

Kochi Prefecture Comprehensive Food Product Hygiene Management Certification Criteria

Formulated June 1st 2016

○ - Requirements: Criteria necessary for certification. □ - Additional criteria (optional): Criteria added on to the Stage 3 required criteria. You must choose the applicable items and fulfil over 60%. △ - Reference: Not applicable to the certification standards. Mentioned as recommended hygiene management.	Stage 1	Stage 2	Stage 3	Additional criteria (optional)	Reference
1 In relation to HACCP					
1.1 Procedure 1: Organizing a HACCP team					
1.1.1 Organize a HACCP team.	○	○	○		
1.1.2 Within the HACCP team a person with thorough knowledge of the product and it's manufacturing must take part.	○	○	○		
1.1.3 Within the HACCP team a person with technical knowledge of HACCP must take part.	○	○	○		
1.2 Procedure 2: Writing an information booklet for your product					
1.2.1 Writing an information booklet for your product which includes the necessary items in relation to safety. 【example】 ▪ Composition of raw materials etc and the name of additives and amount used in it. ▪ Physical/chemical properties (Water activity, pH etc.) ▪ Sterilization/Bacteriostasis treatment (heat treatment, freezing, salting, smoking etc.) ▪ Form of packaging (inert gas replacement, deairing, vacuuming etc.) ▪ Shelf life, storage condition (preservation method, expiry date, "best before" date etc.) ▪ Any standards based on legislation that have been established. ▪ Method of distribution. ▪ Envisioned method of use. ▪ Consumer demographic etc.	○	○	○		
1.2.2 Write a product information booklet on all the products that are managed based on HACCP.	○	○	○		
1.3 Procedure 3: Confirmation of intended application etc.					
1.3.1 You must state in the info booklets if the aforementioned products are for processing or for direct consumption. If the product is for direct consumption you must state the target group (e.g.: general consumers, infants and young children, the elderly etc.) and the method of food preparation (e.g.: requires heat etc.) in the information booklet. Furthermore, if there are high-risk groups among the target consumer base (hospital food, food for nursing homes etc.), that must be stated in the booklet.	○	○	○		
1.4 Procedure 4: Writing up a manufacturing process chart					
1.4.1 Write up a manufacturing process chart.	○	○	○		
1.4.2 In the manufacturing process chart, you must state the entire manufacturing process from receiving the raw ingredients to shipping the final product. In particular, if there are procedures for temporary storage, out-sourcing, return process etc, then make a statement to that effect.	○	○	○		
1.5 Procedure 5: Site check for the manufacturing process chart					
1.5.1 Regarding the manufacturing process chart, carry out an on-site confirmation check to see if the actual manufacturing process and configuration of facilities and equipment is suitable or not.	○	○	○		
1.5.2 If the actual condition of the site is recognized as not accurately reflecting the process, then the manufacturing process chart must be revised.	○	○	○		

1.6 Procedure 6 :Hazard analysis(HA)						
1.6.1	You must write a list (hazard list) of all the possible physical safety hazards that could occur for each stage of the manufacturing process. Furthermore, you can group products that have similar characteristics or processes and compile them together. 【Example hazard list】 •Mixing of metallic shards, plastic shards etc (physical hazard) •Proliferation of pathogenic microbes, lack of sterilization etc. (microbiological hazard) •Mixing of insecticide and detergent, improper use of additives etc. (chemical hazard)		○	○		
1.6.2	From the hazard list identify the physical hazards in relation to food hygiene for each manufacturing process that should be managed.		○	○		
1.6.3	Regarding the identified food hygiene hazards; for each process mention the relevant hazard and the measures to prevent the occurrence of said hazard (control measure) in the hazard list.		○	○		
1.7 Procedure 7 :Critical Control Point(CCP)						
1.7.1	For the manufacturing process; in the case that you are unable to decrease or eliminate physical hazards in subsequent processes to an acceptable extent, the continuous or frequent confirmation (monitoring) of the state of implementation of control measures needed for the Critical Control Point should be set up and documentation thereof written. If it is decided that establishing Critical Control Point is not necessary, write a document in which the reason is specifically recorded and keep it safe.		○	○		
1.8 Procedure 8 :Configuration of Critical limit(CL)						
1.8.1	Set up and write documentation on the Critical Limit (CL) in order to eliminate or decrease to an acceptable extent physical hazards regarding Critical Control Point.		○	○		
1.8.2	Critical Limit should be set up with indicators that can be verified and should be based on measurable indicators and sensory inspections such as temperature, time, water content, pH, water activity, effective chlorine and others.		○	○		
1.9 Procedure 9 :Establishing a method of monitoring						
1.9.1	Establish and write documentation on a method of monitoring to continuously or frequently confirm compliance with the Critical Limit.		○	○		
1.9.2	Establish a suitable monitoring frequency. Also, organize the reasons for establishment.		○	○		
1.9.3	Regarding the monitoring, have the supervisor or person responsible for monitoring sign all the documents and records.		○	○		
1.10 Procedure 10: Establishing corrective measures						
1.10.1	In cases where the critical control point or critical limit are unable to be followed, set up a method of corrective action and write up the documentation. Moreover, a person in charge of confirming the supervisor to carry out corrective action as well as in the case that corrective action has been taken should be decided.		○	○		
1.10.2	In the case that the critical limit is unable to be followed, set up corrective measures to prevent the shipping of problematic products.		○	○		
1.11 Procedure 11 :Conducting verification						

1.11.1	You must write a document which details the method of verifying the appropriate prevention of food hazards and conduct the verification. 【example verification listing】 •Verify records of on-site confirmation, monitoring and corrective actions with regard to whether monitoring and corrective actions have been appropriately implemented. •Implementation of regular instrument calibration. •Implement the examination, when needed, of products and intermediate products in order to confirm whether or not in actuality the established hygiene management appropriately prevents the occurrence of food hygiene hazards.		○	○		
1.11.2	Carry out frequent verification to confirm HACCP is functioning effectively. Furthermore, organize reasons for the frequency setting.		○	○		
1.12 Procedure 12: Configuration of records and method of preservation ※ If the critical control points are not established, the items below (procedure 8 to procedure 11) are unnecessary.						
1.12.1	Procedure 6: Store records of hazard analysis.		○	○		
1.12.2	Procedure 7: Store records of critical control point decisions.		○	○		
1.12.3	Procedure 8: Store records of the establishment of critical limit.		○	○		
1.12.4	Procedure 9: Write and store records of monitoring.		○	○		
1.12.5	Procedure 10: Write and store records regarding corrective action.		○	○		
1.12.6	Procedure 11: Write and store records of implementation of verification.		○	○		
1.12.7	Regarding the above mentioned records, decide a period of retention.		○	○		
2 Hygiene management of facilities and equipment						
2.1 Premises management						
2.1.1	Regular cleaning and management of the premises.			○		
2.1.2	The ground surrounding the premises must have an easy to clean structure and a suitable gradient for drainage.					□
2.1.3	In the case that there is planting of trees, grass etc, they must be well-managed.				△	
2.1.4	Manage the premises so as to avoid waterholes, pavement cracks and such that may become spawning grounds or habitats for mice, insects etc.					□
2.2 Structure of manufacturing/processing/cooking etc. facilities						
2.2.1	The floor should have impermeability, acid-resistance and heat-resistance, be flat and smooth, and should be made using non-slippery materials that are resistant to friction and crack resistant.					□
2.2.2	The floor should be easily cleanable and solid, and have a suitable gradient to allow easy drainage.					□
2.2.3	The inner wall should have a smooth and flat surface. Moreover, starting from the floor at least 1 meter of the wall should be built using impermeable, acid-resistant, and heat-resistant material. However, if that is difficult then starting from the floor at least 1 meter of the wall must be wainscotted using materials that are impermeable and acid/heat resistant.					□
2.2.4	In the case of wainscoting, it should prevent the accumulation of dust.					□
2.2.5	The inner wall and wainscoting should be solid, easy to clean, and of a light cream or other bright color.					□
2.2.6	In the boundary between the inner wall and the floor, a curve with a radius of at least 5cm should be installed to allow easy cleaning and washing.					□
2.2.7	The drain ditch should be easy to clean, and the structure and setup of the drain ditch should have a gradient that allows the drainage to flow adequately while having no impact on food products.				△	
2.2.8	In the boundary between the side and the base of the drain ditch, a curve with a radius of at least 5cm should be installed.					□
2.2.9	The ceiling should be solid, smooth, and easy to clean.					□
2.2.10	The ceiling should be a light cream or other bright color so as to be immediately noticeable when it becomes dirty.					□

2.2.11	Pipes and ducts on the ceiling should either be easy to clean or installed above the ceiling.					<input type="checkbox"/>
2.2.12	The lower section of the windows should have an angle below 45 degrees to prevent the accumulation of dust.					<input type="checkbox"/>
2.2.13	The ventilation system should be installed in such a way that air from a contaminated work area doesn't flow into an uncontaminated work area.					<input type="checkbox"/>
2.2.14	In order to adequately provide clean air to the uncontaminated work area, an air cleaner should be installed onto the ventilation system.					<input type="checkbox"/>
2.2.15	Screen doors should be put on windows and intake/exhaust vents opened to the outside of the facility.				△	
2.2.16	An appropriately large changing room that caters to the number of employees should be set up in the facility.					<input type="checkbox"/>
2.2.17	In large-scale cooking facilities (a facility which provides 300 or more of the same dish in one go or 750 or more of the same dish in one day), a pre-treatment plant (including inspection area), kitchen, changing room), and staff toilet should be provided. Furthermore, the sink and utensils in the pre-treatment plant should be separated, and it should be clearly sectioned off as a contaminated work area.				△	
2.2.18	Equipment should be installed so that work, cleaning, washing etc is easily manageable.					<input type="checkbox"/>
2.2.19	Double doors, an air shower or other device that enables suitable compartment management should be fitted in the entrance to the manufacturing area/processing area/kitchen.				△	
2.3 Hand-washing equipment in the manufacturing room etc						
2.3.1	Hand-washing equipment necessary for employees should be installed in an appropriate location at the doorway into the outside of the facility and within each polluted work area, pre-cleaning work area, and cleaning work area.				△	
2.3.2	Hand-washing equipment should have a sink and running water, and be big enough to wash hands.				△	
2.3.3	You should be able to turn the faucet on and off without using hands, i.e. foot-operated, arm-operated, automatic.				△	
2.3.4	The water used in the hand-washing equipment should be maintained at a suitable temperature and pressure.					<input type="checkbox"/>
2.3.5	The liquid soap, antiseptic solution etc that is used in the hand-washing equipment should be replenished regularly and should always be kept in a condition that allows hygienic use.			○		
2.3.6	Paper towels or air towels should be provided with the hand-washing equipment and should always be kept in a condition that allows for hygienic use.			○		
2.3.7	Water splashes from the hand-washing equipment should not contaminate the work station etc.				△	
2.4 Toilet hygiene management						
2.4.1	Toilets should be installed so as not to affect clean areas.				△	
2.4.2	Toilets should be fitted with hand-washing equipment.			○		
2.4.3	The liquid soap, antiseptic solution etc that is used in the hand-washing equipment should be replenished regularly and should always be kept in a condition that allows hygienic use.			○		
2.4.4	Paper towels or air towels should be provided with the hand-washing equipment and should always be kept in a condition that allows for hygienic use.			○		
2.5 Hygiene management of facilities and equipment						
2.5.1	In order to prevent the spread of microbial contamination from an area that has, to a large extent, been contaminated by microbes to an uncontaminated area within the processing/manufacturing/cooking facilities, contaminated work areas and uncontaminated work areas should be operated separately.			○		
2.5.2	A manual should be written regarding the switchover between contaminated work areas and uncontaminated work areas.			○		

2.5.3	The facility should be cleaned regularly and the machinery and equipment should be hygienic.			○		
2.5.4	Due consideration should be given to room temperature and ventilation.			○		
2.5.5	Adequate daylight and lighting should be maintained within the facility.			○		
2.5.6	Measures to prevent contamination by foreign substances due to falling objects should be implemented.			○		
2.5.7	Regular checks should be carried out to confirm no damaged parts in the facility.			○		
2.5.8	Vehicles driven by gasoline or diesel should not be used in uncontaminated work areas.					□
2.6 Hygiene management of machinery and equipment						
2.6.1	Fridges and freezers should be installed with thermometers in an easy-to-see location. Also, the temperature of the fridges and freezers should be recorded at least twice a day.			○		
2.6.2	If kitchen knives and chopping boards are being used, they should be divided according to use.			○		
2.6.3	Measures should be taken to ensure the surface of machinery and equipment that comes into contact with food products doesn't rust.					□
2.6.4	A manual detailing the cleaning and sterilizing of machinery and equipment should be established.			○		
2.6.5	Sterilization of machinery and equipment should be carried out, in the case of manufacturing/processing, with hot water over 83°C or using another method with an equivalent efficacy. In the case of cooking/selling, 80°C for over 5 minutes or another method with an equivalent efficacy. Sterilization of kitchen counters should be carried out with 70% alcohol spray or another method with an equivalent efficacy.			○		
2.6.6	Compressed air or other gases that are used in food products and/or packaging should be free from dust, oil, and water.					□
2.6.7	If there is the possibility of the machine lubricant coming into contact with the product, food-grade oil should be used.				△	
2.6.8	The quantity, condition, and storage area of cleaning tools/detergent should be determined.			○		
3 Employee health education						
3.1 Planned employee education						
3.1.1	Develop a health education plan.				△	
3.1.2	Regularly (at least once a year) hold and keep records of workshops regarding food hygiene.			○		
3.1.3	Specify correspondance regarding workshop absentees.				△	
3.2 Education content						
3.2.1	All of the employees concerned should take part in education and training so that they understand their various roles and can carry out their duty.				△	
3.2.2	Items regarding the 5S method, PRP, and HACCP should be included within the education content.				△	
3.2.3	Confirmation of level of understanding/proficiency should be carried out at a moderate frequency.				△	
4 Maintenance and inspection of facilities, equipment, machinery, and tools.						
4.1 Maintenance and inspection						
4.1.1	Write a maintenance plan for the maintenance of facilities, equipment, machinery, and tools.				△	
4.1.2	Conduct regular (at least once a year) maintenance and inspections on the facilities, machinery, and equipment and record the results.			○		
5 Mouse/insect/pest control						
5.1 Pest control and records						

5.1.1	Draw up an annual plan regarding pest control appropriate to the facility environment.				△	
5.1.2	Preventive measures should be taken against the intrusion of mice, insects etc (insect traps, installation of wire gauze on drain ditch etc). Furthermore, when installing traps that attract pests, make sure it doesn't intrude into uncontaminated areas.			○		
5.1.3	If insect traps etc have been laid down, their location should be marked on a map of the facility.			○		
5.1.4	As well as regularly (at least twice a year) analysing the habitation situation of mice, insects etc., extermination should be carried out when necessary and records thereof preserved.			○		
5.1.5	A manual should be established for how to deal with mice, insects etc when they are discovered.			○		
5.1.6	Any drugs or medicines being used for pest control or extermination should have no effect on food products.			○		
5.1.7	When examining the habitation situation of pests or commissioning extermination from outside sources, the contents of the drugs/medicines being used should be fully understood.				△	
6 Hygiene management of water						
6.1 Equipment						
6.1.1	A sterilizer should be installed when using water other than tap water (except water used as raw materials).			○		
6.1.2	When using water pumped through a hose etc on food products, cooking equipment etc, make sure it meets the standards.				△	
6.2 Hygiene management of water						
6.2.1	When using water other than tap water, conduct a water-quality test at least once a year.			○		
6.2.2	If you have installed a water tank or are using water other than tap water, confirm before and after use that the free residual chlorine concentration is above 0.1mg/L and keep records thereof.			○		
6.2.3	If a water tank is installed, it must be cleaned and inspected regularly (at least once a year), and the records must be kept.			○		
7 Hygiene management of waste material and drainage						
7.1 Management of waste material						
7.1.1	A waste container with a lid and with sufficient capacity that doesn't allow leakage of contaminated liquids or foul smells should be installed and taken out promptly.			○		
7.1.2	An area where waste material can be stored should be set up away from the areas where manufacturing, processing, cooking, selling etc takes place.			○		
7.1.3	The area where waste material is stored should be managed so that leakage of contaminated liquids or foul smells does not occur.			○		
7.2 Management of drainage						
7.2.1	Drainage should be processed adequately.			○		
7.2.2	The drain pipe should have sufficient capacity to process the expected displacement.					□
7.2.3	The drain pipe must not pass over the processing line. If the drain pipes passes over the processing line, antipollution measures must be taken.					□
7.2.4	The drain pipe must not flow from a contaminated area to an uncontaminated area.					□
7.2.5	The drain ditch and drain trap should be cleaned regularly.			○		
8 Hygiene management for employees						
8.1 Hygiene management for food handlers						
8.1.1	A manual should be established for the method and timing of washing hands.			○		

8.1.2	A manual should be established for the procedure of entering rooms where manufacturing/processing/cooking take place (including roller, air shower etc).			○		
8.1.3	Checks should be done and records kept of employees' clothing, nails, hair, personal effects etc upon entering an area where manufacturing/processing/cooking takes place.			○		
8.1.4	Dedicated footwear, work clothes, (when necessary:) hair nets, masks, disposable gloves should be used within the areas where manufacturing/processing/cooking takes place.			○		
8.1.5	The changing rooms should be in a location that keeps contamination from work clothes to a minimum when moving to the manufacturing facility.					□
8.1.6	Work clothes should be kept clean and replaced at fixed intervals.			○		
8.1.7	Work clothes should not be washed at home.					□
8.1.8	Masks, gloves, aprons etc being used should fulfil their purpose.				△	
8.1.9	The use of work clothes outside their intended purpose is forbidden.				△	
8.1.10	Items not allowed inside the work area should be regulated.			○		
8.1.11	Eating, drinking, and smoking areas should be designated outside the manufacturing/processing/cooking/selling etc areas.				△	
8.1.12	There should be a manual for entering and exiting the toilet.			○		
8.1.13	There should be a toilet cleaning manual that takes anti-Norovirus measures into consideration.			○		
8.2 Health care for food handlers						
8.2.1	Before starting work, the food handlers fingers should be checked for the existence of wounds producing pus and records thereof should be made.			○		
8.2.2	Upon the results of the checks, necessary measures should be carried out regarding the relevant persons and records should be taken.			○		
8.2.3	A stool examination of food handlers should be carried out regularly (at least once a year), their health situation understood, and appropriate measures taken. Furthermore, in large-scale cooking facilities (a facility which provides 300 or more of the same dish in one go or 750 or more of the same dish in one day), a stool examination of food handlers should be carried out every month.			○		
8.2.4	Salmonella, Dysentery, Typhoid Fever, Paratyphoid Fever, Enterohemorrhagic Escherichia Coli (EHEC) should be included in the examination items for the stool examination.			○		
8.2.5	From October to March a stool examination to test for Norovirus should be included.				△	
8.2.6	A method of keeping records and dealing with employees who have a positive test result should be set out.			○		
8.2.7	A method of regularly carrying out health check-ups should be set out.				△	
8.2.8	A strategy to deal with unwell persons should be set out.			○		
8.3 Dealing with visitors						
8.3.1	Set up a reception to ensure that outsiders cannot enter the facility easily.				△	
8.3.2	Set up rules for visitors with regards to entering the facility.				△	
9 Hygienic handling of food products etc						
9.1 Establishing an operation manual etc						
9.1.1	A hygiene management outline (hygiene management manual) pertaining to the handling etc. of food products should be written.			○		
9.1.2	An operation manual should be written for each process. A method of dealing with deviations should be set down in the operation manual.			○		
9.1.3	Create an inspection process for raw materials brought in. Confirm and keep records of the required information for each set of raw materials brought in.			○		
9.1.4	Establish an operating manual for the CIP system.				△	
9.1.5	Establish an operating manual for the heat sterilization device.				△	
9.1.6	Establish an operating manual for the capping and sealing equipment.				△	
9.1.7	Establish a quality inspection procedure for end products.			○		

9.2 Countermeasures against contamination by foreign substances					
9.2.1	Establish a manual regarding the detection and elimination of foreign substances.			○	
9.2.2	Take preventative measures against the mixing of supplies.				△
9.2.3	When using tape, rubber bands etc., use materials of an easy-to-spot color in case of contamination with food products.				△
9.2.4	Rules should be set to confirm damage from edged tools, loss of screws etc. before and after work.				△
9.2.5	Take measures to prevent the shattering of lighting equipment in areas where manufacturing/processing/cooking take place.				△
9.2.6	Rules should be set out with regard to dealing with the contamination or possibility of contamination by rejected products or products in the same lot.			○	
9.2.7	If a metal detector is installed, establish a method of handling.				△
9.2.8	The CIP system should be separated from the assembly line while in operation.				△
9.2.9	When cleaning the CIP, the concentration and amount of detergent/disinfectant used should be recorded.				△
9.3 Handling of food products etc					
9.3.1	When using additives, they should be properly administered, weighed, and the dosage recorded.			○	
9.3.2	Raw materials, intermediate products, and end products should be isolated and stored.			○	
9.3.3	Rules should be set out for storage of materials, packaging, and products (no direct storage, first-in, first-out, sectioning off of allergy substances etc).			○	
9.3.4	Regarding the vendors of materials and packaging, request the submission of the product information booklet and the results of regularly carried out microorganism testing as well as physical and chemical examinations and keep the results for at least one year.			○	
9.3.5	Rules and limits should be set with regard to stacking products.				□
9.3.6	The storage area should be dry and well-ventilated. If necessary, controlling and monitoring of temperature and humidity should be carried out.				△
9.3.7	A method should be set up to deal with the situation where the number of orders exceeds what is usually projected (if the number of orders is within the maximum quantity/number of production for one day).				□
9.3.8	Rules should be established for when it is necessary to revert back to previous processes in the manufacturing/processing process such as the use of raw materials with broken seals, repackaging of goods.				△
9.4 Management of allergy-causing substances					
9.4.1	Confirm information about allergy-causing substances in raw materials.			○	
9.4.2	Raw materials, products etc that are considered to be allergy causing should be segmented and stored.				△
9.4.3	The working line should take allergic substances into consideration. Also, if the working lines intersect, set up and carry out an appropriate method of cleaning.				△
9.5 Delivering the products					
9.5.1	If there is a delivery process, the delivery method should take into consideration the delivery temperature, use or not of containers, estimated time of arrival to store/customer etc.				△
9.5.2	A manual should be written on the cleaning of containers, if the containers are to be collected.				△
9.5.3	The delivery entrance for bulk goods should have a lid and be locked.				□
10 Method of collecting products					
10.1 Method of collection					
10.1.1	The definition of poor, noncompliant food products and the response procedure should be set out.			○	

10.1.2	A responsibility-taking system and specific way of responding (investigating the cause, dealing with customers, thorough enforcement of improvement strategy for employees etc) to recalled goods or poor, noncompliant food products, as well as a procedure of reporting to the director of the public health center should be established.			○		
10.1.3	Establish a customer service counter.					□
10.1.4	Set up rules regarding cooperation between customer service counter and the associated departments.					□
10.1.5	Leave records of having dealt with collection or poor, nonconforming food products.			○		
11 Maintenance and inspection of machinery and appliances used in the examination and testing of products etc.						
11.1 Inspection room						
11.1.1	When establishing an inspection room, it should be arranged so as not to pass directly through the manufacturing area.					□
11.1.2	The inspection room should be designed and laid out in a way so as to prevent contamination by people, equipment, and products.					□
11.2 Inspection						
11.2.1	Rules should be set up for collecting and storing product samples (for food inspection and preserved foods).			○		
11.2.2	A voluntary inspection should be carried out on products etc. regularly (at least once a year), and the results should be stored for one year or until the expiration date of the product, whichever is the longer period of time.			○		
11.3 Proof-reading and quality control						
11.3.1	Establish rules for the calibration of measuring/monitoring instruments.			○		
11.3.2	If you conduct an investigation yourself, perform an evaluation of the investigation supervisor's capabilities.					□
12 In addition						
12.1 Security						
12.1.1	Confirm regularly that places that should be locked are not left open.				△	
12.1.2	Make sure stock that is being disposed of (raw materials, products, printed packaging etc) can not be converted or reused.					□
12.2 Handling chemicals						
12.2.1	Regarding detergent, disinfectant, and other chemical substances, measures such as indicating the name of container contents in order to prevent contamination of food products should be taken, as well as being very careful when using/ storing chemicals.			○		
12.2.2	Chemicals and food products should be stored separately.				△	
12.2.3	Establish rules for the storage of chemicals such as detergent, disinfectant, and insecticide.				△	
12.2.4	Establish rules to deal with chemicals going missing.					□
12.2.5	Establish rules for the use of chemicals such as method of dilution.				△	
12.3 Food labeling						
12.3.1	The expiry date should be indicated based on scientific grounds.			○		
12.3.2	A procedure should be set up for determining the expiry date of a product.				△	
12.3.3	Rules should be established to confirm if the determining of the expiry date is being carried out correctly.				△	
12.4 Traceability						
12.4.1	A mechanism should be constructed that allows one to trace back the history of the end product from the raw materials used using the manufacturer's data report and such.					□
12.5 Verification and improvement of hygiene management procedures						

12.5.1	Manuals should be provided with work instructions for hygiene management laid out in points 2-12.			○		
12.5.2	Check and verify with the HACCP Procedure 11(1.11) results that the work procedure regarding hygiene management is rational.			○		
12.5.3	Upon verification results, if it is accepted that improvements are necessary, the work instructions should be reviewed and improved.			○		

Req.	Req.	Req.	Add.	Ref.
10	30	100	49	37