

Developing HACCP Plans

In this portion of the manual HACCP plans for whole muscle cuts as well as ground meat production will be developed. The process of developing a HACCP plan has 6 steps which are outlined below. Keep in mind that these same steps can be used for any food production process in a retail operation.

- 1. Assemble a HACCP Team** – A team of individuals should be created to build the HACCP plan.
- 2. Describe the Process** – Completely describe the product and the steps to produce it.
- 3. Perform a Hazard Analysis** – Perform a hazard analysis and determine whether hazards should be controlled by the prerequisite programs, standard operating procedures or by what is known as a Critical Control Point (CCP).
- 4. Develop the HACCP Written Plan** – Determine critical limits for each CCP and describe monitoring, deviation, and verification procedures to ensure that food safety standards are met.
- 5. Create HACCP Records** – Construct records which document that CCPs are monitored and when required corrective action is taken to address any deviation.
- 6. Provide Training** – Develop training programs to ensure that the HACCP plan is understood by all personnel.

Following implementation of the plan it is important to conduct periodic reviews to ensure the plan is functioning optimally and any changes within the operation have been taken into consideration. For guidelines on how to perform a written review of the HACCP system see the appendix.

In the following pages, examples of forms and written programs will be given for all steps of HACCP plan development for ground meat and cut production.

The recommendations in this manual are designed to assist retail meat operations to establish HACCP based food safety systems in the most straightforward manner with a minimum of record keeping. Requirements of individual operations may vary and management, corporate food safety specialists and, when necessary, local regulatory authorities should be consulted in any area where uncertainty exists.