# Purpose

1.1 This is to clarify the implementation process of the prerequisite program and to ensure that the implementation is done systematically, effectively and that the progress is properly monitored.

# Scope

2.1 This document encompasses the following requirements to ensure effective implementation:

2.1.1 Identification of Areas that are Included in Prerequisite Program

2.1.2 Prioritising of Areas

2.1.3 Time Schedule

2.1.4 Verification

# Responsibility

3.1 [Name of Personal Responsible]

# Definitions

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| **Prerequisite Program** | Procedures, including good manufacturing practices, which address operational conditions proving the foundation for the HACCP system. |
| **Verification** | Confirmation through the provision of objective evidence, that specified requirements have been fulfilled, including the application of methods, procedures, tests and other evaluations, and monitoring to determine compliance with **[Company Name]** policy. |

# Instructions and Guidelines

## 5.1 The prerequisite program will consist out of the following:

5.1.1 General food safety policies.

5.1.2 Personnel hygiene – code of conduct.

5.1.3 Training

5.1.4 Maintenance of processing facility, equipment and local environment.

5.1.5 Production control and process flow.

5.1.6 Housekeeping, cleaning and sanitation.

5.1.7 Quality control.

## 5.2 The time plan for the implementation is divided into 3 phases, they are:

1. Phase 1 – 00000
2. Phase 2 – 00000
3. Phase 3 – 00000

## 5.3 The sections for implementation are prioritised and scheduled as follows:

5.3.1 Phase 1 (Brown)

* General food safety policies and records.
* Personal hygiene.
* Housekeeping, cleaning and sanitation.

5.3.2 Phase 2 (Purple)

* Maintenance of facility, equipment and local environment.
* Production control and process flow.

5.3.3 Phase 3 (Blue)

* Laboratory, product analyses and quality control.
* Audits and corrective actions.
* Complaints.

5.3.4 The complete implementation plan shall be available, indicating within each section what policies, procedures and records are required to be able to complete a section.

## 5.4 Verification

5.4.1 External and internal audit findings will be used to verify and amend the documentation system where appropriate. Audit findings shall also be used to indicate per section what documentation is a priority and needs to be implemented firstly.

## 5.5 Food Safety Team

5.5.1 The food safety team shall consist out of personnel representing management, production, quality control and marketing. Their responsibility will be to address all food safety issues.

## 5.6 Food Safety Meetings

5.6.1 Food safety and quality meetings shall be scheduled and shall be attended by all personnel involved with food safety. Minutes will be kept of each meeting to keep record of discussions, plans and progress as well as reasons why tasks are not completed.

5.6.2 These meetings will be used to address concerns identified by the Food safety team and assess the assigned work being done as minuted in previous meetings, as well as to assign new tasks to the relevant personnel by using the implementation plan. The due date and responsible person will be included as soon as a task is assigned as well. The actual progress will be monitored.

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| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |