

The 05 Preliminary steps of HACCP are...

Preliminary Step 01	Assemble HACCP team
Preliminary Step 02	Describe the product OR product description
Preliminary Step 03	Identify the intended use and consumers for the products
Preliminary Step 04	Develop or construct a process flow diagram to describe the process
Preliminary Step 05	On site confirmation or verification of the process flow diagram

On site confirmation or verification of the process flow diagram

- Get a print copy of the process flow diagram
- Physically check the step and the position. Make the cross check.
- If any step is not matching or missing, then adjust the mismatch or missing.
- Update the flow diagram according to the observation.

Process flow diagram

Process flow diagram is a document that contain each and every aspect or activity of a production process.

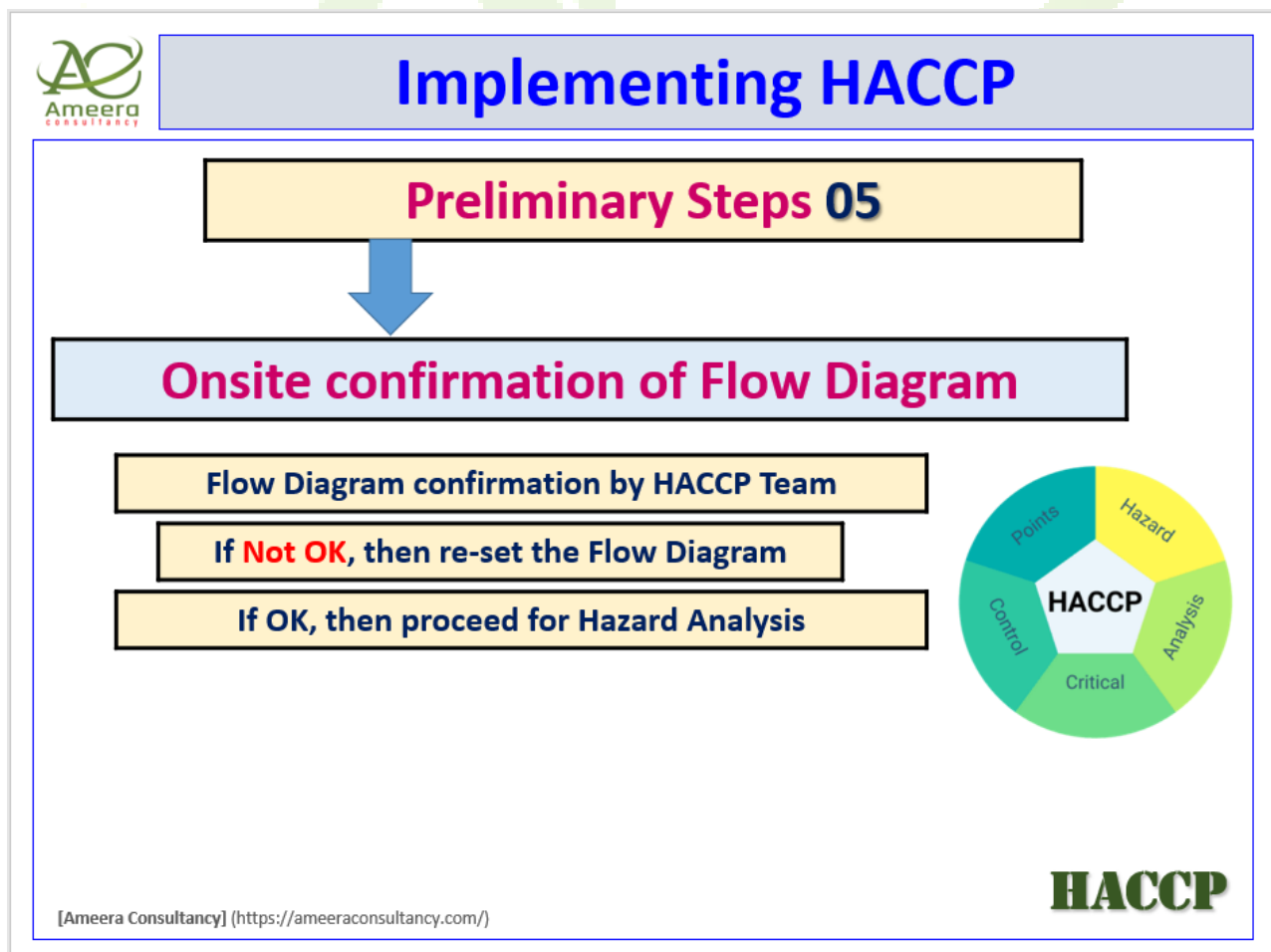


Figure: Preliminary Step 05 – Onsite Confirmation of Flow Diagram

Reviewing HACCP process flow charts

There are some selected time to review the process flow chart which should be declared on the control of document procedure.

But at the same time below mentioned criteria must have to keep in mind to review the process flow chart...

- If there is any change in the production process
- If any new equipment installed
- If any equipment removed
- If any new ingredients used which might have an effect on HACCP system etc.

It's very good idea to take the HACCP team members while on site verification or confirmation the process flow diagram. Nothing will be missed there and may be some new idea can be generated.

On site confirmation of process flow diagram

- Checking should be made at various times or shifts
- Checking should be made at all operational unit ["walk the line" to confirm the details]
- HACCP members should be involved during the confirmation of flow diagram
- The draft flow should be adjusted according to the findings

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