Day 1 - Handout #4 – Preliminary Steps Exercise – Blank Forms

Part A – Preliminary Steps consist of:
1) Assembly of the HACCP Team
2) Development of a Product Description
   • The intent is to identify pertinent product characteristics.
3) Development of a Process Flow Chart and Narrative (completed for you in this exercise)
   • The intent is to identify pertinent processing conditions.

Practical Exercise Instructions:
1) Complete the Product Description Worksheet
2) Use the FDA Guide to complete the “Summarize the potential species- and process-related hazards” worksheet.
3) Please note: the process flow chart and narrative has been provided for you.

1) **Complete the Product Description Worksheet – Characteristics of Finished Product**

<table>
<thead>
<tr>
<th>General Description of Fish or Fishery Product</th>
<th>Species-related hazards</th>
<th>Food Allergen Ingredients</th>
<th>Food Additive Ingredients</th>
<th>Packaging Type</th>
<th>Method of Receipt</th>
<th>Method of Storage</th>
<th>Method of Distribution</th>
<th>Intended Consumer</th>
<th>Intended Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>11) Are there any species-related hazards associated with this fish or fishery product?</td>
<td>21) Does the finished product include an additive that can cause food intolerance?</td>
<td>31) Is the food in a Reconstituted oxygen packaging or environment?</td>
<td>41) Is the food in the chilled state?</td>
<td>51) Is the food in the chilled state?</td>
<td>61) Is the food sold exclusively to high risk consumers?</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
2) Use Chapter 3 of the FDA Guide to identify and potential species- and process-related hazards and list them below. In addition, please reference the FDA Guide page number on which the entry was found.

<table>
<thead>
<tr>
<th>Summary of Potential Species- and Process-related Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the <strong>Potential Species Related Hazard(s)</strong>/Reference the FDA Guide Page Number</td>
</tr>
</tbody>
</table>

List the **Potential Process Related Hazards**/Reference the FDA Guide Page Number

3) **Create a process flow chart and narrative.** (Make sure the narrative addresses key points included procedures, maximum elevated ambient temperatures, time product remains at each operational step, state of product/internal temperature (chilled or frozen).)

4) **Additional information and/or notes as needed:**