

SALSA Requirement: “A review of the HACCP system shall be completed at least annually, or when any new practices, processes or product changes are introduced, to ensure that it continues to reflect the current or adjusted practices and that any proposed changes are appropriately controlled and monitored.”

Why?

It is important that a HACCP plan remains up to date. Reviewing your HACCP is an opportunity to check that the plan is still fit for purpose and that any changes to the process, facilities, people or any other areas which may affect food safety have been considered and addressed.

Tools

- 🕒 HACCP plan
- 👥 HACCP Team and Production Team
- 📄 Verification documentation (See 2.10)
- 👤 SALSA Mentor or other external Technical Consultant, if you are unsure
- 📄 Customer Complaints list

Tips

- 🕒 Walk the process through and look at surrounding areas to identify any changes to consider
- 📄 Check the Verification documentation to identify any ‘out of control’ incidents & Actions taken
- 🕒 HACCP reviews should also happen when you make changes to your products/ processes

What do I need to do?

- Carry out a Review of your HACCP plan at least annually and document that Review. Include:
 - Who has been involved in the Review
 - What areas have been reviewed
 - What changes were identified
- You should also review your HACCP plan if you make changes to your process(es). For example:
 - New raw materials or new supplier
 - New recipe or introduction of new products
 - New equipment or changes to current equipment
 - Moving site
 - New information about products or organisms/contaminants of concern
- You should also document any Actions that need to be completed as a result of the Review. Identify who is responsible for those changes and the date by which they need to be completed.
- Keep a copy of the completed Review and check that all Actions are completed on time.

Example

- The extract below is a simple HACCP Review summary sheet.
- You will need to adapt this summary sheet for your own business and products

HACCP Review summary sheet			
Date of review:	12/6/18		
Present:	Bob Taylor – HACCP Team Leader / Owner Ted Maker – Production Supervisor		
Reviewing:	Pies HACCP		
Reason:	Annual review		
	Have there been any changes	Action needed	Who/By When
Flow process/site layout	New walkway between raw and cooked areas. Changing procedures in place. Everything else the same	New signs needed to show Ready to Eat area	Fred / 15 th June
Products/Recipes	No changes	N/A	N/A
Raw materials/Suppliers	Mince now coming from MT Meats.	Check spec is same as old supplier's	Lisa / 15 th June
New equipment	No changes	N/A	N/A
Any other changes	New equipment cleaning chemical	Check cleaning method still effective – test on cooling trays in cooked area	Lisa 2/7/18
Staff	New Production staff	Train new staff against HACCP plan	Bob by 7/8/18
<p>General findings:</p> <p>Re-train purchasing staff to notify HACCP team when changing any suppliers & to check new specs against old specs?</p> <p>Add HACCP plan to new Staff Training plan – include short training session on why we use HACCP and what we do to keep our food safe.</p>			
Verify all actions completed : <i>Bob</i>		Date : 8/8/18	
Doc ref: 2.12 HACCP Review	Issue date: 12/3/18	Ver 1	

Need more help?

- See **Tools & Tips** for all Section 2, HACCP. All the HACCP steps work together.
- SALSA runs L1 & L2 HACCP training courses regionally or locally. A local course can be run at your site by a SALSA HACCP trainer. See website for details. Alternatively, a SALSA Mentor can provide onsite guidance and advice to help your business develop or improve your understanding of HACCP.