



IRON APPLE

Food Safety Made Simple

PROCESSORS - PCP DEVELOPMENT CHECKLIST

Use this checklist to determine the top-level components needed when developing your business's Preventive Control Plan.

1. SCOPE & LICENSING

- Federal licence confirmed (if required)
- Activities accurately defined (processing, packaging, storage)
- Products correctly categorized
- Responsible compliance lead assigned

2. PRODUCT & PROCESS DEFINITION

- Product descriptions documented
- Process flow diagram completed
- Packaging format documented
- Storage & distribution conditions defined

3. HAZARD ANALYSIS & CONTROLS

- Biological, chemical, and physical hazards identified (incl. allergens)
- Preventive controls defined
- Critical Control Points (if applicable) identified
- Monitoring procedures documented
- Corrective actions defined
- Validation evidence available
- Verification activities documented

4. PREVENTIVE PROGRAMS

- Sanitation program written
- Cleaning records maintained
- Allergen control program documented
- Label verification procedures
- Pest control program documented
- Equipment maintenance program
- Employee hygiene program
- Training records maintained
- Supplier approval program

5. TRACEABILITY & RECALL READINESS

- Lot coding system defined
- One-step-forward / one-step-back traceability
- Written recall procedure
- Recall team assigned
- Distribution records maintained
- Complaint handling procedure
- Corrective action tracking system



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We are here to ensure you secure your license and effectively manage compliance issues. Contact us for support.