

HUB.HP.REC.155 List of Documents

| Document Name | Date Created: | Date Revised: | Downloaded and Used by HUB |
|--|---------------|---------------|----------------------------|
| <u>HACCP and Food Safety Plans</u> | | | |
| Policy | | | |
| HUB.HP.POL.104 HACCP Team | 2022-06-01 | _____ | _____ |
| HUB.HP.POL.113 Management Commitment Letter | 2022-06-01 | _____ | _____ |
| Standard Operating Procedure | | | |
| HUB.HP.SOP.106 Deviation SOP | 2022-06-01 | _____ | _____ |
| HUB.HP.SOP.107 Documentation SOP | 2022-06-01 | _____ | _____ |
| Records | | | |
| HUB.HP.REC.108 List of Current Hub Users and Contact Information | 2022-06-01 | _____ | _____ |
| HUB.HP.REC.110 HACCP Team meeting notes | 2022-06-01 | _____ | _____ |
| HUB.HP.REC.111 HACCP Based Food Safety Plan (Generic Process) | 2022-06-01 | _____ | _____ |
| HUB.HP.REC.112 Corrective Action Request | 2022-06-01 | _____ | _____ |
| HUB.HP.REC.115 Outside Lab Chain of Custody Form and Report | 2022-06-01 | _____ | _____ |
| HUB.HP.REC.117 HACCP Amendment Log | 2022-06-01 | _____ | _____ |
| HUB.HP.REC.118 HACCP and PP Task List | 2022-06-01 | _____ | _____ |
| HUB.HP.REC.155 List of Documents | 2022-06-01 | _____ | _____ |
| Reference | | | |
| HUB.HP.REF.109 Reference Database for Hazard Identification | 2022-06-01 | _____ | _____ |
| <hr/> | | | |
| <u>Premises</u> | | | |
| Policy | | | |
| HUB.PRE.POL.57 Premises Policy | 2022-06-01 | _____ | _____ |
| Standard Operating Procedure | | | |
| HUB.PRE.SOP.1 Premises Verification SOP | 2022-06-01 | _____ | _____ |
| HUB.PRE.SOP.2 Water Testing SOP | 2022-06-01 | _____ | _____ |
| HUB.PRE.SOP.3 Daily Inspection(monitors) SOP | 2022-06-01 | _____ | _____ |
| HUB.PRE.SOP.4 Plant Renovation SOP | 2022-06-01 | _____ | _____ |
| HUB.PRE.SOP.6 Glass & Hard Plastic Breakage SOP | 2022-06-01 | _____ | _____ |
| Forms | | | |
| HUB.PRE.FRM.28 Plant Renovation, New Equipment/Utensil Form | 2022-06-01 | _____ | _____ |
| Records | | | |
| HUB.PRE.REC.7 Site Plan | 2022-06-01 | _____ | _____ |
| HUB.PRE.REC.8 Back Flow Prevention Device Inspection Report | 2022-06-01 | _____ | _____ |
| HUB.PRE.REC.9 Glass and Brittle Plastics Registry | 2022-06-01 | _____ | _____ |
| HUB.PRE.REC.10 Plant Schematic | 2022-06-01 | _____ | _____ |
| HUB.PRE.REC.152 Map of Testing Sites | 2022-07-26 | _____ | _____ |
| Reference | | | |
| HUB.PRE.REF.11 Water Sampling Method | 2022-06-01 | _____ | _____ |

Sign

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| <u>Premises</u> | | | |
| Sign | | | |
| HUB.PRE.SIGN.15 Washroom_Remove Apron | 2022-06-01 | _____ | _____ |
| HUB.PRE.SIGN.17 Caution Wet Floor | 2022-06-01 | _____ | _____ |
| HUB.PRE.SIGN.18 Cooler_Nothing on Floor | 2022-06-01 | _____ | _____ |
| <hr/> | | | |
| <u>Transportation, Purchasing/Receiving/Shipping & Storage</u> | | | |
| Standard Operating Procedure | | | |
| HUB.TRS.SOP.19 Purchasing SOP | 2022-06-01 | _____ | _____ |
| HUB.TRS.SOP.20 Receiving and Shipping SOP | 2022-06-01 | _____ | _____ |
| HUB.TRS.SOP.124 Storage SOP | 2022-06-01 | _____ | _____ |
| Forms | | | |
| HUB.TRS.FRM.24 Finished Product Specification Sheet | 2022-06-01 | _____ | _____ |
| HUB.TRS.FRM.43 Raw Material Specification Form | 2022-06-01 | _____ | _____ |
| HUB.TRS.FRM.134 List of Approved Suppliers | 2022-06-01 | _____ | _____ |
| Records | | | |
| HUB.TRS.REC.21 New Supplier Qualification Form | 2022-06-01 | _____ | _____ |
| HUB.TRS.REC.22 Chemical Binder (SDS, Spec sheets) | 2022-06-01 | _____ | _____ |
| HUB.TRS.REC.25 New Input Form | 2022-06-01 | _____ | _____ |
| HUB.TRS.REC.26 Temperature Monitoring - Cooler | 2022-06-01 | _____ | _____ |
| HUB.TRS.REC.27 Temperature Monitoring - Freezer | 2022-06-01 | _____ | _____ |
| HUB.TRS.REC.126 Ingredients used in Hub User products list | 2022-06-01 | _____ | _____ |
| HUB.TRS.REC.127 Ingredients used in Food Hub list | 2022-06-01 | _____ | _____ |
| HUB.TRS.REC.132 Receiving Log | 2022-08-01 | _____ | _____ |
| HUB.TRS.REC.133 Shipping Log | 2022-08-01 | _____ | _____ |
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| <u>Equipment Design, Installation, Maintenance and Calibration</u> | | | |
| Policy | | | |
| HUB.E.POL.16 Equipment Program Policy | 2022-06-01 | _____ | _____ |
| Standard Operating Procedure | | | |
| HUB.E.SOP.29 Equipment Procedures SOP | 2022-06-01 | _____ | _____ |
| HUB.E.SOP.30 Preventive Maintenance Program SOP | 2022-06-01 | _____ | _____ |
| HUB.E.SOP.32 New Equipment SOP | 2022-06-01 | _____ | _____ |
| Forms | | | |
| HUB.E.FRM.54 List of Non-permitted and Temporary Repair Materials | 2022-06-01 | _____ | _____ |
| HUB.E.FRM.153 Plant Renovation, New Equipment and Purchase of Supplementary Utensils Form | 2022-06-01 | _____ | _____ |
| Records | | | |
| HUB.E.REC.33 Repair Companies Contact Information | 2022-06-01 | _____ | _____ |
| HUB.E.REC.34 Work Order Form/Service Report | 2022-06-01 | _____ | _____ |

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| <u>Equipment Design, Installation, Maintenance and Calibration</u> | | | |
| Records | | | |
| HUB.E.REC.35 Master Task List (Equipment) | 2022-06-01 | _____ | _____ |
| HUB.E.REC.36 List of Equipment and Machines (facility and users) | 2022-06-01 | _____ | _____ |
| HUB.E.REC.130 List of Equipment and Machines in HUB and Qualified Users | 2022-08-01 | _____ | _____ |
| Work Instruction | | | |
| HUB.E.WI.137 Mixer, Hobart Type Work Instruction | 2022-08-08 | _____ | _____ |
| HUB.E.WI.138 Light Bulb Installation Work Instruction | 2022-06-01 | _____ | _____ |
| Sign | | | |
| HUB.E.SIGN.143 Notification of Maintenance Activities | 2022-06-01 | _____ | _____ |

Personnel Training

Policy

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|---|------------|-------|-------|
| HUB.PT.POL.13 Food HUB Users Orientation Manual - Hygiene | 2022-06-01 | _____ | _____ |
| HUB.PT.POL.41 Good Manufacturing Practices - Visitor, Outside Service, Vendor | 2022-06-01 | _____ | _____ |
| HUB.PT.POL.121 Clean up of Blood and Bodily Fluid Policy | 2022-06-01 | _____ | _____ |

Standard Operating Procedure

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|--------------------------------------|------------|-------|-------|
| HUB.PT.SOP.42 Personnel Training SOP | 2022-06-01 | _____ | _____ |
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Records

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|---|------------|-------|-------|
| HUB.PT.REC.14 HUB Management Checks for Hygiene | 2022-06-01 | _____ | _____ |
| HUB.PT.REC.39 Hub User GMP Commitment | 2022-06-01 | _____ | _____ |
| HUB.PT.REC.47 Group Training Record | 2022-06-01 | _____ | _____ |
| HUB.PT.REC.48 HUB User Training Record | 2022-06-01 | _____ | _____ |
| HUB.PT.REC.49 Visitor Log | 2022-06-01 | _____ | _____ |
| HUB.PT.REC.65 Formulation Check-off/Requirements Listing/Batch Record | 2022-06-01 | _____ | _____ |
| HUB.PT.REC.82 Inventory Requirement _Status | 2022-06-01 | _____ | _____ |
| HUB.PT.REC.141 HUB User Orientation Record | 2022-08-01 | _____ | _____ |

Sanitation & Pest Control

Policy

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|---------------------------------|------------|-------|-------|
| HUB.S.POL.142 Sanitation Policy | 2022-06-01 | _____ | _____ |
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Standard Operating Procedure

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|---|------------|-------|-------|
| HUB.S.SOP.53 Use of Sanitation Supplies SOP | 2022-08-01 | _____ | _____ |
| HUB.S.SOP.55 Sanitation SOP | 2022-08-01 | _____ | _____ |
| HUB.S.SOP.56 Pest Management Program SOP | 2022-06-01 | _____ | _____ |
| HUB.S.SOP.59 Laundry SOP | 2022-06-01 | _____ | _____ |
| HUB.S.SOP.60 Waste SOP | 2022-06-01 | _____ | _____ |
| HUB.S.SOP.144 Storage and Handling of Chemicals SOP | 2022-08-01 | _____ | _____ |

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| <u>Sanitation & Pest Control</u> | | | |
| Records | | | |
| HUB.S.REC.61 Pest Control Trend Record by Month | 2022-06-01 | _____ | _____ |
| HUB.S.REC.62 List of Chemicals used in HUB | 2022-06-01 | _____ | _____ |
| HUB.S.REC.76 Weekly Sanitation Inspection Checklist | 2022-06-01 | _____ | _____ |
| HUB.S.REC.120 Equipment Sanitation Tasks | 2022-06-01 | _____ | _____ |
| HUB.S.REC.135 Daily Sanitation Inspection Checklist | 2022-08-01 | _____ | _____ |
| HUB.S.REC.146 Pest Activity Report | 2022-06-01 | _____ | _____ |
| HUB.S.REC.147 Bathroom and Lunchroom Checks | 2022-06-01 | _____ | _____ |
| Work Instruction | | | |
| HUB.S.WI.69 Work Instructions for Cleaning and Sanitizing Sinks | 2022-06-01 | _____ | _____ |
| HUB.S.WI.70 Work Instructions for Cleaning and Sanitizing Work Table | 2022-06-01 | _____ | _____ |
| HUB.S.WI.72 Work Instructions for Cleaning and Sanitizing Bottle Filler | 2022-06-01 | _____ | _____ |
| HUB.S.WI.74 Work Instruction for Manual Cleaning using Triple Sink | 2022-06-01 | _____ | _____ |
| HUB.S.WI.77 Work Instruction for Manual Cleaning using Double Sink | 2022-06-01 | _____ | _____ |
| HUB.S.WI.84 Work Instruction for Manual Cleaning of Premise Areas | 2022-06-01 | _____ | _____ |
| Reference | | | |
| HUB.S.REF.80 Four Part Sanitation Poster | 2022-06-01 | _____ | _____ |
| HUB.S.REF.129 Calculation of Cleaning Chemical Solution Worksheet (excel) | 2022-06-08 | _____ | _____ |
| Sign | | | |
| HUB.S.SIGN.79 Three Sink Dishwashing Method | 2022-06-01 | _____ | _____ |
| HUB.S.SIGN.81 Two Sink Dishwashing Method | 2022-06-01 | _____ | _____ |