

HACCP PLAN TEMPLATE *(example)*

Company Name: *Beefy butchers*

Address: Farm Road
Farmville
Norfolk

HACCP Plan for: *Cooked meat pies

Start Date: 01 / 06 / 2009

Completion Date: 10 / 06 / 2009

People involved in HACCP creation:

1. Bob Beefy
2. Alan Smart
3.
4.
5.

Plan agreed by:

Name: Bob Beefy

Signed: *Bob Beefy*

Position: Proprietor

Date: 10 / 06 / 2009

*State process (e.g. meat cutting, cooking meats)

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HACCP PLAN FOR: *(example) Cooked meat pies*

Hazards:

Biological safety: To prevent, eliminate or reduce microbiological contamination of foods and to reduce the potential for growth.

Physical and chemical safety: To prevent the physical and chemical contamination of foods.

Product: *Cooked meat pies*

Intended use: *Ready to eat product*

Process: *Delivery and storage of ingredients, preparation, cooking, cooling, chilled storage and display for sale.*

Packaging, storage, distribution: *food grade cellophane wrapping with sticky paper label. Storage in chilled display unit for sale. No wholesale distribution (except local pub in village)*

Customers: *Passing trade and local pub in village*

Shelf life/conditions of use: *Day of cooking plus 3 days*

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Process Step:	Notes
Food Safety Hazards and Causes	Control Measures
<i>e.g. cross contamination, multiplication of bacteria</i>	<p><i>Protection from physical contamination and odour from chemicals during all stages.</i></p> <p><i>Thorough cooking.</i></p> <p><i>Quick cooling.</i></p> <p><i>Date labelling.</i></p>
	<p>A Critical Control Point (CCP) is a process step at which control is <i>essential</i> to prevent, eliminate or reduce a hazard to an acceptable level.</p> <p>If this process step is a CCP establish at least one critical limit, monitoring procedures and corrective actions for this step.</p>

CCP/ CP No.	Critical/'Legal' Limit(s)	Monitoring Plan				Corrective Action Plan		
		Procedures	Frequency	Responsibility	Records	Procedures	Responsibility	Records
1	<i>Cooked to 75°C</i>	<i>Temperature probe</i>	<i>One from every batch</i>	<i>Cook</i>	<i>Cooking log</i>	<i>If temp not reached – return to oven until temperature reached.</i>	<i>Cook</i>	<i>Cooking log</i>
2.	<i>Cooled to ambient temp and into chilled storage (less than 8°C within 2 hours)</i>	<i>Temperature probe</i>	<i>Each batch</i>	<i>Cook</i>	<i>Cooking /cooling log</i>	<i>Place on wire racks in cool part of premises (ensuring they are protected from contamination)</i>	<i>Cook</i>	<i>Cooking/cooling log</i>

Version: <i>1 (Original)</i>	Date: <i>10/062009</i>	Completed By: <i>B.Beefy & A.Smart</i>	Checked: <i>B.Beefy & A.Smart</i>
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HACCP Validation Check

HACCP PLAN TEMPLATE *(example)*

A validation check should be carried out before the plan is first implemented to make sure it is thorough and accurate. If the Plan is in any way incomplete or inaccurate it must be amended. Validation checks should also be carried out whenever the Plan is reviewed.

	Yes	No	Notes
Is the scope an accurate description of the process?			
Does the flow chart correctly identify each step in the process?			
Are all significant hazards correctly identified and addressed?			
Are adequate control measures in place?			
Have the CCPs/CPs been correctly identified/justified?			
Are the critical/legal limits acceptable?			
Are there procedures in place for monitoring?			
Are corrective actions in place and understood by relevant staff?			
Are there adequate records in place?			
Will the plan control all the significant hazards if followed correctly?			
<p>Validation Record</p> <p>Validation carried out by: _____ Position: _____</p> <p>Signed: _____ Date of Validation: _____</p>			

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Verification of the HACCP Plan

Look back at how your good hygiene practices and operational procedures have been working since the last time you reviewed your HACCP Plan(s) to make sure they are still effective in managing food safety.

Answer these questions to help complete the HACCP Plan Review checklist on the next page.

Evidence	Yes	No	If yes what have you done about this? <i>Refer to other documents if necessary</i>
			Have you changed your HACCP plan(s)?
Has information been received about new hazards, legislation or best practices that need to be reflected in your HACCP plan(s)?			
			Are these changes reflected in your HACCP plan(s)?
Do your daily diary records show that, where action was needed, changes have been made to hygiene procedures, checks carried out, staff instruction etc?			
			Are these changes reflected in your HACCP plan(s)?
Do your records of 4-weekly checks indicate that, where action was needed, changes have been made to hygiene procedures, checks carried out, staff instruction etc?			
			How have you changed your HACCP plan(s)?
Do audit reports (e.g. EH visits) indicate that your HACCP plan(s) need to be changed?			
			How have you changed your HACCP plan(s)?
Do audit reports indicate that your HACCP plan(s) have not been put into practice properly?			

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Verification of the HACCP Plan *(continued)*

Evidence	Yes	No	If yes, what have you done about this? <i>Refer to other documents if necessary</i>
			What do your investigations suggest caused the complaint?
Have you received customer complaints?			What does this mean for your procedures of HACCP plan(s)?
			What changes are you making as a result?
Have you received microbiological test results that indicate your hygiene procedures need to be improved?			
			What changes are you making as a result?
Has a walk-through of the production process shown that the scope, process flow diagram, product/process details are incorrect?			
			What changes are you making as a result?
Having followed a sample of product from before, during and after processing, does it show that company procedures are not being followed correctly, including inspections, traceability records, and labels?			

Notes

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HACCP Plan Review Checklist

You need to make sure your HACCP plan(s) are still accurate. It may be necessary to change the plan, when there are changes to your product, procedures, legislation or perhaps as a result of customer complaints or an audit report.

Use the answers to the questions on the previous page (Verification of the HACCP plan) to help complete this HACCP Plan Review checklist

	Yes	No	Amendment Required:	Details of Amendment(s)
Does the scope accurately describe the process? If no – amend the Plan			Yes <input type="checkbox"/>	
Do the process steps correspond to the flow diagram? If no – amend the Plan			or	
Are controls valid for each hazard (Biological, Chemical and Physical)? If no – amend the Plan			No <input type="checkbox"/>	
Do the CCPs/CPs remain the same? If no – amend the Plan			(If Yes, amend Plan then carry out validation)	
Are critical/legal limits adequate? If no – amend the Plan				
Are monitoring procedures still effective? If no – amend the Plan				
Are appropriate corrective actions identified? If no – amend the Plan				
Review carried out by:				
Name: _____ Position: _____				
Signed: _____ Date: _____				
Date of next review: / /				