

PRP 1 Prerequisite Programmes

Introduction

The company has established, implemented a programme of Prerequisites for the site, which is maintained in order to ensure effective operation of the Food Safety Management system.

Prerequisite programmes (PRPs)

The organization ensures that PRPs are established, implemented, maintained, reviewed, improved and updated to assist in:

- Controlling or preventing the introduction of food safety hazards through the work environment.
- To eliminate, prevent or reduce to an acceptable level the biological, chemical and physical contamination of the product(s) including cross contaminations between products.
- To control, minimize and/or prevent food safety hazard levels in the finished product, ingredients and product processing environment.

All PRP's are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard analysis including details of why the PRP is appropriate to the organisation and the control of food safety hazards.

PRP's are categorised into two types

1. Infrastructure and Maintenance Programmes
2. Operational Prerequisite Programmes

When selecting and designing the PRP's the organisation takes into consideration:

- Known hazards and controls from historic information including complaints
- Customer requirements and codes of practice
- Industry guidelines
- Industry codes of practice
- Regulations

PRP 1 Prerequisite Programmes

- Appropriate international standards including ISO 22000 and PAS 220
- Codex principles
- GMP guidelines
- The size and type of operation
- Nature of the products

1. Infrastructure and Maintenance Programmes

The company has established, documented and implemented a food safety management system for the site, as part of this system the management are committed to identifying and providing the necessary infrastructure and work environment required to meet policies and objectives

The Food Safety Team through Hazard Analysis has identified the following Infrastructure and work environment areas must be controlled by a prerequisite programme:

Local environment

Layout, construction and design of buildings including temporary buildings

Construction and layout utilities supplies of air, water, energy and other utilities supporting services, including waste and sewage disposal

Layout, construction and design of workspace

Layout, construction and design of staff facilities

Equipment appropriateness including:

- preventative maintenance
- sanitary design
- ease of maintenance
- ease of cleaning.

Maintenance and preventive maintenance

Management of purchased materials

Prevention of cross contamination

Cleaning and sanitizing

Pest control

Personnel hygiene

Control of rework

Product recall

Warehousing

PRP 1 Prerequisite Programmes

Product information and consumer awareness
Food defence, biovigilance and bioterrorism

The prerequisite programme standards are outlined in the Prerequisite manual. Prerequisite measures taken prior to Hazard Analysis to control chemical, microbiological and physical hazards are also described in HACCP Prerequisites. Verification activities are carried out for prerequisites in the form of audits and laboratory routine testing as per the internal audit schedule and Laboratory Testing Schedule.

Prerequisite Programmes Manual contents:

Prerequisite Programmes

- PRP 1 Prerequisite Programmes
- PRP 2 HACCP Prerequisite Programmes
- PRP 3 Manufacturing Control Prerequisite Programmes
- PRP 4.1 Design and Construction of Buildings
- PRP 4.2 Environment Prerequisite Programmes
- PRP 4.3 Site Location and Standards
- PRP 5.1 Layout of Premises and Workspace
- PRP 5.2 Internal Design and Layout
- PRP 5.3 Internal Structure
- PRP 5.4 Equipment Design and Location
- PRP 5.5 Laboratory Facilities
- PRP 5.6 Temporary Structures and Vending Machine Facilities
- PRP 5.7 Storage
- PRP 6.1 Site Services
- PRP 6.2 Control of Water Supply
- PRP 6.3 Control of Boiler Chemicals
- PRP 6.4 Control of Air Supply
- PRP 6.5 Control of Compressed Air and Gases
- PRP 6.6 Lighting
- PRP 7.1 Waste Management
- PRP 7.2 Waste Container Management
- PRP 7.3 Waste Disposal
- PRP 7.4 Drainage Systems
- PRP 8.1 Equipment Prerequisite Programmes
- PRP 8.2 Equipment Hygienic Design
- PRP 8.3 Food Contact Surfaces
- PRP 8.4 Monitoring Equipment

Document Reference **PRP 1 Prerequisite Programmes**

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Owned by: Technical Manager

Authorised By: Managing Director

PRP 1 Prerequisite Programmes

- PRP 8.5 Equipment Cleaning
- PRP 8.6 Maintenance Prerequisite Programmes
- PRP 9.1 Purchasing Prerequisite Programmes
- PRP 9.2 Supplier Approval and Monitoring
- PRP 9.3 Control of Incoming Materials
- PRP 10.1 Prevention of Contamination
- PRP 10.2 Prevention of Microbiological Contamination
- PRP 10.3 Allergen Control System
- PRP 10.4 Prevention of Physical Contamination
- PRP 11.1 Cleaning Prerequisite Programmes
- PRP 11.2 Cleaning Agents and Equipment
- PRP 11.3 Cleaning Procedures
- PRP 11.4 CIP Systems Prerequisites
- PRP 11.5 Monitoring of Cleaning Effectiveness
- PRP 12.1 Pest Control Prerequisites
- PRP 12.2 Pest Control Programme
- PRP 12.3 Prevention of Pest Access
- PRP 12.4 Prevention of Pest Harbourage
- PRP 12.5 Pest Monitoring
- PRP 12.6 Pest Eradication
- PRP 13.1 Personal Hygiene and Personnel Facilities Prerequisites
- PRP 13.2 Personnel Hygiene Facilities
- PRP 13.3 Personnel Canteen Facilities
- PRP 13.4 Protective Work Wear
- PRP 13.5 Medical Screening
- PRP 13.6 Illness Reporting Systems
- PRP 13.7 Personal Cleanliness
- PRP 13.8 Personal Behaviour
- PRP 14.1 Rework Prerequisite Programmes
- PRP 14.2 Rework Storage Identification and Traceability
- PRP 14.3 Rework Usage Prerequisites
- PRP 15.1 Product Recall Prerequisite Programmes
- PRP 15.2 Product Recall Procedure Prerequisites
- PRP 16.1 Storage Prerequisites
- PRP 16.2 Warehousing Prerequisites
- PRP 16.3 Despatch and Distribution Prerequisites
- PRP 17.1 Product Information Prerequisites
- PRP 17.2 Product Labelling Controls
- PRP 18.1 Food Defence System
- PRP 18.2 Access Controls

PRP 1 Prerequisite Programmes

Prerequisite Verification Records

- PRP 4.1 Design and Construction of Buildings Verification Audit
- PRP 4.3 Site Location and Standards Verification Audit
- PRP 5.1 Layout of Premises and Workspace Verification Audit
- PRP 5.2 Internal Design and Layout Verification Audit
- PRP 5.3 Internal Structure Verification Audit
- PRP 5.4 Equipment Design and Location Verification Audit
- PRP 5.5 Laboratory Facilities Verification Audit
- PRP 5.6 Temporary Structures and Vending Machines Verification Audit
- PRP 5.7 Storage Verification Audit
- PRP 6.1 Site Services Verification Audit
- PRP 6.2 Control of Water Supply Verification Audit
- PRP 6.3 Control of Boiler Chemicals Verification Audit
- PRP 6.4 Control of Air Supply Verification Audit
- PRP 6.5 Control of Compressed Air and Gases Verification Audit
- PRP 6.6 Lighting Verification Audit
- PRP 7.1 Waste Management Verification Audit
- PRP 7.2 Waste Container Management Verification Audit
- PRP 7.3 Waste Disposal Verification Audit
- PRP 7.4 Drainage Systems Verification Audit
- PRP 8.1 Equipment Prerequisite Programmes Verification Audit
- PRP 8.2 Equipment Hygienic Design Verification Audit
- PRP 8.3 Food Contact Surfaces Verification Audit
- PRP 8.4 Monitoring Equipment Verification Audit
- PRP 8.5 Equipment Cleaning Verification Audit
- PRP 8.6 Maintenance Prerequisite Programmes Verification Audit
- PRP 9.1 Purchasing Prerequisite Programmes Verification Audit
- PRP 9.2 Supplier Approval and Monitoring Verification Audit
- PRP 9.3 Control of Incoming Materials Verification Audit
- PRP 10.1 Prevention of Contamination Verification Audit
- PRP 10.2 Prevention of Microbiological Contamination Verification Audit
- PRP 10.3 Allergen Control System Verification Audit
- PRP 10.4 Prevention of Physical Contamination Verification Audit
- PRP 11.1 Cleaning Prerequisite Programmes Verification Audit
- PRP 11.2 Cleaning Agents and Equipment Verification Audit
- PRP 11.3 Cleaning Procedures Verification Audit
- PRP 11.4 CIP Systems Prerequisites Verification Audit
- PRP 11.5 Monitoring of Cleaning Effectiveness Verification Audit
- PRP 12.1 Pest Control Prerequisites Verification Audit
- PRP 12.2 Pest Control Programme Verification Audit

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PRP 1 Prerequisite Programmes

- PRP 12.3 Prevention of Pest Access Verification Audit
- PRP 12.4 Prevention of Pest Harbourage Verification Audit
- PRP 12.5 Pest Monitoring Verification Audit
- PRP 12.6 Pest Eradication Verification Audit
- PRP 13.1 Personal Hygiene and Personnel Facilities Verification Audit
- PRP 13.2 Personnel Hygiene Facilities Verification Audit
- PRP 13.3 Personnel Canteen Facilities Verification Audit
- PRP 13.4 Protective Work Wear Verification Audit
- PRP 13.5 Medical Screening Verification Audit
- PRP 13.6 Illness Reporting Systems Verification Audit
- PRP 13.7 Personal Cleanliness Verification Audit
- PRP 13.8 Personal Behaviour Verification Audit
- PRP 14.1 Rework Prerequisite Programmes Verification Audit
- PRP 14.2 Rework Storage Identification and Traceability Verification Audit
- PRP 14.3 Rework Usage Prerequisites Verification Audit
- PRP 15.1 Product Recall Prerequisite Programmes Verification Audit
- PRP 15.1 Product Recall Procedure Prerequisites Verification Audit
- PRP 16.1 Storage Prerequisites Verification Audit
- PRP 16.2 Warehousing Prerequisites Verification Audit
- PRP 16.3 Despatch and Distribution Prerequisites Verification Audit
- PRP 17.1 Product Information Prerequisites Verification Audit
- PRP 17.2 Product Labelling Controls Verification Audit
- PRP 18.1 Food Defence System Verification Audit
- PRP 18.2 Access Controls Verification Audit

The Infrastructure and work environment are modified as necessary taking into account the results of Hazard Analysis and the capability of the selected control measures to control the identified food safety hazards. The results Hazard Analysis and subsequent modifications are recorded.

2. Operational Prerequisite Programmes

Operational Prerequisite measures are determined during Hazard Analysis to control chemical, microbiological and physical hazards and are described in the Operational Prerequisites Programmes Manual.

All Control Measures managed through Operational PRP(s) are validated. The detail of all control measures are documented in each relevant Operational PRP including:

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PRP 1 Prerequisite Programmes

- The food hazard controlled by the control measure
- The monitoring procedures including parameters, frequencies and records that demonstrate the Operational PRP is working
- The corrections and corrective action to be taken if monitoring show that the control measure is not compliant
- Responsibility and authority for each Operational PRP

Operational Prerequisite Programmes Manual contents:

Procedures

OPRP 1 Hygiene and Housekeeping Management
OPRP 2 Management of Pest Control
OPRP 3 Control of Visitors and Sub-Contractors
OPRP 4 Management of Cleaning
OPRP 5 Despatch and Distribution
OPRP 6 Maintenance
OPRP 7 Hygiene Policy
OPRP 8 Hygiene Code of Practice
OPRP 9 Glass Policy
OPRP 10 Ingredients Foreign Body Control Policy
OPRP 11 Metal Detection
OPRP 12 Nut Handling Procedure
OPRP 13 Control of Knives
OPRP 14 Control of Brittle Materials
OPRP 15 Glass & Brittle Material Breakage Procedure
OPRP 16 Control of First Aid Dressings

Validation Records

OPRP 1 Hygiene and Housekeeping Management Validation
OPRP 2 Management of Pest Control Validation
OPRP 3 Control of Visitors and Sub-Contractors Validation
OPRP 4 Management of Cleaning Validation
OPRP 5 Despatch and Distribution Validation
OPRP 6 Maintenance Validation
OPRP 7 Hygiene Policy Validation
OPRP 8 Hygiene Code of Practice Validation
OPRP 9 Glass Policy Validation
OPRP 10 Ingredients Foreign Body Control Policy Validation

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PRP 1 Prerequisite Programmes

- OPRP 11 Metal Detection Validation
- OPRP 12 Nut Handling Procedure Validation
- OPRP 13 Control of Knives Validation
- OPRP 14 Control of Brittle Materials Validation
- OPRP 15 Glass & Brittle Material Breakage Procedure Validation
- OPRP 16 Control of First Aid Dressings Validation

Verification Records

- OPRP 1 Hygiene and Housekeeping Management Verification
- OPRP 2 Management of Pest Control Verification
- OPRP 3 Control of Visitors and Sub-Contractors Verification
- OPRP 4 Management of Cleaning Verification
- OPRP 5 Despatch and Distribution Verification
- OPRP 6 Maintenance Verification
- OPRP 7 Hygiene Policy Verification
- OPRP 8 Hygiene Code of Practice Verification
- OPRP 9 Glass Policy Verification
- OPRP 10 Ingredients Foreign Body Control Policy Verification
- OPRP 11 Metal Detection Verification
- OPRP 12 Nut Handling Procedure Verification
- OPRP 13 Control of Knives Verification
- OPRP 14 Control of Brittle Materials Verification
- OPRP 15 Glass & Brittle Material Breakage Procedure Verification
- OPRP 16 Control of First Aid Dressings Verification

Operational PRP(s) are amended or introduced if necessary after every design or redesign.

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of FSSC 22000	Technical Manager	Managing Director