

Written Programs

- To learn more about food safety contact the Ministry of Agriculture, Food and Rural Affairs at 1-888-466-2372 ext 64752, follow the food safety links at www.omafra.gov.on.ca or email haccp.advantage@omafra.gov.on.ca

Written Programs Include:

What action needs to be performed;

When it needs to be done;

How often it needs to be completed;

Who performs the action; and

How it should be done.

Written Programs for Protection

Written programs related to good manufacturing practices - shipping, receiving, handling and storage; sanitation; preventative maintenance and calibration; pest control; water treatment and monitoring; and recalls are essential to the success of your business. Written programs can:

- protect your product from possible sources of contamination,
- improve product consistency and quality resulting in fewer product returns; and
- reduce your potential risk of liability.

Develop and implement the following programs for your protection.

Good Manufacturing Practices (GMPs) Program

Personnel who do not follow good manufacturing practices can cause biological chemical or physical contamination of food.

Developing and implementing a Good Manufacturing Practices Program will reduce the risk of product contamination. This program will outline effective food hygiene policies and procedures to protect the safety and suitability of food. At a minimum this would cover personal hygiene practices; hand washing; use and storage of clothing footwear and headwear, equipment and utensils; health and injury status; proper traffic flows; chemical use; and identification of allergens as needed.

Shipping Receiving and Storage Program

Materials received or shipped improperly can be a source of contaminants.

A Shipping, Receiving and Storage Program will reduce this risk. This program will outline effective policies and procedures to protect the safety and suitability of food during shipping, receiving and storage activities including the responsibilities and instructions for the shipment and receipt of materials.

Sanitation Program

Improper or inadequate sanitation can lead to contamination of food, ingredients packaging materials and food contact surfaces. Improper chemical concentrations, application or rinsing procedures can lead to chemical and biological contamination. Contamination can also be caused by improper removal of allergens or by cross-contamination during cleaning.

A Sanitation Program will lower the risk of contamination. Such a program will outline effective policies and procedures for sanitation activities including the roles, responsibilities and instructions that apply to principles and methods for effective cleaning and sanitizing, safe handling of chemicals, plant-specific cleaning instructions and frequencies for equipment, utensils, rooms and outgoing conveyance vehicles and the records to be completed and maintained.

Preventative Maintenance and Calibration Program

Improperly maintained or calibrated equipment can lead to contamination of food, ingredients or packaging materials. Deteriorating or poorly maintained equipment can present physical hazards or provide areas for bacterial growth. Over lubrication of equipment can cause chemical contamination. If equipment or measuring devices used to perform critical process monitoring are not accurate, food safety hazards can result.

Developing and implementing a Preventative Maintenance and Calibration Program will ensure that equipment functions as intended. This program would include roles, responsibilities, frequencies, instruction for effective preventative maintenance and calibration activities and records to be completed and maintained.

Pest Control Program

Pests can contaminate food, ingredients, packaging materials and food contact surfaces through droppings, larvae, dead insects, animals and animal parts.

A written Pest Control Program outlines the prevention of entry and harborage of pests, detection and elimination of pests including the roles, responsibilities, frequencies, instructions for pest control activities and records to be completed and maintained.

Recall Program

In the event that a biological, chemical or physical hazard is present in a food product, a recall is needed to re-gain control of implicated lots of product.

A Recall Program will ensure that you can effectively and efficiently re-gain control of your product. This program would enable the identification and completion of a rapid recall for any implicated food including the roles, responsibilities, details and methods of recall activities, and records to be completed and maintained. The program should be tested for effectiveness and completeness.

Water Treatment Program

Water, ice and steam are used for a variety of food processing purposes and therefore, non-potable water can lead to contamination of food, food contact surfaces or personnel. Treated water can present a source of contaminants if the chemical treatment or treatment process is incorrectly performed.

Where potable municipal water is unavailable, a written Water Treatment Program will ensure that water, ice or steam used for food production meets the regulatory requirements. This program will describe effective water treatment procedures including the roles and responsibilities, frequencies, instruction and methods for effective water treatment and records to be completed and maintained.

Water Safety Monitoring Program

It is essential to sample and test water to confirm potability as water, ice and steam are used in a variety of food processing purposes.

Along with a Water Treatment Program, a Water Safety Monitoring Program will ensure that water, ice or steam used for food production meets the regulatory requirements and is tested to ensure it is safe for use. This program includes the roles and responsibilities, frequencies, instruction and methods for effective water sampling and records to be completed and maintained.
