

Assemble a HACCP Team

As with the prerequisite programs, a team approach should be used to build HACCP plans. Individuals selected to participate on the team to develop a HACCP plan for ground meat and cut production should include:

- Personnel working within the production process, e.g. packaging, grinding and cutting
- Individuals involved with the prerequisite programs
- Management

You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.

Once a team has been assembled, a team leader should be designated to ensure the development process moves forward and to oversee the implementation of the HACCP plan once it is completed.

Note: Before proceeding to the second step it is useful for the team to review some general information on HACCP principles to provide some background to all team members. Additionally it is advisable to examine any previously developed generic models of HACCP plans for the process of interest. These models can be very helpful in making the development of the HACCP plan as efficient as possible. Sources of HACCP related information and generic models are listed in the appendix.

Describe the Process

The next step in the development of a HACCP plan is to completely describe the product and the steps required to produce it. This can be accomplished by completing four forms which are outlined below.

- 1. Product Description Form** – The Product Description Form provides basic information on the products shelf life, packaging, labeling, display and storage requirements, and its intended use.
- 2. Incoming Ingredients and Packaging Materials Form** – The Incoming Ingredients and Packaging Form should list all types of ingredients and packaging materials. Restricted ingredients such as phosphate, nitrite or nitrate compounds, and potential allergens such as soy, cereals containing gluten, sulphites, milk, etc., are clearly identified.
- 3. Production Process Flow Diagram** – The Production Process Flow Diagram identifies important production steps as well as their relationship to incoming ingredients and packaging materials.
- 4. Operation Schematic Diagram** – The Operation Schematic Diagram shows product and personnel flow within the establishment for a particular production process. Review of the schematic allows potential sources of cross contamination as well as other hazards related to the movement of product or people to be identified. The schematic should include the flow of ingredients and packaging materials and indicate important features such as storage areas, coolers, freezers, change rooms, washrooms, lunchrooms, hand wash facilities and footbaths (if present).

Examples of each form are given for ground meat and cut production on the pages which follow. Upon completion of these forms and diagram they should be verified by on-site observations and interviews with store personnel.

Product Description Form

example

GROUND MEAT AND CUT PRODUCTION

Product Names	Ground Meat and Cuts
Important Characteristics (a_w , pH, Preservatives, etc.)	Fresh or frozen
Product Use	For sale without further processing, cook before consumption
Packaging Type	Styrofoam trays and oxygen permeable overwrap
Shelf Life	Ground meats: 1 day at 4°C, 2 months at -18°C Cuts: 3 days at 4°C, 6 months at -18°C
Where will it be sold	Retail
Labeling Instructions	Ground meats: Safe Handling label and “keep refrigerated” or “keep frozen” Cuts: “Keep refrigerated” or “keep frozen”
Display and Storage Conditions	Fresh: Display and store at -1°C and 4°C Frozen: Display and store at -18°C or colder

Incoming Ingredients and Packaging Materials Form

example

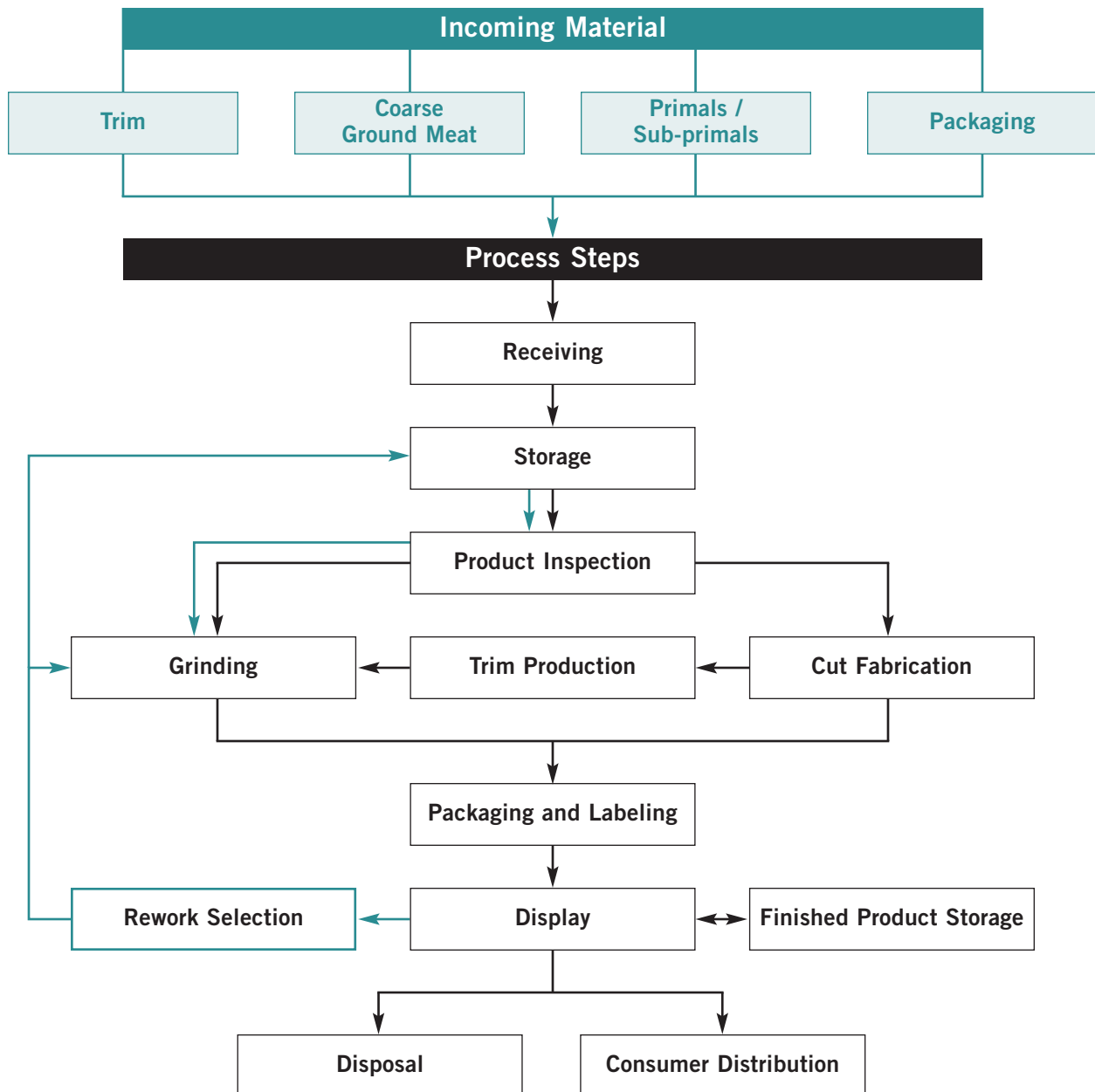
GROUND MEAT AND CUT PRODUCTION

Meat Ingredients	Meat (Beef, Veal, Pork) Rework (Beef, Veal, Pork)
Non-Meat Ingredients	None
Restricted Ingredients	None
Preservatives/Additives	None
Casings	None
Other Ingredients	None
Allergens	None
Packaging Materials	Styrofoam Trays made by ABC Packaging LTD. (CFIA approval code = X) Oxygen Permeable overwrap made by ABC Packaging LTD. (CFIA approval code = Y)

Process Flow Diagram

example

GROUND MEAT AND CUT PRODUCTION



Operation Schematic Diagram

example

GROUND MEAT AND CUT PRODUCTION

