

# **Model Animal Food Safety Plan for Processed Dog and Cat Food**

## **Table of Contents**

Product ingredients and incoming material	page 2-3
Product description	pages 4-5
Process Flow	page 6
Hazard analysis	pages 7-22
Identifying critical limits	pages 23-25
Record keeping	pages 26-27
SOP's	page 28
Animal food safety summery	page 29

## List of Product Ingredients and Incoming Materials Form (1)

Product Category: Manufacturers of Processed Dog and Cat Food

Sub-Category: Extruded Dog Food

<b>Bulk Ingredients</b>	<b>Bag, and Hand Add Ingredients</b>	<b>Medications/Drugs</b>
Whole Grain corn Meat and Bone Meal Wheat Cottonseed Meal	Vitamin and Mineral Premix (Vitamin D)	None
<b>Liquids</b>	<b>Packaging Materials</b>	<b>Other Additives</b>
Poultry Fat	Poly bags with wax lining	Natural and Artificial Flavorings

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

## List of Product Ingredients and Incoming Materials Form (1)

Product Category: Manufacturers of Processed Dog and Cat Food

Sub-Category: Extruded Cat Food

<b>Bulk Ingredients</b>	<b>Bag, and Hand Add Ingredients</b>	<b>Medications/Drugs</b>
Ground yellow corn Corn Gluten Meal Wheat	Vitamin & Mineral Premix (Thiamine)	None
<b>Liquids</b>	<b>Packaging Materials</b>	<b>Other Additives</b>
Poultry Fat	Poly bags with wax lining	Natural and Artificial Flavorings

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Product Description Form (2)

Product Category: Manufacturers of Processed Dog and Cat Food

Sub-category: Extruded Dog Food

<b>1. Product name(s)</b>	Extruded Dog Food
<b>2. Product safety properties (Moisture, Temperature, NPN, etc.)</b>	Moisture <13%
<b>3. Intended use and customer</b>	Dogs- All life stages
<b>4. Type of packaging</b>	Paper Bags with a wax lining
<b>5. Shelf life</b>	12 months
<b>6. Where will the product be sold?</b>	Retail Stores
<b>7. Labeling instructions</b>	<u>Feeding Instructions:</u> Up to 10lbs= .25-1 cup/day 10-20lbs= 1-1.5 cups/day 20-40lbs= 1.5-2.25 cups/day 40-60lbs=2.25-3 cups/day 60-80lbs= 3-3.75 cups/day 80-100lbs= 3.75-4.5 cups/day Over 100lbs- 5 cups/day
<b>8. Special distribution control</b>	None

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

## Product Description Form (2)

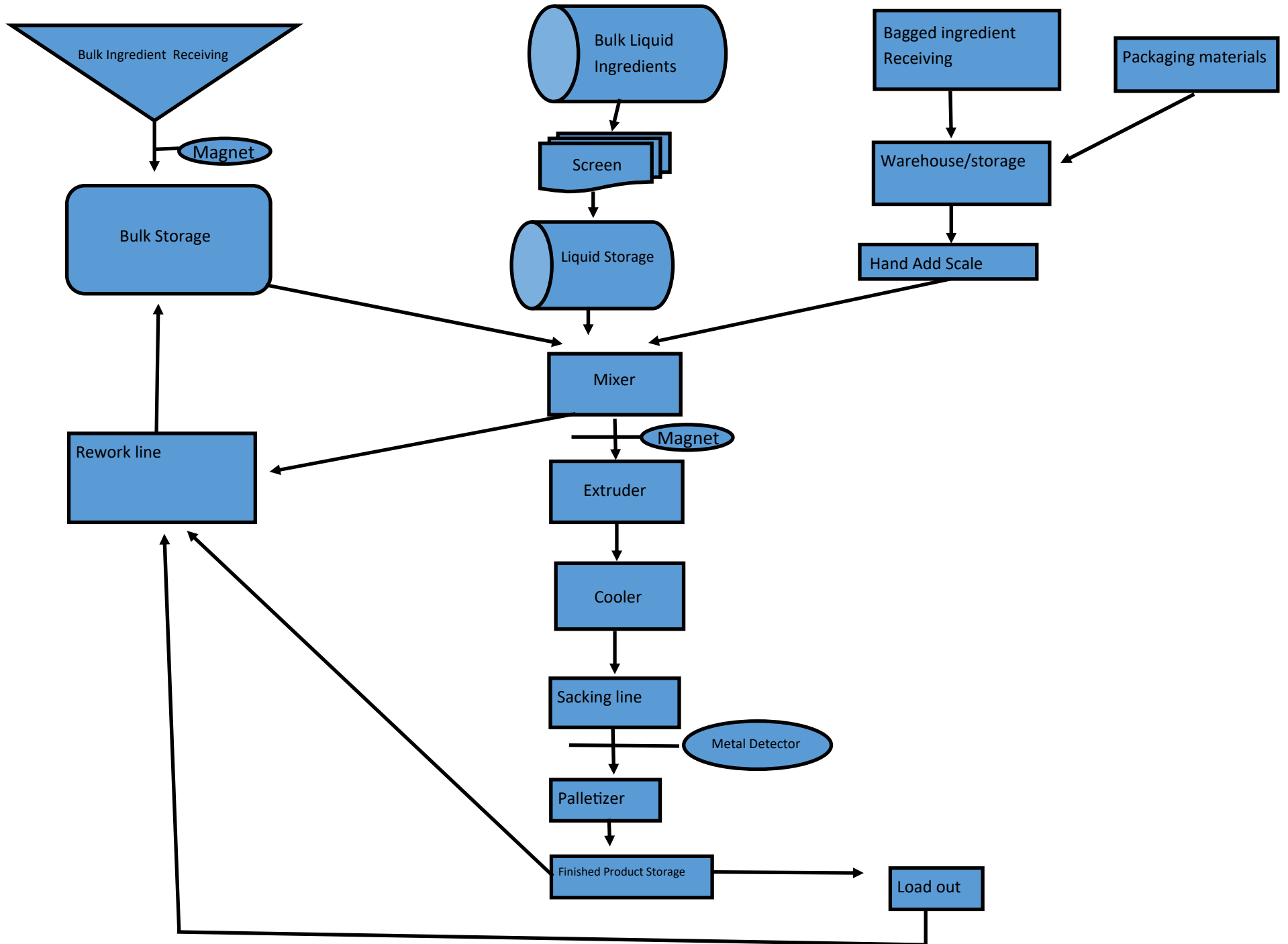
**Product Category: Manufacturers of Processed Dog and Cat Food**

**Subcategory: Extruded Cat Food**

<b>1. Product name(s)</b>	Extruded Cat Food
<b>2. Product safety properties (Moisture, Temperature, NPN, etc.)</b>	Moisture <13%
<b>3. Intended use and customer</b>	Cats- All life stages
<b>4. Type of packaging</b>	Paper Bags with wax lining
<b>5. Shelf life</b>	12 months
<b>6. Where will the product be sold?</b>	Retail Stores
<b>7. Labeling instructions</b>	<u>Cups per day</u> 5-9lb= .5-.75 cup/day 10-14lb= .75-1 cup/day
<b>8. Special distribution control</b>	None

Approved: \_\_\_\_\_

Date: \_\_\_\_\_



Company Name and Location

**Hazard Analysis Form (4)**

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Receiving of Whole Grain Corn	Biological None known at this time				
	Chemical Aflatoxin Fumonisin	No	Historical data shows aflatoxin and Fumonisin is known to be high in this ingredient in the State of Texas. Receiving SOP- All loads of corn will be tested for Aflatoxin and Fumonisin prior to unloading. Max levels for aflatoxin is 20 ppb, Fumonisin is 5ppm.		
	Physical Metal Glass Wood Plastic	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_



Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Receiving of Meat and Bone Meal	Biological: Salmonella	Yes	Salmonella is a potentially known and foreseeable hazard in meat and bone meal.	The product will be cooked during the extruder process. Based on time and temperature, the salmonella should be eliminated.	No- Extruder step
	Chemical: None known at this time				
	Physical: Metal Glass Wood Plastic	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Receiving of Whole grain Wheat	Biological:  None know at this time				
	Chemical:  Vomitoxin	No	Vomitoxin is a known or foreseeable hazard in wheat products. All loads will be tested for Vomitoxin prior to unloading. Max levels of vomitoxin is 5 ppm.		
	Physical: Metal Plastic Glass Wood	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Receiving of Cottonseed Meal	Biological None identified at this time				
	Chemical:  Aflatoxin	No	Historical data shows aflatoxin is known to be high in this ingredient in the State of Texas. Receiving SOP- All loads of corn will be tested for Aflatoxin. Max levels for aflatoxin is 20 ppb.		
	Physical Metal Plastic Wood Glass	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Receiving of Vitamin premixes- "Thiamine"	Biological:  None known at this time				
	Chemical:  Vitamin Premixes	Yes	Minimum levels of thiamine are essential to growth and reproduction.	Supply chain- Each load of vitamin premix will come with a guaranteed analysis from supplier. Additional annual test samples sent out to outside lab to verify thiamine levels.	Yes
	Physical:  Metal, glass, wood, plastic	No	Controlled by suppliers prior to receiving at the facility		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

**Hazard Analysis Form (4)**

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Receiving of Vitamin Premix- "Vitamin D"	Biological None known at this time				
	Chemical:  Vitamin Toxicity	Yes	If excess amounts of Vitamin D are present in the finished feed of dogs, it can be harmful to the dog.	Supply Chain- Only approved suppliers will provide this product. The company will provide the guaranteed analysis with the product.	Yes
	Physical: Metal Glass Wood Plastic	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Receiving of Poultry Fat	Biological:  Salmonella	Yes	Salmonella is prevalent with poultry by products.	Heat kill step at extruder.	No
	Chemical  None known at this time				
	Physical  Metal Plastic Wood Glass	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Receiving of Natural and Artificial Flavorings	Biological:  None known at this time				
	Chemical:  None known at this time				
	Physical: Metal Glass Wood Plastic	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Receiving of packaging materials	Biological: None known at this time				
	Chemical: None known at this time				
	Physical: None known at this time				

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_



Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Storage of ingredients and packaging materials	Biological: None known at this time				
	Chemical: Cross contamination	No	SOP's in place to ensure ingredients are stored in the correct bins or locations to prevent any type of contamination.		
	Physical: Metal Glass Wood Plastic	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Hand Add Scale	Biological: None known at this time				
	Chemical: Incorrect Mixing could cause vitamin toxicity or deficiencies	No	Potential incorrect mixing of ingredients which could cause harm. SOP's in place to ensure correct mixing procedures. Daily monitoring of ingredient levels and usage will be kept as well as documented		
	Physical: None identified at this time				

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
<b>Mixer</b>	Biological:  Salmonella	No	Unlikely to occur due to SSOP's in place		
	Chemical:  Cleaners and Sanitizers	No	Unlikely to occur due to SSOP's in place		
	Physical: Metal Glass Wood Plastic	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
<b>Extruder</b>	Biological:  Salmonella	Yes	Improper time and temperature control can cause the growth of Salmonella	Products will be cooked to reach a desired temperature for a set amount of time to ensure the elimination of Salmonella	Yes
	Chemical: Cleaners and Sanitizers	No	Unlikely to occur due to SSOP's in place		
	Physical: Metal Glass Wood Plastic	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
<b>Cooler</b>	Biological: Salmonella	No	Improper cooling can cause bacteria to grow. SOP's are in place to ensure proper cooling temperatures are reached to ensure the growth of Salmonella does not occur		
	Chemical Cleaners and Sanitizers	No	In case cooling temperatures are not reached, sanitation procedures have to be in place to ensure to not allow the growth of bacteria. SSOP's in place to ensure proper cleaning occurs to reduce or mitigate the growth of bacteria		
	Physical: Metal Glass Wood Plastic	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

### Hazard Analysis Form (4)

Company Name and Location

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
<b>Packaging line- including the metal detector</b>	Biological None known at this time				
	Chemical None know at this time				
	Physical: Metal Glass Wood Plastic	No	Foreign materials managed through prerequisite programs and include such items as magnets and screens in the production process to remove metal, glass, wood, and plastic.		

Company Name and Location

### Hazard Analysis Form (4)

Product Category: **Animal Food**

Intended Species: **Dog/Cat Food**

Life Stage: **All Life Stages**

<b>Ingredient or Process Step</b>	<b>Known or reasonably foreseeable hazards introduced, increased or controlled at this step</b>	<b>Do known or reasonably foreseeable hazards require a preventive control based on Severity and Probability "Yes" or "No"</b>	<b>Explanation/Justification</b>	<b>Preventive Control Measures Applied</b>	<b>Is the Preventive Control Applied at this Step? "Yes" or "No"</b>
Shipping of finished product	Biological  None known at this time				
	Chemical  Cleaners and Sanitizers	No	Unlikely to occur at this step		
	Physical Fragments of plastic, metal, wood.	No	Unlikely to occur. If packages damaged they should be removed and disposed of.		

Date: \_\_\_\_\_ PCQI Initial: \_\_\_\_\_

Product Category:

### Identifying Critical Limits, Monitoring and Corrective Actions Form (5)

Process Step/CCP	Critical Limit	Monitoring Procedures	Corrective Action
<b>Extruder</b>	Product must reach 180 degrees Fahrenheit during cooking process step	<p><b>What will be measured?</b> Temperature</p> <p><b>Where will the CL be measured?</b> Thermometer inside the extruder</p> <p><b>How will the CL be measured?</b> Calibrated thermometer will take and record temperature on a continuous wheel chart</p> <p><b>Who will monitor the CL?</b> Quality Assurance technician Production employee</p> <p><b>How often will the CL be measured?</b> Every batch and/or cook</p>	<p><b>Cause of the deviation?</b> Insufficient cook times or equipment failure</p> <p><b>How will the process be corrected?</b> Batch will be separated to a rework destination</p> <p><b>Product disposition?</b> Potentially the product will be put in to rework or disposed of</p> <p><b>Measure to prevent recurrence?</b> Preventative maintenance to ensure proper operating extruder to ensure product meets desired temperature</p> <p><b>Who is responsible for implementing the CA?</b> Quality assurance manager</p>



**Product Category:**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Product Category:

### Identifying Critical Limits, Monitoring and Corrective Actions Form (5)

Process Step/CCP	Critical Limit	Monitoring Procedures	Corrective Action
Cooler	Product must reach 50 degrees Fahrenheit within 1 hour of reaching 180 degrees Fahrenheit in the extruder	<p><b>What will be measured?</b> Temperature</p> <p><b>Where will the CL be measured?</b> Thermometer inside the cooler</p> <p><b>How will the CL be measured?</b> Calibrated thermometer will take and record temperature on product exiting the cooler</p> <p><b>Who will monitor the CL?</b> Quality Assurance technician</p> <p><b>How often will the CL be measured?</b> Every hour</p>	<p><b>Cause of the deviation?</b> Insufficient cooler times or equipment failure</p> <p><b>How will the process be corrected?</b> Batch will be separated to a rework destination</p> <p><b>Product disposition?</b> Potentially the product will be put in to rework or disposed of</p> <p><b>Measure to prevent recurrence?</b> Preventative maintenance to ensure proper operating cooler to ensure product meets desired temperature</p> <p><b>Who is responsible for implementing the CA?</b> Quality assurance manager</p>

Product Category:

Record Keeping and Verification Form (6)

Process step/CCP	Hazard	Records	Responsibility	CCP Verification
<b>Extruder</b>	Salmonella	-Temperature recording with a wheel chart -Calibrated thermometer checks	Quality Assurance technician  Quality Assurance Manager  Production employee	<b>Short term</b>  Quality Assurance technician daily checks on daily production paperwork  Production employee signs off on wheel chart  <b>Long term</b>  Quality Assurance Manager daily review and sign off of production paperwork

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Product Category:

Record Keeping and Verification Form (6)

Process step/CCP	Hazard	Records	Responsibility	CCP Verification
Cooler	Salmonella	-Temperature recording with a wheel chart -Calibrated thermometer checks	Quality Assurance technician  Quality Assurance Manager  Production employee	<b>Short term</b> Quality Assurance technician daily checks on daily production paperwork  Production employee signs off on wheel chart  <b>Long term</b>  Quality Assurance Manager daily review and sign off of production paperwork

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

# **SOP's for Heat treated Pet Food**

1. Personal Hygiene
2. Rework
3. Receiving
4. Mixing
5. Formulation
6. Mycotoxin testing
7. Thermometer Calibration
8. Sanitation
9. Recall
10. Approved Supplier Program
11. Sequential Scheduling
12. Finished Goods and Shipping
13. Pest Control

### Animal Food Safety Plan Summary Form (8)

Process step and CCP	Hazard	Critical Limits for each CCP	Monitoring				Corrective Action	Verification Activities	Record-keeping Procedure
			What	How	Frequency	Who			
Extruder	Biological: Salmonella	Cook temperature must reach 180 degrees Fahrenheit	Temperature	Wheel Chart	Continuously	QA technician  QA Manager  Production employee	Product will be placed in to a hold bin until it is determined to be reworked or disposed of if temperature is not met.	For each batch, employee and QA technician will document initial, date, and time for when temperature CL is reached. Product hold document will be placed with the product if temps are not met.	A product hold log will be filled out with production documents to identify the lot that did not meet CL. Wheel chart will be kept and signed off by QA manager on daily basis.
Cooler	Biological: Salmonella	Product temperature must reach	Temperature	Wheel chart	Continuously	QA technician  QA Manager  Production Employee	Product will be placed in to a hold bin until it is determined to be reworked or disposed of if temperature is not met.	For each batch, employee and QA technician will document initial, date, and time for when temperature CL is reached. Product hold document will be placed with the product.	A product hold log will be filled out with production documents to identify the lot that did not meet CL.
Receiving – Vitamin/ Minerals	Chemical: Vitamin B and Vitamin D	Vitamin tolerance.1%	Vitamin/ Mineral guarantees	Visual inspection of guaranteed analysis or certificate of analysis	Every time the product arrives at the facility	Warehouse Receiving operator  Quality Assurance Manager	Product will not be received or unloaded if product does not meet ingredient specs.	Receiving operator will verify guaranteed analysis and/or certificate of analysis is within spec. There will be a document the receiving operator will sign off saying verification process occurred.	Receiving documents

Approved \_\_\_\_\_

Date: \_\_\_\_\_