

Title: Hazard Identification and Hazard analysis

Code: KKTF/FSMS/RCDS/ HA

Date of revision: 00

Revision status: 00

No.	Process step	Hazard	Severity	Likelihood of Occurrence	RSX
1	Receipt of tea	B - Tea affected with fungi	M	L	L
		C - Tea affected with fertilizer and herbicide	H	L	M
		P - Presence of dust, mud and leafy matter	L	H	M
2	Withering	B - NA			
		C - NA			
3	Rolling	P - Insects flying in to the withering floor can get added in to tea	H	L	M
		B - NA			
		C - Oil drops from the roller machines can get added in to tea	H	L	L
4	Role breaker	P - Metal particles from the roller surface/ whisk can get added to tea			
		B - NA			
		C - NA			
		P - Chips from the plastic bag can get added while tea is put on floor while feeding the roll breaker	M	M	M



5	Fermentation	B - Mould growth can get induced during the fermentation C - NA P - NA	M	M	M
6	Drying	B - Mould growth due to improper drying C - NA P - Metal particles from the oven surface can get added to tea	H	H	H
7	Fibre extraction	B - NA C - NA P - NA			
8	Grading of tea using the Middle ton machine	B - NA C - NA P - NA			
9	Grading of tea using the Michi sifter	B - Tea can get spoiled with bacteria if the employee is infected with a bacteria C - NA P - NA	M	L	M
10	Winnowing of tea using the Winover	B - NA C - NA P - NA			
11	Color separation of tea	B - NA C - NA			



		P - passing of metal pieces	H	M	M
12	Temporary storage of tea	B - Mould growth is possible if the moisture level is not properly controlled C - NA P - NA	M	M	M
13	Packing in to paper sacks	B - Mould growth is possible if the moisture level is not properly controlled C - NA P - passing of metal pieces	H	H	H
14	Dispatch of tea in paper sacks	B - Mould growth is possible if the moisture level is not properly controlled C - NA P - NA	L	L	L




Control Measure	Q1	Q2	Q3	Q4	CCP or not a CCP
All incoming tea shall be properly inspected	Y	N	N		Not a CCP
Tea leaf supplier shall be adhering to good agricultural practices	Y	N	N		Not a CCP
All incoming tea shall be properly inspected	Y	N	N		Not a CCP
Withering loft is netted to prevent the entrance of insects	Y	N	N		Not a CCP
The roller machines will be well maintained with oil leaking points are enclosed	Y	N	N		Not a CCP
The tea shall be collected on to a trolley, crate or a tapetta cloth	Y	N	N		Not a CCP

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Q2	Q1	Control Measure	RSSX	Likelihood of Occurrence
N	Y	All incoming tea shall be properly inspected	L	L
N	Y	Tea leaf supplier shall be adhering to good agricultural practices	M	L
N	Y	All incoming tea shall be properly inspected	M	H
N	Y	Withering loft is netted to prevent the entrance of insects	M	L
N	Y	The roller machines will be well maintained with oil leaking points are enclosed	L	L
N	Y	The tea shall be collected on to a trolley, crate or a tapetra cloth	M	M
N	Y	Fermentation will be happening only within a specified duration	M	M
N	Y	Heating tea to a temperature of 240-255 F temperature	H	H

Fermentation will be happening only within a specified duration	Y	N	Y	Y	Not a CCP
Heating tea to a temperature of 240- 255 F temperature	Y	N	Y	N	CCP
The oven shall be maintained in the proper way on regular basis. Metal particles will be gauged at a later step where they will be trapped by a magnet at dryer conveyor, 3T machine, Chota sifter and color separator	Y	Y			OPRP
Employees shall adhere to good personal hygiene practices	Y	N	N		Not a CCP



All metal particles have to be filtered using a strong magnet	Y	N	Y	N	Not a CCP
Tea shall be stored in a closed manner till they are packed. Tea shall be stored on pallets preventing them touching walls and floor.	Y	N	N	N	Not a CCP
The moisture level shall be tested before the tea is filled in to paper sacks	Y	N	Y	N	CCP
All metal particles have to be filtered using a strong magnet	Y	Y			CCP
Transportation will take place in aclosed container	Y	N	Y	N	Not a CCP

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2	Withering	B - NA C - NA P - Insects flying in to the withering floor can get added in to tea	H
3	Rolling	B - NA C - Oil drops from the roller machines can get added in to tea P - Metal particles from the roller surface/ whisk can get added to tea	H
4	Role breaker	B - NA C - NA P - Chips from the plastic bag can get added while tea is put on floor while feeding the roll breaker	M
5	Fermentation	B - Mould growth can get induced during the fermentation C - NA P - NA	M
6	Drying	B - Mould growth due to improper drying C - NA	H

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Number of the step	Process Step	Hazard	Critical Limit	What to monitor	How to monitor	When to monitor (Frequency)	Correction
6 B 1	Drying	Mould growth due to improper drying	100C -130 C(240-250F) for 18-21 minutes	Temperature	Thermometer reading	in half an hour	Stop the dryer immediately and restart drying once it reaches the relevant temperature, improve the feeding rate of fire wood to the dryer
13 P 1	Packer machine	The presence of metal particles that are mixed in to tea	Zero metal particles	Presence of metal on the magnet	Visual inspection: The magnet should not carry metal	Every grade of tea	resend the tea through the color separator
13 B 1	Filling tea in to paper sack	Moisture	It should be a moisture level below 8 %	Moisture level	Moisture meter reading	A line (invoice) shall be tested after filling every line	Refire the tea


Corrective Action	Relevant recording	By whom (Responsibility)	Verification	Validation
Conduct a full scrutinization over the total phenomenon and seek the relevant solution	Moisture testing Temperature logs	Factory Officer	Moisture testing for each batch calibrating the thermometer annually by supervisor	The figure 110C-130C validated referring to the values of the Tea Book and Past experience
Conduct a test on performance of the magnet to ensure that it is adaptable to hold all metal particles	Metal availability Records	Factory Officer	By passing a given quantity of tea with 10g through the machine and ensure the metal quantity is captured in full. Should do weekly	The figure zero iron particles is validated referring to the values based on the experience of the industrialist
Adhere to a made tea stock level which is compatible for leaf receiving rate of one week	Moisture level records	Factory Officer Functional responsibility Assitant Clerk	By calibrating the moisture meter annually	The figure 5% moisture level is validated referring to the values recommended by the tea board