



MEMORANDUM CIRCULAR NO 8-2003-03

SUBJECT : IMPLEMENTING GUIDELINES FOR THE MANDATORY APPLICATION OF HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) SYSTEM IN THE WHOLE PRODUCTION PROCESS IN ALL NMIC "AAA" ACCREDITED MEAT ESTABLISHMENTS

Pursuant to Administrative Order No. 9 Series of 2003 issued by Agriculture Secretary Luis P. Lorenzo Jr. on March 17, 2003, the following guidelines is hereby issued for the guidance of all concerned.

Section 1. SCOPE

All NMIC "AAA" accredited meat establishments such as slaughterhouses, poultry dressing plants, meat processing plants and cold storages are covered by these guidelines.

All NMIC "AA" accredited meat establishments such as slaughterhouses, poultry dressing plants, meat processing plants and cold storages may voluntarily implement HACCP system in the whole production process and apply for certification.

Section 2. POLICY

- 2.1 All policies and procedures in the mandatory application of the HACCP System on the manufacture of meat and meat products shall be consistent with that of the Codex Alimentarius Commission.
- 2.2 Upon submission of HACCP Documentation packet, the NMIC HACCP Auditors will conduct announced audit on GMP compliance before conducting the HACCP review of documents. Upon validation, the NMIC will issue a certificate on GMP Compliance.
- 2.3 The HACCP certification program shall verify that HACCP plans are being implemented as planned on a continuing basis.
- 2.4 In order for meat and meat products to qualify for HACCP certification, the following criteria shall be met:
 - 2.4.1 The products shall be manufactured in GMP certified NMIC "AAA" plants.
 - 2.4.2 There must be clear and visible commitment and support from top management for the implementation of HACCP plans. This will be demonstrated through the designation of an HACCP coordinator and the provision of adequate authority and resources.

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2.4.3 Plant management shall ensure that their staff is adequately trained to facilitate HACCP plan development and implementation. Management is responsible for the training of the HACCP coordinator and of line employees.

2.4.4 Review of HACCP plans shall ensure proper application of HACCP principles, logic, sound science, proper identification hazards, proper selection of critical control points (CCPs), setting of appropriate critical limits, devise monitoring procedures, formulate deviation corrective procedures, create verification activities and establish record keeping.

2.4.5 On-site evaluation must show evidence that the HACCP plans are being implemented and documented, and are functioning.

Section 3. PROCEDURE

3.1 Submission of Documentation Packet

3.1.1 NMIC "AAA" accredited meat establishments shall submit their documentation packet for specific plant and product to NMIC Regional Office who, in turn, shall endorse the same to the NMIC Central Office.

3.1.2 The documentation packet shall contain: 1) letter of request of the plant authorized officer; 2) names and qualifications of the HACCP coordinator and team members, and 3) HACCP Plans

3.2 Review of the HACCP Plan

3.2.1 NMIC certified HACCP auditors shall review submitted documents.

3.2.2 The company management shall be informed of the results of the review (either "readiness" for on-site audit or "need to institute corrective measures") within 15 working days of receipt of documentation packet.

3.2.3 Companies needing to institute corrective measures shall submit the required corrective action to the HACCP auditors, who then determine readiness for on-site audit.

3.2.4 No on-site audit can ensue without compliance to documentary review.

3.3 Audit of HACCP System

3.3.1 The objectives of the audit are: 1) to ensure that the HACCP plans are current; 2) that the actual process conforms to the documented procedures and 3) that the system attains the set goals.

3.3.2 The on site audit will be conducted during the time of actual operations in the specified plant and processing of the specified product

3.3.3 The audit shall be sequenced as follows:

1. Audit Preparation
2. Initial Meeting
3. Information Gathering by interview with staff, review validity of documents and records, observation of activities and conditions.
4. Closing Meeting

3.3.4 A checklist of audit criteria (annexed) shall be used to ensure that all critical areas are covered in the audit.

Section 4. AUDIT RESULTS

4.1 An audit report shall be sent to the company within seven (7) working days from the time of audit.

4.2 Requirements for Future Actions, Observations, Minor, Major and Critical Corrective Action Requests (CARs) shall be itemized in the Audit Report.

4.3 A Major CAR shall preclude certification until after a Verification Audit has been conducted to confirm that the needed action has been constituted.

4.4 A Critical CAR shall invalidate the application (if new) or immediately suspend an existing certification (if company is under surveillance visit).

Section 5. FREQUENCY OF AUDIT

The on-site audit of the HACCP program shall be conducted twice a year. Unannounced surveillance visits for GMP confirmation shall be likewise conducted within the validity period of the certificate.

Section 6. HACCP COMPLIANCE CERTIFICATION

6.1 After complying with all the requirements and passing the HACCP Audit by the NMIC accredited HACCP Auditors, the NMIC shall issue an HACCP Compliance Certificate, which shall be valid for one (1) year.

6.2 HACCP Compliance Certification is non-transferable; hence Toll Processing Agreements cannot invoke certification issued to a different plant nor to a different product.

Section 7. FEES

7.1. An amount of five thousand pesos (Php 5,000) shall be collected upon release of the Certificate of HACCP Compliance of all newly certified meat establishments.

Section 8. PENALTIES

7.1 "AAA" meat establishments shall be automatically downgraded to "AA" if no HACCP Program shall be put in place by 30 September 2003.

7.2 Issuance of Official Meat Inspection Certificate (OMIC), which is a requisite for export, shall be denied to meat establishments found non-complying to the mandatory HACCP Program by 30 September 2003.

Issued this 20th day of August 2003 at Quezon City.


EFREN C. NUESTRO
Executive Director *for.*