



## Title: HACCP Plan Liquid Filling

Approvals	Initial	Date
Director of Quality Compliance	KWB	14Jun22
Prepared by	CS	5/11/22

### Revision History:

Revision	Date	Description of Change	DCN#
A	2NOV20	General Modifications	N/A
B	22MAR22	Added Control Limits to Hazzard Analysis Summary	N/A
C	5/11/22	Added intended use to Material Description	N/A

## **POLICIES/PROCEDURES**

Action Pak, Inc. is dedicated to establishing and maintaining our Quality System through our HACCP Program to provide safe, quality foods for our customers.

There are several prerequisite policies and practices which contribute to the HACCP plans' effectiveness:

<b>SOP #</b>	<b>SOP Title</b>
AD0-002	Training Schedule
CL2-001	Master Sanitation Schedule
CL2-002	Sanitation Equipment/Zone
CL2-007	Sanitation of Food Contact Surfaces
CL2-008	ATP Testing
CL2-009	Environmental Air Testing
CL2-012	Machine Cleaning for Primary Filled Products
FS0-001	Food Safety Manual
GM2-001	Glass & Brittle Plastic Policy
GM0-003	Basic GMP (Smoking, Safety Glasses, Jewelry, Hairnets, Etc.)
GM2-004	Line Clearance
GM0-006	Chemical Safety
GM0-007	Damaged Product
GM0-009	Employees Health and Contagious Diseases
GM0-012	Handling and Storage of Packaging Materials
GM0-015	Label Control
MP0-001	Receiving
MP0-005	APK Batch Records
MP0-006	Shipping Procedure
MP0-018	Documenting Damages
PT2-001	Pest Control
QA2-002	Hold/ Quarantine Policies
QA0-004	Allergen Policy
QA0-005	Corrective Action Plan
QA0-007	Crisis Management Team and Mock Recall
QA2-009	Incoming & Outgoing Materials/ Truck Inspection

## Action Pak, Inc. HAACP Team

<u>Name</u>	<u>APK Position</u>	<u>Responsibility</u>
Ken Botterbrodt	Director of Quality Compliance Engineer	Provide management support for products that are safe and high quality. Coordinate the SQF program to verify the adoption of safe, quality foods. Maintain high Food Safety, Quality, and Security for production.
Cassandra Seklecki	QA Specialist	Assure safe and high-quality product by using high quality auditing and testing.
Ronald Porter	Plant Manager	Maintain the plant and equipment to insure safe, high quality, and secure products. Follow correct sanitization procedures.
Eric Spiller	Sales	Coordinates between customers and production

# Material Description

## Inbound Materials

## Outbound Product

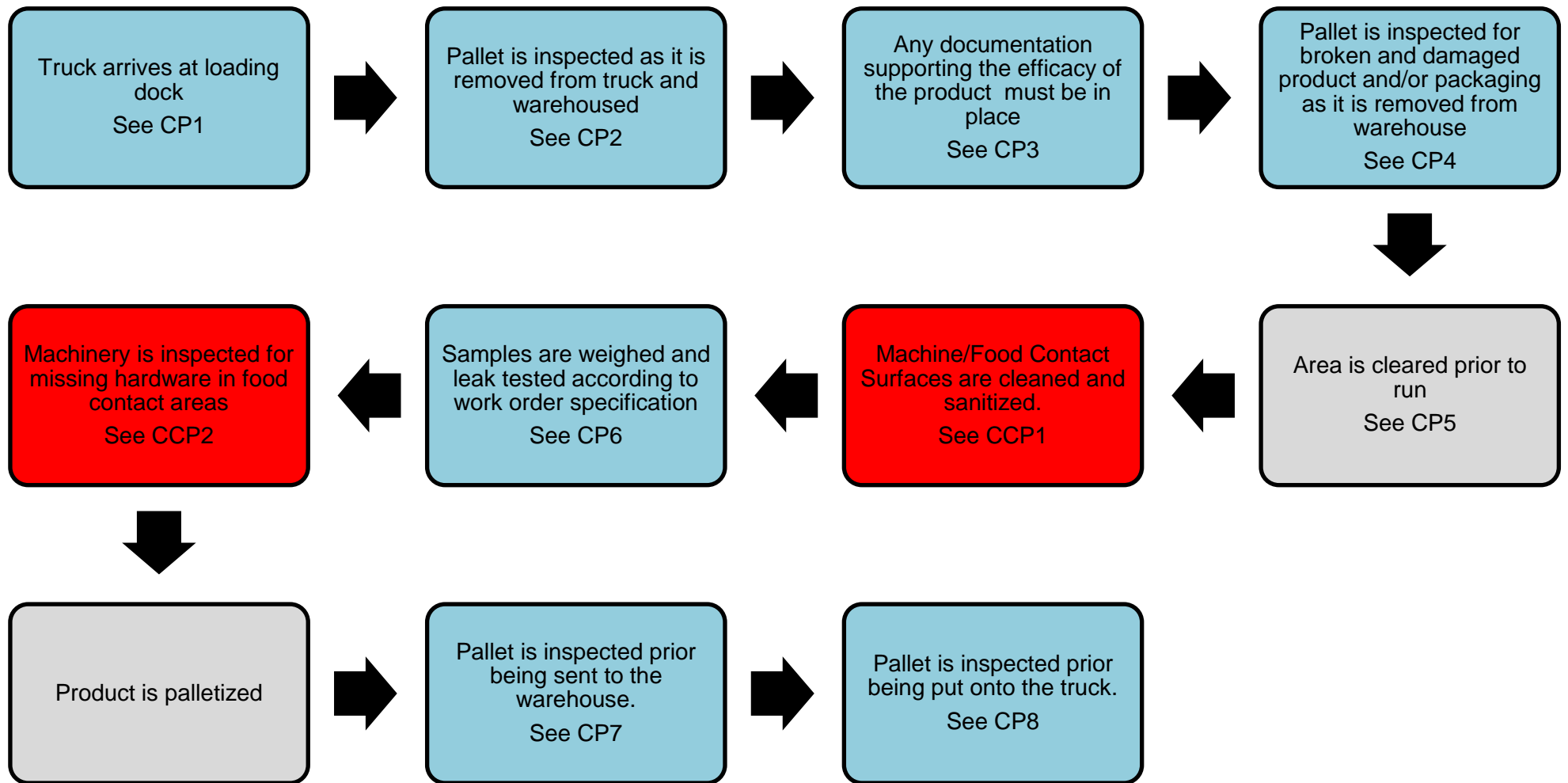
1. Film
2. Pouches/Container
3. Pre-mixed Liquid
4. Ingredients for Liquid
5. Inner Cartons
6. Poly Bags
7. Printed Bags
8. UPC Labels
9. Lot & Exp/Best By Labels
10. Master Cartons
11. Carton Label

1. Stick Packs/Container
2. Sachets
3. Filled Pouches/Container

## Intended Use

Edible liquid jobs are ready to eat for human consumption by general public. Ingredient liquid fill jobs are to be mixed into products by manufacturers. Non-food liquid fill jobs are cleaners to be used by general public.

# Typical Liquid Filling Plan



# CP 1

Truck arrives at loading dock.

Truck is rejected as per company procedure QA0-009. Notify Supervisor, Quality Assurance, CSR, and Plant manager. Depending on the nature of the rejection the customer can override and authorize acceptances.

FAIL

Truck is inspected, Seal is broken by ActionPak Inc personnel, BOL, and other regulatory paperwork is checked

Inspection is conducted by the receiving dock supervisor or designated ActionPak Inc Employee.

PASS

CP 1 Complete

# CP 2

Pallet is inspected as it is removed from truck and warehoused

Follow Damaged Product Policy GM0-007 and MPO-018. Broken product is removed from the pallet and inventoried as lost product, then reported to the CSR. All product around the damages is carefully inspected for collateral damage. Form MPO-018F1 is used to record damages.

FAIL

Pallet is inspected for broken/damaged product, packaging, etc.

Cursory Inspection is conducted by the shipping and receiving forklift drivers.

PASS

CP 2 Complete

# CP 3

Any documentation supporting the efficacy of the product must be in place

CSR/QA will contact customer to obtain proper documentation to support product's compliance.

FAIL

COA, COC, Organic Certificate, Allergen Declaration must be given to the CSR.

Batch record may be written.

PASS

CP 3 Complete

# CP 4

Pallet is inspected for broken and damaged product and/or packaging as it is removed from warehouse

Follow Damaged Product Policies and practices GMO-007. Broken product is removed from the pallet and inventoried as lost product. All product around the damages is carefully inspected for collateral damage. These will also be removed and quarantined.

FAIL

Pallet is inspected for broken/damaged product, packaging, etc.

Cursory Inspection is conducted by the production forklift drivers.

PASS

CP 4 Complete

# CP 5

Area is cleared prior to run

All materials not related to current job should be removed from the work area. All related paperwork should be filled out and signed indicating that the area is ready to use for production.

FAIL

Follow procedure using GM0-006 and Section 3 of work order

Inspection must be completed and documented by Production personnel

PASS

CP 3 Complete

# CCP 1

Machine/Food Contact Surfaces are cleaned and sanitized.

Clean/Sanitation must be completed again, with ATP/Allergen swab completed until a PASS is reached. Follow QA0-004 and CL2-008 for documentation.

FAIL

ATP swabbing is performed after cleaning/sanitization. Allergen swabbing (if needed) is done prior to set up

QA allows Operator to run production

PASS

CCP 1 Complete

# CP 6

Samples are weighed and leak tested according to work order specification

Adjust machine to keep samples in customers' specification as per work order. Retest samples to verify adjustments are good. Check samples back to good last test and remove any samples with bad weights/seals.

FAIL

Samples are inspected as per work order criteria

Inspection is being performed by line lead.

PASS

CP 6 Complete

# CCP 2

Machinery is inspected for missing hardware in food contact areas

Starting at the last product off the production line, work backwards to the last good check to find missing hardware. Quarantine all product using QA0-002.

FAIL

A physical inspection of machine must take place at the end of production day to verify all screws/bolts are still intact

Inspection is being performed by line lead.

PASS

CCP 2 Complete

# CP 7

Pallet is inspected prior being sent to the warehouse.

Follow Damaged Product policies and practices. Broken product is removed from the pallet and inventoried as lost product. All product around the damages is carefully inspected for collateral damage. These will also be removed and quarantined.

FAIL

Pallet is inspected for broken/damaged product, packaging, etc.

Cursory Inspection is conducted by the production forklift drivers.

PASS

CP 7 Complete

# CP 8

Pallet is inspected prior being put onto the truck.

Follow Damaged Product policy and practices. Broken product is removed from the pallet and inventoried as lost product. All product around the damages is carefully inspected for collateral damage. These will also be removed and quarantined.

FAIL

Pallet is inspected for broken/damaged product, packaging, etc.

Cursory Inspection is conducted by the shipping and receiving forklift drivers.

PASS

CP 8 Complete

# Hazzard Analysis Summary

Process Steps	Identified Hazards	Risk Assessment		Is this a significant hazard (Yes/No)	Controlled at		
		Likelihood	Severity		Prerequisite Programs	Process Steps	Control Limits
CP 1	B: Product can be purposely tampered with	Low	High	Yes	QAo-009 Truck Inspection & Receiving	All trucks are inspected. Customers are informed immediately on a broken seal and different seal # the BOL. Actions are taken as per customers' request.	Any non-conformance of truck inspection, seal check etc. would be considered a failed
	C: Product can be exposed to chemicals						
	P: Product can be physically damaged						
CP 2	B: N/A	Moderate	Moderate	No	GMo-001 Glass and Brittle Plastic Policies & QAo-004 Allergen	Inspect and Isolate damaged product. Minimize collateral damage. Notify CSR after total damage is assessed.	Any evidence of damage must be elevated and reported.
	C: N/A						
	P: Damaged product, packaging, etc.						
CP 3	B: Food Fraud	Moderate	High	No	Customer must verify the authenticity of their product through COA, COC, Allergen and/or Organic Certification	Inspect and Isolate damaged product. Minimize collateral damage. Notify CSR after total damage is assessed.	Any evidence of damage must be elevated and reported.
	C: N/A						
	P: Damaged Product, packaging, etc.						
CP 4	B: N/A	Moderate	Moderate	No	GMo-001 Glass and Brittle Plastic Policies & QAo-004 Allergen	CSR will obtain proper documentation from customer. Once this is obtained, batch record can be created. Notify customer if any documents have not been received.	Any evidence of damage must be elevated and reported.
	C: N/A						
	P: Damaged product, packaging, etc.						

## Hazzard Analysis Summary

Process Steps	Identified Hazards	Risk Assessment		Is this a significant hazard (Yes/No)	Controlled at		
		Likelihood	Severity		Prerequisite Programs	Process Steps	Control Limits
CP 5	B: N/A	Moderate	Low	No	GMO-006 Line Clearance	Inspect and Isolate damaged product. Minimize collateral damage. Notify CSR after total damage is assessed.	Any evidence of damage must be elevated and reported.
	C: N/A						
	P: Missing or misplaced materials						
CCP 1	B: RLU>10; Allergen Test Fail	Low	High	Yes	CI2-008 ATP Testing SOP; QA0-004 Allergen Policy	Perform swabbing as indicated in testing, documenting on corresponding forms. Clean until passing results are achieved.	Allergen Swab must indicated "Pass" before moving on
	C: N/A						
	P: N/A						
CP 6	B: N/A	Low	High	No	MP0-005 Batch Record	Inspect according to the batch record. Adjust machine when samples are out of spec. Retest to ensure accuracy	Weight limits are specified in the work order. Any leaks stop the process, adjustments are made until zero leaks. Production can resume
	C: N/A						
	P: Underweight or leaking product						

# Hazard Analysis Summary

Process Steps	Identified Hazards	Risk Assessment		Is this a significant hazard (Yes/No)	Controlled at		
		Likelihood	Severity		Prerequisite Programs	Process Steps	Control Limits
CCP2	B: N/A	Low	High	Yes	QA0-002 Quarantine Policy for on-conforming product	Inspect machine at the end of production day for missing parts	Food contact hardware counts conducted daily. Any mismatch of counts. Puts previous on production on hold until parts are found
	C: N/A						
	P: Loose machine parts in product						
CP 7	B: N/A	Low	Moderate	No	Gmo-007 Damaged Product Policy	Inspect and Isolate damaged product. Minimize collateral damage. Notify CSR after total damage is assessed.	Any evidence of damage must be elevated and reported.
	C: N/A						
	P: Broken/Damaged Product, packaging, etc.						
CP 8	B: N/A	Moderate	Moderate	No	QA0-009 Truck Inspection & Shipping/Receiving	All pallets are inspected prior to placing them on truck to be shipped. CSR is contacted to communicate issues with customer, if any.	Any evidence of damage must be elevated and reported.
	C: N/A						
	P: Broken/damaged product, packaging, etc.						

# Processing Hazard Evaluation

List the hazards identified from the previous forms. Identify the control mechanism to control the hazard. Using the hazard evaluation chart, indicate whether the hazard shall be controlled by a prerequisite program or a CCP.

Identified Hazard	Control Mechanism	Control
Truck Arrives at Loading Dock	Truck Inspection QA2-009, QA2-009F1	QP
Pallet is inspected as it is removed from truck and warehoused	Truck Inspection QA2-009, QA2-009F1	QP
Supporting Documentation is verified, and work order is created	MPo-005, QAo-004	QP
Line Clearance is Conducted	GMo-004 Line Clearance; Sections 3 and 4 of the Work Order	QP
Machine is cleaned prior to use	CL2-002	QP
Product is checked for weights and leaks	MPo-005	QP
Machinery is inspected for missing hardware	Machine Operator looks for missing parts	PP
Product is palletized	MPo-005	
Pallet is inspected prior to being sent to the warehouse	Damaged Product Policy GMo-007	QP
Pallet is inspected prior to being put on the truck	Truck Inspection QA2-009, QA2-009F1	QP