

PRE-EVALUATION CHECKLIST FOR HACCP PROGRAMS

NAME OF PLANT:

ADDRESS:

TEL/NO.:

TYPE OF ESTABLISHMENT/FACILITY:

PRODUCT PROCESSED:

MARKET/COUNTRY DESTINATION:

DOCUMENT	PRESENCE	ABSENCE	COMMENTS
I. GMP			
1. Plant premises			
2. Equipment			
3. Personnel training			
4. Sanitation & pest control			
5. Cleaning procedures			
6. Product recall system			
7. Records			
II. SSOP			
1. Safety of water and ice			
2. Condition of cleanliness of food contact surfaces			
3. Prevention of cross contamination			
4. Maintenance of hand-washing & toilet facilities			
5. Protection of food & food contact surfaces from adulteration			
6. Proper labeling, storage & use of toxic substances			
7. Adverse employee health conditions			
8. Exclusion of pests & animals from the plant			
III. HACCP PROGRAM			
1. Endorsement letter signed & dated by company officials			
2. License to operate (LTO)			
3. Plant lay-out			
4. Company profile			
5. Organizational structure/composition/ qualifications/experience/trainings of HACCP team			
6. Product description			
7. Process flow diagram			
8. Narrative of the process flow			
9. Hazard analysis worksheet			
10. HACCP plan			
11. Date of submission & signature in the HACCP plan			

Pre-Evaluated by:

Date: _____
