

PROCEDURAL STEP 7

Conduct Ongoing Verification

Because HACCP is a system to maintain continuous control of food safety practices, implementation of the system should to be verified. Verification is simply making sure that you are performing the activities as described in your food safety management system.

Routine monitoring should not be confused with verification. Verification is making sure that all the activities carried out in the implementation of your food safety management system are being done properly and at the required frequency. Monitoring is one of the many activities that needs to be verified. This is a vital step in ensuring that you have established active managerial control of identified hazards.

Verification should be conducted by someone other than the person who is directly responsible for performing the activities specified in the food safety management system. That person might be a manager, supervisor, designated individual, food safety professional, or even your health inspector. If involved in the verification process, your inspector can offer suggestions for how you can strengthen your food safety management system. Verification activities are conducted frequently, such as daily, weekly, monthly, etc., and may include:

- Observing that person(s) are carrying out the critical procedures correctly
- Observing the person doing the monitoring and determining whether monitoring is being done as planned
- Reviewing the monitoring records to determine if they are completed accurately and consistently
- Determining whether the records show that the frequency of monitoring stated in the plan is being followed
- Ensuring that corrective action was taken when the person monitoring found and recorded that the critical limit was not met
- Confirming that all equipment, including equipment used for monitoring, was operated, maintained and calibrated properly

Frequency of Verification

Verification should occur at a frequency that can ensure the food safety management system is being followed **continuously** to:

- Prevent unsafe food from reaching the consumer
- Take corrective action without loss of product
- Confirm that prescribed personnel practices are followed
- Ensure that personnel have the tools for proper personal hygiene and sanitary practices (e.g., handwashing facilities, sanitizing equipment, cleaning supplies, temperature measuring devices, etc.)
- Comply with the established control procedures

Verification - Examples

Listed below are four examples of verification procedures:

HACCP Builder – Process Approach Procedures

- Receiving logs: The manager reviews temperature logs of refrigerated products at various intervals, such as on a weekly basis, or even daily if:
 - o Receiving a high volume
 - o Products received include scombroid toxin-forming fish such as fresh tuna
- Cooling logs: The kitchen manager checks that the "cooling log" is maintained for leftover foods on a weekly basis. The kitchen manager checks to see that the time the food is placed in the cooler, its initial temperature, and measurements of the time and temperature as the food is cooled are recorded and initialed on the log sheet.
 - o Handwashing and no bare hand contact logs: Nightly, the closing manager checks to see if the logs maintained at the handwashing sinks and preparation areas are complete.
 - o Cooking: The manager checks the time/temperature monitoring records for cooking nightly to see that the required number of temperature measurements were taken during each shift.