

HACCP Manual		
Rev. No.: 01	Rev. Date: 20/02/2018	

Nationwide Pest Control (NWPC)

HACCP MANUAL

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1. FOOD SAFETY POLICY STATEMENT

FOOD SAFETY POLICY STATEMENT

Nationwide Pest Control (NWPC) maintains an HACCP plan which ensures continuous improvement in the Food safety of the Service it offers to the market.

The HACCP encompasses all operational activities of the Company, all the procedures and processes required to meet its customers' specified requirements and those required to exceed its customers' expectations.

The policy embraces the following key principles:

- Eliminating/minimizing all possible contamination physical, chemical and microbiological at the earliest possible stage
- Compliance with the requirements of HACCP and other relevant standards.
- Systems and controls shall be prevention based to foster more effective decision making
- Funders and Suppliers are integral to the quality process and company staff shall work closely with them to meet customer's needs
- Company management is fully committed to their Policy through active participation in improvement activities and leadership

Nationwide Pest Control's Executive Management will be responsible and accountable for ensuring this food safety Policy is implemented and their respective teams are fully aware of these responsibilities.

Signed: _____

Date: _____

Managing Director

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2. HACCP Plan

The purpose of the HACCP Plan (Hazard Analysis, Critical Control Point) is to identify, evaluate, and control all Food Safety and Quality hazards as well as meeting customer expectations and regulatory requirements.

A hazard is defined as a biological, chemical, or physical agent in, or condition of food and food with the potential to cause an adverse health effect, illness or injury. This technique is also applied to quality. The HACCP plan defines the boundaries for control of a particular food, and is specific for each product in each processing situation.

1-The HACCP Team shall consist of:

Team Leader (management representative): **Quality Manager**

Team Members: **Managing Director and Warehouse Manager**

2- Construct the Flow Diagram of the Process

3-List all Potential Hazards associated with each step conduct a Hazard Risk Assessment and determine the Control Measures for each hazard

4-Determine the Critical Control Points

5-Establish the Critical Limit for each Critical Control Point, ensuring the basis for selecting and validating each limit is recorded.

6-Establish a monitoring system for each Critical Control Point

7-Establish corrective action for any potential deviation outside of the critical limits.

8-Establish **Verification Schedule** to confirm the HACCP System is working effectively

a. Hazard Risk Assessment Guideline

The Quality Team will identify “.... which hazards are of such a nature that their elimination or reduction to acceptable levels is essential to the production of safe food.”

In order to decide whether we need a control measure in place to minimise or prevent a hazard from occurring and the nature of such a control measure/s, we must first determine the significance of each hazard. To do this we take into account two factors:

✓ **The likelihood the hazard will occur**

The quality team needs to consider the likelihood (probability) of occurrence for each hazard they have identified.

The likelihood of a hazards occurring may be simply rated in accordance with the following Hazard Risk Assessment Matrix, and should be recorded on the **FR17- Risk Assessment**.

✓ **The severity of the hazard**

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Although the likelihood of a hazard occurring may be considered low, the impact of that hazard on consumer health or product quality may be high. For example, the likelihood of Clostridium botulinum being found in your -product may be low, but its toxin could kill those who consumed it.

Therefore, it is helpful to also consider the seriousness of the hazard with respect to its impact on consumer health. The seriousness of the hazard may also be rated in accordance with the following Hazard Risk Assessment Matrix, and should be recorded on the **FR17- Risk Assessment** form.

The significance of the hazard

Combining the likelihood with the severity provides the significance and degree of concern that is referred to as the total risk, and maybe expressed as a numerical rating in accordance with the following Hazard Risk Assessment Matrix. This type of approach can be used to determine the type of control measure/s we should have in place and the amount of money we wish to invest in them, as well as the monitoring frequency. It does not eliminate the need for action concerning the lesser hazards. The total significance rating should also be recorded on the **FR17- Risk Assessment** form.

Severity (Consequence)	Quality	food Safety
Major(1)	Failure would create noncompliance with regulations or Failure could injure the customer or an employee or lose customer	Fatality
Severe (High) (2)	Failure causes a high degree of customer dissatisfaction.	Serious sickness
Moderate(3)	Failure results in a subsystem or partial malfunction of the product or service.	Product recall
Minor(4)	Failure would create a minor nuisance to the customer, but the customer can overcome it without performance loss.	Customer complaint
Low significant(5)	Failure may not be readily apparent to the customer, but would have minor effects on the customer's process or product or service.	Not significant

Likelihood	Description
Almost certain(A)	Expected to occur in most circumstances
Likely(B)	Will probably occur in most circumstances (i.e. has been known to occur, or has

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	occurred before)
Possible(C)	Might occur at some time (i.e. have heard of it happening)
Unlikely(D)	Could occur, but no known instances previously
Rare(E)	May occur only in exceptional circumstances

Hazard Risk Assessment Matrix					
Likelihood	Almost certain(A)	Likely(B)	Possible(C)	Unlikely(D)	Rare(E)
Severity					
Major(1)	1	2	4	5	11
Severe (High) (2)	3	5	8	12	16
Moderate(3)	6	9	13	17	16
Minor(4)	10	14	18	21	23
Low significant(5)	15	19	22	24	25

For an assessment of 10 or less, the **FR16.CCP Decision Tree** is considered if concluded to CCP it is essential to have an appropriate control measure to control the identified hazard. These control measures are known as Critical Control Points (CCPs). An assessment of risk greater than 10 is considered acceptable.

b. Review of Risk assessment

The Quality manager ensures that the risk assessment is regularly reviewed to check their effectiveness and, as necessary, revised. The review should be undertaken in the following circumstances, but not limited to these:

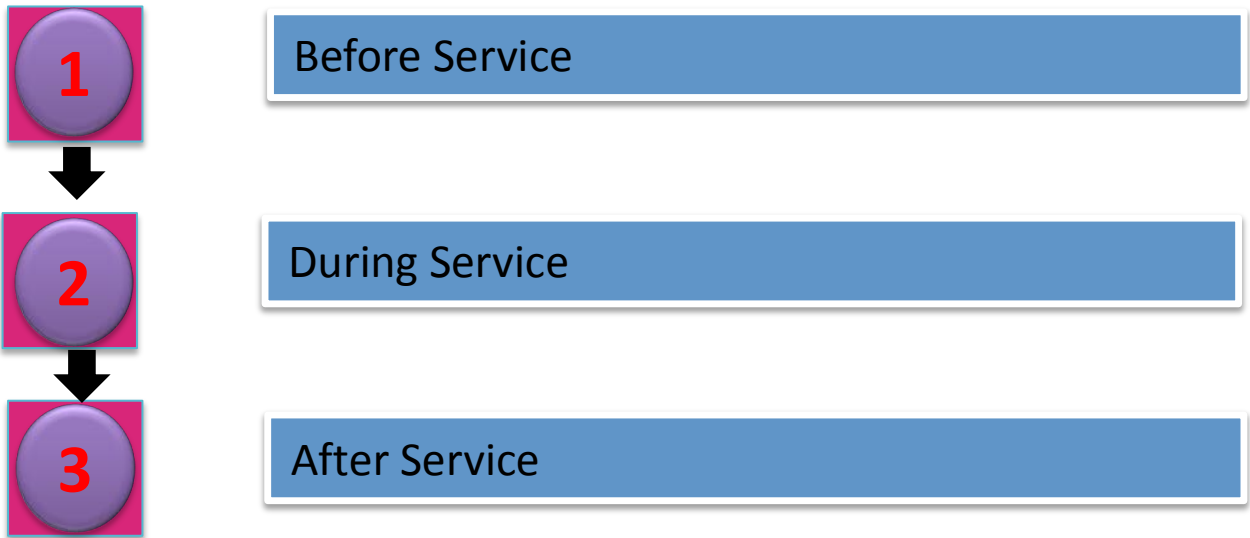
- Current control measure does not control the risk
- A new relevant hazard or risk is identified
- After a notifiable incident occurs
- If the results of consultation under the legislation indicates that a review is necessary

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3. Flow chart of process



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4. Risk Assessment

Step	Input	Hazards	Cause	Assess Risk (i)			Preventative Measure	CCP	Critical Limit	Monitoring	Corrective Action	Record
				L	S	R						
Before Service	service technician and Pesticides	Microbiological Contamination, Foreign objects	Contamination from environmental sources tipping dust, stone, fly and string into the product	D	3	17	<ul style="list-style-type: none"> • Ensure uniform and boots are clean • Report to site reception and obtain permission to access food handling areas (where applicable) • Follow site induction protocols (hair nets, jewelry policy, restricted areas etc) • Sign on to Technicians Record of Attendance • View pest sighting reports and sign them off • Wash hands thoroughly with soap and water before entering food areas • Cover open wounds • If you are suffering from any food borne illness (symptoms include diarrhea, vomiting, hepatitis etc..) you must inform the site contact. You may be prohibited from entering food handling areas. In this case, contact you 					

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Step	Input	Hazards	Cause	Assess Risk (i)			Preventative Measure	CCP	Critical Limit	Monitoring	Corrective Action	Record
				L	S	R						
							supervisor for further instructions • Follow SOP01- Application of Pesticides (Food Preparation Area) NWPC					
During Service	service technician and Pesticides	Microbiological Contamination, Foreign objects	Contamination from environmental sources tipping dust, stone, fly and string into the product	D	3	17	• Never touch food • Never touch food contact surfaces • Gain permission from site contact before performing any unscheduled treatment • Instruct customer to remove food and food packaging before performing misting or spraying treatments • After performing misting or spraying treatments always leave notification where food production staff will see it • Only use pesticides approved for use on this site • Only use product that is registered for use for that pest / the situation • Follow instructions on label • Prepare product (Decant,					

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Step	Input	Hazards	Cause	Assess Risk (i)			Preventative Measure	CCP	Critical Limit	Monitoring	Corrective Action	Record
				L	S	R						
							Dilute, Mix) at vehicle • In the event of a spill, use spill kit to contain spill, clean up according to manufacturer's instructions on label, refer to MSDS for further information, inform the customer site contact • Secure any unsecured rodent bait stations • Check accuracy of site map and update if required • Follow SOP01- Application of Pesticides (Food Preparation Area) NWPC					
After Service	service technician and Pesticides	Microbiological Contamination, Foreign objects	Contamination from environmental sources	D	3	17	• Check that the site register contains the following; ○ A site Service summary that correctly specifies the products and services for this site ○ MSDS for all chemicals approved for use on the site, in hard copy format and less than five years' old					

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Step	Input	Hazards	Cause	Assess Risk (i)			Preventative Measure	CC P	Critical Limit	Monitoring	Corrective Action	Record
				L	S	R						
			tipping dust, stone, fly and string into the product				<ul style="list-style-type: none"> ○ Just used Approved Chemical List ○ A site map that is accurate and dated • Organise for the register to be updated if required • Housekeeping and proofing recommendations must be made where applicable. They must be repeated on each service report until the recommendations are attended to by the client • If you see any of the following you must report it to your site, contact and note it on the service report ○ Extremely dirty food equipment which may cause food poisoning ○ Areas of contamination that require cleaning, such as rodent or bird droppings • Follow SOP01- Application of Pesticides (Food Preparation Area) NWPC 					

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5. Verification Schedule

Activity	Description	Frequency	Responsibility	Records
Pest Control Program	Audit relevant procedure Inspect area	12 monthly Monthly	HACCP Team Leader	FR15.Internal Audit Report FR13.NC Report
Flow chart, HACCP Plan Implementation and compliance	Audit HACCP Plan including Process Flowcharts, Plans and monitoring records to ensure system is accurate and being followed	12 monthly	HACCP Team Leader	FR15.Internal Audit Report FR13.NC Report
Risk assessment verification	Review validity of risk assessment	12 monthly	HACCP Team Leader	FR15.Internal Audit Report
Hazard verification/critical limit validation.	Review currency of hazards and critical limit validation	12 monthly	HACCP Team Leader	FR15.Internal Audit Report
CCP Monitoring	Verify presence and effectiveness of CCP Monitoring	12 monthly	HACCP Team Leader	FR15.Internal Audit Report
Product Identification Traceability & Recall	Ensure all products are batch coded and codes are cross referenced to production details and supplier consignments	12 monthly	HACCP Team Leader	FR15.Internal Audit Report FR13.NC Report
Approved Supplier Program	Confirm currency of each supplier status in accordance with requirements	12 monthly	HACCP Team Leader	FR09.Approved Supplier -Contractor List FR15.Internal Audit Report
Preventative Maintenance Program	Audit relevant procedure	12 monthly	HACCP Team Leader	FR13.NC Report FR15.Internal Audit Report
Legislative Review	Ensure facility meets latest Food Regulation and Food Standards Code requirements	12 monthly	External Provider	FR13.NC Report FR15.Internal Audit Report