

Comparing Record Reviews

Record Review

Verifying: **Completion** of all required HACCP records and record-requirements

9CFR 417.4(a)(2)

Review of records generated and maintained as committed to in the HACCP plan (417.5(a)(3)).

9CFR 417.5(b)

How record reviews must be documented:

- Time
- Date
- Signature or initials
- Result

Are records being generated and documented according to the HACCP plan for all:

- ✓ Monitoring
- ✓ Verification
- ✓ Corrective Actions

Do all required documents contain:

- ✓ Proper # of records (HACCP plan prescribed frequencies)
- ✓ The date, time, initials and results of each activity

What this record review is NOT:

- ✗ Compliance verification of HACCP plan's CCPs, critical limits, corrective actions and other monitoring activities

Pre-Shipment Review

Verifying: **Product Compliance** to HACCP plan food safety expectations

9CFR 417.5(c)

Prior to shipment review confirms:

- Critical limits were met
- Corrective actions taken (if applicable) to remove unsafe product from supply or brought back into compliance
- When possible, review completed by a trained designee who did not generate the record being reviewed
 - Critical Review
 - Sign
 - Date

Is the product safe to enter commerce?

Were critical limits met?

If no, was appropriate corrective action taken and documented?

Regulation Citations

Purpose

Review Sign-Off Requirements

- ✓ Signature or initials
- ✓ Date and time
- ✓ Result of review

<i>Jessica Palmer</i>	<i>JP</i>
Signature	Initials
2:42 PM	6/24/2024
Time	Date
<input checked="" type="radio"/> Pass <input type="radio"/> Fail	

- ✓ Signature or initials
- ✓ Date of review
- Time is optional

<i>Jessica Palmer</i>
Signature
6/24/2024
Date

