Moving
from paper records
to electronic records

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Electronic HACCP

Paper system

Implementation activities

Electronic system

Time Line

Preliminary Activities

Validation

Transition period

Go live

Stop paper
Preliminary activities

- Determine the extent of the electronic HACCP system
  - CCPs
  - CCPs and prerequisite programs
- Develop an implementation plan
- Evaluation of the current documentation system
  - Are there any issues or glitches
  - How are the data handled
  - Is everything recorded
  - Are appropriate actions taken in response to violation of CCP
- Make the necessary improvements to the paper system
Preliminary activities

- Develop specific metrics to evaluate success
  - Personnel competencies
  - Data accuracy
- Development of the electronic HACCP forms
- Review the HACCP forms with management and individuals assigned to collect HACCP data
- Install the electronic system
- Ensure initial employee competencies
Transition phase

• Go live
• Correct any data collection issues
• Collect data for validation
Validation

• Validate performance measures with appropriate statistical analysis
  – Personnel
  – Data accuracy
• Prepare the validation report for regulatory authorities and/or third party auditors
• Eliminate the use of paper data collection
• Celebrate!
Successful transition

- Use project management techniques
- Use the KISS principle
  - Keep It Sweet and Simple
- Know the current process in detail
- Eliminate any current issues before starting the transition
Successful transition

• Ensure employees have the proper competencies in using the electronic system before going live
• Ensure there is a plan to retrain current employees and train new employees
• Review successes and failures of the implementation process
Thank you

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