**Cornell University
Dairy Foods Extension**

Centralized List of Food Safety System/HACCP Program Records

Plant Name _____   **Address** _____

Issue Date _____   **Supersedes** _____

Record	Available (X=yes)	Most Current Version (X=yes)	Comments
CCP HACCP Plan Summary(s) for each product.			
CCP Monitoring Documents			
Centralized Deviation Log			
Centralized List of HACCP Program Records			
Document Change Log			
HACCP System Validation Documentation (Annually or when changes are made in raw materials or source of raw materials; product formulation; processing methods or systems, including computers and their software; packaging; finished product distribution systems; or the intended use or intended consumers of the finished product and consumer complaints)			
HACCP System Verification Documentation (Including calibration of CCP monitoring equipment (i.e., past. equipment checks); review of CCP monitoring records, corrective action records and calibration records; and plant signatures and date on all of these records)			
Other Applicable NCIMS Requirements - Appendix K (list each separately, add rows as needed)			
Other Prerequisite Programs that are relied upon in the Hazard Analysis to reduce the likelihood of a potential hazard (List each separately, add rows as needed)			
Prerequisite Program #1 - Safety of Water			
Prerequisite Program #2 - Condition and Cleanliness of Food Contact Surfaces			
Prerequisite Program #3 - Prevention of Cross-Contamination			
Prerequisite Program #4 - Maintenance of Hand Washing and Sanitizing and Toilet Facilities			
Prerequisite Program #5 - Protection of milk or milk product, packaging material, and product contact surfaces from adulteration			
Prerequisite Program #6 - Proper Labeling, Storage, and Use of Toxic Compounds			
Prerequisite Program #7 - Control of Employee Health Condition			
Prerequisite Program #8 - Exclusion of Pests from the milk plant			

Adapted from US Food and Drug Administration NCIMS HACCP Centralized Deviation Log

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Record	Available (X=yes)	Most Current Version (X=yes)	Comments
Process Flow Diagram (s)			
Product Description(s)			
Required HACCP documents including forms are dated or identified with current version number. Each page is identified with a new date or version number whenever that page is updated. Most current versions used.			
Table of Contents			
Written Hazard Analysis(s) for each product • Monitoring records related to these requirements *(List records by name)* • Monitoring Records related to this prerequisite program • Non-conformity Correction Records related to these requirements • Non-conformity Correction Records related to this prerequisite program			

- **Add as many rows as necessary to address all hazards and products.**

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