



2016 HARPC CERTIFICATION

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CONDUCT

DEVELOP

REANALYZE

VERIFY

MAINTAIN



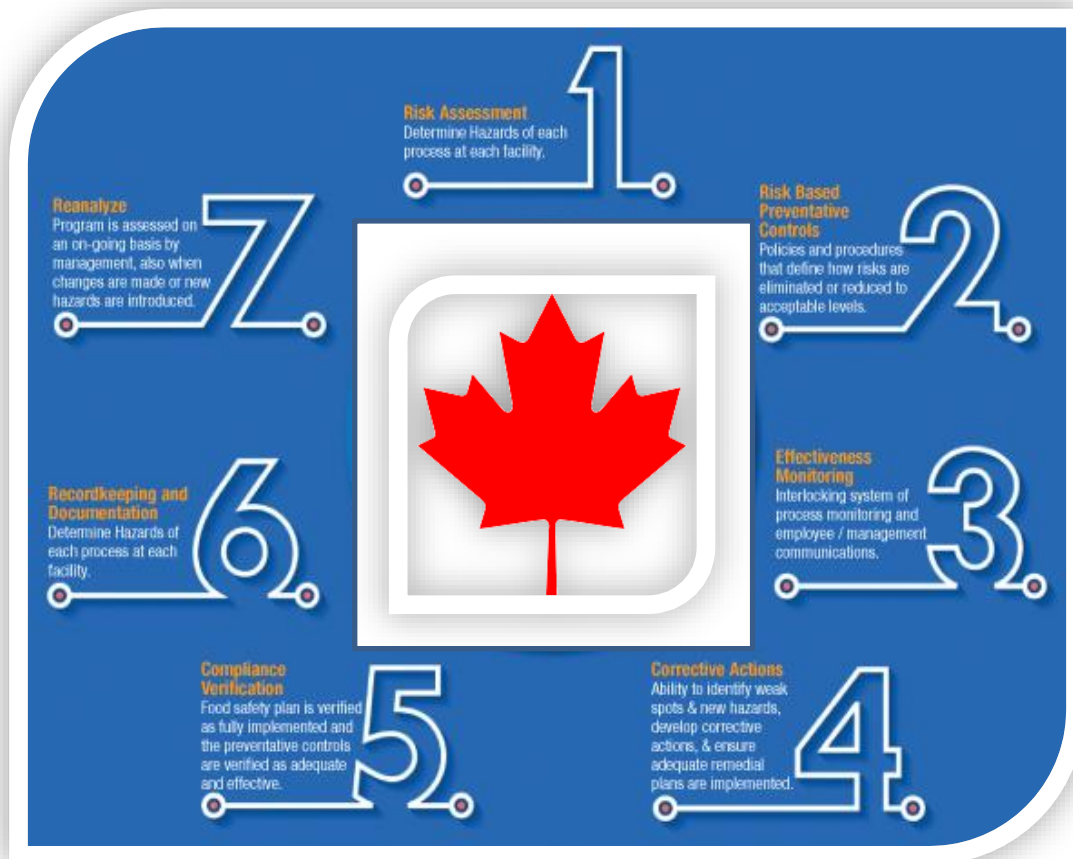
HACCPCanada HARPC Compliance Certification

HARPC, by definition, requires food related manufacturers, packers, bottlers, storage facilities and trucking firms to identify food safety and adulteration risks associated with their foods and processes, to implement controls to minimize the risks, to verify that the controls are working, and to design and implement corrective actions to address any deviations from the controls that might arise. Everything in a HARPC plan must be properly documented and must conform to standards and definitions surrounding facilities, controls, hazards, and the adulteration of foods. HACCPCanada HARPC Certification requires food facilities to document all aspects of its plan, periodically review it, constantly maintain it, and document its verification steps.

HACCPCanada is able to assist in developing, monitoring, auditing and certifying a program specific to their process and industry. HACCPCanada has developed a system of logging Good Manufacturing Practices (GMP), Good Handling Practices (GHP) and Critical Control Points (CCP) based on a mobility platform allowing for reporting at the point of observation as well as the ability to supplement with photos/signatures and instant Corrective Action Plans with follow-up documentation.

Certified HARPC Compliance by HACCPCanada will provide companies across the food supply chain a preparatory and competitive advantage in the evolving Canadian food safety landscape. Properly implemented, a food safety management system based on HARPC principles offers the following other advantages:

- *Reduction in product loss.
- *Better control of product inventory.
- *Increase in profit.
- * Increase in product quality.
- * Consistency in product preparation.
- * Increase in employee awareness.





STANDARD PREREQUISITE PROGRAMS

The basic requirements for operations of manufacturing facilities are generally referred to as Good Manufacturing Practices (GMP's). These practices are defined as universal steps or procedures that control the operational conditions within an establishment allowing for environmental conditions that are favorable to the production of safe food and safe-for-food products. GMPs are also known as Prerequisite Programs and are the foundation of HACCP and HARPC systems.

1. Quality Systems Policy

This Policy should define how management will insure products produced are safe, comply with regulations, and meet customer expectations.

- Management commitment to quality and food safety.
- Crisis management.
- Notification of change.
- Continuous Improvement.

2. Good Manufacturing Practices (GMP's)

Quality measures that help assure safe products are being produced consistently. GMP's aid in the organization, maintenance, and operation of a sanitary process and environment in the facility. The practices must encompass a wide range of food safety procedures related to the products manufactured in the facility. All plant personnel, visitors, maintenance, and outside contractors should be aware of and expected to follow good GMP's.

- Personnel Hygiene / Hand washing Policy.
- Infectious/Communicable Diseases and Wounds Policy.
- Employee Practices.
 - Wear hairnets, beard guards, gloves, shoes, uniforms, earplugs.
 - Eating, drinking, smoking in designated areas.
 - Jewelry and Personal Dress.
- Facilities and Grounds Expectations.
 - Storage of Personal and Food Items.
 - Locker Rooms.
 - Daily Housekeeping/Cleaning to minimize contamination.

3. Food Safety & Quality Systems

The goal of this program is to ensure raw materials and finished products meet all local and federal food safety regulations as well as specification.

- An assigned person/position responsible for maintaining program – HARPC Coordinator.
- Certificate of Analysis (COA) or Certificate of Conformance (COC) (CFIA Registration).
 - Facility should not allow chemicals, raw materials, or label material to be used in the process without being accompanied by a guarantee that specifications are met.
 - A procedure addressing materials receipt and missing documentation (e.g. how to obtain the documentation, what to do with materials prior to receipt of COA, responsibilities and expectations of suppliers).
- Letters of Guarantee (LOG).
 - An assurance letter shall be supplied stating that finished product meets regulatory compliance for specified packaging material.
- Other guarantees (e.g. heavy metals compliance, etc.)

4. Establish the HARPC Team

The HARPC Team should be relevant, knowledgeable and multidisciplinary. Using a blend of production and management personnel will ensure that "shop floor" ideas, issues and observations are developed into a functional HARPC program. Depending on the size of the organization it is wise to assemble a diverse range of talents. This could include:

- Team Leader - a good communicator who is well informed of Risk Process Control principles and practices.
- Production personnel - well acquainted with the issues, needs and potential hazards.
- Quality Assurance/Quality Control personnel are invaluable in creating compliant documentation and procedure.
- Microbiologist / Scientist - with respect to food safety, the microbiologist will be essential in establishing critical control points and helping to identify areas of risk. Laboratory analysis will be required to establish conditions which control (or fail to control) potentially pathogenic organisms in the food production process, particularly if there is no established technical literature.
- Process Engineer - to determine mechanical/processing risks and means of controlling potential risks. The process engineer will be aware of functional limitations of specific processes and will be invaluable in evaluating the *Process Flow Diagram*.

5. Traceability & Recall

The goal of this program is to protect the customer from the possible event of a product safety failure by removing all suspect products from the distribution channels in the least amount of time, once a product recall or withdrawal is warranted and initiated.

- An assigned person/position responsible for managing the program – RECALL COORDINATOR.
- Mock recall should be performed (forwards to the customer and backwards to the raw materials) at least twice annually in which lot traceability is maintained.

6. Pest Control Program

The goal of the pest control program is to exclude pests from the plant (e.g. rodents, insects, and birds). The program is carried out through a licensed company which meets all Federal, Provincial, and Local regulatory requirements. A Licensed & Insured Pest Control Company must be used that provides consistent service records.

7. Documentation & Record Control

The document control program ensures current and accurate information is distributed via documentation throughout the plant. A document control policy shall be in place and audited.

- Document retention times shall be defined.
- Documentation shall be adequately secured to reduce the risk of tampering.
- Good record keeping practices shall be followed.
- Ensure records are adequate to confirm conformance to specified standards and to demonstrate the quality system is effective.

8. Allergen Awareness/Management Program

The allergen control program ensures facility has evaluated processes and facility to mitigate any risk of allergen related food safety incidents.

- An assigned person/position responsible for managing the program.
- Program shall include annual employee training on allergen awareness as well as on specific areas based on the type of material being produced.

9. Foreign Material & Defect Control

Designed to ensure facility minimizes any foreign or extraneous material contamination

- Glass / Brittle Plastics / Ceramics Control Program –
 - Register of all glass, brittle plastics, and ceramics in production areas.
 - Register should be audited on predetermined basis (should be based on risk) – e.g. computer monitors, lab equipment, structural glass, gauges, lights, doors, alarms, fork truck lights, etc.)
 - Items should be replaced with shatterproof versions if available.
 - Cleanup / Product Isolation Procedure.
- Other process controls should be considered based on feasibility
 - Vision systems.
 - Metal detectors.

10. Process Control

All employees are part of facilitating a quality assurance program to ensure 100% compliance to the company and customer standards.

- An assigned person/position responsible for managing the program.
- Testing and quality checks at pre-determined frequencies.
- Use of statistical process control to determine capabilities.
- Equipment calibration program.
- Employee training program.
- Quality documentation completed and reviewed by quality or operations personnel.

11. Line Clearance

To minimize the potential of product mix, all labels, packing material, documentation, and previous products run shall be removed from machinery and surrounding area prior to bringing materials for the next job to the work area.

- An assigned person/position responsible for managing the program.
- Line clearance shall be documented and a secondary inspection is recommended.
- Line clearance records shall be retained following existing company policy.

12. Cleaning / Sanitation

This program will vary based upon the products and processes at the facility. The goal of the program is to maintain a sanitary/clean environment necessary for production of the highest quality and safety.

- An assigned person/position responsible for managing the program.
- Detailed cleaning/sanitizing instructions for each piece of equipment or area. Instructions should include chemicals used and concentrations.
- An approved cleaning/sanitizing chemical list and areas/equipment used.
- Cleaning schedule that defines frequency of each piece of equipment / area.

13. Preventative Maintenance

This program is designed to inspect and prepare equipment to ensure precise performance.

- An assigned person/position responsible for managing the program.
- Tracking of equipment undergoing maintenance and temporary repairs.
- Preventative maintenance schedule with frequencies and verification.
- A tools and parts control/reconciliation program.
- Preventive maintenance instructions should include a cleaning/sanitation step and/or inspection procedures before machine is put back into production.
- All PM's should be documented.

14. Food Defense/Plant Security

The facility shall have systems in place to ensure the security of the workplace and that products have not been adulterated or misbranded.

- An assigned person/position responsible for managing the program.
- Security audits shall occur at least yearly or if major changes have occurred to building and equipment.
- Obsolete/unused printed packaging materials shall be disposed of properly (e.g. defaced, destroyed, shredded, etc.)

15. Corrective Action System/Customer Complaints

The goal is to resolve all customer complaints quickly, completely, and to the satisfaction of the customer and the plant.

- An assigned person/position responsible for managing the program.
- Customer complaint procedure.
- Identification of food safety versus quality issue.
- Root cause analysis.
- Follow-up & corrective action plan.
- Response to the customer.
- Disposition of product.

16. Chemical Control Program

The goal of this program is to eliminate the possibility of contamination of food contact surfaces and finished products with non-food grade substances. This program also protects employees and the production area from exposure to hazardous chemicals by managing the purchase, receiving, storage, mixing, labeling and use of all chemicals in the plant.

- An assigned person/position responsible for managing the program.
- An approved chemical list with intended uses.
- Chemical storage areas should be segregated and controlled.
- Training.
- Hazardous Communication / Emergency Procedures.
- MSDS.
 - Facility should maintain a MSDS program and not allow chemicals to enter facility unless approved and accompanied by material safety data sheet.
 - MSDS's should be available to all employees.

17. Internal Self-Assessment

The facility shall follow a strict documented self-assessment program of quality and food safety programs, which involves the participation of all managers to be audit ready and in compliance.

- An assigned person/position responsible for managing the program.
- A written procedure and assessment check sheet.
- The assessment frequency.
- A written report and documented corrective actions.
- Key performance indicators for the facility.

