

# Insert your company Logo



## 22000 Tools

### P-730-A Preliminary Steps-Hazard Analysis

#### 1.0 Purpose

1.1 To collect, maintain, update and document information needed for Hazard Analysis.

#### 2.0 Responsibilities

2.1 The area manager assigns responsibility for collecting preliminary information on raw materials.

2.2 The area manager assigns responsibility for collecting end product information.

2.3 The area manager assigns responsibility for preparing flow charts for each product or product category and documenting control measure parameters. (This may be assigned to the food safety team. If it, a responsibility to procedure P-732, Food Safety Team)

#### 3.0 Definitions

3.1 Hazard: Biological, chemical or physical agent that may cause harm.

#### 4.0 Equipment/Software

4.1 Not Applicable.

#### 5.0 Instructions

5.1 Product Characteristics

5.1.1 List each raw material on F-730-001, Preliminary Information Log spreadsheet. Use the "raw material" tab on the spreadsheet.

5.1.2 Describe each raw material in detail on a product detail sheet F-730-002. Include all relevant information about:

- Biological, chemical and physical characteristics
- Composition of formulated ingredients
- Origin
- Production method
- Packaging and delivery methods
- Storage conditions and shelf life
- Preparation and handling of the material before processed
- Food safety acceptance criteria
- Specifications

Documents are all numbered to comply with document control requirements and are tied to the standard to clarify what requirements are being addressed

Text offers suggestions & tips

Requirements of the standard are all addressed in the procedures.



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- Statutory and regulatory requirements
- 5.1.3 Update the raw material detail and the preliminary information sheet when new raw material is added or if changes occur.
- 5.1.4 List each end product on F-730-001, Preliminary Information Log spreadsheet. Use the “end products” tab on the spreadsheet.
- 5.1.5 Describe each end product in detail on an End Product Detail Sheet, F-730-003. Include information about:
  - Product name or identification
  - Composition
  - Biological, chemical and physical characteristics relevant for food safety
  - Intended shelf life and storage conditions
  - Packaging
  - Labeling for food safety or instructions for handling preparation and usage
  - Methods of distribution
  - Statutory and regulatory requirements
- 5.1.6 Update the end product detail and the preliminary information sheet when a new end product is added or changes are made.
- 5.2 Intended Use
  - 5.2.1 Document a detailed description of the intended use, expected misuse, expected mishandling and potential consumers on the End Product Detail Sheet (F-730-003) for each end product.
  - 5.2.2 Update the sheet when changes occur.
- 5.3 Flow Diagrams, Process Steps and Control Measures
  - 5.3.1 Prepare a Flow Diagram for each product or product category. Start with receiving of raw materials and include each step through shipping of product.
  - 5.3.2 Include:
    - Sequence and interaction of all steps in the operation
    - Outsourced processes and subcontracted work
    - Where raw materials, ingredients and intermediate products enter the flow
    - Where reworking and recycling take place
    - Where end products, intermediate products, by-products and waste are released or removed
  - 5.3.3 The food safety team verifies the accuracy of the flow diagrams



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- The team follows each flow chart on-site through the actual process performed
  - The food team signs the Process Flow to indicate approval.
- 5.3.4 Maintain all signed Process Flow charts as a record of verification according to the Quality Records procedure P-423.
- 5.3.5 Add each control measure or process parameter to the flow chart. Include or make reference to a description of the rigorousness with which they are applied.
- 5.3.6 Identify external requirements that impact the choice of control and rigorousness of control.
- 5.4 Submit the Raw Material Detail, the End Product Characteristics and the Process Flow diagrams to the Food Safety Team for Hazard Analysis.

### 6.0 Forms and Records

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- 6.1 F-730-001 Preliminary Information Log
- 6.2 F-730-002 Raw Material Detail
- 6.3 F-730-003 End Product Characteristics

### 7.0 Attachments

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- 7.1 None

### 8.0 Related Documents

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- 8.1 NA

### 9.0 References

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- 9.1 None

**Forms, Records and related documents are referenced to comply with document control requirements.**

**Procedures and forms are in Microsoft Word and Excel format so they can be easily customized for your company.**