**HACCP plan template**

**List of foods covered by this plan**

* List and describe the food that will be covered by this plan.

**Flow diagram – formulas and recipes**

* Create a flow diagram listing and describing all the steps from receiving the food or raw materials to serving the food to the customer. Indicate on the diagram which steps are critical to the safety of that food. This can be done through your own hazard analysis or these may be provided to you by the process authority. Describe the equipment, materials, and ingredients used in the preparation of the food.
* Attach or include any recipes or formulas used in the preparation of the food covered by the plan.

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| --- | --- |
| Processing step | Description of the process at that step |
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**Training Program**

Describe the training program you will have in place for employees and supervisors that will be handling these foods or monitoring these processes. Examples might include training in:

* the proper use of the equipment
* the cleaning of the equipment
* proper employee hygiene
* prevention of cross contamination
* the hazards involved in the process and how they are controlled
* the use of and calibration of the monitoring equipment
* the critical limits and corrective actions to be taken if they are exceeded

**General Standard Operating Procedures**

List and describe general standard operating procedures related to this process. These procedures should be posted in the processing area. Examples might include:

* cleaning procedures
* specifications for packaging or equipment
* product handling procedures
* use of equipment
* storage conditions
* employee hygiene requirements

**Standard Operating Procedures at CCP’s**

**For each critical control point identified in the flow chart list the following.**

**CCP**: Identify the step that has been determined to be a CCP (for example: Refrigerated Storage)

**Hazard:** Identify the hazard of concern (examples: Time/temperature abuse leading to pathogen growth, C. botulinum growth and toxin formation due to inadequate processing.)

**Critical limit**: List the critical limit at this step. This may be determined through your own hazard analysis or be provided to you by the process authority.

**Monitoring**: List how you will monitor the process at this step to ensure that the process is under control. Include who will do the monitoring, the equipment that will be used for monitoring, and the frequency of the monitoring.

**Verification procedures:** List the procedures that will be used to make sure that the plan is being followed correctly (for example, weekly checks of monitoring records to make sure the monitoring is being done and no critical limits have been exceeded.) Include any equipment calibration procedures here.

**Corrective actions:** List the procedures you will follow if a critical limit is exceeded. Include both the actions you will take to bring the process back under control and how you will handle any product that might potentially be unsafe.

**Records:** List and attach copies of the records that will be used to record the results of the monitoring. Monitoring forms should have the critical limit(s) on the form for easy reference. Calibration monitoring logs should include calibration instructions on the form.

The chart on the next page can also be used to list the SOP’s at each CCP.

**HACCP Plan Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (1)  Critical Control Point | (2)  Significant Hazards | (3)  Critical Limits for each Preventive Measure | Monitoring | | | | (8)  Corrective Actions | (9)  Verification | (10)  Records |
|  |  |  | (4) | (5) | (6) | (7) |  |  |  |
|  |  |  | What | How | Frequency | Who |  |  |  |
|  |  |  |  |  |  |  |  |  |  |