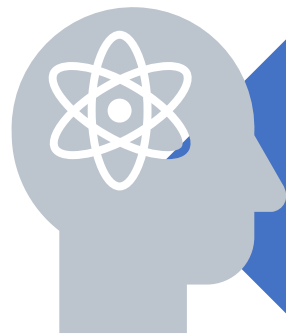




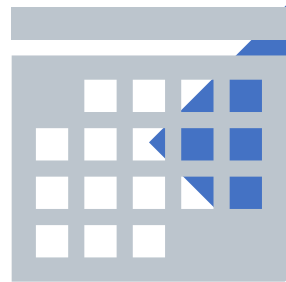
ASSOCIATION OF FOOD & DRUG OFFICIALS



Retail HACCP Plan Review Service



Scientific and technical knowledge
to review novel processes



Timely review



Cross-jurisdictional collaboration
to encourage consistency

Customer asks questions about review service.

Customer submits materials for clerical check.

Six-month review starts with opening call.

Scientific Panel review (if needed)

All plans undergo Regulatory Review.

Lead and Panelists draft Final Review Letter.

Hold the closing call.

Close review. Send Final Review Letter.



Free Resources



HACCP templates for
specialized processes
(e.g., ROP, sushi rice)

Templates for
monitoring and training
forms

*AFDO Guidance for
Developing HACCP
Plans for Specialized
Processes at Retail
(2023)*

Checklists to prompt
which documents to
submit

FAQs



Retail HACCP Plan Review Customer Intake

HACCP Plan

The food processes below require a HACCP plan. See FDA Food Code 3-502.11 on specialized processes for more details.

What category best matches your HACCP plan? **(Required)**

Reduced Oxygen Packaging – Cook / Chill

▼

Need an example?

→ [Download the HACCP template for ROP Cook / Chill](#)

Supporting Documentation

Does your plan address all the HACCP principles as outlined below? **(Required)**

- ☒ Yes, and it's all included as part of my HACCP Plan document
- ☐ No, my HACCP plan does not cover everything on this list

HACCP PRINCIPLE #1: HAZARD ANALYSIS AND FLOW CHART

– Detailed formulation and complete list of ingredients.

– Describe technical specifications of packaging and food contact materials, if used. For example, describe the oxygen permeability, moisture and light barrier properties of pouches for freeze-dried food. Show that all are approved for food use.



Clerical Check



Submit Retail
HACCP plan
and
supporting
documents

Complete

In scope

Current

Time to Process Review

Six months

Starts after
payment is
processed

May extend
up to one
year



Fees

One Retail HACCP plan per request

- May include similar processes with substantially the same risk(s)
 - One facility \$995
 - Two to 10 facilities \$2,495
 - More than 10 facilities \$4,995

Expedited review request

- Double the original fee

Extension request

- Three months: \$250
- One year maximum
- Customer to show active participation



Customer asks questions about review service.

Customer submits materials. AFDO performs clerical check.

Payment starts six-month review. Hold opening call.

Scientific Panel review (if needed)

All plans undergo Regulatory Review.

Lead and Panelists draft Final Review Letter.

Hold the closing call.

Close review. Send Final Review Letter.



Final Review Letter

- Summary of FD312 checklist
- Suggest which HACCP records to make available
- Tips for Inspector
 - Top 3 to 4 items to check
- Once issued, letter remains valid:
 - If specialized process performed as written
 - Until FDA Model Food Code is updated



Close review

- Hold final discussion
 - Include firm, firm's jurisdiction(s), reviewers
 - Include jurisdictional reviewer of the HACCP plan and inspector
 - Continue to be collaborative and educational
- Issue Final Review Letter to payer
 - Firm shares Final Review Letter with jurisdiction(s) for approval of HACCP Plan/variance





Thank you!

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