by air.

Pack Air Shipping Carton

H&G and vacuum-packed loins are packed in shipping cartons.

Ship by Air

Product is packed in shipping cartons with adequate dry and gel ice and delivered to commercial airline.

(FROZEN FOR U.S.)

Cut Steak or Fillet

Loins are cut into steaks or sashimi fillet cuts.

Smoke/Chiller

Smoke is applied to cuts and they are placed in chilled storage.

Trim

Cuts are removed from chiller and trimmed.

Weigh Pack/Label

Cuts are weighed and vacuum-packed in pre-labeled vacuum packs.

Continued

Blast Freeze

Vacuum packages are placed in blast freezer and frozen at -20° C.

Pack Master Cartons

Frozen Vacuum packages are packed in labeled corrugated cardboard master cartons.

Frozen Storage

Packed master cartons are placed in frozen cold storage maintained at -18°C or colder.

Shipping

Master cartons are loaded in reefer van for sea shipment at -18°C.

Section III: Product Descriptions:**For Europe:****Fresh H&G Tuna**

Poly-bagged in insulated wax-coated shipping carton. Labeled as required by E.U. regulations and customer specifications. Stored and distributed chilled. Intended end use, to be eaten fully cooked by the consumer.

Fresh H&G Marlin

Poly-bagged in insulated wax-coated shipping carton. Labeled as required by E.U. regulations and customer specifications. Stored and distributed chilled. Intended end use, to be eaten fully cooked by the consumer.

Fresh H&G Swordfish

Poly-bagged in insulated wax-coated shipping carton. Labeled as required by E.U. regulations and customer specifications. Stored and distributed chilled. Intended end use, to be eaten fully cooked by the consumer.

Fresh H&G Opah

Poly-bagged in insulated wax-coated shipping carton. Labeled as required by E.U. regulations and customer specifications. Stored and distributed chilled. Intended end use, to be eaten fully cooked by the consumer.

Fresh Tuna Loins

Vacuum packaged, vacuum packs placed in insulated Styrofoam box with corrugated cardboard outer liner. Vacuum package and outer shipping box labeled as required by E.U. regulations and customer specifications. Stored and distributed chilled. Intended end use, to be eaten fully cooked by the consumer.

Fresh Marlin Loins

Vacuum packaged, vacuum packs placed in insulated Styrofoam box with corrugated cardboard outer liner. Vacuum package and outer shipping box labeled as required by E.U. regulations and customer specifications. Stored and distributed chilled. Intended end use, to be eaten fully cooked by the consumer.

Fresh Swordfish

Vacuum packaged, vacuum packs placed in insulated Styrofoam box with corrugated cardboard outer liner. Vacuum package and outer shipping box labeled as required by E.U. regulations and customer specifications. Stored and distributed chilled. Intended end use, to be eaten fully cooked by the consumer.

Fresh Opah Loins

Vacuum packaged, vacuum packs placed in insulated Styrofoam box with corrugated cardboard outer liner. Vacuum package and outer shipping box labeled as required by E.U. regulations and customer specifications. Stored and distributed chilled. Intended end use, to be eaten fully cooked by the consumer.

Continued

For U.S.:

Frozen Tuna Steaks

Ingredients: Tuna, natural tasteless wood smoke used to maintain fresh-like taste and color. Vacuum packaged plastic bag with handling instructions printed on vacuum bag. Wax-coated corrugated cardboard master carton. Stored and distributed frozen. Intended end use, to be eaten fully cooked by the consumer.

Frozen Marlin Steaks

Ingredients: Marlin, natural tasteless wood smoke used to maintain fresh-like taste and color. Vacuum packaged plastic bag with handling instructions printed on vacuum bag. Wax-coated corrugated cardboard master carton. Stored and distributed frozen. Intended end use, to be eaten fully cooked by the consumer.

Frozen Swordfish Steaks

Ingredients: Swordfish, natural tasteless wood smoke used to maintain fresh-like taste and color. Vacuum packaged plastic bag with handling instructions printed on vacuum bag. Wax-coated corrugated cardboard master carton. Stored and distributed frozen. Intended end use, to be eaten fully cooked by the consumer.

Frozen Opah Steaks

Ingredients: Opah, natural tasteless wood smoke used to maintain fresh-like taste and color. Vacuum packaged plastic bag with handling instructions printed on vacuum bag. Wax-coated corrugated cardboard master carton. Stored and distributed frozen. Intended end use, to be eaten fully cooked by the consumer.

Frozen Tuna Sashimi Blocks

Ingredients: Tuna, natural tasteless wood smoke used to maintain fresh-like taste and color. Vacuum-packaged plastic bag with handling instructions printed on vacuum bag. Wax-coated corrugated cardboard master carton. Stored and distributed frozen. Intended end use, to be eaten raw or fully cooked by the consumer.

1. Critical Control Point (CCP)	2. Significant Hazard(s)	3. Critical Limits for each Preventive Measure.
Receiving	Pathogen growth and histamine formation due to temperature abuse	<p>No individual fish shall be accepted that exceeds 4° C internal temperature.</p> <p>No individual fish shall be accepted that exhibits sensory decomposition or excessive physical deterioration.</p>
	Economic integrity. Finished	No receiving lot (individual harvest vessel contents) shall be exported in any form that is not traceable from the finished product Packing Lot Code number back to the original harvest vessel.

HCCP PLAN FORM, PAGE 1

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Monitoring			
What	How	Frequency	Who
Internal temperature of each individual fish.	Check each individual fish for internal temperature with a dial thermometer.	Each fish landed.	Grading technician or designated personnel.
Fish overall condition and visual evidence of	Visual examination of each individual fish.	Each fish landed.	Grading technician or designated personnel.
Fish trace-ability.	Begin tracking of fish from the harvest vessel using plastic tail tag.	Each fish landed.	Grading technician or designated personnel.

8. Corrective Action(s)	9. Records	10. Verification
<p>No individual fish shall be accepted that exceeds the critical limit.</p> <p>No individual fish shall be accepted that exceeds the critical limit.</p> <p>No individual fish shall be accepted that exceeds the critical limit.</p>	<p>Receiving Record</p> <p>Receiving Record</p> <p>Receiving/Packing Lot Tracking Record.</p> <p>Individual Fish Tail Ribbon marked with receiving lot code# and harvest vessel.</p>	<p>Review monitoring and corrective action records weekly.</p> <p>Verify monitoring and corrective action records weekly.</p> <p>Check accuracy of dial thermometers daily.</p> <p>A supplier On-Board Handling Certificate shall be filled out for each harvest vessel fish will be accepted from.</p>

1. Critical Control Point	2. Significant Hazard(s)	3. Critical Limits for Each Corrective Measure.
2. Ice Brine Storage	Pathogen growth and histamine formation due to temperature abuse.	<p>Product shall be held with adequate ice-brine mixture around and above the product.</p> <p>Product temperature shall not exceed 4° C.</p>
3. Processing and in-process cold storage.	Pathogen growth and histamine formation due to temperature abuse.	<p>Product intended for frozen finished product shall not exceed 4°C for more than 4 hours total from the time GG fish enter processing until the time the finished product enters the blast freezer.</p> <p>Product intended for fresh export shall not exceed 4°C for more than 2 hours total for the time the fish enter processing until the time it is packed for air shipment.</p>

HCCP PLAN FORM, PAGE 1

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Monitoring			
What	How	Frequency	Who
Prompt and adequate ice on fish	Visual check.	Every four hours during work shift, when new fish enter ice and at start of each day.	Supervisor or designated personnel.
Internal temperature of three fish.	Check three fish at random with dial thermometer.	Every four hours during work shift, when new fish enter ice and at start of each day.	Supervisor or designated personnel.
Internal fish temperature throughout processing and in-process cold storage	For frozen product, using a dial or digital thermometer, track representative samples through processing and in-process cold storage until it enters the blast freezer. Track a representative sample of the first and last fish to enter processing for each 4-hour half-shift.	At the start of each 4-hour processing half shift and throughout the processing cycle.	Supervisor or designated personnel.
Internal fish temperature throughout processing and in-process cold storage	For fresh, using a dial or digital thermometer, track a sample from the first fish and one each hour thereafter that fish continue to enter processing.	At the time fish first enters processing until they are packed for air shipment.	Supervisor or designated personnel.

8. Corrective Action(s)	9. Records	10. Verification
<p>Check temperature of all fish completely or partially exposed to un-iced environment. Add ice or ice-brine mixture until there is adequate ice or ice-brine mixture above and around the fish.</p> <p>Any individual fish that exceeds 4°C shall be frozen and tested for histamine. If tested below 50PPM fish may be sold for canning. If above, shall be sold for non-human use.</p>	Ice Brine Storage Log Book	Review monitoring and corrective action records daily. Verify monitoring and corrective action records weekly.
<p>FROZEN: If any tracking sample exceeds 4°C for more than 4 hours but less than 8 hours (>8 sell all/non-human use) the entire lot shall be blast frozen. 10 random samples from 10 different fish or packing units shall be tested for histamine and sold for canning if acceptable or disposed of for non-human use if any single histamine result exceeds 50 PPM.</p> <p>FRESH: If any tracking sample exceeds 4°C for more than 2 hours the entire lot shall be blast frozen. 10 random samples from 10 different fish or packing units shall be tested for histamine and sold for canning if acceptable or disposed of for non-human use if any single histamine result exceeds 50 PPM.</p>	<p>Temperature Tracking Record</p> <p>Fresh Loin/HG Temperature Tracking Record</p>	<p>Review monitoring and corrective action records daily. Verify monitoring and corrective action records weekly.</p> <p>Check accuracy of dial or digital thermometers daily.</p> <p>A sample of raw material, in-process or finished product shall be analyzed by an independent laboratory for histamine, total bacteria plate count, Fecal Coliform, Salmonella, Staph, Aureus and Vibrio cholera.</p> <p>For frozen, analysis prior to each shipment.</p> <p>For fresh, analysis of a sample from each shipment taken immediately prior to shipment.</p>

1. Critical Control Point (CCP)	2. Significant Hazard(s)	3. Critical Limits for each Preventive Measure
4. Frozen Cold Storage	Economic integrity, short weight. Correct safety labeling.	<p>Each production lot of finished frozen product shall be packed with product that, when thawed, will meet or exceed the net weight stated on the master carton. Each vacuum bag and master carton shall be properly labeled.</p> <p>The product shall conform to the customer product specifications.</p>

HCCP PLAN FORM, PAGE 3

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Monitoring			
What	How	Frequency	Who
Check actual net weight against net weight stated on master carton. Correct safety	Thaw one sample of one vacuum pack of finished product. Visual Check.	Once weekly.	Supervisor
Customer product specifications check.	Thaw one sample of one vacuum pack of finished product.	Once weekly.	Supervisor

8. Corrective Actions(s)	9. Record(s)	10. Verification
<p>If sample does not meet critical limits all product processed since the last sample taken must be re-weighed and re-labeled and/or segregated for quality concerns and sold on local market.</p>	<p>Product intervention report.</p>	<p>Review monitoring and corrective action records daily and verify weekly.</p>

RECEIVING RECORD

DATE _____

SUPERVISOR OR ASSIGNED PERSONNEL _____

Instructions: To be filled out at time of receiving from harvest vessel at fish port. Check fish for grade and quality first. Check fish that pass grading for temperature.

IMMEDIATELY ICE DOWN FISH ACCEPTED FOR PROCESSING!

WRITE DIRECTLY ON THIS FORM DURING MONITORING. DO NOT USE NOTE BOOK OR SCRATCH PAPER.

FISH NO.	GRADE (A, B, OR C)	PHYSICAL COND DE-COMP		NET. WT.	TEMP	HARVEST VESSEL
		PASS	FAIL			
1						
2						
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CRITICAL LIMITS:

No individual fish shall be accepted that exceeds 4°C internal temperature.

No individual fish shall be accepted that exhibits sensory decomposition or excessive physical deterioration.

CORRECTIVE ACTION:

No individual fish shall be accepted that exceeds the critical limit.

MANAGER'S SIGNATURE:

DAILY REVIEW _____ DATE _____

WEEKLY VERIFICATION _____ DATE _____

(Both cannot be filled out by same management person)

RECEIVING/PACKING LOT TRACKING RECORD

Date _____ Supervisor or Assigned Personnel _____

Critical Limits: No receiving lot (individual harvest vessel contents) shall be exported in any form that is not trace-able from the finished product Packing Lot Code number back to the original harvest vessel.

(All processing lots shall be tracked using Processing Lot Tracking Labels on the iced tote bins of loins, the racks of chilled Cryofresh cuts or tail tags on the HG fish.)

IMPORTANT! THIS FORM MUST BE USED TO TRACK EACH RECEIVING LOT (INDIVIDUAL HARVEST VESSEL CONTENTS) AND THE PROCESSING LOT(S) DERIVED THEREOF.

Harvest Vessel Name _____ # of Fish Accepted _____

Receiving Lot Code(_____ Processed Into _____

Date of Processing _____

Processing Lot Code (_____ # of Pieces Used _____

Processing Lot Code _____ # of Pieces Used _____

(Receiving Lot Code is the last # of the year, the month and the date of unloading + the harvest vessel name. Ex: 81215 FV San Jose

(Processing Lot Code the last # of the year, the month and the date of processing + the customer code. Ex: 81217 HIS.

Daily Review (Signature) _____ Date _____

Weekly Verification (Signature) _____ Date _____

(Both cannot be filled out by same management person)

WRITE DIRECTLY ON THIS FORM DURING MONITORING. DO NOT USE NOTE BOOK OR SCRATCH PAPER.

SUPPLIER CERTIFICATE

DATE _____ GRADING TECHNICIAN NAME _____

This is to certify that the fish supplied to THIS FACILITY were properly handled on board the harvest vessel(s) and the fish temperature was reduced to and maintained at between 1°C and 4°C during transportation and off-loading and that said fish passed receiving HACCP and QC controls.

Harvest Vessel Name(s):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Broker Name _____

Number of Fish Supplied _____

ICE BRINE STORAGE LOG BOOK

WRITE DIRECTLY ON THIS FORM DURING MONITORING. DO NOT USE NOTE BOOK OR SCRATCH PAPER.

DATE _____ CHECKER NAME _____

LOCATION _____

TIME FISH ENTERED ICE _____

ADEQUATE ICE PRESENT? YES _____ NO _____

MORE ICE ADDED? YES _____ NO _____

FISH INTERNAL TEMPERATURE CHECK:

1. _____ 2. _____ 3. _____

FISH WASHED PRIOR TO PROCESSING? Y__ N__

TIME OF FIRST FOUR-HOUR CHECK _____

CHECKER NAME _____

ADEQUATE ICE PRESENT? YES _____ NO _____

MORE ICE ADDED? YES _____ NO _____

2nd FISH INTERNAL TEMPERATURE CHECK: TIME _____

1. _____ 2. _____ 3. _____ FISH WASHED PRIOR TO PROCESSING? Y__ N__

DIALY REVIEW:

_____ SIGNATURE OF MANAGER DATE _____

WEEKLY VERIFICATION:

_____ SIGNATURE OF ANOTHER MANAGER DATE _____

CRITICAL LIMITS: Product shall be held with adequate ice-brine mixture around and above the product. Product temperature shall not exceed 4°C.

CORRECTIVE ACTIONS: Check temperature of all fish completely or partially exposed to un-iced environment. Add ice or ice-brine mixture until there is adequate ice or ice-brine mixture above and around the fish.

Any individual fish that exceeds 4°C shall be frozen and tested for histamine. If tested below 50PPM fish may be sold for canning. If above, shall be sold for non-human use.

TEMPERATURE TRACKING RECORD, PAGE 1

(For Tracking Fish to Be Processed Into Frozen Finished Product)

Date _____ Technician Name _____

Instructions: Track the first and last fish to enter processing for each 4-hour AM and PM work shift. Track the sample for the entire processing cycle, up to three days, until it enters the blast freezer.

AM SHIFT FIRST FISH TO ENTER

Sample Form	Rev. Lot#	Harvest Vessel	Time	Temp	Date	Packing Lot#
HG						
LOIN						
STEAK						
PRE-SMOKE						
COLD STORAGE						
+ 2 HOURS IN COLD STORAGE						
+ 48 HOURS LV COLD STORAGE						
TRIM						
WEIGH						
PACK						
ENT. FREEZER						

AM SHIFT LAST FISH TO ENTER

Sample Form	Rev. Lot#	Harvest Vessel	Time	Temp	Date	Packing Lot#
HG						
LOIN						
STEAK						
PRE-SMOKE						
COLD STORAGE						
+ 2 HOURS IN COLD STORAGE						
+ 48 HOURS LV COLD STORAGE						
TRIM						
WEIGH						
PACK						
ENT. FREEZER						

Continued

PM SHIFT FIRST FISH TO ENTER

Sample Form	Rev. Lot#	Harvest Vessel	Time	Temp	Date	Packing Lot#
HG						
LOIN						
STEAK						
PRE-SMOKE						
COLD STORAGE						
+ 2 HOURS IN COLD STORAGE						
+ 48 HOURS LV COLD STORAGE						
TRIM						
WEIGH						
PACK						
ENT. FREEZER						

PM SHIFT LAST FISH TO ENTER

Sample Form	Rev. Lot#	Harvest Vessel	Time	Temp	Date	Packing Lot#
HG						
LOIN						
STEAK						
PRE-SMOKE						
COLD STORAGE						
+ 2 HOURS IN COLD STORAGE						
+ 48 HOURS LV COLD STORAGE						
TRIM						
WEIGH						
PACK						
ENT. FREEZER						

CRITICAL LIMITS: Product intended for frozen finished product shall not exceed 4°C for more than 4 hours total from the time GG fish enter processing until the time the finished product enters the blast freezer.

CORRECTIVE ACTIONS: If any tracking sample exceeds 4°C for more than 4 hours but less than 8 hours (>8 sell all/non-human use) the entire lot shall be blast frozen. 10 random samples from 10 different fish or packing units shall be tested for histamine, and sold for canning if acceptable or disposed of for non-human use if any single histamine result exceeds 50 PPM.

WRITE DIRECTLY ON THIS FORM DURING MONITORING. DO NOT USE NOTE BOOK.

DAILY REVIEW _____ **DATE** _____ **WEEKLY VERI.** _____ **DATE** _____

FRESH LOIN/H&G TEMPERATURE TRACKING RECORD

Date _____ Supervisor Name _____

Receiving Lot #: _____ Packing Lot #: (upon packing) _____

Procedure: From each receiving lot to be processed, track the temperature of the first fish to enter processing and one fish per each hour thereafter as long as fish from that receiving lot continue to enter the processing line. Track the fish from the time they enter the processing line to the time they are packed in the shipping carton for export. Use plastic labels or hand-written tags to track the in-process fish.

Adequate Ice?

Adequate Ice?			Time Entering Processing:	Product Location	Temp. in C
Y	N	Action			
			+ 1 Hour		
			+ 3 Hours		
			+ 6 Hours		
			At End of Shift		
			Next AM		
			+ 1 Hour		
			+ 3 Hours		
Comments:			Date/Time of Shipping		

Critical Limits: Product intended for fresh export shall not exceed 4°C for more than 2 hours from the time the fish enters processing to the time it is packed for air shipment.

Corrective action: Issue NODCAR. Blast freeze entire lot. Check 10 random samples for <50ppm histamine. If all samples pass sell for canning. If one or more fails, sell for non-human consumption. File sales records with NODCAR.

Daily Review _____ Date _____ Weekly Veri. _____ Date _____

WRITE DIRECTLY ON THIS FORM DURING MONITORING. DO NOT USE NOTE BOOK

PRODUCT INTERVENTION REPORT

	Sample #1	Sample #2	Sample #3	Sample #4
Date				
Product ID				
Packing Lot #				
Indicated Weight				
Actual Weight				
Avg. Portion Wt.				
Labels OK? Y/N				

Sampl #	Prtn #	Wt.	Color	Text	Shape	Brown	Sash	Thck"	Decmp	Note

CRITICAL LIMITS: Each production lot of finished frozen product shall be packed with product that, when thawed, will meet or exceed the net weight stated on the master carton. Each vacuum bag and master carton shall be properly labeled. The product shall conform to the customer product specifications.

CORRECTIVE ACTION: If sample does not meet critical limits all product processed since the last sample taken must be re-weighed and re-labeled and/or segregated for quality concerns and sold on local market.

Daily Review _____ Date _____ FOR? HACCP ___ QC ___

Weekly Verification _____ Date _____

Grading: 0=Above Standard. 1=Slight Deviation. 2=Significant Dev. 3=Major Deviation

WRITE DIRECTLY ON THIS FORM DURING MONITORING. DO NOT USE NOTE BOOK.

HACCP PLAN MEETING RECORD (Minutes)

Date _____ Location _____

Participants:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Areas of Concern:

Actions to be taken:

Changes to the HACCP and/or SSOP plans to be made:

Comments:

CONSUMER COMPLAINT REPORT

All consumer complaints are to be investigated. Both sales and production management must complete the relevant sections of this form each time a customer complaint is received. Completed customer complaint forms must be reviewed and initialed by the Sales and Operations Managers.

SECTION "A", TO BE COMPLETED BY SALES REPRESENTATIVE:

1. Sales Rep Name _____ 2. Account Name _____

3. Date of Complaint _____ 3. Product _____

4. Packing Code _____ 5. Shipment # _____

6. Complaint _____

7. In your opinion, is this complaint valid? YES _____ NO _____

Why? _____

8. Corrective action recommended by sales representative: _____

Date corrective action completed _____

Verified by _____

SECTION “B”, TO BE COMPLETED BY PRODUCTION MANAGEMENT:

Name of Production Manager: _____ Date _____

Review P.I.R.. for this product/packing code. Can evidence of the cause of this complaint be found in the P.I.R?

YES _____ NO _____

EXPLAIN: _____

Interview receiving/processing staff present when this product was produced. Can they offer any explanation as to the cause of this problem/complaint? YES _____ NO _____

IF YES, EXPLAIN: _____

Is this consumer complaint relevant in any way to the Sanitation SOP or the HACCP plan?

YES _____ NO _____

If yes, the SSOP and/or HACCP plan must be reviewed as instructed in the HACCP plan.

CORRECTIVE ACTION RECOMMENDED: _____

Date corrective action completed _____

Verified by _____

Initialed by: Sales Manager _____ Operations Manager _____

NOTICE OF DEVIATION FROM CRITICAL LIMIT OR PRODUCT SPECIFICATION AND CORRECTIVE ACTION REPORT

SUPPLIER FIRM NAME _____

FORM PREPARED BY _____ TITLE/CO. _____

DATE _____ HACCP OR CPSP DEVIATION _____

CCP OR CPSP # _____ DESCRIPTION _____

HOW WAS DEVIATION DISCOVERED _____

DESCRIBE PROBLEM _____

CORRECTIVE ACTION PLAN _____

IF HACCP DEVIATION, HOW DOES THIS AFFECT/CHANGE HACCP PLAN?

DATE CORRECTIVE ACTION COMPLETED _____

REVIEWED BY: HIS MANAGER _____ DATE _____

SUPPLIER MANAGER _____ DATE _____

PRODUCT RECALL PROCEDURE

1. When through a notice of Deviation From Critical Limits or Product Specification and Corrective Action Report (NODCAR) or governmental action requires a product recall:

1. Identify the production lot numbers affected by tracing customer invoices and the HACCP plan records.
2. Notify the affected customer/distributors of the recall and arrange for collection/consolidation of all product from the lot number(s) involved.
3. Dispose of the product as required by law.