



## Self-verification Checklist

Plant Name	Registration Number
Mailing Address	Telephone: Fax:
Plant Manager	Quality Management Coordinator
Verifier	Date of verification
Comments	

<b>1. Management Roles and Responsibilities</b> (Recommended but optional)			
Component	Yes	No	Comments
Development of QMP described	<input type="checkbox"/>	<input type="checkbox"/>	
QMP Manager identified	<input type="checkbox"/>	<input type="checkbox"/>	
Roles and responsibilities identified	<input type="checkbox"/>	<input type="checkbox"/>	

<b>2. Background Product and Process Information</b>			
Component	Yes	No	Comments
Product description completed for each type of product	<input type="checkbox"/>	<input type="checkbox"/>	
Process flow diagram completed	<input type="checkbox"/>	<input type="checkbox"/>	
Plant floor diagram completed	<input type="checkbox"/>	<input type="checkbox"/>	

<b>3. Prerequisite Plan</b>			
Component	Yes	No	Comments
<b>Plant Environment Program</b>			
Standard identified (minimum FIR)	<input type="checkbox"/>	<input type="checkbox"/>	
Documented sanitation program complete	<input type="checkbox"/>	<input type="checkbox"/>	
Documented pest control program complete	<input type="checkbox"/>	<input type="checkbox"/>	
Hygiene and employee behaviour training complete	<input type="checkbox"/>	<input type="checkbox"/>	



Controls and monitoring procedures complete			
Corrective action system complete			
Record-keeping system (forms) developed			
Recall and notification procedures developed			

<b>4. Regulatory Action Point Plan</b>			
<b>Component</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Minimum Acceptable Product Quality Control</b>			
Product standard identified			
Controls and monitoring procedures complete			
Corrective action system complete			
Record-keeping system (forms) developed			
<b>Input Materials Controls</b>			
Packaging and ingredients identified and acceptable			
Controls and monitoring procedures complete			
Corrective action system complete			
Record-keeping system (forms) developed			
<b>Labelling</b>			
Labelling standard identified ( <i>Fish Inspection Regulations</i> )			
Controls and monitoring procedures complete			
Corrective action system complete			
Record-keeping system (forms) developed			
RAPs added to process flow diagram			



<b>5. HACCP Plan</b>			
<b>Component</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Hazard analysis complete and accurate			
Significant hazards identified			
Control measures for significant hazards developed			
Critical limits identified			
Monitoring procedures complete			
Corrective action system complete			
Record keeping system (forms) developed			
HACCP plan documented			
Supporting Standard Operating Procedures complete			
CCPs added to the process flow diagram			
Verification procedures identified			

<b>6. Verification</b>			
<b>Component</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Critical limits validated			
Schedule and methods for annual verification developed			

<b>7. Records</b>			
<b>Component</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Method to record changes to QMP plan developed (e.g., QMP amendment log)			

**Signature**

**Date**