



Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.

COMPLIANCE MANUAL FOR COMPANY NAME LTD

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

# Company Name Ltd

## HACCP Compliance Manual

### Chilled and Frozen Whole Tuna

Please note: This generic model is supplied for use by PNG seafood companies and is the recommended format for HACCP plans and pre-requisite programmes.

PNG seafood companies are entitled to submit HACCP plans and pre-requisite programmes in an alternative format to this model. However in all cases it must be clearly demonstrated that any documentation submitted continues to meet the PNG Fish Quality Control (Export) standards and the 7 principles of HACCP.

PNG seafood companies choosing to use this model as a template MUST tailor any documented HACCP Plan or prerequisite programmes to their own facility. This may require changes to the information contained in this document.

***The information contained in this document is STRICTLY CONFIDENTIAL  
and must not be divulged to another party***

Company Address:

Tel no:

Fax no:

E-mail:

**Version 3**

**16/06/2003**



*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

# PART 1 – HACCP PLANS



Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.

COMPLIANCE MANUAL FOR COMPANY NAME LTD

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

t

---

NAME	PAGE	AMENDMENT DATE	DETAILS OF AMENDMENT	APPROVAL
------	------	-------------------	-------------------------	----------

---



Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

---

---

## Commitment

---

---

### Company Declaration

Company Name Limited recognises the benefits of the HACCP philosophy in regards of food safety hazards, using this approach for the safe procedures on the wet fish processing area.

To this end, Company Name Limited have:

- Documented HACCP Plans for all products destined for export
- Allocated positions and responsibilities to ensure HACCP is implemented as required
- Implemented ongoing internal audits to demonstrate compliance with regulatory requirements

### HACCP Policy

To ensure that the HACCP plans and their amendments for each product processed at Company Name Limited are standardised, effective and in compliance with the Fisheries Act 1988 and related legislation; and any other overseas country requirements.



*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

## ation Chart

---

The following company personnel are members of the HACCP team:

1. Team Leader: xxx
2. HACCP Member 1 xxx
3. HACCP Member 2 xxx

## **Job descriptions of HACCP personnel**

---

### **Managing Director**

The Managing Director is responsible for:

- Overall responsibility for the system and its operation.
- Sign the HACCP plan on behalf of the company.
- Be available for comment from other staff with responsibility for HACCP.
- Be responsible for authorising Corrective Actions.
- Be responsible for informing our importer of any problems of a food safety basis.

### **Processing Supervisor:**

The Processing Supervisor is responsible for:

- Informing the MD of any problems with the system as written.

### **Production Manager/Quality Controller**

The Production Manager/QC is responsible for:

- Day-to-day operation of the HACCP system.
- Informing the Managing Director of any problems with operating the HACCP system at floor level.
- Processing all monitoring data from each packout.
- Obtaining verification data on a weekly basis.
- Maintaining verification data in files that can be viewed by the regulatory authorities and importers

### **Factory Manager**

The Factory Manager is responsible for:

- Knowing the importance of good hygiene and temperature control.



*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

This HACCP plan covers food safety hazards and their control from receiving to dispatch.

The following pre-requisite programmes support this HACCP plan:

- Incoming Products and Goods
- Training
- Repairs and Maintenance
- Pest Control
- Water Monitoring
- Product Recall
- Storage and Transport
- Internal Audit and Compliance
- Cleaning and Sanitation
- Personnel Hygiene

## Product Description / Specifications

<b>Raw material:</b>	Albacore tuna, <i>Thunnus alalunga</i> ; Skipjack tuna, <i>Katsuwonus pelamis</i> ; Southern Bluefin tuna, <i>Thunnus maccoyii</i> ; Yellowfin tuna, <i>Thunnus albacares</i> ;
<b>Raw material harvest area:</b>	PNG EEZ
<b>Raw material received:</b>	Own harvester vessels and private independent harvester vessels
<b>Finished product:</b>	Whole, gilled and gutted chilled and frozen fish Fresh tuna loins
<b>Food additives, ingredients, processing aids:</b>	None
<b>Packaging:</b>	Insulated packaging suitable for chilled air freight Nil packaging for frozen: loaded directly into container
<b>Storage and distribution:</b>	Stored and distributed frozen, in ice, or under refrigeration
<b>Intended use:</b>	Raw or fully cooked prior to consumption
<b>Intended consumers:</b>	General public

**PRODUCT SPECIFICATIONS** to be included here if any available





*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

## Processing Facility

---

## Program / Process Description

PROCESS FLOW	PROCESS DESCRIPTION
Reception Fresh	Raw whole fish received at factory
↓	
Wash/Grading	Graded by hand
↓	
Raw material storage	Refrigerated storage below 4 degrees Celsius
↓	
Sorting	Sorted by hand
↓	
Gilling or heading and gutting	As shown for various product forms
↓	
Packing	Packed by hand
↓	
Finished product storage	Refrigerated storage at approved temperature: 4 degrees Celsius or below for chilled; and minus 18 degrees Celsius or colder for frozen
↓	
Dispatch	Dispatched in refrigerated trucks (chilled) or containers (frozen)
↓	
Loining/Filleting	
↓	
Packing	
↓	
Finished product storage	
↓	
Dispatch	
↓	
Gilling or heading and gutting	
↓	
Freeze	
↓	
Packing	
↓	
Finished product storage	
↓	
Dispatch	
↓	
Freeze	
↓	
Packing	
↓	
Finished product storage	
↓	
Dispatch	

### Inputs

Raw, chilled fish, water, ice, packaging

### Outputs

Packed raw chilled or frozen fish in various forms (headed and gutted; gilled and gutted; whole and loins)

Flow diagram verified on: \_\_\_\_\_

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

## Hazard Analysis

(1) Ingredient/ Processing Step	(2) Potential Hazard Introduced or Controlled	(3) Is the Potential Hazard Significant (Reasonably Likely to Occur - Yes/No)	(4) Justification for Inclusion or Exclusion as a Significant Hazard (Consider the likelihood that the hazard would or would not be introduced, or intensified, or a hazard from a previous step can be controlled	(5) Preventive Measure(s) for the significant Hazard from Column 3 (Existing plus additional, if needed)	(6) Critical Control Point (Yes/No)
Receiving	BIOLOGICAL Parasites	No	Parasite presence in the harvest waters is not documented	Visual parasite programme	No
	CHEMICAL Histamine	Yes	Histamine may be at toxic levels due to temperature abuse during harvest and stowage on board	Sensory and temperature checks of fish on arrival	Yes
	CHEMICAL Chemical contamination	No	Chemical contamination of fish eg fuel is known to have occurred	Sensory inspection on arrival	Yes
	PHYSICAL None	No	N/A	N/A	No
Washing and Grading	BIOLOGICAL Pathogen growth	No	Pathogen growth from contaminated water controlled by Water Programme	Water and Ice Programme	No
	CHEMICAL None	No	Chemical contamination from water controlled by Water Programme	Water and ice programme	No
	PHYSICAL None	No	N/A	N/A	No
Raw material storage	BIOLOGICAL Pathogen growth	No	Pathogen growth is not reasonably likely to occur.	Controlled by Internal Audit and Compliance and Storage and Transport programmes	No
	CHEMICAL Histamine	No	Histamine levels not likely to be toxic due to chiller controls	Controlled by Internal Audit and Compliance and Storage and Transport programmes	No
	PHYSICAL None	No	N/A	N/A	No
Sorting	BIOLOGICAL None	No	N/A	N/A	No
	CHEMICAL None	No	N/A	N/A	No
	PHYSICAL None	No	N/A	N/A	No

[Click Here to upgrade to Unlimited Pages and Expanded Features](#)

whole, Loining etc)			Contamination from dirty people or equipment	Internal Compliance and Audit and Cleaning and Sanitation programmes	No
	CHEMICAL Histamine	Yes	Histamine levels could rise to toxic levels if there is a delay in processing	Internal Compliance and Audit programme	No
	PHYSICAL None	No	N/A	N/A	No
Freezing	BIOLOGICAL Pathogen growth	No	Pathogen growth is not reasonable likely to occur	Controlled by Internal Audit and Compliance and Storage and Transport programmes	No
	BIOLOGICAL Histamine	No	Histamine levels are not likely to rise	Controlled by Internal Audit and Compliance and Storage and Transport programmes	No
	CHEMICAL None	No	N/A	N/A	No
	PHYSICAL None	No	N/A	N/A	No
Packing	BIOLOGICAL None	No	N/A	N/A	No
	CHEMICAL None	No	N/A	N/A	No
	PHYSICAL None	No	N/A	N/A	No
Finished Product Storage (chilled and frozen)	BIOLOGICAL Pathogen Growth	No	Pathogen growth is not reasonably likely to occur.	Controlled by Internal Audit and Compliance and Storage and Transport programme	No
	BIOLOGICAL Histamine	No	Histamine levels are not likely to rise	Controlled by Internal Audit and Compliance and Storage and Transport programme	No
	CHEMICAL None	No	N/A	N/A	No
	PHYSICAL None	No	N/A	N/A	No



Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

			Pathogen growth could occur during shipment if dispatch temp not correct	Product temperatures at dispatch	Yes
	BIOLOGICAL Histamine	Yes	Histamine levels could rise if dispatch temperatures not adequate or controlled	Internal product temperature checks	No
	CHEMICAL None	No	N/A	N/A	No
	PHYSICAL None	No	N/A	N/A	No
<b>Company:</b> Company Limited P O Box XYZ PNG			<b>Reviewed by:</b> <i>(FDA recognised HACCP trained individual</i> <b>Date:</b> Monday, 16 June 2003		

Completed on: \_\_\_\_\_

By (HACCP Team): \_\_\_\_\_

(1) Critical Control Point (CCP)	(2) Hazard	(3) Critical Limits of the Preventive Measures	Monitoring				(8) Corrective Actions	(9) Records	(10) Verification
			(4) What	(5) How	(6) Frequency	(7) Who			
Receiving	Histamine formation	Less than 4.4 °C or colder	Internal fish temperature	Calibrated thermometer	10 fish per lot	Quality Control	Isolate lot; histamine test and decide disposition; identify cause and fix	QC Record	Calibration Record Process Control (monitoring) Verification records Training records
		No more than 3% decomposition	Sensory evaluation	Visual inspection	Each lot	Quality Control	As above	QC record	Process Control (monitoring) Training records
		Presence of ice	Ice presence	Visual inspection	Each lot	Quality Control	If temperature also high as above	QC record	Process Control (monitoring) Training records Verification record
	Chemical contamination	Nil	Sign of chemical contamination	Sensory evaluation	Each lot	Quality Control	Reject lot; isolate and complete full sensory evaluation before deciding disposition; identify cause and fix	QC record	Process Control (monitoring) Training Records Verification records
Dispatch	Histamine formation	Less than 4.4 °C or colder	Internal fish temperature	Calibrated thermometer	10 fish per lot dispatch	Quality Control	Hold from dispatch; test for histamine and decide disposition; identify cause and fix	QC record	Calibration Record Process Control (monitoring) Verification records Training records
<b>Reviewed by:</b> (FDA HACCP recognised trained individual)									
<b>Date:</b> Tuesday, 23 July 2002									

## Validation

Using the following bibliography, validates the plan:

1. FDA. 1999. Scombrototoxin (Histamine) Formation (A Chemical Hazard). Ch. 7, *In Fish and Fishery Products Hazards Controls Guide: 2nd Edition*. Department of Health and Human Services, Public Health Service, Food and Drug Administration, Centre for Food Safety and Applied Nutrition, Office of Seafood, Washington, DC.
2. Fletcher, G.C., Summers, G.; Winchister, R.V., and Wong, R.J. 1995. Histamine and Histidine contents in New Zealand fish and shellfish species. *Journal of Aquatic Food Product Technology*. 4 [42]: 53-74.

Also Company Name Limited has x number of years of historical temperature and other records such as customer complaints to validate this plan.

Plan as written meets PNG Quality Control (Export) Standards and other relevant legislation.

## 8. Verification

Verification procedures are as follows:

### I. Internal:

- a. Internal Audits: the Production Manager audits plant compliance with the plan (including support programmes) on a monthly basis
- b. Record review: the Production Manager reviews records at least weekly and signs records to show he/she has reviewed these and agrees with the records and corrective actions taken.
- c. Annual HACCP review: this plan will be reviewed at least annually, unless there is a problem in the meantime that indicates the need for a HACCP review, by the Production Manager who will check:
  - Monitoring records
  - Corrective action records
  - Product test results
  - Compliance with legal requirements
  - Compliance with the plan as written
  - Customer complaints

In this review if any indication is found that the HACCP plan is not working then the plan will be update, re-validated and followed.

### II. External:

- A. Regulatory authority or third party reviewer will establish their own frequency, providing they meet HACCP standards.
- B. Customers to Company Name Limited visit the operation on a regular basis and will document any outstanding issues they may have.



*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

## and Record Keeping

---

Records regarding HACCP plan and procedures are to be kept in the HACCP folder in the Factory office and made available to Authorised Officers and other authorised personnel within 24 hours of request.

Records would be kept on site for 2 years.





*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

## **PART 2 – PRE-REQUISITE PROGRAMMES**

PLEASE NOTE: Throughout the pre-requisite programs listed in this document the following terms are used:

---

- Essential = required to be documented and records taken by the PNG Quality Control (Export) Standards
  - Optional = not required to be documented by the PNG Quality Control (Export) Standards
  - Documented program optional, records essential = the program does not need to be documented by the PNG Quality Control (Export) Standards but records must be kept
-

## Products & Goods

### Supplier Approval

Only food grade cleaning chemicals and packaging will be accepted in the factory.

Suppliers will provide a technical guarantee of suitability. The process for orders is monitored by the Factory Manager to ensure that only approved products are received.

### Ingredients and Packaging

All ingredients and packaging is to be inspected for signs of contamination and/or decomposition prior to use. Evidence of inspections will be recorded on the daily Internal Audit and Compliance record sheet.

### Fish Reception Programme

**PLEASE NOTE: For species where temperature and/or spoilage checks are critical to the ongoing safety of the product (for example tuna) this check should be completed as a CCP as part of the HACCP program.**

To ensure that all the incoming product is fit for human consumption

#### Procedures

- 1) All batches of incoming product arriving to premises must be checked.
- 2) Daily Reception Checklist must be filled under the following criteria:
  - i) Time of arrival to site.
  - ii) Species
  - iii) Temperature (less than 4.4°C)
  - iv) Check physical appearance (bad handling)
  - v) Check for evidence of spoilage (by sensory evaluation)
  - vi) Check for any form of Physical (foreign mater, glass, etc.) and Chemical Contamination (Oil, Petrol, other Chemicals, etc.)
  - vii) Sign and state your comments on the product.

#### Frequency

For incoming product:      each batch

#### Records

Fish Reception Checklist held on file by QC



*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

Core temp need to be below 4.4 C

Also, reject if there is:

- b) Presence of spoilage (by sensory evaluation)
- c) Presence any form of Physical (foreign mater, glass, etc.) and Chemical Contamination (Oil, petrol, Other chemicals, etc.)



Your complimentary use period has ended. Thank you for using PDF Complete.

Click Here to upgrade to Unlimited Pages and Expanded Features

HACCP COMPLIANCE MANUAL FOR COMPANY NAME LTD

Date and Time	Specie	Boat / Source	Temperature	Appearance	Spoilage	Contamination	Sign &Comments

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

At Company Name Ltd we make sure that staff receive regular training on proper food handling, personal hygiene and sanitary practices.

All employees working at Company Name Limited will attend basic one-hour induction training in:

- Personal hygiene
- Cleaning and sanitation
- Fish spoilage and handling
- Introduction to HACCP
- Factory tour

following the points specified in the induction checklist. Both parties are to sign the induction checklist and this is held on file.

This training is to be completed within one month of starting at Company Name Limited and conducted by the QC.

Refresher training will be held at least every six months during staff breaks from production.

Other staff will have more specialised training:

The Factory Manager is to attend an FDA approved HACCP course.

The Quality Controller is to complete an NFC PHO2 competency-based programme.

The overall responsibility for training issues relies on the **Factory Manager**

### **Training Records**

Staff Training Records are kept in the **Factory Manager** Office. These includes a folder for each individual, that contains:

- The initial Induction Checklist
- Records of any specific training



## Maintenance Programme

The premises of Company Name Ltd will be kept in a condition that will protect against the contamination of food.

### *Surrounds and Services*

The methods for adequate maintenance of grounds would include:

- a. Properly storing equipment, removing litter and waste, and cleanliness within the immediate vicinity of the plant buildings and structures that may attract pests or provide a breeding place for pests.
- b. Maintaining yards, external parking lots so that they do not constitute a source of contamination in areas where food is exposed.
- c. Adequately draining areas that may contribute contamination to food by seepage, foot-borne filth, or providing a breeding place for pests.
- d. Operating systems for waste treatment and disposal in an adequate manner so that they do not constitute a source of contamination in areas where food is exposed.

### *R & M Programme*

#### General

Company Name Limited operates a Repairs and Maintenance programme which involves:

- a. Daily checks for signs of wear and tear to be completed by the QC.
- b. A maintenance schedule that is used for items that need repair, replacement or maintenance. The QC is responsible for ensuring that all repair and maintenance work that is identified is entered onto the Repair and Maintenance Worksheet and that work is carried out within timeframe that is commensurate with the risk to product.

#### Compressed Air

Compressed air that comes in direct contact with the product or equipment surfaces will:

- a) have a filtered air intake located in a clean place;
- b) contain no oil or substances hazardous to health

me Limited will be supplied in sufficient volume and pressure for the operation of the equipment and contain no hazardous substances.

Any additives used in the steam will be of an approved standard.

### Calibration

The yearly calibration routine includes freezers, chillers, scales and temperature measuring devices. Calibration status will be indicated either using a sticker on the item of equipment or on a Calibration log held by the QC.

In addition to annual calibration checks, thermometers will be calibrated by the QC on a monthly basis as follows:

- a) place the thermometer in a freshwater ice slurry. The thermometer should read 0°C
- b) place the thermometer in boiling water. The thermometer should read 100°C;
- c) and a sticker with the date of the check added to the body of the thermometer.





### *General*

Company Name Limited operates a pest control programme to:

- Prevent pest entry
- Prevent pest breeding
- Eradicate pests

### *Pest Prevention*

To this end, Company Name Limited will:

- a. Use appropriate pest prevention controls such as fly zappers and bait stations appropriately positioned within the facility and site. Such devices are to be checked at least daily for signs of activity
- b. Ensure all openings including doors; windows and chutes are adequately screened.
- c. Use a fly spraying program after production is complete to control flies and using approved chemicals.
- d. Ensure drains are adequately trapped to prevent vermin entry.
- e. Ensure that odours and waste that may attract vermin are controlled eg waste bins are emptied regularly and no waste or food is left lying around to attract vermin.

### *Pest Detection*

Once every week the company QC routinely inspects the premises for the presence of pests as follows:

- checks the premises for pest and vermin activity (insects, birds and mammals)
- checks all rodent bait stations as marked on the site plan.
- replaces any bait that has been taken or that is damaged
- completes the appropriate section of the Internal Audit and Compliance programme noting checks completed and actions taken

### *Signs of Activity*

For rats and mice, should there be any sign of activity, the QC will replace the bait and increase the frequency of inspection to daily until no signs of activity are noted TWO days in a row.

For other pests, the QC must arrange for pest eradication.



*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

We take the following action to control pests that have entered the building:

- we remove dead pests immediately in a hygienic manner
- we kept the premises under a tight cleaning and sanitation programme to avoid breeding of vermin
- we control, repair and maintain all possible vermin entering areas
- we store all equipment and materials used for pest control separate from food processing and other equipment

#### *Records*

Internal Audit and Compliance Record Sheet

## Programme

Company Name Limited will use water that is:

- a) available under adequate pressure and at a suitable temperature;
- b) provided with adequate facilities for its storage and distribution;
- c) provided with adequate protection against contamination
- d) meet the requirements given under the section headed *Testing*.

Non potable water will be carried in lines that are coloured yellow and equipped with back flow preventers. Non-potable water outlets will be clearly identified in processing areas.

No recirculation of water will take place at Company Name Limited.

Backflow prevention will be tested at least annually and a record kept of this check.

### *Ice*

Ice used at Company Name Limited will be made from potable water and subjected to the same testing regime as water (see section headed *Testing*). Ice will be manufactured, handled and stored so as to prevent contamination.

### *Sampling and Testing*

Water and ice used at Company Name Limited will be potable and meet the following criteria:

- not contain any *E. coli* or *Salmonella* per 100 ml;
- not contain more than 10 coliform per 100 ml;
- not contain more than 1 to 10 coliform in 100 ml in any 2 consecutive samples;
- for any 12 month period not contain 1 to 10 coliform in 100 ml of any 3 samples

Company Name Limited will take water samples on a 6-monthly basis and send these to an accredited laboratory for testing in accordance with the criteria given above.

Water samples will be taken at random from ONE of the following locations:  
(NOTE: Need to list locations)

In addition the QC will check chlorine levels on a daily basis, prior to commencement of the production shift, aiming for at least 0.3 ppm. Should the level drop below this, processing is to cease until the chlorine level has reached 0.3 ppm. Product produced since the last acceptable reading is to be placed on hold and tested for microbiological levels.

Ice will be made on-site using potable water tested and confirmed as indicated above.

## Procedure

will be made by the Managing Director of the company.

Product recall will be required whenever it is discovered that any product produced by Company Name Limited results in, or is suspected of resulting in, illness or death of a consumer.

Whenever the decision is made to recall product, the QC is responsible for notifying the NFA Audit and Certification team within 24 hours of the decision to recall.

Procedures to be followed:

- Managing Director makes the decision to recall.
- The Production Manager is responsible for coordinating the recall
- Identify affected product and its location
- For product held in the chiller or freezer of COMPANY NAME Limited, isolate the affected product and mark with the following label:

### **NOT FOR SALE. PRODUCT QUARANTINED**

It can only be moved with the authorization of the Production Manager in conjunction with the authorized official. Should the product test to be acceptable for human consumption, then it will become available for use after receiving a clearance from the authorities.

- For product that has already been distributed, notify customers, distributors and if necessary consumers of the need to recall
- Organize to have the product returned to COMPANY NAME Limited, unless it is agreed to have the product destroyed under supervision at the overseas location. Proof of destruction will be necessary including the packaging from the product.
- For product received back, a full investigation will be done on the non-compliance and will also include a full bacteriological analysis to verify validity of the problem.
- Take appropriate corrective action
- Decide on disposition of the product



*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

to be destroyed, then this will be done under authority  
by packaging

- Record all actions taken and hold on file.

The chillers and chilled containers at Company Name Limited run at a temperature of -1 . 4 °C.

The freezers and freezer containers run at minus 18°C or colder.

Chiller and freezer temperatures will be checked twice daily by the QC and recorded on the Audit and Compliance record.

Product in freezers will be stacked to allow air movement at all times.

A system of stock control will be employed in both chillers and freezers at Company Name Limited whereby product will be monitored for age and oldest product used first.

### *Dry store Areas*

Dry store areas will be kept clean and tidy with a weekly housekeeping regime. Dry store areas will be kept vermin free using the vermin control program.

### *Fish Transport Vehicles*

Vehicles used for the transportation of chilled and frozen fish by Company Name Limited will be clean and:

- a) insulated, designed and equipped to maintain fish in a chilled or frozen state;
- b) have internal surfaces of the cargo area constructed from smooth, corrosion resistant, impervious materials free from cracks and crevices;
- c) have internal surface joints that are smooth or flush and sealed to prevent the entry of moisture;
- d) have the cargo area proofed against pests and dust;
- e) have the cargo area capable of being drained;
- f) adequate protection over any lighting;
- g) no animals in the cargo area at any time

---

## Compliance Programme

---

### *Principles*

At Company Name Ltd we have the following principles for processing:

- process exposed products without unnecessary delays,
- minimise the risk of contamination for the product.
- control water containment as possible.

### *Process Control Programme*

It is the responsibility of the **QC** to monitor and supervise processing overall.

### *Records*

The following checklists refer to individual or combined systems that are a part of our compliance programme as well as the frequencies of inspection:

- Load out checklist;
- QC Checklist: daily, weekly, monthly, 6-monthly; annually;

### *GMP Review Policy*

Company Name Limited will review the ongoing compliance and effectiveness of Good Manufacturing Practices (including documented pre-requisite programs) at least annually (unless there is indication that this should be done more frequently)

The review will involve:

- A review of all records produced over the time period in question to identify any signs that GMPs are not effective
- A review of performance against documented programs ie are the programs being followed as written?
- A review of any legal changes that may require changes in GMPs
- Any changes to documentation will be sighted and approved by the Production Manager





Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

**Load Out Checklist**

Date:

Time	Specie	Destiny / Documentation	Temperature	Packaging OK	Labelling OK	Sign &Comments

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

NOTE: This record is only to be completed when a factory is operational.

Daily Checks	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Pre-Op: premises and equipment condition and cleanliness							
Amenities Hygiene							
Chillers T° & Hygiene							
Fish Reception							
Freezer T° & Hygiene							
Hand Basins							
Ice quality							
Load out control							
Personnel Clothing							
Personnel Hygiene							
Process Area Hygiene							
Product Temperature							
Raw Materials, Ingredients and Packaging							
R&M							
Sanitiser concentration							
Water Chlorination OK							
Trucks Hygiene							
Pest Control Checks							
<b>Review</b>							

**Weekly records**

Item	Checked	Review
Rodent traps checked		
Carton room		
Chemicals		
Dry Store		
Environs		
Thermometer Calibration		
<b>Review</b>		



Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

	Checked	Review
Calibration		

**6-Monthly records**

Item	Checked	Review
Water micro tests		

**Annual records**

Item	Checked	Review
HACCP Review/Verification		
Calibration		



---

# Programme

---

## Purpose

To ensure an acceptable standard of cleaning and sanitation of all production operations.

## GUIDE TO USING THE CLEANING MANUAL

The Cleaning Manual is divided into several sections. Three sections relate to specific cleaning procedures. These are;

### Section A     Factory Cleaning

All cleaning procedures relating to factory processing lines during and after production. This gives a description of how each department shall be cleaned with reference to procedures for individual items.

### Section B     Factory Support Facilities

Cleaning procedures for areas and additional equipment that support the factory processing lines (eg storage room, carton rooms).

### Section C     Personal equipment and Protective Clothing

Cleaning procedures for Personal equipment and Protective Clothing of common use during operations

Equipment coming into the factory that has been in storage will be cleaned according to the documented procedures before use.

Chemicals are to be used as described for this procedures (Section D), any change in chemicals brand or use need to be authorized by the management

Cleaning utensils are to be sanitize after usage

BEFORE leaving their work area for a break, staff will be required to clear all product from work surfaces and hose off work surfaces with cold, fresh water.

## POST OPERATIONS CLEANING

### PROCESS ROOM / RECEPTION

#### *DAILY PROCEDURES*

When processing is complete and area is free of product, the following cleaning procedures are to be followed:

Ensure bins and aprons are out and rubbish bins are put aside for emptying.

Hose away all gross soiling. All gross soiling shall be hosed or broomed to the drain grates for removal.

Process room only: clean processing benches using the procedures outlined.

Cleaner/Sanitizer must be applied daily to all processing surfaces, including walls adjacent to areas of processing, pillars, doors, door handles, hand basins, apron wash, hoses, cables, drain grates, drains, floor stands, floor racks and floors. Follow the procedures for *Walls, Doors, Door Handles, Hoses, Cables, Hand Basins, Drains, Floors, Drain and Grates*. Areas that have protein build-up will need to be scrubbed, before foam is rinsed off.

Rinse.

Sanitize and leave.

Rinse thoroughly before next processing occurs.

#### WEEKLY PROCEDURES

In addition to daily cleaning, the cleaner will scrub the more difficult to get places, such as all bench legs, drains, drain grates. This can be carried out using Cleaner/Sanitiser, after it has been sprayed on the surfaces.

#### MONTHLY

Cleaning staff are required once per month, and shall clean the ceiling, overheads, light covers,.

Product: Diverfoam AQF

Use Rate: 10%

Use Rate: 10%

### *Edible Product Bins*

All fish handling containers are washed in the reception area.

Ensure trays are hosed clean of gross soiling before scrubbing.

Scrub containers with polypads, scrubbing brushes or stainless steel scourers use cleaner/sanitiser and sanitize the bin.

After scrubbing, rinse the trays with cold water

Stack clean trays directly onto floor racks and transfer to clean processing area for storage.

**NEVER PLACE CLEAN TRAYS ON DIRTY FLOOR**

Ensure that walls, ceiling and floors of the Clean Bins Storage Area. are clean and sanitized

### *Inedible Product Containers*

After these have been emptied into waste offal bins, hose out thoroughly, and scrub in order to remove soiling.

## **CHILLERS**

Product: Diverfoam AQF

Use Rate: 10%

Clean chillers weekly during a period of least fish.

Remove all products from chiller.

Hose out chillers using main pressure.

Clean and sanitize the chillers using the following procedure.

Ensure all walls and floors are covered.

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

Product: Sodium Hypochlorite

Use Rate: pure

Drains need to be kept clean to avoid the build-up of fish protein and microorganisms.

Remove drain covers from drains and hose.

Avoid spraying soils and bacteria from the drains onto contact surfaces.

Scrub to remove organic matter

Apply sanitiser to drains and covers and allow contact for at least 30 minutes before rinsing away.

## **FREEZER**

Product: Diverfoam AQF

Use Rate: 10%

Clean freezer monthly during a period of least fish

Thaw out completely and sweep the structural components

Scrub blast with cleaner/sanitiser

Rinse with hot water and squeegee dry to remove condensation before new use.

## **CEILINGS/OVERHEADS/LIGHT COVERS**

### **MONTHLY**

Product: Diverfoam AQF

Use Rate: 10%

Carefully hose ceilings in order to wet it, taking care not to get water near light fittings.

Scrub ceiling with cleaner/sanitiser, using long handled scrubbing broom,

Rinse off with water.

Scrub all overheads and pipes with cleaner/sanitiser. Rinse off with water.

Clean lights covers and tops where applicable with damp cloth. Avoid using excessive water near lights.

When condensation is observed, remove all product from beneath (if applicable and remove all condensation.





*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

Product: Diverfoam AQF

Use Rate: 10%

Carefully hose cleaning to wet it taking care not to get water near light fittings.

Brush scrub with detergent

Sanitize as per instructions

## **BENCHES**

Product: Diverfoam AQF

Use Rate: 10%

Using main pressure water, brush scrub with detergent the supporting bench structure, to remove any protein build-up. Apply sanitiser to all areas of the bench

## **STAFF AMENITIES/LOCKER ROOMS/TOILETS/SHOWERS**

Product: Diverfoam AQF

Use Rate: 10%

### **DAILY:**

After daily shift is finished use the following procedure:

Sweep the area and then mop with Cleaner /Sanitiser.

Scrub toilet bowls with cleaner using toilet brush. Wipe seat also and then rinse seat using clean water.

Scrub hand basins/urinals/shower cubicles with Cleaner/Sanitiser. Rinse with clean water.

### **WEEKLY:**

Wipe walls, doors, locker doors, seats, locker overheads with cleaner once per week.

Clean mirrors and windows.

## **KITCHEN/CAFETERIA**

Product: Diverfoam AQF

Use Rate: 10%

### **DAILY:**

After lunch is finished, sweep the area, then mop with Cleaner /Sanitiser.

Empty all rubbish bins.

### **MONTHLY:**

Wipe all walls of cafeteria and kitchen.

Dust pictures and notice board.

At the end of the daily shift in a tidy condition every day.

Ensure no miscellaneous equipment or rubbish is keep in the room.

## **CARTON ROOMS / CORRIDORS**

Product: Diverfoam AQF

Use Rate: 10%

### DAILY

1. Empty rubbish bins.
2. Mop with Cleaner/Sanitiser
3. Sweep floors

### WEEKLY

Dust any surfaces such as window ledges, shelving etc.

Scrub doors and strapping machines

## **KNIVES & STEELS**

Product:

Use Rate:

Staffs are responsible for cleaning and sanitising their own knives.

At all breaks from the cutting bench, including movement to other jobs, knives and steels shall be washed at the hand basin to remove all fish protein

Knives and steels shall then be placed in the Knife Steriliser.

Before returning to the cutting table, knives and steels shall be rinsed in potable water.

## **TRUCKS**

Product: Diverfoam AQF

Use Rate: 10%

Company trucks will undergo the following cleaning scheme at least once daily.

Clean the inside of the carrying body by using a bucket of Cleaner/Sanitiser solution and a broom.

Rinse off with a hose.



*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

kept clean and tidy, cleaning is to occur at least once a  
The truck exterior is to be cleaned at an off-site truck

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

Product: Diverfoam AQF  
Use Rate: 10%

Staffs are responsible for cleaning and sanitising their own gloves and plastic sleeves.  
At all breaks gloves and plastic sleeves shall be washed at the hand basin to remove all fish protein.  
Rinse gloves and plastic sleeves.  
Hang gloves and plastic sleeves on the racks provided.  
Before returning to work gloves and plastic sleeves shall be rinsed in potable water.

### **APRONS**

Product: Diverfoam AQF  
Use Rate: 10%

Responsible staff shall clean and sanitise all aprons at the end of daily production.  
  
At the end of processing, collect all aprons and take to the apron wash area.  
Ensure apron wash tank is filled with clean water. Add chemical and soak and scrub the aprons.  
Rinse out aprons with clean water  
Hang aprons on rack.

### **PROTECTIVE CLOTHING**

Laundry service is contracted

## APPROVED CHEMICAL LIST

<u>Factory Cleaning Chemicals</u>			
? Chemicals	Diverfoam	Detergent/Sanitiser	
ICI Chemicals	Sodium Hypochlorite	Sanitiser	
<u>Maintenance Chemicals</u>			
<u>Other Chemicals eg pesticides</u>			

## SECTION E

### RECORDS

Daily procedures must be checked by the QC responsible and completion of the daily procedures must be recorded on the PRE-OP Hygiene Checklist.

If any area do not achieve the required standards, no production will start until a corrective action, has brought control over the non-compliance.

Weekly and monthly duties are to be recorded in the respective record charts and outcomes checked as a part of the Pre-Op audit.

Any structural or premises defect must be recorded immediately to the R&M (Repairs & Maintenance) Programme.

## ogramme

At Company Name Limited, it is company policy for staff to wear clean white hat, gumboots, apron and overalls at all times during processing.

Visitors to the factory are expected to wear this protective clothing as well.

Hats must contain all hair.

Persons with beards or significant facial hair must wear a beard cover.

All protective clothing is to be kept as clean as possible and cleaned on a regular basis to prevent contamination of products being handled.

### Personal Effects

Personal effects and clothing will not be worn in food handling areas.

### Illness/Communicable Diseases

No person who:

- a) is without a current (annual) medical certificate stating that they are free of any communicable diseases;
- b) is suffering from or a carrier of a communicable disease;
- c) is suffering from a condition causing a discharge of serum or pus (eg weeping sore, infected cuts, boils) from any part of the head, neck or arms;
- d) has reason to suspect that there is a chance of transmitting a disease producing organism to the product;

will be permitted to prepare, pack or handle any material likely to be used in production.

### Injuries

Any person with an uninfected wound or cut will not be permitted to work in the processing facility until the wound is covered with a clean waterproof dressing that is securely attached.

### Personal Conduct

Employees of Company Name Limited are expected to maintain a high degree of personal cleanliness at all times while working in the processing area.

Employees are not allowed to cough, spit or sneeze over product.

After sneezing or coughing, their hands must be washed.

Fingernail polish and wedding bands are not permitted by those persons handling fish with bare hands.

Jewellery including watches shall not be worn in the fish processing area.

Any behaviour which could result in the contamination of seafood products such as chewing, eating, spitting, smoking and other unhygienic behaviour will not be permitted in fish processing areas.

All employees must rinse their gumboots in a footbath prior to entering the processing area.

### Hand washing

All employees will be required to wash their hands on a regular basis and:

- a) on entering product processing areas;
- b) immediately after using the toilet;
- c) after handling dirty or contaminated materials;
- d) after chewing, eating, smoking or drinking;
- e) after cleaning procedures or handling chemicals
- f) between species and/or different lots of product



*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

LIANCE MANUAL FOR COMPANY NAME LTD

---

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

---

on compilation of these pre-requisite and HACCP

programs:

- The PNG Quality Control (Export) Standards
- The USFDA Hazards and Controls Guide Third Edition