

FACTORY SITE OF



HAZARD ANALYSIS AND CRITICAL CONTROL POINT (H.A.C.C.P.) COMPANY MANUAL

Valpet srl Legal Site: Via Marconi 4/2 – 40057 Granarolo dell'Emilia (BO)

Review # 5 dated JULY, 27th 2017		
Recipient		
Address		
Date		
Checked copy n°	Copy not checked	



STATE OF THE HACCP MANUAL – LIST OF THE REVISIONS

Revision	Paragraph and page	Description
0	Entire document	first issue
	Chap. 7	Reference to the packaging lines corrected
1	Chap. 10.4	Traceability management updated with the new operating methods
2	Chap.5.2.2	Reference to multi-catching cockroach traps removed
_	Chap. 7.5	Description of the processing method implemented
	5 .	Cross contaminations cancelled
		Fat-coating phase included as a Check Point (CP) for micro-
		biological danger
3	Chap 1.1	Valpet's activity corrected, in view of the certification
	Chap 3.1	List of acronyms and abbreviations updated
	Chap 5.1	List of the factory's spaces updated
	Chap 5.2.2	Monitoring of creeping insects added
	Chap 7.5	Extrusion and packaging lines updated
	Chap 8	HACCP workgroup updated
	Chap 10.4	Traceability management updated with the new operating
		methods
4	Chap 10.4.2	Batch identification updated with the new operating
		procedures
5	Chap 7.1	Reference to feed for ornithology and small rodents inserted
	Chap 8	Production processes flow charts of ornithology and small
		rodents have been added
1		

Revision	Drafting and verification	Authorisation to issue
Quality Manual	Quality Control Manager	President
Rev.: 4 Date: June, 1st 2015		



INDEX AND CORRESPONDANCE CHAPTERS OF THE HACCP MANUAL WITH THE CHAPTERS OF THE COMPANY MANAGEMENT MANUAL (CMM)

CHAP.	§	TITLE	REF CMM
1		INTRODUCTION AND APPLICATION FIELD	Chap.1 - Chap.5.5
	1.1	Company introduction	Chap.1
2		JURIDICAL AND LEGISLATIVE REFERENCES BIBLIOGRAPHY	Chap.2
3		TERMS AND DEFINITIONS	Chap.3
	3.1	Acronyms and abbreviations	Chap.1
4		MANAGEMENT OF THE DOCUMENTS FOR HYGIENE AND SELF-	Chap.4
		CHECK	
5		PREMISES, FACILITIES AND EQUIPMENT	Chap. 6.3 – 6.4
	5.1	Description of the structures and their organisation	
		5.1.1 External space	
		5.1.2 Product flows	
		5.1.3 Walls	
		5.1.4 Floor	
		5.1.5 Ceilings/Suspended structures	
		5.1.6 Windows and glass	
		5.1.7 Doors	
		5.1.8 Lighting	
		5.1.9 Water and steam	
		5.1.10 Bathrooms and changing rooms	
		5.1.11 Management of processing derivatives and waste	
	5.2	Hygienic-sanitary management procedures of premises and facilities	
		5.2.1 Cleaning of the premises	
		5.2.2 Fight against weeds	
		5.2.3 Property maintenance	
	5.3	Description of the facilities, equipment and tools	
		5.3.1 Management of maintenance activities for equipment and tools	
6		ORGANISATION AND STAFF	Chap. 6.2
	6.1	Staff training related to sanitation requirements	
	6.2	Internal staff hygiene rules	
	6.3	Visitors hygiene rules	
7		PRODUCTION	Chap. 7.4
	7.1	The products	
	7.2	Suppliers' qualification	Chap.7.4
	7.3	Acceptance	Chap.7.4.3
	7.4	Stocking Description of the manufacturing gudle	Chap. 7.5.5
	7.5	Description of the manufacturing cycle	Chap.7.5.1
C	7.6	Way of transport to the client HACCP ANALYSIS	Chan 72
8	0 1		Chap. 7.3
	8.1 8.2	Danger spotting and risk assessment	
		Analysis processing	
	8.3	Danger classification	
	8.4	Identification and determination of critical points and establishment of	
		critical limits for each CCP	
9		MONITORING	Chap.8
10		Elements of SYSTEM MANAGEMENT	Chap. 8.2.2 – Chap. 5.6
	10.1	System checks	
	10.2	Non-conformity	
	10.3	Claims management	
	10.4	Identification, traceability and management of product withdrawal /	



CHAP.	§	TITLE	REF CMM
		recall and of the alert system	
	10.5	Periodic review	

1. INTRODUCTION AND APPLICATION FIELD

This Manual provides information, tools, methodologies for the application of self-check according to the HACCP method and for the correct implementation of the applicable regulations for the management of hygiene and product safety (Law 281/63 and subsequent amendments - EC Regulation 183/2005).

This manual is integrated with the quality management system and with the related documentation (Management Manual, procedures, instructions, forms) to which reference is made in the hygiene and self-check manual itself.

The flows and risk analysis are attached to this Manual.

1.1 Introduction of the Company

Company name	Valpet srl
Registered Office	Via Marconi 4/2 – 40057 Granarolo dell'Emilia (BO)
Production site	Via Marconi 4/2 – 40057 Granarolo dell'Emilia (BO)
Valpet Quality Management	Mr. Valli Paolo
Manager	
Quality Management Manager for	Mr. Valli Paolo
the Granarolo Factory	
Telephone	+39 (0)51 760349
Fax	+39 (0)51 6056448
Internet site	www.valpet.it
E-mail	granarolo@valpet.it – info@valpet.it
Approval Number	α IT000294BO
Competent Local Health Authority	Unit 25 in San Giorgio di Piano – BO
	Via D. Libertà, 45 San Giorgio Di Piano - 40016 BO
	Telephone +39 (0)51 - 6644916 - fax +39 (0)51 6644700 -
	e-mail roberto.mattioli@ausl.bologna.it

Valpet factory deals with the formulation, production and marketing of pet food.

In particular, the following are **formulated**, **produced and marketed**: **extruded food for pets (dogs, cats and ferrets)**, **and food for birds and small rodents**, some of which manufactured by third parties. In addition, wet pet food is also marketed.