

# HACCP Audit Checklist

Facility Name / Location

Date of Audit

Auditor's Name

**INSTRUCTIONS:**  
This checklist is designed to evaluate the implementation and compliance of your Hazard Analysis and Critical Control Points (HACCP) system. Carefully review each item and mark the corresponding checkbox to indicate compliance or note any observations and areas that require attention. Use the "Notes/ Observations" section to provide additional details, necessary improvements, and any required follow-up.

## HAZARD ANALYSIS

Identify Hazards: Verify that potential hazards have been identified for each process step.

☐ Yes☐ No☐ NA

Determine Critical Control Points (CCPs): Ensure that CCPs are identified for controlling hazards.

☐ Yes☐ No☐ NA

Review Hazard Analysis: Check that the hazard analysis is periodically reviewed and updated as needed.

☐ Yes☐ No☐ NA

Observations / Notes / Corrective actions, if any:

## CCP MONITORING

Monitoring Procedures: Review monitoring procedures for each CCP.

☐ Yes☐ No☐ NA

Frequency: Verify that CCPs are monitored at the appropriate frequency.

☐ Yes☐ No☐ NA

Record Keeping: Check if monitoring records are maintained and up to date.

☐ Yes☐ No☐ NA

Observations / Notes / Corrective actions, if any:

## CRITICAL LIMITS

Defined Critical Limits: Ensure that critical limits are defined for each CCP.

☐ Yes☐ No☐ NA

Compliance with Limits: Verify that the process remains within the specified critical limits.

☐ Yes☐ No☐ NA

Record Keeping: Check if critical limit records are maintained and up to date.

☐ Yes☐ No☐ NA

Observations / Notes / Corrective actions, if any:

## CORRECTIVE ACTIONS

Corrective Action Procedures: Review procedures for handling deviations from critical limits. ☐ Yes ☐ No ☐ NA

Record Keeping: Check if corrective action records are documented and appropriately addressed. ☐ Yes ☐ No ☐ NA

Preventive Actions: Verify that preventive actions are implemented to avoid future deviations. ☐ Yes ☐ No ☐ NA

Observations / Notes /  
Corrective actions, if any:

## VERIFICATION AND VALIDATION

Verification Activities: Check if verification activities are conducted as required. ☐ Yes ☐ No ☐ NA

Validation Procedures: Ensure that validation of the HACCP system is periodically performed. ☐ Yes ☐ No ☐ NA

Record Keeping: Verify that verification and validation records are maintained. ☐ Yes ☐ No ☐ NA

Observations / Notes /  
Corrective actions, if any:

## TRAINING AND PERSONNEL

HACCP Training: Check that personnel involved in the HACCP system receive appropriate training. ☐ Yes ☐ No ☐ NA

Job Descriptions: Review job descriptions related to HACCP responsibilities. ☐ Yes ☐ No ☐ NA

Competency: Verify that personnel are competent in their assigned HACCP tasks. ☐ Yes ☐ No ☐ NA

Observations / Notes /  
Corrective actions, if any:

## DOCUMENTATION

HACCP Plan: Ensure that a comprehensive HACCP plan is in place. ☐ Yes ☐ No ☐ NA

Supporting Documents: Review supporting documents, SOPs, and flow diagrams. ☐ Yes ☐ No ☐ NA

Record Keeping: Check if all HACCP-related records are maintained and readily accessible. ☐ Yes ☐ No ☐ NA

Observations / Notes /  
Corrective actions, if any:

## COMPLIANCE WITH REGULATIONS

Regulatory Compliance: Confirm that the HACCP system adheres to all relevant food safety regulations. ☐ Yes ☐ No ☐ NA

Food Safety Plan Review: Check if the HACCP plan is periodically reviewed and updated. ☐ Yes ☐ No ☐ NA

External Audits: Verify that any external HACCP audits are conducted as required. ☐ Yes ☐ No ☐ NA

Observations / Notes /

Corrective actions, if any:

## ADDITIONAL NOTES / OBSERVATIONS

[Insert any additional notes or HACCP Audit checklist observations made during the audit]

## STATEMENT OF AUDIT

I hereby certify that I have conducted the above HACCP Audit checklist and that the HACCP system has been assessed for effectiveness and compliance. Any identified issues have been documented, and necessary improvements have been recommended.

Inspector's Name :

Signature :

Date :

## APPROVED BY

Name :

Signature :

Date :