

HACCP Plan

HACCP plan for a food business: each process step with its hazards and controls, critical control points with limits, monitoring and corrective action, checks and review.

1. Details

The business and what the plan covers.

Project

Filled in from the project in SiteSurvey.

Business

Kitchen or premises *

Address

Date *

Prepared by

Others involved

Type of business (choose one)

- ☐ Restaurant or cafe
- ☐ Takeaway
- ☐ Pub or bar
- ☐ Hotel
- ☐ Care home or hospital kitchen
- ☐ School or nursery kitchen
- ☐ Caterer
- ☐ Retailer
- ☐ Manufacturer
- ☐ Other: _____

What food and which processes does this plan cover? *

GOV.UK says that if you run a food business you need a food safety management system, and it must meet the Hazard Analysis and Critical Control Point (HACCP) principles: identify the hazards to avoid, remove or reduce; identify the critical control points; set limits for them; monitor them; establish checks to verify the system works; correct problems when they occur; and keep records.

Small caterers and retailers can use the Food Standards Agency's Safer food, better business packs to meet this. This form suits a business that wants its own plan, step by step.

2. Steps, hazards and controls

One entry for each hazard at each step, in the order food moves through the business.

GOV.UK lists three main types of hazard: microbiological (harmful bacteria), chemical (including cleaning chemicals, allergens and other contamination) and physical (objects getting into food).

Process steps (copy this block for each one)

Step * (choose one)

- ☐ Purchase and delivery
- ☐ Chilled storage
- ☐ Frozen storage
- ☐ Dry storage
- ☐ Defrosting
- ☐ Preparation
- ☐ Cooking
- ☐ Cooling
- ☐ Reheating
- ☐ Hot holding
- ☐ Cold display or service
- ☐ Packing and labelling
- ☐ Transport and delivery
- ☐ Other: _____

Type of hazard (choose one)

- ☐ Microbiological ☐ Chemical, including allergens ☐ Physical

What could go wrong? *

How is it controlled?

Is this a critical control point?

A step where control is essential, because no later step will remove the hazard.

- ☐ Yes ☐ No

Critical limit (if applicable)

A figure you can check, such as a temperature and a time.

How is it checked, how often and by whom? (if applicable)

What happens if the limit is not met? (if applicable)

Where is it recorded? (if applicable)

Entries (worked out automatically in the app)

Critical control points (worked out automatically in the app)

3. What the plan relies on

The everyday practices that sit under the plan.

Cleaning schedule (choose one)

☐ In place ☐ Needs work ☐ Not in place

Pest control (choose one)

☐ In place ☐ Needs work ☐ Not in place

Staff training in food hygiene (choose one)

☐ In place ☐ Needs work ☐ Not in place

Personal hygiene and fitness to work rules (choose one)

☐ In place ☐ Needs work ☐ Not in place

Allergen information and control of cross-contamination (choose one)

☐ In place ☐ Needs work ☐ Not in place

Approved suppliers and delivery checks (choose one)

☐ In place ☐ Needs work ☐ Not in place

Maintenance of equipment and premises (choose one)

☐ In place ☐ Needs work ☐ Not in place

Probe thermometer checks (choose one)

☐ In place ☐ Needs work ☐ Not in place

Food businesses must tell customers if food contains any of the 14 allergens named in food law: celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, peanuts, sesame, soybeans, sulphur dioxide and sulphites, and tree nuts.

What needs work, who will do it and by when?

4. Checks, review and sign-off

How you know the plan is working.

How is the plan checked? (tick all that apply)

- ☐ Manager reviews the records
- ☐ Probe thermometers checked for accuracy
- ☐ Internal audit or walk round
- ☐ Complaints and incidents reviewed
- ☐ Environmental health visit findings acted on
- ☐ Product or surface testing
- ☐ Other: _____

How often?

Review date

Review the plan whenever the menu, a recipe, a supplier, the equipment or the way you work changes, and after anything goes wrong.

Prepared by

Signature

Approved by the owner or manager

Owner or manager signature