1. **Scope**
2. This procedure applies to Verification and Validation Planning activities in the Food Safety Management System and HACCP Programme.
3. **Purpose**
4. To ensure control measures employed by THE PICKAPEPPA to minimize and/or eliminate risk factors meets intended results and works based on how they were designed to work.
5. **DEFINITIONS**
   * 1. **Validation –** Essentially validation as applied to control measures seeks to prove that the intended result was achieved and that it actually worked.
   1. **Verification –** Essentially verification as applied to control measures seeks to prove that the control measure was done according to its design.
6. **Verification Schedule** – A schedule outlining the frequency and responsibility for carrying out the methods, procedures or tests additional to those used in monitoring, to determine that the HACCP study was completed correctly, that the relevant Food Safety Management System is compliant with the relevant Food Safety Plan and that it continues to be effective.
7. **Process Verification –** Is done in real-time by operation and supervisory personnel to ensure monitoring activities are achieving intended results.
8. **Record Verification** – This activity is done after the activity has taken place to ensure that monitoring activities conforms to processes design.
9. **PROCEDURE**
   1. An e-verification schedule is implemented which captures all the responsibilities and frequencies of verification and validation activities. This program is supported by the forms used to capture the validation and verification activities.
      1. Daily verifications are entered into the program the same day.
      2. Weekly verifications are entered on the day it was completed.
      3. Monthly verifications are entered on the day it was done.
      4. Quarterly verifications are entered on the day it was done.
      5. Bi-annual verifications are entered on the day it was done.
      6. Annual verifications are entered on the day it was done.
   2. The e-verification program is interactive with the internal communication network and generates reminders before and after verification activities are due and generates report to the owners of the process and verifiers when verification and validation activities are past due.
   3. ***Responsibility***

1. ***Verifier/Process Owner***
   * + 1. Checks the status report of the processes.
       2. Conducts verification as per the schedule.
       3. Enters the information for the verification activity.
       4. Informs other verifiers when an activity is past due.
2. **RECORD**
3. Verification Reports

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| **REVISION LOG** | | | | |
| **Control Number** | **Name of Document** | **Revision Date** | **Revision Number** | **Description of Change** |
| MS-2050 | Verification Planning | July 05, 2017 | 0 | - |
| MS-2050 | Verification Planning | July 23, 2018 | 1 | 4.3.1 Remove “Personnel, members of the Food Safety Team, carrying out verification and validation activities turns over the results to the Quality Manager by noon on the day it is completed.”   * 1. 4.4 Remove “Inputs the result of the verification activities based on the criteria listed above**.”**   Add section 4.3 Responsibilities |
| MS-2050 | Verification Planning | June 20, 2019 | 2 | No Changes |
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