

## Appendix

### Additional Sources of Information

For an on-line version of the “**Developing Food Safety Systems for Retail Meat Operations**” manual and downloadable sample written programs and forms in Microsoft Word format visit [www.goodretailpractices.net](http://www.goodretailpractices.net).

### Canadian Food Inspection Agency

All information noted below is available on the CFIA web site at <http://www.inspection.gc.ca>.

- “**Generic HACCP Models**” which provide examples of complete HACCP plans that can be customized for individual operations.
- “**FSEP Implementation Manual**” which explains HACCP principles, basic requirements for prerequisite programs and HACCP plans for food production facilities.
- “**Reference Listing of Accepted Construction, Packaging Materials and Non Food Chemical Agents**” which contains information on materials and chemicals suitable for use in food establishments.
- “**Approved Equipment List**” is a searchable electronic database containing information on equipment which has been approved for use in food production.
- “**Office of Food Safety and Recall**” publishes information on recall plans for retail operations and a list of CFIA recall coordinators for each region.

### Other Sources

- “**Food Retail and Food Services Code**” model created by the Canadian Food Inspection System Implementation Group and available on the Internet at <http://www.cfis.agr.ca>.
- “**Supply Chain Food Product Recall Manual**” published by the Food Consumer Product Manufacturers of Canada and the Canadian Council of Grocery Distributors.
- “**Food Wise**” reference manual and training program produced by the Canadian Council of Grocery Distributors.
- “**Good Retail Practices Meat Manual**” produced by the Beef Information Centre and available on the internet at [www.goodretailpractices.net](http://www.goodretailpractices.net).
- “**Canadian Guidelines for Drinking Water Quality**” produced by Health Canada and available on the Internet at [www.hc-sc.gc.ca](http://www.hc-sc.gc.ca).

## Appendix *(continued)*

### HACCP System Review Guidelines

It is recommended that a review be performed by the HACCP team leader for all aspects of the HACCP system on a semi-annual basis or when changes to the operation occur. The HACCP system review should address the items noted below.

1. Upon review of records and discussion with the HACCP team, are there any types of deviations which have occurred on repeated occasions which require increased monitoring or other measures to prevent reoccurrence of food safety hazards?
2. Are there any aspects of the system which function so well that monitoring or other control measures can be reduced?
3. Have there been any changes to the operation which would make it necessary to update the HACCP Plan? Changes could include:
  - Removal or addition of production processes
  - Changes to product ingredients, packaging or intended use
  - Modification of building facilities
  - Use of new personnel or equipment
4. Does review of *Food Quality and Safety Concern Records* and inspection reports made by regulatory officials or corporate quality assurance specialists indicate the need for changes to the HACCP system?
5. Are all forms up-to-date and following completion are records legible, properly completed and submitted in a timely manner?
6. Does onsite review of monitoring, deviation and verification procedures indicate they are being performed correctly?
7. Do employees and supervisory personnel involved in the HACCP system have adequate training for the roles which they fulfill?
8. Has the review been complete and examined the functioning of each prerequisite program and HACCP plan within the system?

If review of the HACCP system indicates changes are required, the nature of the changes, the rationale, and the date, should be noted in a log and appropriate modifications made to the written prerequisite programs and HACCP plans. It is vital that any changes made to the HACCP system be explained fully to all personnel involved and retraining occur as required.

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The *Canadian Beef Value Optimization CD* provides today's meat professional with the financial tools needed to measure production costs and enhance the value of meat products. Designed for ease-of-use, these financial tools are spreadsheet-based electronic applications that come complete with instructional guides for retail and food service. To complement the financial tools, the *Canadian Financial Manual for the Meat Professional* has been included. The CD also contains additional resources on the topics of food safety and meat quality, as well as cutting guides for the latest merchandising strategies at the retail and food service level.

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**Guidelines for Use** The *Developing Food Safety Systems* manual is intended to provide examples of prerequisite programs and HACCP plans for retail meat operations. As each establishment is unique it is important that the sample materials be reviewed and modified as necessary before implementation. The elements of a HACCP based food safety plan outlined in this text can be used in whole, or in part, as management sees fit.

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