

CHEESE FSP/PSP CoP Checklist

Date of Audit: _____

Company Name : _____

Address: _____

Registration Number/s: _____

Scope: _____

Volume/throughput: _____

Phone number: _____

Fax Number: _____

Food Safety Manager/Accountable Person : _____

Auditor: _____

FSP/PSP Number: _____ Version: _____

Audit Number: _____

Display of Certificate, scope correct _____

Previous Audit reports – C/A complete _____

<p>1.3 Purpose</p> <p>FSP or PSP?</p> <p>Note that a PSP must include D102, D205, MRD Stan-3, MRD Stan-4, MRD Stan-10, and any OMARs.</p>		
<p>1.4 Scope of the CoP</p> <p>Statement of products and processes?</p> <p>Physical boundaries of the Programme?</p> <p>Beginning and endpoint of processes?</p>		
<p>1.5 HACCP Principles</p> <p>Is there evidence that the HACCP principles are applied?</p>		
<p>1.6 Instructions for Use of the CoP for Development of the FSP/PSP</p> <p>Does the FSP/PSP meet the requirements of the latest version of the CoP?</p> <p>Has the CoP been adopted fully, or in part?</p> <p>What, if anything, is excluded or a variation?</p>		
<p>2.0 Components of a FSP/PSP</p> <p>2.1 Authorities and Responsibilities</p> <p>Name and legal the name and legal owners of the business?</p> <p>the manager of the business?</p>		

<p>the person(s) responsible for the operation of the FSP/PSP?</p> <p>the location of the premises used?</p> <p>Are responsibilities and authorities in relation to Critical Control Points and supporting systems stated here or elsewhere in the Programme?</p>		
<p>2.2 Product Name and Intended Purpose</p> <p>Does the FSP/PSP include information relating to the product and its intended use?</p> <p>Note there may be more than one product manufactured.</p>		
<p>2.3 Product Outcomes</p> <p>Does the FSP/PSP state the measurable outcomes for biological, chemical and physical hazards as appropriate for the final product?</p>		
<p>2.4 Generic Process Description</p> <p>Has a process flow description, as a flow chart or a written description been prepared?</p> <p>Are all inputs considered?</p> <p>Are there steps not covered by the Code?</p>		

<p>2.5</p> <p>Hazard Analysis and CCP Determination - Cheese</p> <p>Has the approach used in the Code been adapted directly or an alternative methodology used?</p> <p>Has a hazard analysis been conducted at each step of the process?</p> <p>Have the hazards likely to occur been identified at the level of detail that exists in the Code?</p> <p>Have all sources / causes of hazards been identified.</p> <p>Are all control methods identified?</p> <p>Note that the approach in the Code suggests that only process related hazards be considered here (and not process-wide hazards which may be included under supporting systems).</p>		
<p>2.6 CCP Determination</p> <p>Has the methodology in the code been used directly?</p> <p>If alternative methodologies have been used, is the approach taken stated?</p>		

<p>List the CCPs that this business has implemented:</p> <p>The Code details typical CCPs.</p>		
<p>Heat Treatment (mandatory for FSP & PSP)</p> <p>Has heat treatment been established in accordance with Standard D121 Dairy Heat Treatments?</p>		
<p>Have Critical limits, Monitoring, and Corrective Action been established for each Critical Control Point in a table or in procedures.</p> <p>Are CCPs effectively implemented?</p>		
<p>3.0 Supporting Systems – Process-related Activities</p> <p>Have the supporting systems detailed in the Code been implemented?</p> <p>Note any issues in the sections following.</p>		

<p>3.1 Design of Premises and Equipment</p> <p>Has the business premises suitable for cheesemaking and meeting the criteria stated in the Code?</p> <p>Has the business equipment and machinery suitable for cheesemaking and meeting the criteria stated in the Code?</p> <p>Does the business systematically examine the integrity of the process environment?</p>		
<p>3.2 Purchasing of Ingredients and Packaging</p> <p>Do procedures recognise ingredient specific hazards and controls?</p> <p>Are supplier approval processes in place?</p> <p>Are inward goods controls established?</p>		
<p>3.3 Storage of ingredients</p> <p>Do storage facilities control and eliminate contamination and deterioration of ingredients?</p>		
<p>3.4 Treatment of Ingredients</p> <p>Have hazards and controls been established for each ingredient?</p> <p>Do procedures apply to the treatment of ingredients?</p>		
<p>3.5 The Starter System – Acidification</p> <p>Have hazards and controls been established for the starter system?</p> <p>Have procedures been developed for the starter system?</p>		

<p>3.6 Cheesemaking</p> <p>Have the hazards and controls associated with each step in the cheesemaking process been identified?</p> <p>Have appropriate procedures been established?</p>		
<p>3.7 Brining and Salting of Cheese</p> <p>Have the hazards and controls associated with brining and salting been identified?</p> <p>Have appropriate procedures been established?</p>		
<p>3.8 Storage of Ripening Cheese</p> <p>Have the hazards and controls associated with storage been identified?</p> <p>Have appropriate procedures been established?</p> <p>Are environmental conditions effectively controlled?</p>		
<p>Section 4.0 Supporting Systems: Premises, Facilities, Equipment, People and Services</p> <p>Have the supporting systems detailed in the Code been implemented?</p> <p>Note any issues in the sections following.</p>		
<p>4.1 Personal Hygiene</p> <p>Has the business established procedures for personal hygiene?</p> <p>Do procedures cover facilities and clothing?</p> <p>Is there a staff sickness procedure?</p>		

<p>4.2 Repairs and Maintenance of Premises and Equipment</p> <p>Does the business have procedures for maintenance?</p> <p>Does the maintenance plan cover buildings and equipment?</p> <p>Does it cover repairs and preventive requirements?</p> <p>Is intrusive maintenance considered?</p> <p>Are routines for establishment of a hygienic state addressed?</p>		
<p>4.3 Calibration</p> <p>Have measuring devices requiring calibration been identified?</p> <p>Have calibration procedures been established?</p> <p>Do measuring devices provide sufficient accuracy?</p> <p>Are critical measuring devices traceable to national standards and / or primary standards?</p>		
<p>4.4 Potable Water</p> <p>Is water used fit-for purpose in a food premise?</p> <p>Have hazards associated with supply and reticulation system been identified?</p> <p>Are water treatment procedures established?</p> <p>Are water quality checks performed?</p>		
<p>4.5 Retail Sales Management</p> <p>Where the business operates a retail outlet, have hazards and controls been identified?</p> <p>Are the criteria in the Code implemented?</p>		

<p>4.6 Cleaning and Sanitation</p> <p>Does the business have cleaning procedures for the processing environment and food-contact surfaces?</p> <p>Are checks of cleaning effectiveness conducted?</p> <p>Are records of cleaning kept?</p>		
<p>4.7 Pest Control</p> <p>Are routines in place for monitoring the presence of pests and controlling them when they are likely to occur?</p> <p>Is there a pest control plan?</p> <p>Is there effective perimeter control?</p> <p>Are contractors used?</p> <p>Are treatment chemicals used approved and held securely?</p>		
<p>4.8 Storage and Distribution of Finished Product?</p> <p>Are there procedures for material handling and storage?</p> <p>Have hazards and controls been identified?</p> <p>Are storage and distribution methods adequate to control or eliminate contamination and deterioration of ingredients.</p>		

<p>5.0 Supporting Systems – Other Programme Activities</p> <p>5.1 Laboratory Facilities, Equipment, and Methodology</p> <p>Have procedures been established for laboratory sampling and testing?</p> <p>Are test methods of an appropriate level of accuracy?</p> <p>Where rapid and semi-quantitative methods are used, are they used in appropriate context?</p> <p>Where critical process measurements are made, are validated methods used?</p> <p>Is there any need for testing to occur in an IANZ accredited laboratory?</p>		
<p>5.2 Process and Product Testing</p> <p>Have sampling and test plans been defined?</p> <p>Do test plans meet the criteria in the Code?</p>		
<p>5.3 Environmental Monitoring</p> <p>Has the business established an environmental monitoring programme to monitor pathogens?</p> <p>Is there a monitoring plan?</p> <p>Have sources of environmental contamination been identified?</p>		
<p>Pathogen Surveillance (mandatory for PSP)</p> <p>Has the business established procedures for the monitoring of pathogens in accordance with Stan 10 Validation of Environmental Pathogen Surveillance Programmes?</p>		

<p>5.4 Non-Conforming Products</p> <p>Has the business a procedure for handling non-conforming product?</p> <p>Is the procedure linked to corrective action?</p>		
<p>5.5 Corrective Action</p> <p>Is there a procedure for corrective action?</p> <p>Is corrective action included in CCPs and supporting systems?</p> <p>Does corrective action cover non-conforming product, restoration of control, and preventive action?</p>		
<p>5.6 Traceability and Labelling</p> <p>Does labelling meet the requirements of the Food Code?</p> <p>Do labels comply with regard to the possible presence of allergens?</p> <p>Are procedures for labelling established?</p> <p>Are label contents prepared and reviewed by competent persons?</p> <p>Are ingredients, processing events, and product traceable through processing records and product labels?</p>		
<p>5.7 Complaints and Recall Procedures</p> <p>Is there a procedure for complaints?</p> <p>Is there a procedure for recall?</p>		
<p>5.8 Training</p> <p>Is there a training plan which identifies the skills required for each job task, and states how each person will be trained?</p> <p>Are there documented procedures for training?</p> <p>Is there a method to determine competency before a person is left to work unsupervised?</p> <p>Is there an emphasis on critical work tasks?</p>		

<p>5.9 Documentation and Record Keeping</p> <p>Is the way in which documents are controlled stated in a procedure?</p> <p>Are document changes authorised before issue?</p> <p>Are routines for record keeping established?</p> <p>Is the record retention time at least two years?</p> <p>Are records kept securely?</p> <p>Does the business have a current version of the applicable parts of the Food Code?</p> <p>Does the business have the latest version of the Code of Practice for Specialist Cheeses?</p>		
<p>5.10 Validation</p> <p>Has the business established the needs for validation and periodic revalidation?</p> <p>Do critical limits used in the Programme meet references in the Code of Practice?</p> <p>Has validation of any pasteurising heat treatment met the requirements of D 121?</p> <p>Have procedures for validation been established?</p> <p>Where risks of post pasteurisation contamination exist, has the effectiveness of preventive controls been justified?</p> <p>Have the events which might cause revalidation been included in procedures?</p>		
<p>5.11 Verification</p> <p>Have procedures been established for verification?</p> <p>Do verification actions include:</p> <p>Supervisor checks of monitoring and corrective action?</p> <p>Formal review of the programme?</p> <p>Product and process tests?</p> <p>Internal audits?</p> <p>Supplier audits?</p>		

<p>5.12 Independent Verification (mandatory for PSP)</p> <p>Has the business established procedures for the independent sampling and testing of product in accordance with MAF Stan D102.2 Product Safety Programme Reporting Requirements?</p>		
<p>5.13 Reporting (mandatory for PSP)</p> <p>Has the business established procedures for the reporting of critical non-compliances in accordance with MAF Stan D205.1 Independent Verification Programme?</p>		
<p>5.14 Programme Approval</p> <p>Does the business retain communication with regulators and auditors?</p>		