

HACCP Compliance Checklist

For Australian Food Businesses – Ensure Safety and FSANZ Compliance

This checklist is designed to help you implement and verify the seven HACCP principles in your food facility. Use it to assess your current practices, identify gaps, and take corrective actions to protect your customers and meet Food Standards Australia New Zealand (FSANZ) requirements.

1. Hazard Analysis

- Identify potential biological hazards (e.g., Salmonella, Campylobacter).
- Identify potential chemical hazards (e.g., cleaning agents, allergens).
- Identify potential physical hazards (e.g., metal fragments, glass).
- Document all identified hazards and their sources in your facility.

2. Critical Control Points (CCPs) Identification

- Map your production process from raw materials to finished product.
- Determine CCPs where hazards can be prevented, eliminated, or reduced.
- Confirm CCPs with measurable control points (e.g., cooking temperature, storage time).
- Record all identified CCPs and their locations.

3. Critical Limits Establishment

- Set maximum or minimum values for each CCP (e.g., 75°C for cooking poultry).
- Ensure limits align with FSANZ guidelines and scientific evidence.
- Document critical limits and justify their selection.
- Train staff on recognizing and adhering to these limits.

4. Monitoring Procedures

- Establish procedures to monitor each CCP (e.g., temperature checks, visual inspections).
- Assign responsible staff for monitoring tasks.
- Define monitoring frequency (e.g., hourly, daily).
- Record monitoring results consistently.

5. Corrective Actions

- Define actions to take if a CCP deviates from critical limits (e.g., discard affected product).
- Train staff on corrective action procedures.
- Document all corrective actions taken, including reasons and outcomes.
- Review effectiveness of actions to prevent recurrence.

6. Verification Procedures

- Schedule regular reviews of your HACCP plan (e.g., monthly, annually).
- Conduct internal audits to ensure compliance with FSANZ standards.
- Validate CCPs and critical limits with scientific data or expert advice.
- Keep records of verification activities and findings.

7. Record-Keeping and Documentation

- Maintain logs for hazard analysis, CCP monitoring, and corrective actions.
- Store records for at least the shelf-life of the product plus one year (per FSANZ).
- Ensure records are accessible for FSANZ inspections.
- Regularly update documentation to reflect process changes.

Additional Tips

- Pair this checklist with durable flooring like DiamondCrete PU Cement to enhance hygiene and compliance.
- Consult a food safety expert to tailor this plan to your specific facility.
- Regularly train staff on HACCP principles and checklist usage.

Email us info@diamondgrind.com.au or call on 1800 587 172 for a free consultation to assist with your HACCP implementation!