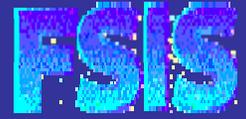


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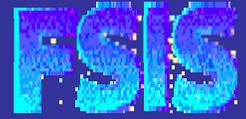
## Verification of the Annual Reassessment and Establishment Training Requirements Under the Hazard Analysis and Critical Control Point (HACCP) System



# FSIS Notice 09-08

## Purpose: Instruction

- Verify establishment has met the HACCP annual reassessment [9 CFR 417.4(a)(3)]
- Verify training requirements [417.7]
- Cancels FSIS Notice 35-07



# FSIS Notice 09-08

## When to perform PBIS ISP procedure

### 03A01 HACCP Basic Compliance Checks:

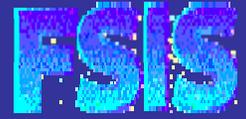
- When the establishment has implemented a new HACCP plan or hazard analysis
- Near the Anniversary date that FSIS implemented HACCP requirements (January 25-26<sup>th</sup>)



# FSIS Notice 09-08

## Inspection program personnel instruction:

- Next weekly meeting after a new plan is in place or near the Anniversary date of HACCP implementation the IIC will:
  1. Ask about the individual's training who developed the HACCP plan and/or reassessed and modified the HACCP plan.
  2. If not a new plan, ask about the annual reassessment



# FSIS Notice 09-08

Inspection program personnel instruction for assessing if 9 CFR 417.7 has been met:

**NOTE:** Since the establishment is not required to have documentation that the individual attended HACCP training inspection must use *GAD* (gather, assess, determine) process:



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## Inspection program personnel instruction for assessing if 9 CFR 417.7 has been met: *GAD*

- Has the individual who prepared the plan successfully completed a course or training in the seven principles of HACCP to meat or poultry product processing?
- Did the course or training include a segment on the development of a HACCP plan for a specific product?
- Did the course or training include a segment on the review of records?



# FSIS Notice 09-08

## Inspection program personnel instruction for assessing if 9 CFR 417.2(d)(2)(ii) has been met:

- Did the establishment perform its annual reassessment at some point during the *previous* calendar year?
- Has the HACCP plan been dated and signed sometime during the *previous* calendar year?



# FSIS Notice 09-08

## Inspection program personnel

### additional instruction:

- Use a Memorandum of Interview (MOI) to document the weekly meeting discussion with plant management.
- Maintain MOI in the government office file.
- Provide a copy of MOI to plant management.



# FSIS Notice 09-08

## Complete FSIS Form 5000-1 HACCP System – Basic Compliance Checklist for each HACCP plan

U.S. DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE

**HACCP SYSTEMS BASIC COMPLIANCE CHECKLIST**

ESTABLISHMENT NAME		ESTABLISHMENT NO.	PROCESS
PRODUCTS COVERED BY PROCESS			
IMPLEMENTATION DATE	NEW PRODUCT	REASSESSMENT DATE (Yearly; Check for dated signature only)	

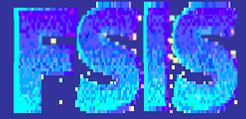
*Use this checklist to document findings of noncompliance with the requirements set out in FSIS Directive 5000.1, Part Two, Paragraph II.B.*

REQUIREMENT	YES

if no check in the "YES" column, compliance and no NR.

once completed, place in the official file.

3. RECORD	include records with the actual values and observations ( 417.2 (c) (b)).	
	<b>ACCEPTANCE AND REASSESSMENT ( 417.2 (d))</b> The responsible establishment official did not sign and date the HACCP plan (1) upon initial acceptance, or (2) at least annually thereafter upon required plan reassessment.	
4. DATED SIGNATURE	<b>MODIFICATION</b> The HACCP plan was modified, and the responsible establishment official did not sign and date the plan ( 417.2 (d) (2) (ii)).	



# FSIS Notice 09-08

## Recording Verification in PBIS

### Procedure Results screen:

- Record only one 03A01 procedure for each PBIS ISP 03 HACCP Element (03B, 03C, 03D, 03E, 03F, 03G, 03H, 03I, 03J)
- Enter "A" performed for unscheduled 03A01



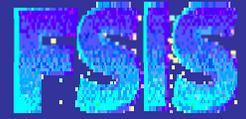
# FSIS Notice 09-08



## Recording Verification in PBIS

### Procedure Results screen:

- Regardless of number of HACCP plans under the same ISP 03 HACCP Element (e.g. one 03J or four 03J HACCP plans)
- Regardless of number of HACCP Systems – Basic Compliance checklists (FSIS Form 5000-1) completed.



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*Note: FR 63 Vol. 62 Apr 1, 1998 15739-40 [Docket No. 98-006N](#) HACCP Plan Requirements and Meat and Poultry Product Processing Categories; Policy Clarification* clarified that meat and poultry establishments may develop a single HACCP plan for a single product that passes through multiple processing categories (e.g. 03J combined with 03C)



# FSIS Notice 09-08

## Recording Verification in PBIS

### Procedure Results screen:

In the case of a single HACCP plan, verified by FSIS inspection personnel with two 03 HACCP procedures, two ISP 03A01 procedure results will be entered in PBIS to correspond with the two 03 HACCP procedures (e.g., 03J, 03C).



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FSIS Form 5000-1

if "Yes (✓)", NR is documented

3. RECORD	Include records with the actual values and observations (1) 417.2 (d) (6)).	YES (✓)
4. DATED SIGNATURE	<b>ACCEPTANCE AND REASSESSMENT</b> (1) 417.2 (d)) The responsible establishment official did not sign and date the HACCP plan (1) upon initial acceptance, or (2) at least annually thereafter upon required plan reassessment.	✓
	<b>MODIFICATION</b> The HACCP plan was modified, and the responsible establishment official did not sign and date the plan (1) 417.2 (d) (2) (iii).	



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## Recording Verification in PBIS

### Procedure Results screen:

If there is noncompliance associated with the HACCP plan,

- Enter one “M” basic noncompliance for 03A01

If there is only one HACCP plan and 2 procedures verified, only one NR should be used to document the noncompliance, the other is “A” performed.



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## Documenting Regulatory Noncompliance:

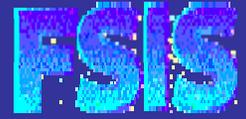
Whenever an establishment does not use a HACCP trained individual to develop, modify, or reassess its HACCP plan, inspection program personnel are to document the noncompliance



# FSIS Notice 09-08

## Documenting Regulatory Noncompliance:

- Whenever an establishment fails to meet the annual reassessment requirement, inspection program personnel are to document noncompliance
- Record one 03A01 for the combined verification activity (9 CFR 417.2(d), 9 CFR 417.4(a)(3) and 417.7)



# FSIS Notice 09-08

## Documenting Regulatory Noncompliance:

- FSIS Form 5000-1 is attached to copy of NR in official file

Note: If the IIC has concerns related to the design of the HACCP plan, contact the DO.