

## 24. HACCP Plan and Food Safety Program Maintenance and Review

Forms Required

N/A

### RATIONALE:

A site-specific HACCP plan ensures that hazards specific to the operation are identified and controlled in a systematic way. The operation's program needs to be maintained continuously to ensure success. An annual review allows the person responsible and senior management of the company to ensure that the CanadaGAP Food Safety Manual is being followed effectively. A review determines if any problems were encountered during the growing/harvesting/storing/packing/repacking season. The result of a review is a more effective and efficient Food Safety program.

<b>IMPORTANT NOTE</b>	<b>It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".</b>
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### FOR REPACKING AND WHOLESALING OPERATIONS ONLY

#### 24.1 Site-Specific HACCP Plan

<b>REQUIREMENT</b>	<i>A site-specific HACCP plan must be implemented and documented.</i>
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### PROCEDURES:

- The person responsible documents and implements a site-specific HACCP plan for the operation (*Refer to Appendix V: Repacking and Wholesale Generic HACCP Model Workbook – An Example: for information and resources to help with the development of a site-specific HACCP plan*)
- The person responsible annually reviews the site-specific HACCP plan to ensure it is scientifically correct, complete and has been updated to reflect current conditions and changes

### FOR ALL OPERATIONS

#### 24.2 Protocols

<b>REQUIREMENT</b>	<i>Your food safety program must be continuously maintained. A protocol must be in place to review the CanadaGAP Food Safety Manual annually to ensure complete and effective implementation. Senior management must demonstrate its commitment to the continuing suitability, adequacy, effectiveness and improvement of the company's food safety system, including related policies and procedures.</i>
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### PROCEDURES:

- The person responsible maintains the operation's food safety program on an ongoing basis
- The person responsible reviews previous audit findings (if applicable) and determines whether there are opportunities for continuous improvement

- The person responsible ensures that the most current updated pages issued by CanadaGAP are used when reviewing the CanadaGAP Food Safety Manual Fresh Fruits and Vegetables

**Note:** Revisions are available on the CanadaGAP web site ([www.canadagap.ca](http://www.canadagap.ca)).

- The person responsible annually reviews the CanadaGAP Food Safety Manual for Fresh Fruits and Vegetables by completing and updating the applicable sections and forms of the Manual
- The person responsible annually reviews the major deviations and complaints and makes any necessary changes to food safety policies and procedures
- Annually - The person responsible conducts a pre-audit by performing an internal audit of the entire operation by completing the CanadaGAP Self-Assessment Checklist or Audit Checklist (File under Tab: INTRODUCTION TAB POST OPERATION INFORMATION ), or by using an outside party (Download checklists at [www.canadagap.ca](http://www.canadagap.ca))
- The person responsible reviews the internal audit findings and makes any necessary changes to food safety policies and procedures
- The person responsible records that the CanadaGAP Manual has been annually reviewed by initialling the Confirmation/Update Log at the end of each section and below

**Confirmation/Update Log:**

<b>Date</b>	4/01/18	7/20/18	7/10/19	1/13/2020		
<b>Initials</b>	RH	RH	RH	RH		

