

## About the Hygienic Livestock Farm Management Control and Certification Standard (Farm HACCP Certification Standard)

Society's interest in securing food safety has been rising in recent years. This makes it increasingly important for the production sites situated at the top of each stage of livestock product manufacturing, processing, and distribution to execute thorough livestock hygiene management in order to ensure the safety of livestock and livestock products at production farms.

In view of this, the Ministry of Agriculture, Forestry and Fisheries' Food Safety and Consumer Affairs Bureau issued the "Hygienic Livestock Farm Management Control and Certification Standard (Farm HACCP Certification Standard)" in August 2009.

The number of certified farms has been growing with increasing speed in recent years. As of February 7, 2020, a total of 332 farms have been certified after screening. They include 35 dairy farms, 62 beef cattle farms, 3 dairy and beef cattle farms, 149 pig farms, 69 egg farms, and 14 meat farms.

Farm HACCP is a hygiene management system employed at livestock farms that incorporates "HACCP system" methods being promoted particularly in food-related fields. The hygiene management practiced at livestock farms differs greatly from that at food processing facilities. The Farm HACCP Certification Standard therefore presents standards for building an applicable hygiene management system and executing continuous improvements in the production of safe livestock and livestock products with recognition of livestock farms' special characteristics.

The Farm HACCP Certification Standard has the following for characteristics.

### 1. Mutual communication

In line with the maxim that food safety is "from the farm to the table," all businesses of the food chain work together to fulfill their responsibility for food safety. Farm HACCP stresses that mutual communication must be practiced with absolute certainty.

### 2. HACCP planning and general hygiene management

Farm HACCP conducts hazard analysis (HA) on all factors relating to production, including raw materials, production environments, facilities, and work methods. It then sets critical control points (CCP) for concentrated management. Additionally, it manages hazards that are controllable with general hygiene management through what are known as general hygiene management programs.

### 3. A mechanism for continuous improvement

Farm HACCP seeks to improve livestock and livestock product safety and productivity by serving as a means of continuously promoting planning, operation, verification, and improvement.

### 4. Applicability at all farms

Farm HACCP is applicable at all livestock farms, regardless of their size. Even small-scale family-run farms can build an HACCP system with help from outside HACCP experts, veterinarians, and concerned organizations.

The "Hygienic Livestock Farm Management Control and Certification Standard (Farm HACCP Certification Standard)" is provided in English below.

# The Hygienic Livestock Farm Management Control and Certification Standard (Farm HACCP Certification Standard)

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# The Hygienic Livestock Farm Management Control and Certification Standard (Farm HACCP Certification Standard)

## Chapter 1: Scope, cited references, and terminology

### 1. Scope

This Certification Standard applies to livestock production farms (organizations). Livestock production farms must specify the farm location and scope of livestock products to be certified in writing.

### 2. Cited references

When quoting documents that are other than this Certification Standard or the guidelines for hygiene management at the livestock production stage (*Kachiku no Seisan Dankai ni okeru Eisei Kanri Gaidorain*; notification by the Director General of the Agricultural Production Bureau, Ministry of Agriculture, Forestry and Fisheries No. 14 Seichiku 2738 of September 30, 2002) in documentation or record-keeping for the receipt of certification (e.g., the “Recommended International Code of Practice General Principles of Food Hygiene”), the documents being cited must be specified.

### 3. Terminology

As a general rule, the terminology used in the “Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application” and “Recommended International Code of Practice General Principles of Food Hygiene” issued by the Codex Alimentarius Commission as well as this Certification Standard shall be used in documentation and record-keeping for the receipt of certification.

## Chapter 2: Responsibilities of farm operators

When introducing hygiene management that incorporates the HACCP concept at a livestock production farm, the operator of that farm must satisfy the following requirements.

### 1. Farm operator’s commitment (pledge)

To continuously supply safe livestock and livestock products, the farm operator shall, through the following actions, introduce hygiene management that incorporates the HACCP concept, clearly state that he/she will unfailingly execute this management, and make this fact known to all members of the livestock production farm’s organization, its suppliers, and its shipping destinations.

#### (1) Clarification of hygiene management policy and its publicity

The farm operator shall prepare a policy concerning the introduction of hygiene management that incorporates the HACCP concept as well as compliance and execution in accordance with legal regulations (hereinafter referred to as “hygiene management policy”) and make it known among all organizational members having involvement in the production

of livestock and livestock products, suppliers, and shipping destinations. The hygiene management policy shall be prepared in writing.

(2) Establishment of hygiene management targets

The farm operator shall set specific targets concerning hygiene management based on the hygiene management policy (hereinafter referred to as “hygiene management targets”).

The hygiene management targets must be reviewed periodically. However, the farm operator is permitted to also review the targets whenever he or she deems it necessary.

(3) Organizations as well as organizational roles and authority

The farm operator shall provide a complete organizational picture using an organizational chart or other tools and document the roles and authority of each organization.

2. Appointment of a HACCP team leader and team members and their responsibilities/authority

The farm operator shall appoint the following HACCP team leader and HACCP team members and document the responsibility and authority of each in order to establish, implement, and maintain a hygiene management system incorporating the HACCP concept for a livestock production farm (hereinafter referred to as “hygiene management system”).

(1) HACCP team leader

(i) The HACCP team leader shall lead a HACCP team to be comprised of the HACCP leader and HACCP team members and shall unfailingly execute the hygiene management system’s establishment, implementation, evaluation, and update.

(ii) The HACCP team leader shall strive to improve awareness of the hygiene management system among all workers to ensure that the hygiene management system can operated effectively.

(iii) The HACCP team leader must report on the hygiene management system’s effectiveness and appropriateness to the farm operator periodically and when deemed necessary.

(iv) The HACCP team leader shall be appointed from people who possess sufficient knowledge, experience, and capabilities in the hygiene management of livestock production farms as well as HACCP.

(2) HACCP team members

(i) The farm operator must appoint a number of HACCP team members that suits the farm’s size. The farm operator is permitted to appoint as HACCP team members people outside of the livestock production farm’s organization who possess knowledge and capabilities in the hygiene management of farms as well as HACCP.

(ii) HACCP team members must achieve the hygiene management system’s establishment, implementation, evaluation, and update within their given roles, responsibilities, and authority.

(iii) HACCP team members must possess knowledge and capabilities in the hygiene management of farms as well as HACCP.

### 3. External communication

The farm operator shall engage in effective communication with the following concerned persons, record obtained information, and establish and document procedures and methods for using that information.

- (1) Suppliers
- (2) Shipping destinations and consumers of livestock and livestock products
- (3) Legal and regulatory authorities
- (4) Other organizations concerned with the safety of livestock and livestock products

### 4. Internal communication

The farm operator shall document and execute procedures and methods for communication to ensure that efficient interorganizational communication can take place.

### 5. Preparations for specific matters

- (1) The HACCP team must establish and retain procedures for responding to the following specific matters (hereinafter referred to as “specific matters”) so that it can respond quickly should they occur.
  - (i) A serious accident involving livestock or livestock products occurs after their shipment
  - (ii) A case of improper product labelling occurs
  - (iii) An animal disease occurs or is suspected
  - (iv) A harmful mixture into feed, additives, etc., occurs
  - (v) A natural disaster occurs
- (2) The farm operator must appoint personnel having the authority to make response decisions in preparation for the occurrence of a specific matter.
- (3) When a specific matter occurs, the HACCP team must analyze the cause and circumstances of its occurrence and take appropriate improvement measures. The series of measures to be taken must be recorded and then implemented.

### 6. Review of the hygiene management system

The farm operator must conduct periodic reviews to ascertain whether the hygiene management system is functioning effectively while specifying the sources of information used in the reviews. However, the farm operator is permitted to also conduct reviews whenever he or she deems it necessary.

If items requiring improvement are found as a result of a review, the farm operator must provide specific instructions in writing, execute those instructions, and record a description of improvements.

#### 7. Provision and management of personnel, equipment, and other resources

The farm operator must provide the following resources to ensure the hygiene management system's effective and efficient implementation and maintenance.

##### (1) Human resources

The farm operator must secure and manage human resources corresponding to the quality and quantity of operations.

##### (2) Workers' knowledge and abilities

The farm operator must grasp the knowledge and operational abilities that workers must have.

The farm operator must provide the educational and training opportunities necessary to maintain and improve workers' knowledge and operational skills.

##### (3) Provision and management of facilities and equipment

The farm operator must provide the necessary facilities and equipment as well as their maintenance and management to ensure that they function as intended.

### **Chapter 3: Preparing for hazard analysis**

The HACCP team must conduct the following activities as preparation for the hazard analysis described in Chapter 4.

#### 1. Raw materials/other materials for feeder stock, etc.

The HACCP team must document, retain, and update the following information.

- (1) The characteristics of raw materials/other materials
- (2) Anticipated hazards associated with raw materials/other materials
- (3) Measures for preventing the anticipated hazards
- (4) The suppliers of raw materials/other materials

#### 2. Characteristics of livestock and livestock products

The HACCP team must document, retain, and update the following information.

- (1) The characteristics and special qualities of livestock and livestock products  
Information on characteristics, safety, and stability

(2) Shipping formats for livestock and livestock products

For example, living bodies, shipping containers, special containers, packing, etc.

(3) Warranty periods and conditions for livestock and livestock products

Comply with any existing laws/regulations or regulations of the shipping destination.

(4) Shipping destinations for livestock and livestock products

Names of shipping destinations, distribution channels up to end consumers if possible, and handling on each channel

(5) Information to shipping destinations for livestock and livestock products

Vaccinations, histories of drug administration, shipment dates, shipment volumes, etc.

(6) Special management in the distribution of livestock and livestock products

Items requiring special management, such as temperature and humidity control, handling, etc.

3. Intended uses

The HACCP team must document, retain, and update the following information.

(1) The purposes of livestock and livestock products

(2) Anticipated handling

Processing methods, final methods of cooking, etc.

(3) Anticipated incorrect handling and uses

(4) Identity of end consumers

If infants, the elderly, people with illnesses, and other high-risk people will be end consumers, specify this.

4. Preparation of process flow diagrams, specification of current operations and production environments, and on-site confirmation

The HACCP team must prepare process flow diagrams and specify current in-process operations, routine operations, and production environments. It must then document these matters, make on-site confirmations of them, make updates to them as necessary, and retain them in accordance with the following.

(1) Preparation of process flow diagrams

The HACCP team must prepare process flow diagrams that detail in schematic form the order of all work processes and their interrelationship as well as the steps of processes in which raw materials/other materials are used.

(2) Specification of current operations (in-process operations and regular/irregular operations)

(i) Specification of current in-process operations

For all in-process operations, the HACCP team must specify the operation's purpose, factors that may interfere with the purpose, important points for preventing those factors, the equipment used, and the procedures and methods of the operation. For the

procedures and methods of operations, details shall be divided into preliminary operations, operations to be implemented, and post-implementation operations.

(ii) Documentation of current routine operations and regular/irregular operations

For all operations that are not in-process operations but are implemented routinely or regularly/irregularly, the HACCP team must clarify the times (intervals) and frequency that the operation is done as well as the operation's purpose, factors that may interfere with the purpose, important points for preventing those factors, used equipment, and the procedures and methods of the operation. For the procedures and methods of an operation, details shall be divided into preliminary operations, operations to be implemented, and post-implementation operations.

(3) Documentation of production environment

(i) The HACCP team must clarify the circumstances of sites, cattle sheds and other facilities, main equipment, and roads and other surrounding features.

(ii) The team shall study cleanliness zoning and the flow (flow lines) of people, livestock, and goods with consideration for the prevention of cross-infection among livestock and cross-contamination to livestock.

(iii) The team shall indicate cleanliness zoning on a ground plan that shows the layout of sites, roads, facilities, and main equipment, etc., and prepare a flow line chart by tracing the flow of people, livestock, goods, products, etc.

(4) On-site confirmation of process flow diagrams, current operations, and production environments

The HACCP team must make on-site confirmations to verify that process flow diagrams, current in-process operations, current routine operations and regular/irregular operations, and production environments are correctly reflected and make corrections as necessary.

#### **Chapter 4: Establishment of a general hygiene management program and preparation of a HACCP plan**

The HACCP team must establish a general hygiene management program that is based on the hygiene management system through the following procedure (hereinafter referred to as "general hygiene management program"). The team must also prepare a HACCP plan and then implement activities based on it, management the plan, and ensure the plan's effectiveness.

1. Establish a general hygiene management program

The HACCP team must establish a general hygiene management program in accordance with the following to ensure the safe production of livestock and livestock products.

- (1) Establish the general hygiene management program based on the Standards of Rearing Hygiene Management referred to in Article 12 paragraph (3) of the Act on Domestic Animal Infectious Diseases Control as well as appropriate information (e.g., laws and regulations, the livestock hygiene management guidelines, and the Codex Alimentarius Commission's "Recommended International Code of Practice General Principles of Food Hygiene" and "Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application"). The management method shall be established in a document, such as an operational procedures guide or operational manual. Each general hygiene management program must use the livestock-specific hygiene management standards of Section II as a reference.
- (2) Implement the general hygiene management program in a systematic manner and make revisions as necessary based on the results. Also, record verification and corrections and retain those records.
- (3) Detail activities for maintaining and managing the general hygiene management program in documentation.

## 2. Conduct a hazard analysis (Principle 1)

The HACCP team shall list hazards existing in all raw materials and operational processes and document preventative measures. The documents must be retained and updated as necessary.

### (1) Listing of hazards

Using an appropriate worksheet, list whether or not factors that could become hazards exist for all raw materials and operational processes. This worksheet must be retained and updated.

### (2) Identification of hazards and means of prevention

For each raw material or operational process for which a hazard exists, select whether the measures for controlling the hazard will be made through the general hygiene management program or a HACCP plan.

The selection of the control measures must be determined based on the following:

- (i) Could the possible biological, chemical, or physical hazard exist in or enter the process?
- (ii) Will the hazard increase or be controlled as a result of control conditions?
- (iii) Considering the frequency of occurrence and severity, is the hazard sufficiently important to require handling under a HACCP plan or can it be controlled under the general hygiene management program?
- (iv) What is the reason for the decision to handle the hazard under a HACCP plan or general hygiene management plan?

- (v) Are there any workable and effective control measures for preventing, eliminating, or alleviating the hazard, and if so what are they specifically?

If it becomes necessary during the hazard analysis to correct or improve the general hygiene management program, make the necessary corrections.

### 3. Prepare a HACCP plan

The HACCP team must prepare a HACCP plan, document and retain it, and make revisions as necessary. The following matters shall be established in the HACCP plan.

#### (1) Establish critical control points (CCPs) (Principle 2)

Specify CCPs for each hazard that must be controlled by the HACCP plan. Means of control for the CCPs must also be decided.

#### (2) Set critical limits (Principle 3)

Set critical limits for keeping the occurrence of hazards to the safety of livestock and livestock products at CCPs within a range that can be prevented, eliminated, or permitted. However, when values established in laws or regulations exist, those values must be observed.

#### (3) Establish monitoring procedures (Principle 4)

Establish monitoring procedures and methods for measuring, observing, confirming, and recording whether or not critical limits are being observed at CCPs.

(i) Within the monitoring procedures and methods, clearly establish what will be monitored, what procedure or method will be used to monitor it, how often it will be monitored, who will do the monitoring and record keeping, and who will do verification.

(ii) The workers who conduct monitoring must undergo appropriate education and training.

(iii) Monitoring records must be retained.

#### (4) Establish corrective actions (Principle 5)

Establish the following items as measures to be taken when deviations from critical limits occur.

(i) Investigation of the deviation's cause

(ii) Methods for separating and dealing with livestock and livestock products that were produced under conditions of deviation (transfer to another purpose, disposal, other).

(iii) Restoration of normalcy

(iv) Measures to prevent recurrence

A person in charge who has decision-making authority shall handle the execution of corrective actions. Any series of corrective actions that was executed must be recorded and retained.

#### (5) Establish verification procedures (Principle 6)

Systematically and periodically conduct verifications to confirm that the HACCP system is being implemented in accordance with the HACCP plan by establishing the purpose, method, and frequency or intervals of verification.

Confirm the following items through the verifications.

- (i) Confirm whether the general hygiene management plan or HACCP plan is being operated properly by using monitoring records, records of corrective actions, on-site inspections, interviews with workers, and the like.
  - (ii) Confirm whether information inputted into hazard analysis is being updated, whether hazard analysis is taking place, and whether the HACCP plan is effective and proper.
  - (iii) Confirm that equipment used in monitoring is being corrected as specified.
- (6) Establish documentation and record-keeping procedures (Principle 7)
- Documentation and document management as well as record-keeping and record management must satisfy the requirements provided in Items 1 and 2 of Chapter 7.

### **Chapter 5: Education and training**

Education and training that meets the following requirements shall be provided to workers.

#### **1. Education and training**

The HACCP team leader shall provide education and training on basic knowledge concerning hygiene management, operational procedures and methods, monitoring, record-keeping methods, HACCP plans and other matters to workers in order to maintain and improve knowledge and skills relating to the general hygiene management program and HACCP.

The education and training must satisfy the following requirements.

- (1) Workers clearly recognize the significance and importance of their own activities.
- (2) Education/training goals and objectives are clearly established.
- (3) The effects of education/training are confirmed and education is re-administered when sufficient effects have not been attained.
- (4) The items mentioned in (1) to (3) above are conducted systematically and recorded.

#### **2. Education and training program**

The HACCP team leader shall specify the education/training providers and recipients, specify in advance the times that education/training will be provided, and prepare a schedule. If the leader changes the schedule, he/she shall record the reason for this change. However, the leader is permitted to entrust education/training to outside experts.

### **Chapter 6: Evaluations, improvements, and updates of the hygiene management system**

To effectively operate and maintain the entire hygiene management system effectively, the HACCP team leader must periodically conduct an evaluation of the following items to determine whether they are effective or ineffective and, if areas requiring improvement are identified, immediately execute improvements.

#### **1. Internal inspection**

Internal inspections must be conducted in accordance with the following to verify whether the hygiene management system is effective and valid.

- (1) Internal inspectors shall be designated by the farm operator or a person acting as the farm operator.
- (2) Internal inspections must have specified procedures and be conducted systematically at predetermined intervals.
- (3) Internal inspectors must verify through interviews, inspections of documents and records, and on-site observations whether the hygiene management system is proper and being implemented effectively and whether items requiring improvement are being improved.
- (4) Internal inspectors must avoid inspecting departments and sections to which they belong.
- (5) Outside experts are permitted to participate as internal inspectors.
- (6) The results of internal inspections must be documented in the form of internal inspection reports.
- (7) The results of internal inspections must be reported as they arise to the farm operator and HACCP team leader, and if points requiring improvement are identified, they must be pointed out and utilized to enhance maintenance and improvement.

## 2. Information analysis

The HACCP team must analyze and evaluate information that it collected while operating the hygiene management system and work to discover new facts that can lead to improvements. The team must record the results of information analysis and useful knowledge obtained from it and tie them improvements as necessary.

The following items are included in the information and records subject to analysis.

- (1) Information on external communications
- (2) Information on internal communications
- (3) Records of the general hygiene management program
- (4) Records of the HACCP plan
- (5) Verification activity records
- (6) Education and training records
- (7) Information on monitoring items relating to economic efficiency

## 3. Hygiene monitoring system updates

The farm operator shall implement improvement measures to ensure that the hygiene management system's effectiveness continuously improves. The farm operator shall update the hygiene management system as necessary.

Activities to update the hygiene management system shall be recorded.

## **Chapter 7: Hygiene management document list and requirements pertaining to documents and records**

### **1. Hygiene management documents list**

The HACCP team leader and persons designated by the HACCP team leader must prepare a hygiene management documents list that gives a complete view of documents relating to farm hygiene management (hereinafter referred to as “hygiene management documents”).

This hygiene management documents list must be retained and updated.

### **2. Requirements pertaining to documents and records**

#### **(1) Documents**

Procedures and methods for documentation and the storage and management of documents must be documented and retained.

##### **(i) Documentation**

The following items must be satisfied when conducting documentation.

- The document is easy to read and understand.
- The preparer’s affiliation and signature as well as the date of preparation are provided.
- The leader’s affiliation and signature as well as the date of signing are provided.
- The update history is clearly provided.

##### **(ii) Document management**

Documents must be managed in a manner that satisfies the following requirements.

- A document management system is established.
- A person in charge is designated for each document.
- Recipients are specified when distributing documents.
- Documents can be used where they are needed and when they are needed.
- Current revised versions are the latest versions.
- Documents to be discarded are specified and disposed of properly.
- Disposal procedures are documented.

#### **(2) Records**

Procedures for record-keeping and the storage and management of records must be documented and retained.

Records must be kept separately from documents.

##### **(i) Record-keeping**

Records must satisfy the following items.

- The record is easy to read.
- The affiliation and signature of the record-keeper and the date (and if necessary, the time) of record-keeping are provided.
- The leader’s affiliation and signature as well as the date of signing are provided.
- The record format is reviewed with pre-determined frequency or at pre-determined times.

##### **(ii) Record management**

Records must be managed in a manner that satisfies the following requirements. It is desirable for records to be easily identifiable and searchable.

- A person in charge is designated for each record.
- The storage locations and storage periods of records are specified.
- Disposal procedures are documented.