

ROP HACCP Document Checklist *ver. 2018*

General information		OK <input checked="" type="checkbox"/> or NA*
1	<i>When required</i> Process Auth/SME Letter	
2	List of Reg. Authorities that have already approved plan (e.g. Chain operators)	
3	Company name	
4	Contact person	
5	Corporate location	
6	Facility location(s)	
7	[] variance [] no variance	
8	[] VP [] CC [] SV [] Acidification	
*NA = not applicable Comments:		
<i>Suggest RA create a form to be filled out by operators.</i>		

GMPs and SOPs		OK <input checked="" type="checkbox"/> or NA*
1	Labeling	
2	No bare hands contact RTE	
3	No cross contamination / segregation of work area	
4	Cleaning and sanitizing	
5	Training program	
6	Transportation	
7	Refrigeration monitoring 24/7 digital with manual 2 x day	
8	Temperature equip calibration	
9	pH measurement and equipment calibration	
10	Recordkeeping policy	
*NA = not applicable Comments:		
<i>Reminder: GMP is policy, SOP is instructional procedure.</i>		

Product description(s)		OK <input checked="" type="checkbox"/>
1	Product name(s)	
2	Product properties (e.g pH)	
3	Immunocompromised consumers	
4	Type of packaging <i>Letter stating food grade and heat resistant?</i>	
5	Shelf life	
6	Where/how sold	
7	Label instructions	
8	Transported product?	
Comments:		
<i>Operator can group these items</i>		

FC HACCP Requirements		OK <input checked="" type="checkbox"/>
1	PHF menu items with ingredients	
2	Flow diagram(s) or chart(s) [] VP raw [] VP RTE [] CC [] SV [] Acidification <i>Mark each CCP</i> <i>VP¹ = refrigerate</i> <i>SV³ = cook, chill, refrig.</i> <i>CC⁴ = cook, bag, chill, refrig.</i> <i>Acidification = pH</i>	
3	Equipment list	
Comments:		

HACCP Plan(s)		OK <input checked="" type="checkbox"/>
1	HACCP summary chart, add CCPs from Flow chart	
For each CCP provide:		
2	Critical limit(s)	
3	Monitoring methods and frequency	
4	Supervisors verification activities	
5	Corrective actions	
6	Recordkeeping (see forms section)	
Comments:		

Records forms (blanks)		OK <input checked="" type="checkbox"/> or NA*
1	Batch CCP Log	
Includes:		
a	CL Monitoring	
b	Supervisors verification activities	
c	Deviations and corrective actions	
2	Refrigeration monitoring log (manual 2 x day log)	
3	Thermometer calibration log	
4	pH meter calibration log (for acidification plans)	
*NA = not applicable		
Comments:		

CCP Review Comments:

THIS CHECKLIST IS INTENDED FOR REGULATORS TO PROVIDE A LIST TO OPERATORS OF THINGS THAT ARE NEEDED IN AN ROP HACCP PLAN. THE GOAL IS TO PROMPT OPERATORS TO HAVE A COMPLETE PLAN THAT CAN BE REVIEWED WITH MINIMAL REQUESTS FOR MISSING INFORMATION.

Regulatory Usage Instructions.

Please use, modify and reuse. Please keep the footer as it is. Add anything to the header that you desire. Change the checklist as you deem appropriate.

A Regulator instruction sheet for this checklist is encouraged!! E.g. relace this text with instructions for operators on how to use the checklist.