HACCP Manual

Kanpa International Sales

D-3/D-4 Fish Harbour West Wharf Karachi

Processors and Exporter of Frozen Seafood

HACCP PLAN

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Kanpa international sales

PROCESSOR AND EXPORTER OF FROZEN SEAFOOD

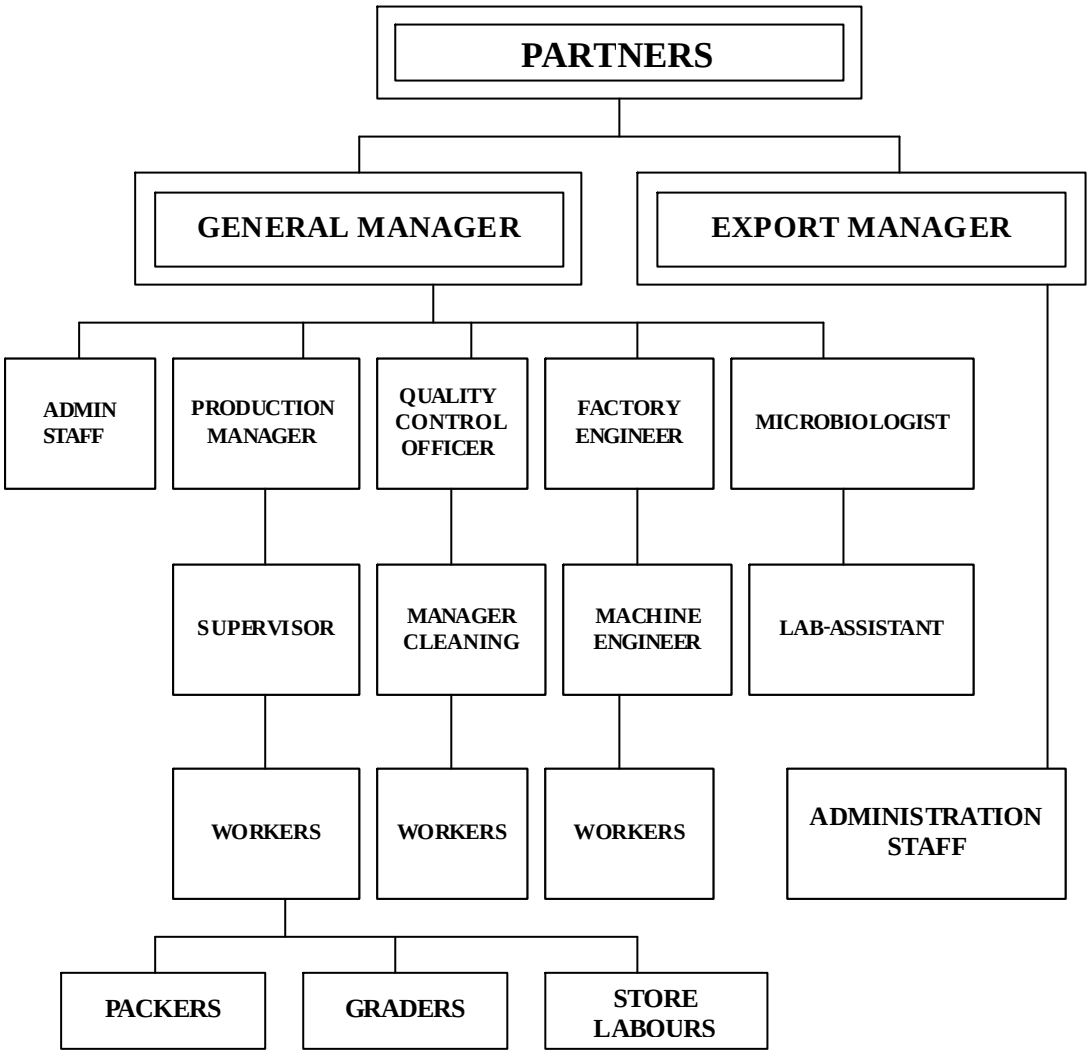
INTRODUCTION

In the world of Pakistan's Sea Food Processing Plants, Kanpa International Sales, a Partnership company established in 1976 occupies a key position because of its good quality. We maintain correct hygienic handling of fresh & processed fishery products at all stages of production, storage and transportation. We had a total export for the year 2001-2002 of USD 17.0 million. We have exported to Japan, China, Hong Kong, Malaysia, Spain, USA, Thailand, Belgium, UK, Germany, Korea, South Africa, Ireland, India, Taiwan, UAE, and Bangladesh. Kanpa International Sales is committed to implement HACCP in the factory.

HACCP SQUAD

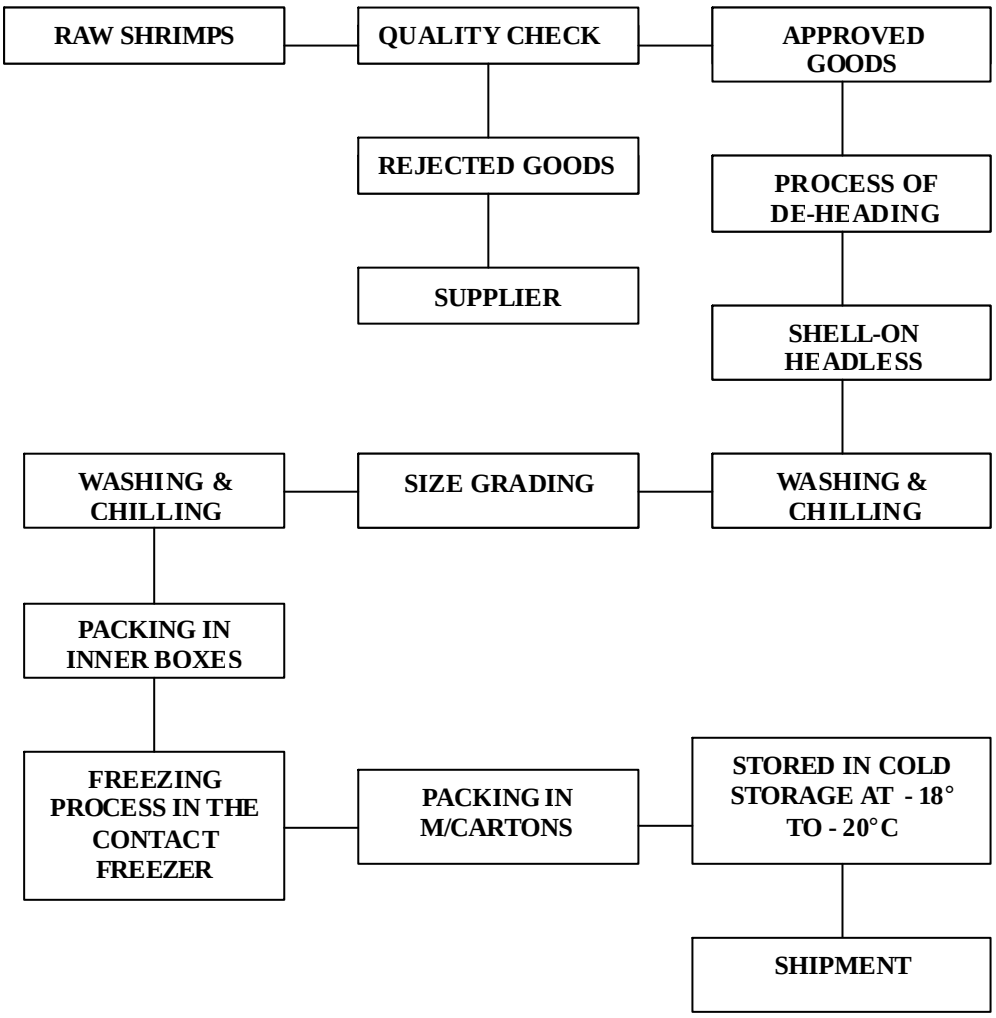
NAME	DESIGNATION	RESPONSIBILITY
Kabir Kanji	General Manager	Overall Responsibility of Implementing And Updation of HACCP Plan
Asif Sikander	Quality Control Officer	Direct Responsibility In Implementation Of HACCP Plan And, Auditing And Verifying Its Effectiveness
Sohail Rao	Production Manager	Responsibility In Assisting In Implementing HACCP Plan
Saima Mehmood	Micro-Biologist	Responsibility In Assisting And Implementation Of HACCP Plan With Laboratory Aspects Of Operation.
Ashfaq Mughal	Factory Engineer	Responsibility For Maintaining And Assisting HACCP Plan With Engineering Aspect Of Operation.

ORGANIZATION CHART



PRODUCT: RAW BLOCK FROZEN HEADLESS SHELL-ON

PROCESSING FLOW CHART



PRODUCT: RAW BLOCK FROZEN HEADLESS SHELL-ON

PROCESS DESCRIPTION

Step 1 - Raw-material received from market

Step 2 – Raw-material is inspected and the rejected goods are sent back to the supplier.

Step 3 – Approved raw-material is sent to the peeling area for de-heading.

Step 4 – Headless raw-material is then washed and chilled in Chilled water tanks.

Step 5 – Chilled goods are then graded according to different counts.

Step 6 – Graded goods are washed and chilled in separate tanks.

Step 7 – Graded goods are then sent to the packing area and packed in inner Boxes.

Step 8 – Inner boxes are then set into trays and then freezed in the Contact Freezer which is set at – 40° C for ninty minutes

Step 9 – Inner boxes are then set in to master cartons.

Step 10 – Master cartons are then stored in Cold Stores, which is set at -18° to -20° C for later shipment to the buyers.

HAZARD ANALYSIS WORKSHEET

Firm Name: Kanpa International Sales Firm Address: D-3/ D-4 Fish Harbour West Wharf Karachi, Pakistan	Production Description: Raw Block Frozen Headless Shell-on Method of storage : Frozen Method of Distribution : Frozen Intended Use : Should be fully cooked before consumption

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes /No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes /No)
RECEIVING	BIOLOGICAL	YES	Pathogen growth	Time and temperature control	NO
	CHEMICAL	YES	Lubricants from boats and fish harbour	Reject	NO
	PHYSICAL	YES	Foreign material	Washing inspection	NO
INSPECTION	BIOLOGICAL	YES	Pathogen growth	Time and temperature control	NO
	CHEMICAL	NO	----	------	---
	PHYSICAL	YES	Foreign material	If any found and removed	NO
CHILLING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	----	--
	PHYSICAL	NO	Unlikely to occur	----	---
SIZE GRADING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils, S.S.O.P	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	--	---	---

HAZARD ANALYSIS WORKSHEET

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes/No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes/No)
PACKING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils. (SSOP)	NO
	CHEMICAL	NO	No chemical used	---	--
	PHYSICAL	YES	Dust particle, flies, insects, etc.	Electric insects killers, fly proofing, pest control (SSOP)	NO
FREEZING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring and maintaining time and temperature	YES
	CHEMICAL	YES	Leaking of amonia in contact freezer	Reject	NO
	PHYSICAL	NO	Unlikely to occur	(SSOP)	--
PACKING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring and maintaining time and temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	(SSOP)	NO
STORAGE	BIOLOGICAL	YES	Temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	--	--
SHIPPING	BIOLOGICAL	YES	Temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	--	--

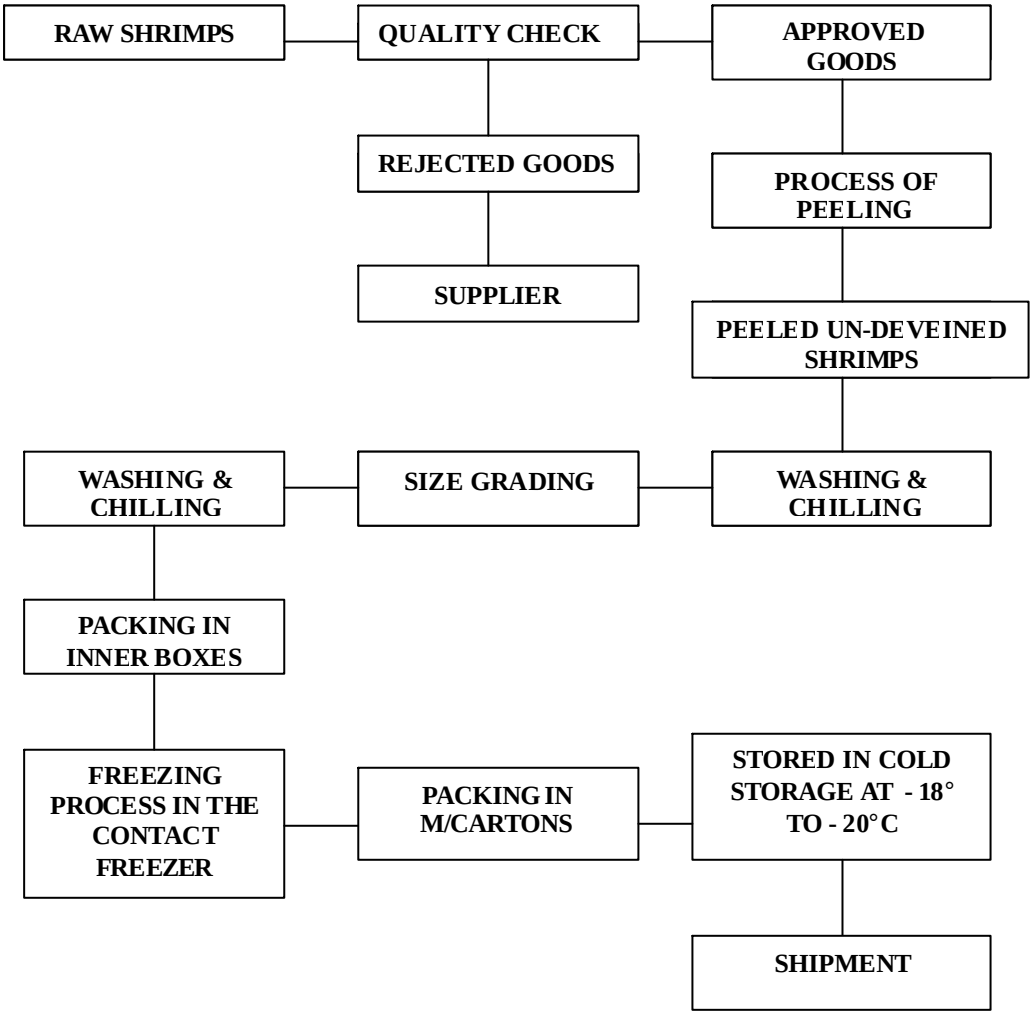
HACCP PLAN FORM

Firm Name: Kanpa International Sales Firm Address: D-3/D-4 Fish Harbour West Wharf Karachi, Pakistan Karachi, Pakistan	Production Description: Raw Block Frozen Headless Shell-on Method of storage : Frozen Method of Distribution : Frozen Goods Intended Use : Should be fully cooked before consumption

Critical Control Point	Significant Hazard	Critical limits for each preventive measures	Monitoring				Corrective Action	Record	Verification
			What	How	Frequency	Who			
Freezing	Decomposition and pathogen growth due to temperature and time abuse	Temperature monitoring and maintaining –40° C for 90 minutes	Temp and time	Clock and temp guage	Every 30 minutes	Area Supervisor	Refreeze Or Reject	Contact freezer time and temp. record log + corrective action log	Production manager log + Factory engineer load record log.

PRODUCT: RAW BLOCK FROZEN PUD & PUD / TO

PROCESSING



PRODUCT: RAW BLOCK FROZEN PUD & PUD/TO

PROCESS DESCRIPTION

Step 1 - Raw-material received from market

Step 2 – Raw-material is inspected and the rejected goods are sent back to the supplier.

Step 3 – Approved raw-material is sent to the peeling area for peeling.

Step 4 – PUD shrimps is then washed and chilled in Chilled water tanks.

Step 5 – Chilled goods are then graded according to different counts.

Step 6 – Graded goods are washed and chilled in separate tanks.

Step 7 – Graded goods are then sent to the packing area and packed in inner Boxes.

Step 8 – Inner boxes are then set into trays and then freezed in the contact freezer which is set at – 40° C for ninty minutes.

Step 9 – Inner boxes are then set in to master cartons.

Step 10 – Master cartons are then stored in Cold Stores, which is set at -18° to -20° C for later shipment to the buyers.

HAZARD ANALYSIS WORKSHEET

Firm Name: Kanpa International Sales Firm Address: D-3/D-4 Fish Harbour West Wharf Karachi, Pakistan	Production Description: Raw Block Frozen PUD & PUD/TO Method of storage : Frozen Method of Distribution : Frozen Goods Intended Use : Should be fully cooked before consumption

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes/No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes/No)
RECEIVING	BIOLOGICAL	YES	Pathogen growth	Time and temperature control	NO
	CHEMICAL	YES	Lubricants from boats and fish harbour	Reject	NO
	PHYSICAL	YES	Foreign material	Washing inspection	NO
INSPECTION	BIOLOGICAL	YES	Pathogen growth	Time and temperature control	NO
	CHEMICAL	NO	----	-------	---
	PHYSICAL	YES	Foreign material	If any found removed	NO
WASHING & CHILLING	BIOLOGICAL	YES	Pathogen growth due to water. Time and temperature abuse	Using safe water. Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	----	--
	PHYSICAL	NO	Unlikely to occur	----	---
PEELING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils, S.S.O.P	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	If occured removed	---

HAZARD ANALYSIS WORKSHEET

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes/No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes/No)
WASHING & CHILLING	BIOLOGICAL	YES	Pathogen growth due to water. Time and temperature abuse	Using safe water. Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	----	--
	PHYSICAL	NO	Unlikely to occur	----	---
SIZE GRADING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils, S.S.O.P	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	--	---	---
INITIAL PACKING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils. (SSOP)	NO
	CHEMICAL	NO	No chemical used	---	--
	PHYSICAL	YES	Dust particle, flies, insects, etc.	Electric insects killers, fly proofing, pest control (SSOP)	NO
FREEZING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring and maintaining time and temperature	YES
	CHEMICAL	YES	Leaking of amonia in contact freezer	Reject	NO
	PHYSICAL	NO	Unlikely to occur	(SSOP)	--

HAZARD ANALYSIS WORKSHEET

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes /No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes /No)
FINAL PACKING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring and maintaining time and temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	(SSOP)	NO
STORAGE	BIOLOGICAL	YES	Temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	--	--
SHIPPING	BIOLOGICAL	YES	Temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	--	--

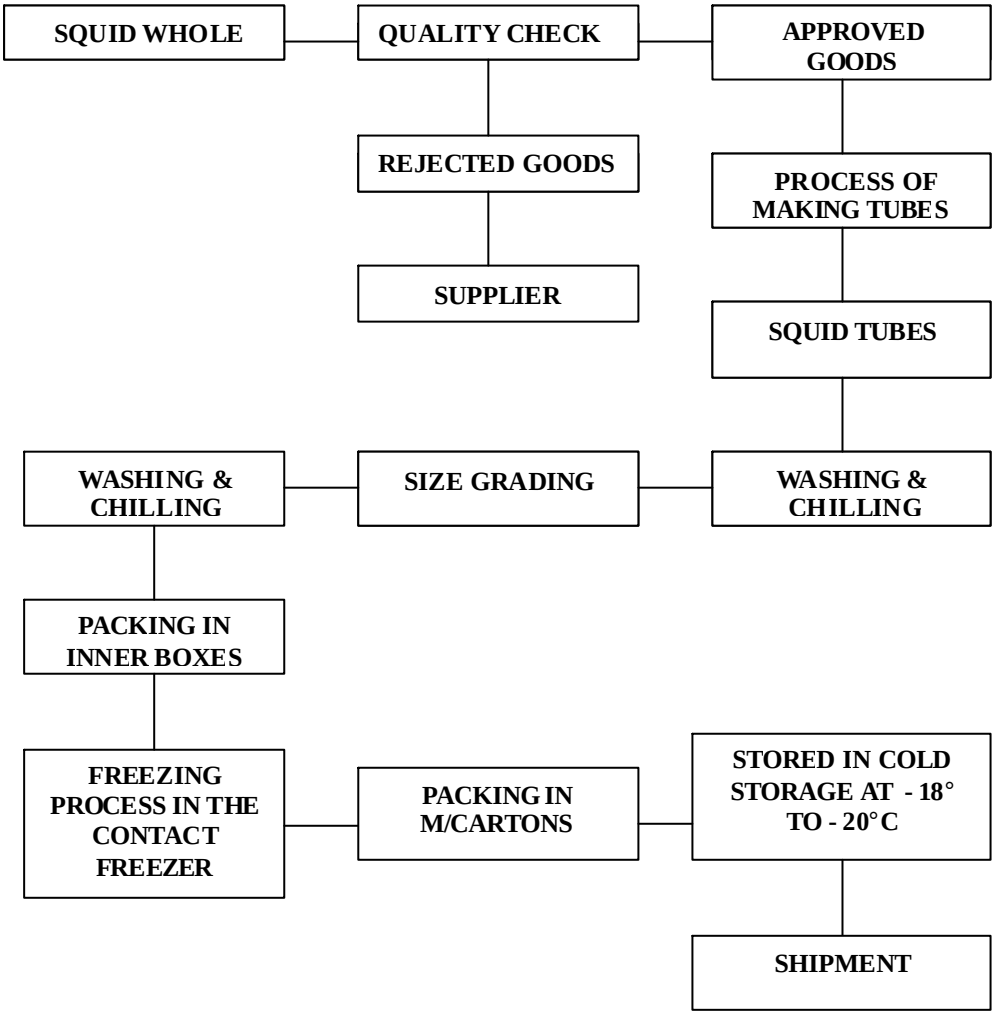
HACCP PLAN FORM

Firm Name: Kanpa International Sales Firm Address: D-3/D-4 Fish Harbour West Wharf Karachi, Pakistan	Production Description: Raw Block Frozen PUD PUD/TO Method of storage : Frozen Method of Distribution : Frozen Goods Intended Use : Should be fully cooked before consumption

Critical Control Point	Significant Hazard	Critical limits for each preventive measures	Monitoring				Corrective Action	Record	Verification
			What	How	Frequency	Who			
Freezing	Decomposition and pathogen growth due to temperature and time abuse	Temperature monitoring and maintaining –40° C for 90 minutes	Temp and time	Clock and temp guage	Every 30 minutes	Area Superv -isor	Refreeze Or Reject	Contact freezer time and temp. record log + corrective action log	Production manager log + Factory engineer load record log.

PRODUCT: RAW BLOCK FROZEN SQUID TUBES

PROCESSING



PRODUCT: RAW BLOCK FROZEN SQUID TUBES

PROCESS DESCRIPTION

Step 1 - Raw-material received from market

Step 2 – Raw-material is inspected and the rejected goods are sent back to the supplier.

Step 3 – Approved raw-material is sent to the pealing area for making tubes.

Step 4 – Squid tubes is then washed and chilled in Chilled water tanks.

Step 5 – Chilled goods are then graded according to different counts.

Step 6 – Graded goods are washed and chilled in separate tanks.

Step 7 – Graded goods are then sent to the packing area and packed in inner Boxes.

Step 8 – Inner boxes are then set into trays and then freezed in the contact freezer which is set at – 40° C for ninty minutes.

Step 9 – Inner boxes are then set in to master cartons.

Step 10 – Master cartons are then stored in Cold Stores, which is set at -18° to -20° C for later shipment to the buyers.

HAZARD ANALYSIS WORKSHEET

Firm Name: Kanpa International Sales Firm Address: D-3/D-4 Fish Harbour West Wharf Karachi, Pakistan	Production Description: Raw Block Frozen Squid Tubes Method of storage : Frozen Method of Distribution : Frozen Goods Intended Use : Should be fully cooked before consumption

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes/No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes/No)
RECEIVING	BIOLOGICAL	YES	Pathogen growth	Time and temperature control	NO
	CHEMICAL	YES	Lubricants from boats and fish harbour	Reject	NO
	PHYSICAL	YES	Foreign material	Washing inspection	NO
INSPECTION	BIOLOGICAL	YES	Pathogen growth	Time and temperature control	NO
	CHEMICAL	NO	----	------	---
	PHYSICAL	YES	Foreign material	If any found removed	NO
WASHING & CHILLING	BIOLOGICAL	YES	Pathogen growth due to water. Time and temperature abuse	Using safe water. Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	----	--
	PHYSICAL	NO	Unlikely to occur	----	---
TUBE MAKING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils, S.S.O.P	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	If occured removed	---

HAZARD ANALYSIS WORKSHEET

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes/No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes/No)
WASHING & CHILLING	BIOLOGICAL	YES	Pathogen growth due to water. Time and temperature abuse	Using safe water. Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	----	--
	PHYSICAL	NO	Unlikely to occur	----	---
SIZE GRADING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils, S.S.O.P	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	--	---	---
INITIAL PACKING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils. (SSOP)	NO
	CHEMICAL	NO	No chemical used	---	--
	PHYSICAL	YES	Dust particle, flies, insects, etc.	Electric insects killers, fly proofing, pest control (SSOP)	NO
FREEZING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring and maintaining time and temperature	YES
	CHEMICAL	YES	Leaking of amonia in contact freezer	Reject	NO
	PHYSICAL	NO	Unlikely to occur	(SSOP)	--

HAZARD ANALYSIS WORKSHEET

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes /No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes /No)
FINAL PACKING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring and maintaining time and temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	(SSOP)	NO
STORAGE	BIOLOGICAL	YES	Temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	--	--
SHIPPING	BIOLOGICAL	YES	Temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	--	--

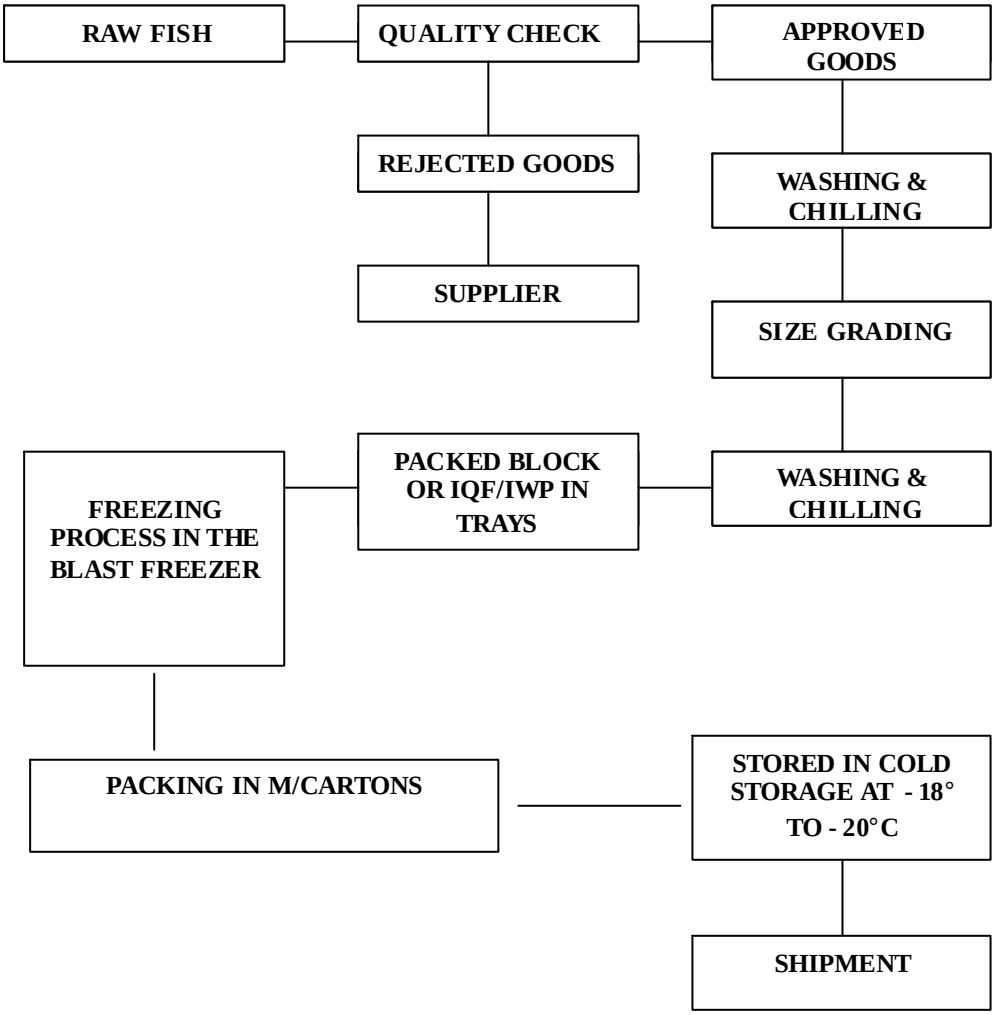
HACCP PLAN FORM

Firm Name: Kanpa International Sales Firm Address: D-3/D-4 Fish Harbour West Wharf Karachi, Pakistan	Production Description: Raw Block Frozen Squid Tubes Method of storage : Frozen Method of Distribution : Frozen Goods Intended Use : Should be fully cooked before consumption

Critical Control Point	Significant Hazard	Critical limits for each preventive measures	Monitoring				Corrective Action	Record	Verification
			What	How	Frequency	Who			
Freezing	Decomposition and pathogen growth due to temperature and time abuse	Temperature monitoring and maintaining –40° C for 90 minutes	Temp and time	Clock and temp guage	Every 30 minutes	Area Superv-isor	Refreeze Or Reject	Contact freezer time and temp. record log + corrective action log	Production manager log + Factory engineer load record log.

PRODUCT: RAW FROZEN RIBBON FISH HEAD-ON

PROCESSING FLOW CHART



PRODUCT: RAW FROZEN RIBBON FISH HEAD-ON

PROCESS DESCRIPTION

Step 1 - Raw-material received from market

Step 2 – Raw-material is inspected and the rejected goods are sent back to the supplier.

Step 3 – Approved raw-material is then washed and chilled in Chilled water tanks

Step 4 – Chilled goods are then graded according to different size and weight.

Step 5 – Graded goods are washed and chilled in separate tanks.

Step 6 – Graded goods are then sent to the packing area and packed in trays

Step 8 – Trays are then set into trolleys which are set in the Air-blast Freezer, which is set at – 40° C for six hours

Step 9 – The block is then set in to master cartons.

Step 10 – Master cartons are then stored in Cold Stores, which is set at -18° to -20° C for later shipment to the buyers.

HAZARD ANALYSIS WORKSHEET

Firm Name: Kanpa International Sales Firm Address: D-3/D-4 Fish Harbour West Wharf Karachi, Pakistan	Production Description: Raw Frozen Ribbon Fish Head-on Block & IQF/IWP Method of storage : Frozen Method of Distribution : Frozen Goods Intended Use : Should be fully cooked before consumption

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes/No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes/No)
RECEIVING	BIOLOGICAL	YES	Pathogen growth	Time and temperature control	NO
	CHEMICAL	YES	Lubricants from boats and fish harbour	Reject	NO
	PHYSICAL	YES	Foreign material	Washing inspection	NO
INSPECTION	BIOLOGICAL	YES	Pathogen growth	Time and temperature control	NO
	CHEMICAL	NO	----	------	---
	PHYSICAL	YES	Foreign material	If any found removed	NO
WASHING & CHILLING	BIOLOGICAL	YES	Pathogen growth due to water. Time and temperature abuse	Using safe water. Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	----	--
	PHYSICAL	NO	Unlikely to occur	----	---
SIZE GRADING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils, S.S.O.P	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	--	---	---

HAZARD ANALYSIS WORKSHEET

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes/No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes/No)
PACKING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils. (SSOP)	NO
	CHEMICAL	NO	No chemical used	---	--
	PHYSICAL	YES	Dust particle, flies, insects, etc.	Electric insects killers, fly proofing, pest control (SSOP)	NO
FREEZING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring and maintaining time and temperature	YES
	CHEMICAL	YES	Leaking of amonia in contact freezer	Reject	NO
	PHYSICAL	NO	Unlikely to occur	(SSOP)	--
PACKING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring and maintaining time and temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	(SSOP)	NO
STORAGE	BIOLOGICAL	YES	Temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	--	--
SHIPPING	BIOLOGICAL	YES	Temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	--	--

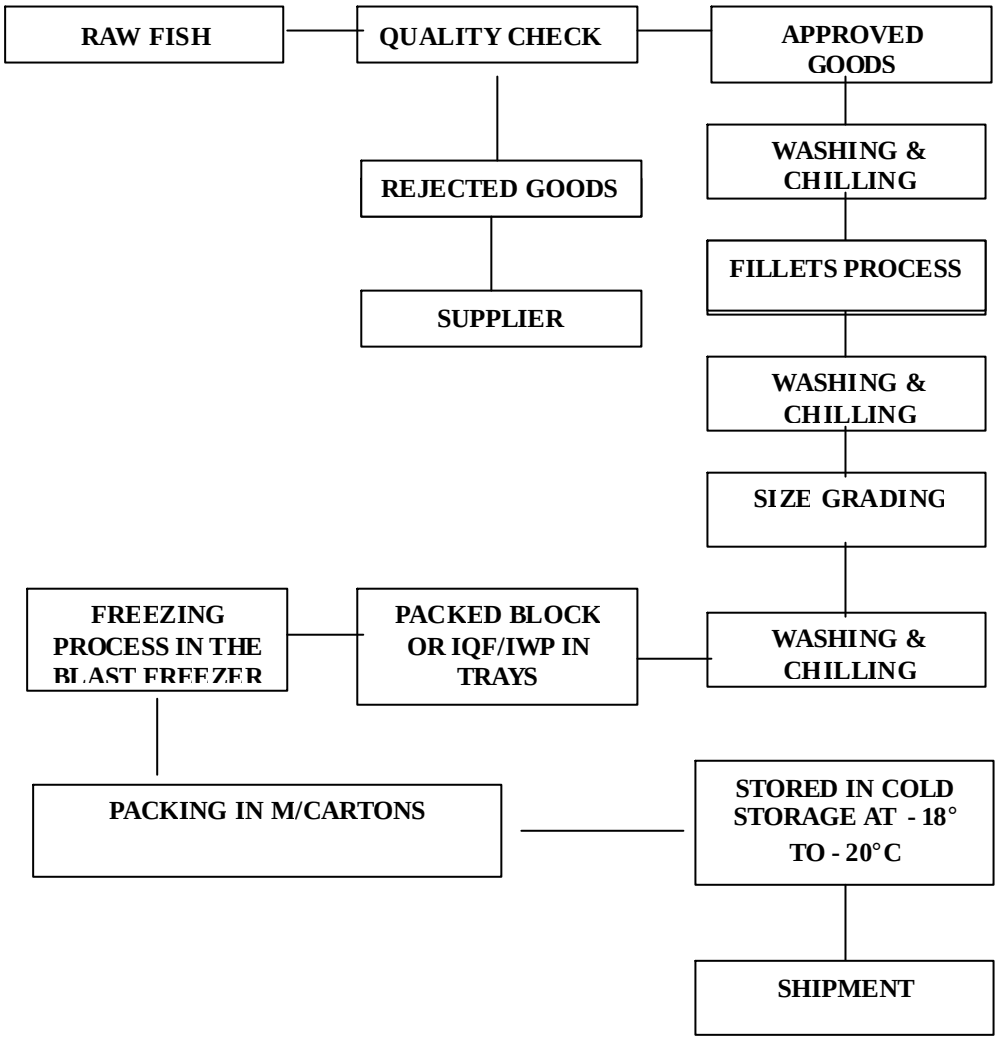
HACCP PLAN FORM

Firm Name: Kanpa International Sales Firm Address: D-3/D-4 Fish Harbour West Wharf Karachi, Pakistan	Production Description: Raw Frozen Ribbon Fish Head-on Block & IQF/IWP Method of storage : Frozen Method of Distribution : Frozen Goods Intended Use : Should be fully cooked before consumption

Critical Control Point	Significant Hazard	Critical limits for each preventive measures	Monitoring				Corrective Action	Record	Verification
			What	How	Frequency	Who			
Freezing	Decomposition and pathogen growth due to temperature and time abuse	Temperature monitoring and maintaining –40° C for 6 hours.	Temp and time	Clock and temp guage	Every 30 minutes	Area Superv-isor	Refreeze Or Reject	Contact freezer time and temp. record log + corrective action log	Production manager log + Factory engineer load record log.

PRODUCT: RAW FROZEN CUTTLE FISH FILLETS

PROCESSING FLOW CHART



PRODUCT: RAW FROZEN CUTTLE FISH FILLETS

PROCESS DESCRIPTION

Step 1 - Raw-material received from market

Step 2 – Raw-material is inspected and the rejected goods are sent back to the supplier.

Step 3 – Approved raw-material is then washed and chilled in Chilled water Tanks and sent to pre-processing area

Step 4 – Raw – material is made into fillets.

Step 5 - Fillet goods are washed and chilled in Chilled water tanks.

Step 6 – Chilled Goods are then graded according to different size and weight.

Step 5 – Graded goods are washed and chilled in separate tanks.

Step 6 – Graded goods are then sent to the packing area and packed in trays

Step 8 – Trays are then set into trolleys which are set in the Air-blast Freezer, which is set at – 40° C for six hours

Step 9 – The block is then set in to master cartons.

Step 10 – Master cartons are then stored in Cold Stores, which is set at -18° to -20° C for later shipment to the buyers.

HAZARD ANALYSIS WORKSHEET

Firm Name: Kanpa International Sales Firm Address: D-3 / D-4 Fish Harbour West Wharf Karachi, Pakistan	Production Description: Raw Frozen Cuttle Fish Fillets IQF / IWP Method of storage : Frozen Method of Distribution : Frozen Goods Intended Use : Should be fully cooked before consumption

RECEIVING	BIOLOGICAL	YES	Pathogen growth	Time and temperature control	NO
	CHEMICAL	YES	Lubricants from boats and fish harbour	Reject	NO
	PHYSICAL	YES	Foreign material	Washing inspection	NO
INSPECTION	BIOLOGICAL	YES	Pathogen growth	Time and temperature control	NO
	CHEMICAL	NO	----	-------	---
	PHYSICAL	YES	Foreign material	If any found removed	NO
WASHING & CHILLING	BIOLOGICAL	YES	Pathogen growth due to water. Time and temperature abuse	Using safe water. Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	----	--
	PHYSICAL	NO	Unlikely to occur	----	---
FILLET PROCESS	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils, S.S.O.P	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	If occured removed	---

HAZARD ANALYSIS WORKSHEET

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes/No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes/No)
WASHING & CHILLING	BIOLOGICAL	YES	Pathogen growth due to water. Time and temperature abuse	Using safe water. Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	----	--
	PHYSICAL	NO	Unlikely to occur	----	---
SIZE GRADING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils, S.S.O.P	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	--	---	---
INITIAL PACKING	BIOLOGICAL	YES	Pathogen growth due to human contact, utensils	Using sanitized gloves, utensils. (SSOP)	NO
	CHEMICAL	NO	No chemical used	---	--
	PHYSICAL	YES	Dust particle, flies, insects, etc.	Electric insects killers, fly proofing, pest control (SSOP)	NO
FREEZING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring and maintaining time and temperature	YES
	CHEMICAL	YES	Leaking of amonia in contact freezer	Reject	NO
	PHYSICAL	NO	Unlikely to occur	(SSOP)	--

HAZARD ANALYSIS WORKSHEET

Processing Steps	Identify potential hazards introduced controlled or enhanced at this step	Are any potential food safety hazard significant (Yes /No)	Justify your decision for Column 3	What preventative measures can applied to prevent the significant hazards	Is this step critical control point (Yes /No)
FINAL PACKING	BIOLOGICAL	YES	Time and temperature abuse	Monitoring and maintaining time and temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	(SSOP)	NO
STORAGE	BIOLOGICAL	YES	Temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	--	--
SHIPPING	BIOLOGICAL	YES	Temperature abuse	Monitoring low temperature	NO
	CHEMICAL	NO	No chemical used	--	--
	PHYSICAL	NO	Unlikely to occur	--	--

HACCP PLAN FORM

Firm Name: Kanpa International Sales Firm Address: D-3/D-4 Fish Harbour West Wharf Karachi, Pakistan	Production Description: Raw Frozen Cuttle Fish Fillets IQF/IWP Method of storage : Frozen Method of Distribution : Frozen Goods Intended Use : Should be fully cooked before consumption

Critical Control Point	Significant Hazard	Critical limits for each preventive measures	Monitoring				Corrective Action	Record	Verification
			What	How	Frequency	Who			
Freezing	Decomposition and pathogen growth due to temperature and time abuse	Temperature monitoring and maintaining –40° C for 6 hours	Temp and time	Clock and temp guage	Every 30 minutes	Area Supervisor	Refreeze Or Reject	Contact freezer time and temp. record log + corrective action log	Production manager log + Factory engineer load record log.

VERIFICATION PROCEDURES

All monitoring reports will be checked daily by Production Manager, Quality Control Officer and verified by Team Leader who is also the General Manager of the Company. The HACCP Plan, its operation, product quality customer complaints etc will be reviewed by HACCP Squad on 15th of Every alternative month. This meeting's points will be recorded and will be kept on file, based on the review the Squad will modify its HACCP Plan if required. And the modification manual will be issued to all manual holders. The HACCP Plan will be updated atleast once a year.

MONITORING PROCEDURES

At our factory for each processing step there are monitoring procedures which are followed to ensure that the critical limits are constantly met. Individuals responsible for monitoring procedures are

1. Equipment Operator
2. Supervisors
3. Maintenance Personnel

These individuals should immediately report deviation so that corrective actions are made immediately & monitoring reports are kept on file.

RECORD KEEPING PROCEDURES

Required documents related to the operation in different sections in a shift shall be compiled by supervisor, checked by production manager and verified by quality supervisor. All such records will be kept for a minimum period of two years.

HANDLING OF CUSTOMERS COMPLAINTS

All the complaints received by the customer will by reviewed by the General Manager along with Quality Control Officer and the Production Manager. The container number and date of shipment will identify the product. The invoice of the cargo identified by the container number and the date of shipment will give the day codes/shift and the type of the product. From this, using recall procedures we will be able to trace back the product quality and process parameters maintained. The reason of the complaint will be checked and corrective action will be taken.

CODE OF CONDUCT FOR EMPLOYEES OF KANPA INTERNATIONAL SALES

Following rules applies on every employee of Kanpa International Sales:

a) Employees get medical checkup monthly.
b) Isolation of workers having wounds on hands, arms and legs.
c) The footwear is to be disinfected by stepping into chlorine bath before entering the processing halls.
d) A clean uniform (which includes pant, shirt, netted cap, cap, leather apron, and long shoes) must be put on during the whole time of the production.
e) Employees are trained when and how to properly wash & sanitize their hands.
f) Jewelry is not allowed.
g) Employees should clean their hands and gloves while getting in and out of the processing halls.
h) Eating, chewing, & spitting is not allowed in processing halls.

WELL EQUIPPED LABORATORY

Kanpa International Sales has its own well-equipped laboratory where microbiological analysis is done regularly. Pre-processed and processed product samples are collected daily from each lot and perform the microbiological tests including Standard Plate Count or Aerobic Plate count, Total Enterobacteriaceae count and also check the presence and isolation of pathogens especially *Salmonella, Shigella, Vibrio, Aeromonas, Staphylococcus.aureus, fecal streptococci* and *E.coli.* Bacteriological Analysis of water and ice is done every week. Swab testing, area monitoring and finger dabs tests are also done randomly to check and maintain the hygienic conditions of processing area and personals.

S.S.O.P.

SANITATION STANDARD OPERATING PROCEDURES

The following SSOP addresses the Sanitation Concern for Kanpa International Sales.

FACTORY
The entire factory is designed in such a manner that each & every step of production maintained in good hygienic condition. Factory has a good flooring, water lock & sewage system, washable walls upto 2 meters, Rodent proof doors, prison deposit for rodents, Direct product flow, no cross roads, separation of clean & unclean areas, Insect proof window and Insectiside paint. Smoking, eating, spitting and drinking is not allowed in the production hall. Factory is also equipped with adequate clean water supply, adequate lightning, and changing rooms with wash basin & flush lavatories.

EQUIPMENT & UTENSILS
Specially designed equipment, which are easy to clean, should be maintained in such a way that it prevents contamination. All equipment and utensils should be resistant to corrosion. Equipment not in proper condition should be removed, repaired or replaced in timely manner. The Quality Control Officer will evaluate the condition of plant equipment & utensils monthly & results are recorded on the monthly record file.

PRODUCT RECEIVING AREA
Floor, walls, window, roof, fan, lights should be cleaned & sanitized after everyday.

PROCESSING HALL
All the utensils, equipment, floor, walls, windows, fans, lights, scales, packing tables, shovels, roof regularly cleaned, washed & sanitized after each production.

FREEZING AREA
Freezing area floors, walls, doors cleaned and sanitized, checking temperature of the freezer after every production. Washing of freezer after every load.

PACKING AREA
Packing area floor, walls, roof, packing tables & packing material should be in proper condition.

COLD STORAGE
Cold Storage should be cleaned & maintained at –18 degree centigrade or below.

Here are some of the objectives, which are discussed hereunder. For which procedures are addressed to meet those objectives

1. **OBJECTIVE**
   Water that comes into contact with Food and Food Contact surfaces is treated to make it safe.

   PROCEDURES
   Potable water is used in each & every step. For this purpose Kanpa International Sales has its own water filtration system which eliminates all microorganism, making the water safe. Water samples are sent for lab test regularly and results are recorded regularly.

2. **OBJECTIVE**
   There is no cross connection between potable and non-potable water system.

   PROCEDURES
   The Quality Control Officer will perform inspection after every fifteen days to determine that there is no cross connection between potable & non-potable water.

3. **OBJECTIVE**
   All food contact surfaces and plant equipment and utensils are designed in such a way that it is easy to use, clean and sanitize.

   PROCEDURE
   Prior to replacing any major equipment the Quality Control Officer, Production Manager and Cleaning Manager will meet to evaluate the equipment and evaluation is made whether the equipment is easy to use and clean. The results will be kept on file. The results will be checked and monitored by team leader.

4. **OBJECTIVE**
   All the utensils and food contact surfaces and equipment are cleaned and sanitized in following order.
   a) Clean at end of day's operation
   b) Clean and Sanitized during Lunch Break

   PROCEDURE
   All processing line will be clean and sanitized during lunch break. This will consist of sweeping the area and removing any built-up residues or other material and results are recorded on daily sanitation audit form

   Note: Processing will not be resume until plant conditions are determined to be satisfactory

   In addition process lines will be thoroughly cleaned and sanitized food grade detergents are used for cleaning followed by 1.5 ppm chlorine rinse. At the end of the production day the entire production area is washed and sanitized. The Quality Control Officer will record the results on daily sanitation audit form.

5. **OBJECTIVE**
   Gloves, Outer Garments and Food Contact Surfaces are made up of such materials that are easy to clean and sanitized.

   PROCEDURES
   Company will issue waterproof aprons, scarfs, work gloves, long shoes and line supervisor will ensure that his or her employees are issued this gear. Employees

are required to maintain this gear in a sanitary condition and Quality Control Officer will check this gear at the beginning of each day operation and results are recorded on daily sanitation audit form.

6. OBJECTIVE

Smoking, eating, spitting and drinking are not allowed in the production area. Employees' hands, gloves and outer garments, utensils, food contact surfaces of equipment that come into contact with waste, the floor and other unsanitary objects do not touch food products without first being adequately cleaned and sanitized.

PROCEDURE

a) Employees will be trained when and how they wash their hands. Training will be documented and kept on file
b) The supervisor will maintain separate utensils, wash station and dips for shovels, buckets and other utensils used in the process.
c) The supervisor will maintained hand washing stations at the beginning and end of the process line.
d) Utensils and equipment food contact surfaces that have come in to contact with the floor, waste or other unsanitary objects must be washed and sanitized before being used. The Quality Control Officer will observe these practices every four hours and results will be recorded on daily sanitation audit form

7. OBJECTIVE

Hand washing and hand sanitary facilities are located at the entrance of processing hall and these facilities are equipped with hand cleaning bactericidal soap and dryer

PROCEDURE

a) Hand washing stations and hand dips will be located at all entrances of processing area. All employees will use foot dips for their boots
b) Hand washing stations will be located at the start of the entrance hand dip stations are to be maintained at or above 25ppm iodine
c) Restrooms will be equipped with double doors opening inwards well ventilation and hand washing facilities, soap dispenser with germicidal soap.

8. OBJECTIVE

Food, food contact surfaces and food packaging materials shall be protected from adulteration with lubricants, fuel, pesticides, cleaning compounds, sanitizing agents, metal fragments or other chemical or physical contaminants

PROCEDURE

a) All cleaning compounds and sanitizing agents used will be clearly identified and store away from processing area and any other lubricants or chemical.
b) All food grade lubricants will be stored separately from non food grade lubricant and will be properly labeled.
c) No pesticides to be stored in the production area, and should have material safety data sheet for any pesticides or traps used for pest controls.
d) The maintenance department will store and properly label all nonfood lubricants within maintenance area. No fuel will be stored within the facility
e) The Quality Control Officer will inspect the processing area daily during operation for possible contamination sources and to make sure toxic

compounds are labeled and stored properly. The results will be documented on the daily sanitation audit form.

9. OBJECTIVE

Any toxic compounds allowed in the plant shall be identified, held, used and stored in a manner that protects against contamination of food, food contact surfaces or packing materials.

PROCEDURES

The Quality Control Officer will inspect the processing area daily during operations for possible contamination sources and to make sure toxic compounds are labeled and stored properly. The results will be documented on the daily sanitation audit form.

10.OBJECTIVE

Food, food contact surfaces and food packaging material will be protected from contaminants that may be sprayed, dripped, drained or drawn into food.

PROCEDURE

a) The maintenance department is responsible for establishing a regular maintenance program for the facility's ventilation system. This ensures adequate ventilation, airflow and air pressure that prevents or inhibits the formation of condensates in the processing and storage areas. Condensates can lead to contamination of product control surfaces or packaging materials.
b) Supervisors must also ensure that no floor splash occurs in processing areas during cleaning or sanitizing during production hours. They must also make sure that the area is cleaned, sanitized and inspected before restarting production. The food processing area is to be inspected for possible sources of contamination, including condensate, by the Quality Control Officer each day during operations and the results recorded on a daily sanitation audit form.

11.OBJECTIVE

Cold stores should be kept in good sanitary hygienic condition to avoid cross contamination products.

PROCEDURES

As a part of sanitary and hygiene control, the cold store staff should be trained to keep the cold store clean. The walls, ceiling and floor should be free from any deposit of ices. The supervisor will make sure that no such development of ice develops in the store.

12.OBJECTIVE

Any one who has or may have, by medical examination or supervisory observation, an illness, infected wound, an open lesion such as boil or sore, or any other problems that might contaminate food, food contact surfaces or packaging materials, should be excluded from any operations until the condition is healed or corrected.

PROCEDURE

a. As a part of new employee orientation, staff will be briefed on the need to notify immediate supervisors of any illness or injury that may lead to contamination of any part of the process. Employees must notify immediate supervisors if they have been exposed to a confirmed disease outbreak of salmonella (such as

typhoid), hepatitis A or Shigella, especially when employees are asymptotic. In addition, employees be informed that, if at all possible, they will be assigned duties that will not compromise the process. The results of the training will be documented and kept on file.

b. It is the responsibility of all supervisory personnel to observe the apparent well being of their personnel. Employees will be reviewed for signs of medical problems daily before operations begin by the quality control officer. At any indication of injury or illness that may compromise the process due contamination, the supervisor will remove that person from the line and report to the plant manager. If the employee cannot be assigned other duties, he or she will be sent home until the situation is alleviated or medical authority states that he or she may return to work. Observations will be recorded on daily sanitation audit form.

14. OBJECTIVE

Adequate, readily accessible toilet facilities that provide for proper sewage disposal shall be available and maintained in a sanitary condition and in good repair.

PROCEDURE

a. Separate toilet facilities are provided for male and female employees in the break area adjacent to the processing area. Each restroom is equipped with doors and is well ventilated. The number of toilets provided is based on the number of employees, with consideration to gender given separately. One toilet for 9 employees is recommended. Extra toilets can be installed as per schedule below.

10 to 24 employees = 2 toilets
25 to 49 employees = 3 toilets
50 to 100 employees = 5 toilets

For every 30 employees over 100 = 1 toilet over above schedule.
Note: Urinals may be substituted for toilets but only to the extend of one third of total toilet required.

b. During production hours, supervisors check, on a rotational basis, that toilet facilities are sanitary and well stocked.
c. The maintenance department keeps toilet facilities operable and in good repair.
d. The condition of the rest rooms will be inspected daily by the quality control offer. The results will be recorded on the daily sanitation audit form.

15. OBJECTIVE

No pest in area of a food plant.

PROCEDURE

The presence of rodents, insects, birds or other pests in the plant is unacceptable. The SGS Company has been contracted and is responsible for the pest control within the plant as well as the grounds. Material data sheets for all pesticides used by the company and to be maintained on the file. The quality control officer will inspect the facility for the presence of pest daily, before operation. Observations will be recorded on the daily sanitation audit form.

16.OBJECTIVE

The plant is designed to minimize the risk of contamination of the food, food contact surfaces and food packaging material.

PROCEDURE

a. The quality control officer and representatives from the maintenance department will schedule a monthly review of the plant layout and structure to ensure that contamination of any aspects of the process does not occur from internal or external sources. Observation will be recorded on the monthly sanitation audit form.
b. Any modification to the physical facility requires the consultation of a certified sanitarian.

KANPA INTERNATIONAL SALES
Daily Sanitation Audit Form

Sanitation Condition	Time Pr-op P/F	Time P/F	Time P/F	Comments
1. EQUIPMENT CLEANING & SANITATION a. Equipment Cleaned & Sanitized Before Start-up				
b. Product residue removed from equipment during break				
c. Equipment cleaned at the end of the day's operation				
2. EMPLOYEE ATTIRE				
a.. Gloves & aprons clean and in good repair				
b. Work cloths are clean				
3. CROSS CONTAMINATION				
a. Employees' hands, gloves, equipment & utensils that contact unsanitary objects are washed & sanitized before contacting product.				
b. Foots-baths cleaned and fresh dip water added.				
c. Employees on moving from low risk area to wash & sanitize hands while entering high risk areas.				
4. HAND WASHING & SANITIZING FACILITIES				
a. Adequate supplies				
b. Concentration of chlorine in foot-baths				
Front				
Side				
5. PROTECTION FROM ADULTERANTS				
a. Cleaning compounds labeled & stored properly				
b. Lubricants label & stored properly				
c. Pesticides labeled & stored properly				
d. Protected from condensate				
e. Product protected from floor splash				
6. COLD STORAGE				
a. Product well stacked				
b. Walls of cold stores free from ice deposits				
c. Ceiling & floor of cold stores free from ice deposits d. Cartons free from frost.				
7. EMPLOYEE HEALTH				
a. Employees do not show signs of medical problems that could compromise product.				
8. TOILETS FACILITIES				
a. Toilets are clean and properly functioning.				
9. PESTS				
a. No pests in the processing area				

Supervisor's Signature

KANPA INTERNATIONAL SALES
Monthly Sanitation Audit Form

Sanitation Condition	Time Pass/Fail	Comments
No cross connection between potable and wastewater system		
Processing equipment and utensils in suitable condition		
Physical condition of plant and layout of equipment suitable to minimize risk of contamination.		

Firm Name :_____
Date: _____ Supervisor: _____

Kanpa International Sales

D-3/D-4 Fish Harbour West Wharf Karachi

Processors and Exporter of Frozen Seafood

HACCP PLAN