

HACCP & PRPs DOCUMENT TEMPLATES TOOLKIT

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POLICIES

PROCEDURES

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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

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Clause 5: Management Responsibility			
HACCP004	<i>Clause 5.2: Food Safety and Quality Objectives</i>	Procedure	1
HACCP005	<i>Clause 5.3: Leadership Procedure</i>	Procedure	5
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HACCP007	<i>Clause 5.4: Communications Report</i>	Form	1
HACCP008	<i>Clause 5.5: Management Review Procedure</i>	Procedure	4
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Clause 7: Corrective Actions			
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Clause 8: Food Safety Measures			
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HACCP018	Clause 9.1.2.6: HACCP Plan	Form	1
<i>Refer to HACCP008</i>	Clause 9.1.2.6: Management Review Procedure	Procedure	
HACCP019	Clause 9.2: Product Description	Form	1
HACCP020	Clause 9.4: Process Flow Chart	Form	1

Clause 10: Application of the HACCP Principle

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HACCP022	Clause 10.2: Allergen Risk Assessment Matrix	Matrix	4
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PART 2: PRPs - SANS 10049: 2019

Food Safety Management — Requirements for Prerequisite Programmes (PPPs)

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HACCP028	Clause 5.2.: Document Change Request	Form	1
Clause 6: Management Requirements			
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HACCP029	Clause 6.2: Responsibilities and Authority Procedure	Procedure	1
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Clause 7: Non-Operational Requirements			
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HACCP035	Clause 7.4.1: Air, Water, Energy, Gas, and Boiler Chemical Procedure	Procedure	1
HACCP036	Clause 7.4.4: Hygiene Clearance Procedure	Procedure	1
HACCP037	Clause 7.4.4.5: PRP Verification	Procedure	3
HACCP038	Clause 7.4.6: Pest Control Procedure	Procedure	4
HACCP039	Clause 7.5: Waste Disposal Procedure	Procedure	3
<i>Refer to</i> HACCP010	Clause 7.6.1: Training Procedure	Procedure	
HACCP040	Clause 7.6.1: Staff Training Matrix	Matrix	2
HACCP041	Clause 7.6.2: PPE Laundering Procedure	Procedure	1
HACCP042	Clause 7.6.3: Personnel Health and Hygiene Procedure	Procedure	2
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HACCP049	Clause 8.5: Emergency Procurement Procedure	Procedure	5
HACCP050	Clause 8.6: Rework Procedure	Procedure	2
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HACCP052	Clause 8.10.1: Prevention of Cross-Contamination Procedure	Procedure	2
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HACCP058	Clause 8.13: Product Information and Consumer Awareness Procedure	Procedure	4
HACCP059	Clause 8.14.1: Sample Retention Inspection Form	Form	1
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HACCP071	<i>Clause 12.1:</i> Control of Nonconforming Products Procedure	Procedure	4
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<i>Refer to</i> HACCP050	<i>Clause 12.3:</i> Rework Procedure	Procedure	
HACCP073	<i>Clause 12.3:</i> Daily Rework Form	Form	1
HACCP074	<i>Clause 12.4:</i> Product Recall Procedure	Procedure	1
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PART 3: FORMS

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HACCP082	Cleaning and Sanitation Report	Form	1
HACCP083	Daily Sanitation Audit Report	Form	2
HACCP084	Rodent Trapping Record	Form	1
HACCP085	Pest Control Logbook	Excel File	1
HACCP086	Water Tank Cleaning Report	Form	1
HACCP087	Water Line Cleaning Report	Form	1
HACCP088	Disposal of Nonconforming Products	Form	1
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HACCP097	Customer Feedback	Form	1
HACCP098	Customer Complaint Report	Form	1

HACCP099	Internal Audit Non-Conformity Report	Form	1
HACCP100	Continual Improvement Plan	Form	1
HACCP101	Calibration Status of Instruments	Form	1
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HACCP110	Daily Waste Control Checklist	Form	1
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HACCP112	Pest Activity Checklist	Form	3
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