

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

35-07

6/14/07

VERIFICATION OF THE ANNUAL HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) PLAN REASSESSMENT REQUIREMENT

As set out in 9 CFR 417.4(a)(3), every establishment is required to reassess the adequacy of its HACCP plan at least annually and whenever any changes occur that could affect its hazard analysis or alter its HACCP plan. The establishment may reassess its HACCP plan, or plans, any time during the calendar year to meet the annual reassessment requirement. Once a year, as close as possible to the date that HACCP was implemented in the establishment, inspection program personnel are to verify that the establishment has performed its annual reassessment by reviewing the HACCP plans to verify that they have at least been re-signed, as required by 9 CFR 417.2(d)(2)(iii).

In response to questions from inspection program personnel, this notice provides clarification on how they are to verify that the establishment has met the annual HACCP plan reassessment requirement, and how they are to record the results of this verification.

I. VERIFICATION OF ANNUAL REASSESSMENT REQUIREMENT

To verify that the establishment has conducted the annual reassessment of its HACCP plans, inspection program personnel are to perform the Performance Based Inspection System (PBIS) procedure 03A01. When performing this procedure, inspection program personnel are to verify that the establishment has signed and dated each of its HACCP plans sometime during the calendar year.

II. DOCUMENTATION

A. If the establishment has signed and dated each HACCP plan during the calendar year, it has met the annual reassessment requirement, and inspection program personnel are to complete the first and the last blocks on FSIS Form 5000-1, HACCP Systems Basic Compliance Checklist, for each HACCP plan.

DISTRIBUTION: Electronic

NOTICE EXPIRES: 7/1/08

OPI: OPPEP

B. Inspection program personnel are to record only ONE 03A01 procedure on the PBIS Procedure Schedule for each HACCP processing category (for example, 03B, 03C, 03D, 03E) that covers product the establishment produces, regardless of how many HACCP plans the establishment has under that HACCP processing category, or how many checklists inspection program personnel complete.

NOTE: For example, if the establishment has a slaughter HACCP plan (03J), three raw ground product HACCP plans (03B), and two raw not ground product HACCP plans (03C), inspection program personnel would record a total of three 03A01 procedures on the PBIS Procedure Schedule. This number represents each of the three HACCP processing categories that cover products the establishment produces, even though the establishment has six HACCP plans.

C. If the establishment has not signed and dated each of its HACCP plans during the calendar year, inspection program personnel are to:

1. check the block to the right of the part of FSIS Form 5000-1 titled, "Acceptance and Reassessment";
2. document this noncompliance on the PBIS Procedure Schedule under procedure 03A01 using the noncompliance result code "M";

NOTE: There is no trend indicator used with 03A01 noncompliance. Inspection program personnel are to enter code "M" so that a Noncompliance Record (NR) will be generated.

3. complete an NR using the 03A01 procedure code, citing 9 CFR 417.2(d) and 9 CFR 417.4(a)(3); and
4. attach the completed FSIS Form 5000-1 to the copy of the NR and maintain a copy in the official file.

Refer questions to the Technical Service Center at 1-800 233-3935.



Assistant Administrator
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