



Food Industry Consulting

HACCP PLAN TEMPLATES

General Documentation for HACCP plan (Each Page)

PRODUCT(S):		PAGE _ of _
FACILITY NAME:		ISSUE DATE mm/dd/year
ADDRESS:		SUPERSEDES mm/dd/year

Preliminary Steps (Team Sheet + Forms 1 - 4)

Complete the HACCP team sheet and Forms 1 to 4 to document the preliminary steps before beginning the hazard analysis.

HACCP Team Sheet		
Name	Position	Applicable Training
Approved by: Date:		

Product Description, Distribution, Intended Use and Consumers		Form 1
Product Name(s)		
Product Description		
Ingredients		
Important Product Characteristics		
Intended Use		
Intended Consumers		
Packaging		
Shelf Life		
Labeling Instructions		
Storage and Distribution		
Approved by: Date:		

List of Product Ingredients and Incoming Materials

Form 2

Approved by:

Date:

Process Flow Diagram

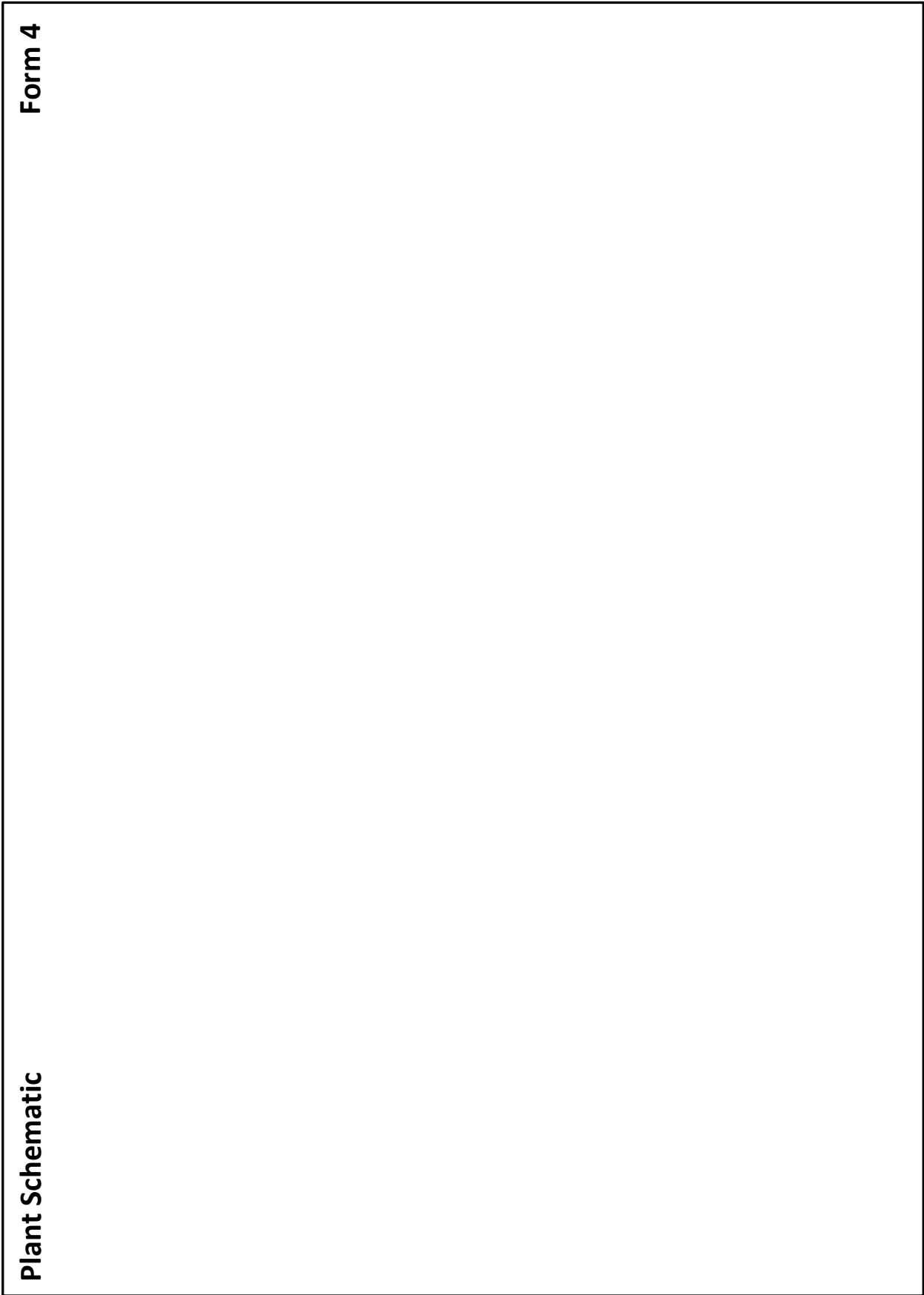
Form 3

Approved by:

Date:

Form 4

Plant Schematic



Hazard Analysis (Forms 5 – 7 + Risk Scoring Table)

Hazard Identification (Forms 5 – 7)

To identify all potential hazards, a form for each type of hazard (biological chemical and physical) is completed for every ingredient, raw material, and process step involved in the production process.

Biological Hazards Identification		Form 5
Ingredient/raw material/process step	Hazard(s)	
Approved by: Date:		

Chemical Hazards Identification**Form 6**

Ingredient/raw material/process step	Hazard(s)
Approved by: Date:	

Hazard Evaluation/Risk Assessment (Risk Scoring Table)

Now that all hazards have been identified, conduct a risk assessment for each. Use the risk-scoring matrix below and document your findings in the Risk Scoring Table.

Likelihood (L)	Severity (S)	Risk Level (R)	
1 = unlikely	1 = minor	Low	1 – 4
2 = possible	2 = moderate	Medium	5 – 10
3 = likely	3 = severe	High	11 – 16
4 = almost certain	4 = highly severe		

L x S →

Risk Scoring Table					
Ingredient/ raw material/ process step	Identify category of hazard (B, C, P). Fully describe the identified hazard.		Determine the likelihood and severity of the hazard occurring. Identify if the hazard is significant.		
			Likelihood	Severity	Risk
	B				
	C				
	P				
	B				
	C				
	P				
	B				

	C				
	P				
	B				
	C				
	P				
	B				
	C				
	P				
	B				
	C				
	P				
<p>Approved by:</p> <p>Date:</p>					

CCP Determination (Form 8)

For each ingredient, raw material, and process step identified in the hazard analysis, determine whether any associated hazard requires control at a CCP by answering the questions in Form 8. Complete Form 9, as applicable.

CCP Determination							Form 8
Ingredient/. raw material/ process step	Identify category of hazard (B, C, P). Fully describe the identified hazard.	Determine if fully controlled by prerequisite programs.	Q1. Could a control measure(s) be used by the establishment at any process step?	Q2. Is it likely that contamination with the identified hazard could occur more than the acceptable level or could increase to an unacceptable level?	Q3. Is this process step specifically designed to prevent, eliminate, or reduce the likely occurrence of the identified hazard to an acceptable level?	Q4. Will a subsequent step eliminate the identified hazard or reduce its likely occurrence to an acceptable level?	CCP #
		If yes = indicate actual GMP or prerequisite program and proceed to the next identified hazard. If no = proceed to Q1.	If no = Indicate how the hazard will be controlled on Form 9. Then proceed to the next identified hazard. If yes = describe the control measure and proceed to Q2.	If no = Identify reason(s) why it is not likely to occur and proceed to the next identified hazard. If yes = Identify acceptable level of the hazard in the finished product, wherever possible, then proceed to Q3.	If yes = CCP. Enter CCP number in the last column. If no = proceed to Q4.	If no = CCP. Enter CCP number in the last column then proceed to the next identified hazard. If yes = not a CCP. Identify the subsequent controlling step and proceed to the next identified hazard.	
	B						
	C						
	P						
	B						

	C							
	P							
	B							
	C							
	P							
	B							
	C							
	P							
	B							
	C							
	P							

Approved by:

Date:

CCP Determination (Form 8)

List all hazards to be controlled another entity later in the chain (e.g., a commercial customer, or end consumer). Indicate how this will be addressed such as through using cooking instructions on the finished product label.

Hazards Not Controlled by the Establishment		Form 9
Hazard(s)	Indicate how the hazard could be addressed (cooking instructions, public education, "use before" date, etc.)	
Approved by:		
Date:		

CCP Management Components (Form 10)

Document each CCP identified from CCP determination decision tree, in the CCP Management Table (Form 10). Add rows as needed.

CCP Management Table								Form 10		
CCP #	Hazard	Process Control	Critical Limits	Monitoring				Corrective Actions	Routine Verification and Validation	Records
				What	How	Frequency	Who			
Approved by: Date:										



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