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# QM 015 Prerequisite Programmes

## Introduction

The company has established, implemented a programme of Prerequisites for the site, which is maintained in order to ensure effective operation of the Food Safety Management system.

## **Prerequisite programmes (PRPs)**

The organization ensures that PRPs are established, implemented, maintained, reviewed, improved and updated to assist in:

- Controlling or preventing the introduction of food safety hazards through the work environment.
- To eliminate, prevent or reduce to an acceptable level the biological, chemical and physical contamination of the product(s) including cross contaminations between products.
- To control, minimize and/or prevent food safety hazard levels in the finished product, ingredients and product processing environment.

All PRP's are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard analysis including details of why the PRP is appropriate to the organisation and the control of food safety hazards.

PRP's are categorised into two types

1. Infrastructure and Maintenance Programmes
2. Operational Prerequisite Programmes

When selecting and designing the PRP's the organisation takes into consideration:

- Known hazards and controls from historic information including complaints
- Customer requirements and codes of practice
- Industry guidelines
- Industry codes of practice
- Regulations
- Appropriate international standards including ISO 22000

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26 February 2009  
Owned by: Technical Manager  
Authorised By: Site Director

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|                          |   |
|--------------------------|---|
|                          | contaminating food  |
| 4                        | Food facilities are located away from areas subject to flooding unless sufficient safeguards are provided   |
| 5                        | Food facilities are located away from areas prone to infestations of pests  |
| 6                        | Food facilities are located away from areas where wastes, either solid or liquid, cannot be removed effectively.  |
| 7                        | Periodic assessment of potential food safety impact from and to local environment is performed  |
| <b>Design and layout</b> |   |
| 1                        | The internal design and layout of food buildings permits good food hygiene practices, including protection against cross-contamination between and during operations by foodstuffs. |
| 2                        | There is always segregation of high and low risk areas.   |
| 3                        | There is restricted access to high risk areas and dedicated clothing, footwear, tools and equipment.  |
| 4                        | Product Process flow is logical and follows a one way flow system   |
| 5                        | Process flow should be designed to prevent contamination  |
| 6                        | There are dedicated chill and freeze facilities where appropriate   |
| 7                        | There are segregated equipment washing facilities   |
| 8                        | The onsite laboratory is sited away from production areas or contracted out to qualified laboratories   |
| 9                        | Facility is appropriate for the purpose   |
| 10                       | Adequate security arrangements are in place with restricted access on to site and control of visitors   |
| 11                       | Site boundaries are clearly defined   |
| 12                       | Pest control of the periphery is in place   |
| 13                       | Operator/people movement is controlled to minimise risk of cross contamination  |
| <b>Buildings</b>         |   |
| 1                        | All buildings are constructed to protect against the entrance and harbouring of pests.  |
| 2                        | Entrances are heavily protected to prevent accidental damage  |
| 3                        | Pedestrian and Fork Truck access is separate  |
| 4                        | Foundations are at least 600mm deep and sufficient to prevent rodents from burrowing underneath   |
| 5                        | Access points for pests is prevented by ensuring windows that open are protected by insect screens  |

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PRP 003 - Control of Visitors and Contractors  
 PRP 004 - Management of Cleaning  
 PRP 005 - Despatch and Distribution  
 PRP 006 - Maintenance  
 PRP 007 - Waste Management  
 PRP 008 - Hygiene Policy  
 PRP 009 - Glass Policy  
 PRP 010 - Ingredients Foreign Body Control Policy  
 PRP 011 - Metal Detection  
 PRP 012 - Nut Handling Procedure  
 PRP 013 - Control of Knives  
 PRP 014 - Control of Brittle Materials  
 PRP 015 - Glass & Brittle Material Breakage Procedure  
 PRP 016 - Types of Allergen  
 PRP 017 - Storage  
 PRP 018 - Allergen Control Procedures  
 PRP 019 - Food Defence System  
 PRP 020 - Control of First Aid Dressings  
 PRP 021 - HACCP Prerequisites

All Control Measures managed through Operational PRP(s) are validated. The detail of all control measures are documented in each relevant Operational PRP including:

- The food hazard controlled by the control measure
- The monitoring procedures including parameters, frequencies and records that demonstrate the Operational PRP is working
- The corrections and corrective action to be taken if monitoring show that the control measure is not compliant
- Responsibility and authority for each Operational PRP

Operational PRP(s) are amended or introduced if necessary after every design or redesign.

| Revision Number | Summary of Changes made from previous revision   | Requested By:   | Authorised By: |
|-----------------|--|-----------------|----------------|
| 2               | Update to meet the requirements of ISO 9001:2008 | Quality Manager | Site Director  |

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