

# HACCP & PRPs DOCUMENT TEMPLATES TOOLKIT

120+ documents

300+ pages

*Complete Package Includes:*

POLICIES

PROCEDURES

RISK ASSESSMENTS

FORMS

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# PART 1: HACCP (based on SANS 10330: 2020)

*Food Safety Management — Requirements for a Food Safety System Based on Prerequisite Programmes and Hazard Analysis and Critical Control Point (HACCP) Principles*

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
<b>Clause 4: Document Requirements</b>			
HACCP001	<i>Clause 4.1: Food Safety Policy</i>	Procedure	5
HACCP002	<i>Clause 4.2: Document and Data Control Procedure</i>	Procedure	7
HACCP003	<i>Clause 4.3: Control of Records</i>	Procedure	3
<b>Clause 5: Management Responsibility</b>			
HACCP004	<i>Clause 5.2: Food Safety Policy</i>	Procedure	5
HACCP005	<i>Clause 5.3: Leadership Procedure</i>	Procedure	4
HACCP006	<i>Clause 5.4: Communication Procedure</i>	Procedure	7
HACCP007	<i>Clause 5.5: Management Review Procedure</i>	Procedure	3
<b>Clause 6: Resources</b>			
HACCP008	<i>Clause 6.2: Pre-requisite Programs Procedure</i>	Procedure	6
HACCP009	<i>Clause 6.3: Training Procedure</i>	Procedure	5
<b>Clause 7: Corrective Actions</b>			
HACCP010	<i>Clause 7: Correction, Corrective and Preventive Action Procedure</i>	Procedure	5
<b>Clause 8: Food Safety Measures</b>			
HACCP011	<i>Clause 8.1: Validation Procedure</i>	Procedure	6
HACCP012	<i>Clause 8.1.1: Verification Log Template</i>	Excel	1 Sheet
HACCP013	<i>Clause 8.2: Internal Audit Procedure</i>	Procedure	4
<b>Clause 9: Preliminary Steps</b>			
HACCP014	<i>Clause 9.1.2: Food Safety Team</i>	Form	1
HACCP015	<i>Clause 9.1.2.3: Preliminary Analysis of Production Process Procedure</i>	Procedure	3
HACCP016	<i>Clause 9.1.2.6: HACCP Plan</i>	Form	1

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
HACCP017	<i>Clause 9.1.2.6: Management Review Procedure</i>	Procedure	3
HACCP018	<i>Clause 9.2: Product Description</i>	Form	1
HACCP019	<i>Clause 9.4: Process Flow Chart</i>	Form	1

### Clause 10: Application of the HACCP Principle

HACCP020	<i>Clause 10.1: Hazard Analysis Report</i>	Form	1
HACCP021	<i>Clause 10.2: Allergen Risk Assessment Matrix</i>	Matrix	3
HACCP022	<i>Clause 10.2.1: Risk Assessment Template</i>	Form	3
HACCP023	<i>Clause 10.3: Operation Pre-requisite Programmes</i>	Form	1
HACCP024	<i>Clause 10.4: HACCP Plan</i>	Form	1
HACCP025	<i>Clause 10.4.4: Corrective Action Plan for CCP</i>	Form	1

## PART 2: PRPs - SANS 10049: 2019

Food Safety Management — Requirements for Prerequisite Programmes (PPPs)

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<b>Clause 5: Document Requirements</b>			
HACCP026	Clause 5.2.2: Document and Data Control	Procedure	7
HACCP027	Clause 5.2.3: Control Records Procedure	Procedure	3
<b>Clause 6: Management Requirements</b>			
HACCP028	Clause 6.1: Pre-requisite Programme Procedure	Procedure	6
HACCP029	Clause 6.2: Responsibilities and Authority Procedure	Procedure	1
HACCP030	Clause 6.4: Support Procedure	Procedure	9
HACCP031	Clause 6.5: Management Review Procedure	Procedure	3
HACCP032	Clause 6.6: Purchasing Procedure	Procedure	3
<b>Clause 7: Non-Operational Requirements</b>			
HACCP033	Clause 7.2: Construction and Layout of the Building Procedure	Procedure	1
HACCP034	Clause 7.3.2: Preventive Maintenance Plan	Excel File	3 Sheets
HACCP035	Clause 7.3.3: Control of Monitoring and Measuring Equipment Procedure	Procedure	4
HACCP036	Clause 7.4.1: Air, Water, Energy, Gas, and Boiler Chemical Procedure	Procedure	1
HACCP037	Clause 7.4.4: Hygiene Clearance Procedure	Procedure	1
HACCP038	Clause 7.4.4.5: PRP Verification	Procedure	3
HACCP039	Clause 7.4.6: Pest Control Procedure	Procedure	3
HACCP040	Clause 7.5: Waste Disposal Procedure	Procedure	3
HACCP041	Clause 7.6.1: Training Procedure	Procedure	5
HACCP042	Clause 7.6.2: PPE Laundering Procedure	Procedure	1
HACCP043	Clause 7.6.3: Personnel Health and Hygiene Procedure	Procedure	1
HACCP044	Clause 7.6.5: Visitor's Entry Report	Form	1
HACCP045	Clause 7.7: SOP for Medical Conditions	Procedure	2

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<b>Clause 8: Operational Requirements</b>			
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HACCP047	<i>Clause 8.3: Product Release Procedure</i>	Procedure	3
HACCP048	<i>Clause 8.4: Supplier Registration Form</i>	Form	1
HACCP049	<i>Clause 8.5: Purchase of Packing Materials Procedure</i>	Procedure	3
HACCP050	<i>Clause 8.5: Purchasing Procedure</i>	Procedure	3
HACCP051	<i>Clause 8.6: Rework Procedure</i>	Procedure	3
HACCP052	<i>Clause 8.7: RM, PM, General Material Receipt, Issue &amp; Storage Procedure</i>	Procedure	1
HACCP053	<i>Clause 8.8: Storage Procedure</i>	Procedure	1
HACCP054	<i>Clause 8.10.1: Prevention of Cross-Contamination Procedure</i>	Procedure	2
HACCP055	<i>Clause 8.10.2: Product Protection Procedure</i>	Procedure	4
HACCP056	<i>Clause 8.10.3: Metal, Wood &amp; Glass, Brittle Plastics Management Procedure</i>	Procedure	2
HACCP057	<i>Clause 8.10.4: Allergen Procedure</i>	Procedure	12
HACCP058	<i>Clause 8.11: Identification and Traceability Procedure</i>	Procedure	4
HACCP059	<i>Clause 8.12: Emergency Preparedness and Response Procedure</i>	Procedure	8
HACCP060	<i>Clause 8.13: Product Information and Consumer Awareness Procedure</i>	Procedure	5
HACCP061	<i>Clause 8.14.1: Sample Retention Inspection Form</i>	Form	1
HACCP062	<i>Clause 8.15: Procedure for Dispatch</i>	Procedure	2
HACCP063	<i>Clause 8.16: Transport Procedure</i>	Procedure	2
HACCP064	<i>Clause 8.17: Control of Monitoring and Measuring Equipment Procedure</i>	Procedure	4
<b>Clause 9: Requirements for High-Risk Areas</b>			
HACCP065	<i>Clause 9: Requirements for High-Risk Areas</i>	Procedure	2
<b>Clause 10: Verification</b>			
HACCP066	<i>Clause 10: Validation Procedure</i>	Procedure	6
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HACCP069	<i>Clause 10.2:</i> Testing Schedule and Plan	Form	3
HACCP070	<i>Clause 10.3.1:</i> Audit Plan	Form	1
HACCP071	<i>Clause 10.3.2:</i> Internal Audit Procedure	Procedure	4
<b>Clause 11: Food Defense</b>			
HACCP072	<i>Clause 11.1:</i> Food Defense Procedure	Procedure	4
HACCP073	<i>Clause 11.2:</i> Threat Assessment	Form	1
<b>Clause 12: Control of Nonconformities</b>			
HACCP074	<i>Clause 12.1:</i> Control of Nonconforming Products Procedure	Procedure	3
HACCP075	<i>Clause 12.2:</i> Disposal of Non-conforming Products	Procedure	1
HACCP076	<i>Clause 12.3:</i> Rework Procedure	Procedure	3
HACCP077	<i>Clause 12.4:</i> Product Recall Procedure	Procedure	1
HACCP078	<i>Clause 12.5:</i> Correction, Corrective and Preventive Action Procedure	Procedure	5

## PART 3: FORMS

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HACCP080	Raw Material Specifications	Form	1
HACCP081	Supplier Performance Monitoring	Form	2
HACCP082	Testing Schedule and Plan	Form	3
HACCP083	Product Loading Inspection	Form	1
HACCP084	PRP Verification	Form	3
HACCP085	Preventive Maintenance Schedule	Form	1
HACCP086	Preventive Maintenance Check Points	Form	6
HACCP087	Daily Preventive Maintenance Check Points	Form	2
HACCP088	Temporary Maintenance Work Report	Form	1
HACCP089	Cleaning And Sanitation Report	Form	1
HACCP090	Visitors Entry Report	Form	1
HACCP091	Daily sanitation audit records	Form	1
HACCP092	Rodent Trapping Record	Form	1
HACCP093	Pest Control Logbook	Excel File	1 Sheet
HACCP094	Water Tank Cleaning Report	Form	1
HACCP095	Water Line Cleaning Report	Form	1
HACCP096	Disposal of Nonconforming Products.	Form	1
HACCP097	Purchase Order	Form	1
HACCP098	Indent and Incoming Inspection Report	Form	1
HACCP099	Approved Vendor List Cum Open Purchase Order	Form	1
HACCP100	Supplier Registration Form	Form	1
HACCP101	Open Purchase Order	Form	2

HACCP102	Supplier Audit Schedule	Form	1
HACCP103	Supplier Audit Check List	Form	3
HACCP104	Positive Recall Report	Form	1
HACCP105	pH Meter Calibration Report	Form	1
HACCP106	Customer Feedback	Form	1
HACCP107	Customer Complaint Report	Form	1
HACCP108	Corrective Actions Report	Form	1
HACCP109	Audit Plan	Form	1
HACCP110	Internal Audit Non-Conformity Report	Form	1
HACCP111	Continual Improvement Plan	Form	1
HACCP112	Communication Report	Form	1
HACCP113	Calibration Status of Instruments	Form	1
HACCP114	Training Report	Form	1
HACCP115	Induction Training Report	Form	1
HACCP116	Pre-Requisite Program	Form	3
HACCP117	Objectives	Form	1
HACCP118	Cleaning and Sanitization Schedule	Form	1
HACCP119	Food Defense Checklist	Form	1
HACCP120	Cleaning Checklist	Form	8
HACCP121	Personal Hygiene Checklist	Form	1
HACCP122	Daily Waste Control Checklist	Form	1
HACCP123	Monthly Pest Control Verification Checklist	Form	1
HACCP124	Pest Activity Checklist	Form	3
HACCP125	Supplier Allergen Checklist	Form	1

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