Detailed Hazard Analysis (All Control Points)

A complete hazard analysis has been performed for every step of every procedure. Chemical, Microbial, Physical and Quality hazards have been considered for each of the following inputs. People, Plant, Procedure, Premises and Products. Allergens where applicable have been included as Chemical hazards. Once identified each Hazard has been assessed for Severity and Likelihood using the WRAC matrix pictured below. This report includes only those steps where Hazards have been identified.

HAZARD SIGNIFICANCE ASSESSMENT MATRIX

Severity (Consequence)		Likelihood (Frequency)
Food Safety Hazards	Quality Hazards	All hazards
1. Fatality	1. Immediate and Final cessation of business	A. Common repeating occurrence
2. Serious illness	2. Food Recall	B. Known to occur or "It has happened"
3. Product recall	3. Rejection of delivery by customer	C. Could occur or "I've heard of it happening"
4. Customer complaint	4. Customer complaint NCR issued	D. Not expected to occur
5. Insignificant	5. Not commercially significantInsignificant	E. Virtually impossible

LIKELIHOOD →	A	B	C	D	E
SEVERITY ↓					
1	1	2	4	7	11
2	3	5	8	12	16
3	6	9	13	17	20
4	10	14	18	21	23
5	15	19	22	24	25

Note

A significance factor of greater than 10 is considered to be either a control point (CP) or a quality control point (QCP)

A significance factor of 10 or less is considered to be either a critical control point (CCP) or a critical quality point (CQP)

Hazards that have a significance factor of 10 or less are then further evaluated using the decision tree.

Hazard Analysis Summary

Proc No 215 **Receipt of Goods** **Approval Date** 01-Sep-10 **Issue No** 1 **Rev** 0

Step No 2 Check the load space of the delivery vehicle and ensure that it is free of visible contaminants and does not contain incompatible products.

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Premises	Chemical	Chemical contamination	Carrier carrying incompatible goods.	3	C	13	CP	Do not accept goods if transport vehicle is carrying incompatible goods.
Premises	Physical	Introduction of foreign objects	Poor housekeeping by carrier	3	C	13	CP	Do not accept goods if transport vehicle is not clean.

Step No 3 Check that the Raw Materials have been ordered and that they are on the Approved Inputs Register (Doc No QA 008).

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Products	Quality	Product not to specifications.	Goods not on Approved Inputs Register	2	A	3	CQP 1	Do not accept goods unless on Approved Inputs Register and from Approved Supplier.

Decision Tree Application

Does a control measure for this hazard exist at this step? Yes

Is control at this step necessary to prevent, eliminate, or reduce the risk of the hazard to consumers? Yes This step is a CQP

Step No 4 Check that packaging is in good condition and not damaged in any way.

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Products	Quality	Contaminated raw materials	Broken packaging	3	C	13	QP	Reject goods if packaging not intact.

Step No 5 Check use by dates of raw materials that have a "best before" or "use by date".

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Products	Microbial	Microbial growth	Use By date exceeded	5	C	22	CP	Reject goods if "Use By Date" exceeded.

Hazard Evaluation Notes Hazard not significant at this point as "Use By Dates" are checked again when issued from storage.

Hazard Analysis Summary

Proc No 215 **Receipt of Goods** **Approval Date** 01-Sep-10 **Issue No** 1 **Rev** 0

Step No 6 Record any relevant Traceability information on Form No 215-01 Goods Inward Record.

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Products	Quality	Loss of traceability	Failure to record details.	4	C	18	QP	Ensure that staff are trained in Receipt of Raw Materials procedure.

Step No 8 Check that the temperature of the goods is between 0 and 5°C and record on Form No 215-01 Goods Inward Record.

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Products	Microbial	Microbial growth	Temperature abuse	1	C	4	CCP 1	Reject goods if temperature is outside acceptable range.

Decision Tree Application

Does a control measure for this hazard exist at this step? Yes

Is control at this step necessary to prevent, eliminate, or reduce the risk of the hazard to consumers? Yes This step is a CCP

Step No 10 Check that the temperature of the goods is below -18°C and record on Form No 215-01 Goods Inward Record.

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Products	Quality	Product deterioration	Temperature abuse	4	C	18	QP	Reject goods if temperature is outside acceptable range.

Step No 12 Unload packaging, if packaging contains product labelling information check accuracy against sample labels contained in Form No 715-01 Product Label Register and transfer to packaging storage area.

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Products	Quality	Inaccurate product labels.	Printing errors.	3	C	13	QP	Check label register, reject Non Conforming labels,

Proc No 220 **Storage of Raw Materials, Packaging and Chemicals** **Approval Date** 01-Sep-10 **Issue No** 1 **Rev** 0

Hazard Analysis Summary

Proc No 220 **Storage of Raw Materials, Packaging and Chemicals** **Approval Date** 01-Sep-10 **Issue No** 1 **Rev** 0

Step No 2 Ensure that all goods are stored off the floor in appropriate shelving, on pallets or in containers that prevent cross contamination.

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Premises	Chemical	Cross Contamination	Failure to follow segregation practices.	1	C	4	CCP 2	GMP Inspections, Staff Training

Decision Tree Application

Does a control measure for this hazard exist at this step? Yes

Is control at this step necessary to prevent, eliminate, or reduce the risk of the hazard to consumers? Yes This step is a CCP

Step No 3 Ensure that all stocks of goods are used on a First In First Out (FIFO) basis to avoid product spoilage. Check "Use By" dates and record on Form No 230-01 Production Record.

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Products	Microbial	Microbial growth	Product beyond use by date	2	C	8		Controlled by Proc No 230 Step No 4

Hazard Evaluation Notes A final check of use by dates is done prior to commencement of production.

Decision Tree Application

Does a control measure for this hazard exist at this step? Yes

Is control at this step necessary to prevent, eliminate, or reduce the risk of the hazard to consumers? No Hazard is controlled at Proc No 230 Step No 4

Step No 4 Record Traceability information for all goods released from storage on Form No 230-01 Production Record.

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Products	Quality	Loss of traceability	Failure to record details.	3	C	13	QP	Details are checked prior to commencement of production

Step No 7 Read Chiller temperature gauge at the start and end of each working day and record results on Form No 220-01 Freezer and Coolroom Temperature Record. (Note temperature should be between 0 and 5℃.)

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures

Hazard Analysis Summary

Proc No 220 **Storage of Raw Materials, Packaging and Chemicals** **Approval Date** 01-Sep-10 **Issue No** 1 **Rev** 0

Step No 7 Read Chiller temperature gauge at the start and end of each working day and record results on Form No 220-01 Freezer and Coolroom Temperature Record. (Note temperature should be between 0 and 5℃.)

Input	Hazard	Description	Cause	Severity (1-5)	Likelihood (A-E)	Significance (1-25)	CCP, CP QP or CQP	ControlMeasures
Products	Microbial	Microbial growth	Temperature abuse	2	C	8	CCP 3	Discard any product where storage temperatures have been exceeded

Decision Tree Application

Does a control measure for this hazard exist at this step? Yes

Is control at this step necessary to prevent, eliminate, or reduce the risk of the hazard to consumers? Yes This step is a CCP