



State of California
Department of Food and Agriculture
Safe Animal Feed Education Program

Preventive Control

A Standard Operating Procedure (SOP) is a written step-by-step instruction outline for a specific procedure. In a food safety plan, written standard operating procedures must be in place for all preventive control measures, and include all required management components.

SOP # 001: Title

Objective:

The objective of the standard operating procedure should briefly explain the purpose of the preventive control.

Person Responsible:

The designee responsible for completing the preventive control, outlined in this document. (e.g. shift foreman)

Procedure:

An explanation of the procedure being performed; including step-by-step directions to perform the specified task(s).

NOTE: There are specific requirements for procedures for each of the types of preventive controls (process controls, sanitation controls, supply-chain controls, other preventive controls) as outlined in Title 21 of the Code of Federal Regulations; 507.34.

Monitoring:

A description of a planned sequence of observations or measurements to assess whether control measures are operating as intended¹. Include parameters, such as tolerance limits. Monitoring procedures must be recorded or otherwise documented.

Frequency:

The frequency in which this standard operating procedure will take place AND the frequency that monitoring activities will occur.

Corrective Action:

A documented action performed by a designated employee when a preventive control is not properly implemented, including procedures to address the following¹:



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-Describe steps taken to identify and correct the problem, and action taken, when necessary, to reduce the likelihood that the problem will recur.

-Evaluate all affected feed for safety and ensure it is prevented from entering commerce unless it can be confirmed the feed is not adulterated.

-When appropriate, re-analyze the food safety plan.

Corrective action also needs to be performed anytime a preventive control is found to be ineffective, records are not complete, activities are not consistent with the food safety plan, or appropriate decision were not made regarding corrective actions.

Verification:

Describe the application of methods, procedures, tests and other evaluations, in addition to monitoring, to determine whether the control measure or combination of control measures is or has been operating as intended and to establish the validity of the food safety plan¹. This must include, as appropriate:

-Validation.

-Verification that monitoring is being conducted.

-Verification that appropriate decisions about corrective actions are being made.

-Verification of implementation and effectiveness including, as appropriate:

-Calibration

-Product testing

-Environmental monitoring

-Review of records within specified timeframes by a PCQI

Validation:

Obtain and evaluate scientific and technical evidence that the control measure, or combination of control measures, or the food safety plan as a whole, when properly implemented, is capable of effectively controlling the identified hazard (s)¹.



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Related Documents:

This section lists any documents that are used to complete this standard operating procedure as well as any documents that will aid in understanding the relevance, validity, or understanding of the process.

- Recall Plan (when there is a hazard requiring a Preventive Control, the Food Safety Plan must include a written recall plan).

References:

1- Code of Federal Regulations Title 21 Part 507

<https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?CFRPart=507>

NOTE: SAFE guidance materials are provided for educational purposes only and do not guarantee adequacy of procedures or compliance with regulations.