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| **SMALL SCALE FOOD PROCESSOR ASSOCIATION** SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS | Document No: Effective Date: Revision Date: | HUB.HP.SOP.107 01-Jun-22 New |
| **Documentation SOP** | Revised By: Approved By: Reason for Revision | NRoss MDaskis New |

## OBJECTIVE:

This SOP outlines the procedures for developing and maintaining the written program (documents). The written program includes the food safety plan and the preventive controls (prerequisite programs).

## SCOPE:

This SOP is used by Hub Owner to ensure the written program is developed and maintained and that all HUB Users have access to relevant documents.

## PROCEDURE

1.  HUB Owners and HUB Users have responsibility for the development and implementation of a written food safety plan and supporting documents.  Online resources for BC Food HUBs are available at https://foodhubs.ssfpa.net.  These documents are downloaded and modified to meet HUB requirements.
2.  The HUB Owner or designate will prepare the written program for the HUB.  A hard copy of the program is available to HUB Users.  Electronic copies are also available.
3.  A document amendment log is maintained.  Documents are reprinted annually or as needed.  The revision date is added to the List of Documents.
4.  The HUB Owner will provide access to current copies of documents and a list of revision dates to HUB Users.
5.  The HUB Owner must All HUNB Users must be aware of A list of revisions will be available to HUB Users.
6.  A system is used to name the documents.
    Example**:  HUB.HP.SOP.107 Documentation SOP**
    The name includes *HUB Name.Program. Category.Document Type.Number.Name of document.*
    The following codes are used

| Program Category | Code |
|---|---|
| Allergen Control | A |
| Equipment Design, Installation, Maintenance and Calibration | E |
| Form 9 Uncontrolled Hazard | UC |
| HACCP and Food Safety Plans | HP |
| Personnel Training | PT |
| Premises | PRE |
| Production | P |
| Recall and Traceability | R |
| Sanitation & Pest Control | S |
| Transportation, Purchasing/Receiving/Shipping & Storage | TRS |

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| Document Type | Code |
|---|---|
| Forms | FRM |
| Log Sheets | LOG |
| Policy | POL |
| Records | REC |
| Reference | REF |
| Reports | RPT |
| Sign | SIGN |
| Standard Operating Procedure | SOP |
| Work Instruction | WI |

Documents are numbered sequentially as they are added to the List of Documents.

7.  All new HUB Users are trained on the documents relevant to their relationship in the HUB.  The HUB management will record training.  Retraining is scheduled annually or as needed.

8.  HUB Owner or designate will identify and provide documents to HUB Users.   A generic food safety plan is available to HUB Users to assist in development of their own plan for getting license.

9.  The HUB User will require relevant documents for their specific ingredients and packaging materials, procedures, equipment used, storage for their ingredients, including for refrigerated and frozen materials, and records of production. Testing of products for food safety such as pH or microbiological test results are the responsibility of each HUB User.  Results from external accredited laboratories may be required when validated test results are requested either by a regulatory agency or a customer.   The Allergen List for the HUB User's products must be provided to the HUB Management and revisions provided when changes occur in the formulations/ingredients.

10.  HUB Owner and HUB Users are responsible for keeping their respective written program up to date.  HUB Users must provide their program documentation to the HUB Management when requested.

11.  The HUB Owner maintains list of current members on HUB.HP.REC.108 List of HUB Users and Contact Information.

12.  When adding a new task to the Master Task List, do so at the time of first completion of the task, and when recording the task completion in the Record of Completed Tasks, note in the comments that it is a new task that has just been added.

13.  The HUB Management is responsible for verifying, maintaining, and retaining records that are specific to the HUB.  The frequency is outlined in the Master Task List.  Access to documents is controlled by the HUB management who ensures there are current copies available to all HUB Users.

14.  HUB Management and HUB Users must retain their respective records for a specified period.  For most products the records are retained for 2 years or twice the shelf life for finished products or longer at the discretion of the person/company.

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## DEVIATION PROCEDURES:

If documents are found to be out of date, the HUB owner or HUB User will update documents immediately.

## RELATED DOCUMENTS

HUB.HP.REC.117 HACCP Amendment Log
HUB.HP.REC.108 List of HUB Users and Contact Information
HUB.HP.WI.118 Master Task List
HUB.HP.REC.155 List of Documents