

	UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME	Document No: CERT/SC/F03	
		Effective Date: 5/12/2019	
Document Title:	APPLICATION FORM FOR SYSTEMS CERTIFICATION	Issue No: 02	Rev. 03

ANNEX - REQUISITE ATTACHMENTS

HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP – US 130:2017)

*Please mark **Y** (for attached) or **N** (for not attached) in the space provided*

SNo.	Requisite Attachment	Client	Official UNBS Use
a)	Scope of the HACCP food safety system		
b)	Description of prerequisite programs for food safety management		
c)	HACCP plan,		
d)	Food safety policy		
e)	Food safety objectives		
f)	Product process flow charts and plant layouts/floor plans		
g)	List of relevant food safety statutory and regulatory requirements		
h)	Procedure for internal audits and results of the last internal audit e.g internal audit report		
i)	Procedure for management review and records of the last management review		
j)	Names, competence, experience and responsibility of the HACCP team members		
k)	A copy of the organization chart /reporting structure		
l)	Control of documents procedure		
m)	Control of records procedure		
n)	Procedures for verification of the HACCP system		
o)	Procedure for control of non-conforming products		
p)	Procedure for corrective actions		
q)	A copy or photocopy of Certificate of Incorporation or registration		
r)	Names of top management		
s)	HACCP manual containing all the documents above and any other relevant documents required by US 130:2017 or determined by the organization as important for the effective implementation of the HACCP system.		
t)	A signed Certification Agreement (CERT/F15)		

NOTE: It is important that documentation is proportional to the level of complexity, hazards and risks concerned and is kept to the minimum required for effectiveness and efficiency of the organization's management system.