

**A Guide to**

**HACCP\* Systems**

**In The Meat Industry**

**(\* Hazard Analysis Critical Control Point)**

**Volume I**

## **Notice of Copyright**

---

**© Crown Copyright - Ministry of Agriculture 1997**

© Crown Copyright protected under the Copyright Act 1994. Copying, adapting, or issuing to the public copies of this work in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise stored in any retrieval system of any nature, and copying or issuing to the public an adaption of this work, without the written permission of the Chief Meat Veterinary Officer, Ministry of Agriculture, may breach this act and result in legal action being taken.

## Preface

---

Application of HACCP systems in the meat industry is a relatively recent development. This document has been produced by the Ministry of Agriculture Regulatory Authority (Meat and Seafood) [MAF RA (M&S)] Research and Development group in association with the HACCP Steering Group to:

- (i) explain the concepts and principles of HACCP
- (ii) provide guidance on:
  - HACCP development and implementation;
  - auditing HACCP plans;
  - HACCP training;
  - specific application to fresh meat by means of a template for slaughter and dressing and a specific model for slaughter and inverted dressing of lambs and sheep;
  - other HACCP-based applications.

HACCP will continuously evolve and the contents of this document will be updated as new information from both national and international sources becomes available.

## **Review of HACCP Guide**

---

This industry standard shall be regularly reviewed according to a schedule held by MAF RA (M&S).

The coordinator welcomes suggestions for alterations, deletions or additions to this standard, to improve it or make it more suited to industry needs. Suggestions should be sent to the coordinator on the form on Page P.4, together with reasons for the change and any relevant data.

The coordinator of this standard is:

Assistant Director (Programme Development)

NZFSA

P.O. Box 2835

Wellington

Telephone:	(04)	463 2500
Facsimile:	(04)	463 2643

## Suggestions for Change

Name	
Organisation	
Address	
Email	
Phone	Facsimile
<i>A Guide to HACCP Systems in the Meat Industry</i>	
Section	Suggested Improvements
Signature	
Date	
Please post to:	<b>Assistant Director (Programme Development)</b> <b>NZFSA</b> <b>P.O. Box 2835</b> <b>Wellington</b>
	<b>Acknowledgment of receipt:</b> Signature: Date:

## Amendment Record

Amendments do not become part of this Guide until they have been authorised by the Director (Animal Products) and issued with an amendment form. Amendments to this Guide will be given a consecutive number and dated.

Amendments to the Guide can be identified by the amendment number in the page header and the changes which have been made will be identified by yellow highlighting.

Please ensure that all amendments are inserted, obsolete pages are removed and the record below is completed.

Amendment No:	Date	Entered by:
0	May 1997	MAF RA
1	February 1998	
2	April 1998	
3	August 1998	
4	November 1998	
5	May 1999	
6	August 1999	
7	June 2000	
8	August 2000	
9	August 2004	
10		
11		
12		
13		
14		
15		
16		
17		
18		

## Contents

---

	<b>Page</b>
<b>Volume I</b>	
<b>Notice of Copyright</b>	<b>P.1</b>
<b>Preface</b>	<b>P.2</b>
<b>Review of HACCP Guide</b>	<b>P.3</b>
<b>Suggestions for Change</b>	<b>P.4</b>
<b>Amendment Record</b>	<b>P.5</b>
<b>Contents</b>	<b>P.6</b>
1. Introduction	1.1
1.1 Background	1.1
1.2 International Perspective	1.2
1.3 New Zealand Perspective	1.4
1.4 Requirements Prior to HACCP	1.6
<b>2. Definitions</b>	<b>2.1</b>
<b>3. Principles of HACCP</b>	<b>3.1</b>
<b>4. Developing the HACCP Plan</b>	<b>4.1</b>
4.1 Introduction	4.1
4.2 Obtaining Company Commitment and Management Involvement	4.2
4.3 Assembling the HACCP Team	4.2
4.4 Establishing the Scope of the HACCP Plan	4.3
4.5 Describing the Product and its Intended Use	4.4
4.6 Setting Food Safety Objectives	4.5
4.7 Constructing and Confirming the Process Flow Diagram	4.6
4.8 Writing and Confirming Job Descriptions	4.6
4.9 Identifying Food Safety Hazards	4.7
4.10 Determining Critical Control Points	4.8
4.11 Establishing Critical Limits	4.9
4.12 Establishing a Monitoring System	4.10
4.13 Establishing Corrective Action Requirements	4.10
4.14 Establishing Verification Procedures	4.11
4.15 Establishing Documentation and Recordkeeping Procedures	4.12
<b>5. Implementing the HACCP Plan</b>	<b>5.1</b>
5.1 Introduction	5.1
5.2 General Requirements	5.1
5.3 Ongoing Management of the HACCP Programme	5.2

	<b>Page</b>	
<b>6. Training</b>	<b>6.1</b>	
6.1 Introduction	6.1	
6.2 HACCP Training Guidelines	6.1	
6.3 HACCP Unit Standards	6.1	
<b>7. Auditing HACCP Plans</b>	<b>7.1</b>	
7.1 Introduction	7.1	
7.2 HACCP Audit Protocol	7.1	
<b>8. Templates and Models</b>	<b>8.1</b>	
8.1 Introduction	8.1	
8.2 Templates	8.1	
8.3 Generic Models	8.1	
<b>9. Other HACCP-Based Applications</b>	<b>9.1</b>	
9.1 Introduction	9.1	
9.2 Generic Models	9.1	
<b>10. Bibliography</b>	<b>10.1</b>	
<b>11. Frequently Asked Questions</b>	<b>11.1</b>	
Appendix 1	Guideline for HACCP Briefing: Executive Manager	
Appendix 2	Guideline for HACCP Training: HACCP Coordinator	
Appendix 3	Guideline for Introduction to HACCP: Supervisors	
Appendix 4	Guideline for Introduction to HACCP: Operators	
Appendix V:	Unit Standard 12626	V.1
Appendix VI:	Auditing HACCP Plans	VI.1
Appendix VII:	The Interaction of HACCP and ISO Systems	VII.1



**Page**

## **Contents of Volume II**

### **Templates**

Appendix VIII.1	Template for Establishing a HACCP Plan for Slaughter and Dressing	VIII.1.1
Appendix VIII.2	Template for Establishing a HACCP Plan for Further Processing of Meat and Meat Products	VIII.2.1

### **Generic Plans**

Appendix IX.1	Generic HACCP Plan for Slaughter and Dressing of Cattle	IX.1.1
	Annex to Appendix IX.1: Background Information to the Generic HACCP Plan for Slaughter and Dressing of Cattle	IX.1.20
Appendix IX.4	Generic HACCP Plan for Slaughter, Dressing, Portioning and Deboning of Chicken (Broilers)	IX.4.1
	Annex to Appendix IX.4: Background Information to the Generic HACCP Plan for Slaughter, Dressing, Portioning and Deboning of Chicken (Broilers)	IX.4.32
Appendix IX.5	Generic HACCP Plan for Slaughter and Traditional Dressing of Farmed Deer	IX.5.1
	Annex to Appendix IX.5: Background Information to the Generic HACCP Plan for Slaughter and Traditional Dressing of Farmed Deer	IX.5.29
Appendix X.1	Generic HACCP Plan for Cooling and Boning of Beef	X.1.1
	Annex to Appendix X.1: Background Information to the Generic HACCP Plan for Cooling and Boning of Beef	X.1.27
Appendix X.3	Generic HACCP Plan for Canning (Corned Beef)	X.3.1
Appendix X.4	Generic HACCP Plan for the Manufacture of Raw Beef Patties	X.4.1
	Annex to X.4: Background Information to the Generic HACCP Plan for the Manufacture of Raw Beef Patties	X.4.20

		<b>Page</b>
Appendix X.5	Generic HACCP Plan for the Processing of Edible Sheep and Lamb Casings	X.5.1
	Annex to X.5: Background Information to the Generic HACCP Plan for the Processing of Edible Sheep and Lamb Casings	X.5.17
Appendix X.6	Generic HACCP Plan for Manufacture of Beef Jerky	X.6.1
	Annex to Appendix X.6: Background Information to the Generic HACCP Plan for Manufacture of Beef Jerky	X.6.25
Appendix 10	Generic Model for Potable Water	

**A Guide to**

**HACCP\* Systems**

**In The Meat Industry**

**(\* Hazard Analysis Critical Control Point)**

**Volume II**

## **Contents of Volume II**

### **Templates**

Appendix VIII.1	Template for Establishing a HACCP Plan for Slaughter and Dressing	VIII.1.1
Appendix VIII.2	Template for Establishing a HACCP Plan for Further Processing of Meat and Meat Products	VIII.2.1

### **Generic Plans**

Appendix IX.1	Generic HACCP Plan for Slaughter and Dressing of Cattle	IX.1.1
	Annex to Appendix IX.1: Background Information to the Generic HACCP Plan for Slaughter and Dressing of Cattle	IX.1.20
Appendix IX.4	Generic HACCP Plan for Slaughter, Dressing, Portioning and Deboning of Chicken (Broilers)	IX.4.1
	Annex to Appendix IX.4: Background Information to the Generic HACCP Plan for Slaughter, Dressing, Portioning and Deboning of Chicken (Broilers)	IX.4.32
Appendix IX.5	Generic HACCP Plan for Slaughter and Traditional Dressing of Farmed Deer	IX.5.1
	Annex to Appendix IX.5: Background Information to the Generic HACCP Plan for Slaughter and Traditional Dressing of Farmed Deer	IX.5.29
Appendix X.1	Generic HACCP Plan for Cooling and Boning of Beef	X.1.1
	Annex to Appendix X.1: Background Information to the Generic HACCP Plan for Cooling and Boning of Beef	X.1.27
Appendix X.3	Generic HACCP Plan for Canning (Corned Beef)	X.3.1
Appendix X.4	Generic HACCP Plan for the Manufacture of Raw Beef Patties	X.4.1
	Annex to X.4: Background Information to the Generic HACCP Plan for the Manufacture of Raw Beef Patties	X.4.20

		<b>Page</b>
Appendix X.5	Generic HACCP Plan for the Processing of Edible Sheep and Lamb Casings	X.5.1
	Annex to X.5: Background Information to the Generic HACCP Plan for the Processing of Edible Sheep and Lamb Casings	X.5.17
Appendix X.6	Generic HACCP Plan for Manufacture of Beef Jerky	X.6.1
	Annex to Appendix X.6: Background Information to the Generic HACCP Plan for Manufacture of Beef Jerky	X.6.25
Appendix 10	Generic Model for Potable Water	