

# HUB.HP.REC.118 HACCP and Prerequisite Program Task List

<u>Task</u>	<u>Frequency (days)</u>	<u>Date Done</u>	<u>Date Next Due</u>	<u>Date Done and Initi</u>
<b><u>HACCP and Food Safety Plans</u></b>				
Verify GMP Monthly Inspection	30	_____	_____	_____
Annually review hazard analysis forms, perform on-site verification.	365	_____	_____	_____
Annually review HACCP meeting binder, new product forms, new input forms, and new equipment forms and deviation records.	365	_____	_____	_____
Annual Test of Food Defence Plan	365	_____	_____	_____
Annually review HACCP documents	365	_____	_____	_____
Review SOPs and update as required	365	_____	_____	_____
Annual HACCP retraining	365	_____	_____	_____
Send finished product (library sample) to outside laboratory.	180	_____	_____	_____
Verify HACCP Documentation	180	_____	_____	_____
Verification of daily Pre-operational and Weekly Inspections	60	_____	_____	_____
Update HACCP Amendment Log in binder and shared documents	90	_____	_____	_____
<b><u>Premises</u></b>				
Temperature of water at hand wash sink okay	7	_____	_____	_____
GMP Monthly Inspection	30	_____	_____	_____

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Back Flow Prevention Device annual inspection	365	_____	_____	_____
Verify Prerequisite Program - Premises	365	_____	_____	_____
Review and update Repair Company Contact List	365	_____	_____	_____
Review and replace signs in facility	365	_____	_____	_____
Measure Light Intensity	365	_____	_____	_____
Send water sample to lab for testing	365	_____	_____	_____
Annual fire inspection	365	_____	_____	_____
Perform Premises Verification	60	_____	_____	_____
Verify list of HUB Users packaging in glass	90	_____	_____	_____
<b><u>Transportation, Purchasing/Receiving/Shipping &amp; Storage</u></b>				
Pallets and other equipment is stored properly	30	_____	_____	_____
Observe shipping and receiving of HUB User	30	_____	_____	_____
Shipping Receiving Doors clean/sealed	30	_____	_____	_____
review Shipping and Receiving Log	30	_____	_____	_____
Review Chemical Binder, ensure all documentation is up-to-date	365	_____	_____	_____
Review raw materials specifications	365	_____	_____	_____

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Review HUB User ingredient lists	180	_____	_____	_____
<b><u>Equipment Design, Installation, Maintenance and Calibration</u></b>				
Scale calibration	30	_____	_____	_____
Thermometer calibration	30	_____	_____	_____
Review all service call reports through the year	365	_____	_____	_____
Annual review of list of repair companies	365	_____	_____	_____
Annual review of maintenance tasks on Equipment Master Task List	365	_____	_____	_____
Review glass and brittle plastic register	365	_____	_____	_____
<b><u>Personnel Training</u></b>				
Review Visitor Log	30	_____	_____	_____
Reassess Personnel Training	365	_____	_____	_____
Review Member GMP policy and edit as needed	180	_____	_____	_____
Update/Review HUB User Training Records	180	_____	_____	_____
First Aid kit stocked	180	_____	_____	_____
Verify HUB User list	180	_____	_____	_____
Personnel Hygiene retraining	180	_____	_____	_____
<b><u>Sanitation &amp; Pest Control</u></b>				

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Handwash sink - stocked and clean	1	_____	_____	_____
Inspect finished product storage area	1	_____	_____	_____
Housekeeping - racks, table shelves,	1	_____	_____	_____
Tables clean	1	_____	_____	_____
Tables clean	1	_____	_____	_____
Triple Sink - - clean and sanitize. (this is in addition to HUB User cleaning after use)	7	_____	_____	_____
Clean mop sink area	7	_____	_____	_____
Wash dustpans and sanitize	7	_____	_____	_____
Housekeeping - racks, table shelves,	7	_____	_____	_____
Wash and sanitize dirty rag container, garbage cans	7	_____	_____	_____
Observe dishwasher sanitizer level or sanitizer temperature (depends on dishwasher type)	7	_____	_____	_____
Confirm location of pest control devices using map	7	_____	_____	_____
Women's Locker Room janitorial activities	7	_____	_____	_____
Double Sink - clean and sanitize. (this is in addition to HUB User cleaning after use)	7	_____	_____	_____
Tables clean - weekly inspection	7	_____	_____	_____

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Clean the dustpans, clean and sanitize	7	_____	_____	_____
Clean garbage cans inside and out	30	_____	_____	_____
Review pest control service report	30	_____	_____	_____
Confirm all spray bottles all labelled	30	_____	_____	_____
Locker Inspections	30	_____	_____	_____
Verification of Sanitation Records	30	_____	_____	_____
Review sanitation records	30	_____	_____	_____
Inspect outside premises and garbage area	30	_____	_____	_____
Inspect ingredient storage area.	30	_____	_____	_____
Cleaning chemical company inspection of dishwasher if in rental situation	30	_____	_____	_____
Kitchen Hood - filters and grease catchers	30	_____	_____	_____
Clean tops of vents	30	_____	_____	_____
Clean drains (make list of drains in facility). Cycle through the drains according to list of drains	30	_____	_____	_____
Review dishwasher outside service report	30	_____	_____	_____
Update pest control trend record	30	_____	_____	_____
Boiler area/Service Room	365	_____	_____	_____

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Clean mezzanine areas (eg. Dust tops of freezers and cooler)	365	_____	_____	_____
Review Sanitation Procedures	365	_____	_____	_____
Roof Top Compressor	365	_____	_____	_____
Clean ceiling fan	365	_____	_____	_____
Annual empty and clean freezer	365	_____	_____	_____
Annual empty and clean cooler	365	_____	_____	_____
Roof Top Compressor - annual servicing	365	_____	_____	_____
Lunchroom Clean and Tidy		_____	_____	_____
Dust /wash top of hood area	180	_____	_____	_____
Review equipment sanitation tasks.	180	_____	_____	_____
Small Cooler - Empty room and clean floors, walls and drain	180	_____	_____	_____
Clean Chemical Storage Room	180	_____	_____	_____
Kitchen Exhaust System Inspection/Cleaning by outside service contractor	180	_____	_____	_____
Conduct sanitation review for key sanitation personnel	180	_____	_____	_____
Mop Room	60	_____	_____	_____
Hood Exhaust Inspection/Cleaning	90	_____	_____	_____

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Perform allergen swabbing	90	_____	_____	_____
Grease pit servicing	90	_____	_____	_____
Environmental swabbing	90	_____	_____	_____
Heads of hoses (spray nozzles) put through the dishwasher	14	_____	_____	_____
Nothing outside back doors of building (weeds, junk)	14	_____	_____	_____
Sink stoppers soaked in degreaser and cleaned	14	_____	_____	_____
Fork lift, power jacks and hand jacks (clean handles/condition)	14	_____	_____	_____
Chemicals stocked	14	_____	_____	_____
Outside pest control service	14	_____	_____	_____
<b><u>Recall and Traceability</u></b>				
Verify recall contact list	365	_____	_____	_____
Review Recall Plan annually	365	_____	_____	_____
Perform Traceability / Mock Recall	180	_____	_____	_____
<b><u>Allergen Control</u></b>				
Inspect ingredient storage for correct labelling of allergens.	60	_____	_____	_____

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