

# LISTERIA MANAGEMENT CHECKLIST

*The following checklist is not exhaustive and not all points will apply to all factories, but it is a helpful list of points to consider when revising your Listeria Management Plan.*

- Has your Listeria Management Plan been reviewed lately?  
When was the last revision? \_\_\_\_\_  
It should be revised/augmented every time there is a product or a process change in your facility.
- Does it stipulate specific staff training targeting control and reduction of Listeria, such as personal hygiene guidelines?
- Does it contain detailed instruction on cleaning and sanitation processes?
- Does it contain detailed instruction on the method of disassembling and cleaning of critical equipment and how frequently this is to be done?
- Does it prescribe the procedures for separating raw product, including personnel handling raw product, from the preparation and packaging of RTE product?
- Does it have detailed description of standard cleaning procedures?
- Have these cleaning procedures been personally performed by your QA Officer?
- Have they then been tested personally by your Operations Manager?
- Have both these officers signed off on your cleaning and sanitising procedures?
- Do you have a detailed microbiological sampling program?
- Does it stipulate how often samples should be taken and where they should be taken from?
- Does it include random sampling of raw product?
- Does it include random sampling of finished product?
- Does it include sampling from open surfaces?
- Does it include sampling from inside equipment and containers?
- Does it include sampling from all areas of the facility?
- Does it include sampling from doorways and footbaths?
- Does it include sampling from the external environment?

- Does it list the steps that need to be taken if the presence of *Listeria Monocytogenes* is confirmed? (e.g. production stop, widespread sampling from many places within the plant, increased sampling of finished product, notification of local food safety authority, product recall etc.).
- Does it prescribe what to do in the event of positive tests, who to notify?
- Does it cover your recall procedure?