HACCP Plan Template

Use this plan template to document your HACCP including all relevant Critical Control Points (CCP), hazards, and critical limits associated with your process.

The HACCP plan keeps your food safe from biological, chemical and physical food safety hazards. To make a plan you must:
- identify any hazards that must be avoided, removed or reduced
- identify the critical control points (CCPs) - the points when you need to prevent, remove or reduce a hazard in your work process
- set limits for the CCPs
- make sure you monitor the CCPs
- put things right if there is a problem with a CCP
- put checks in place to make sure your plan is working
- keep records

Process Step / CCP	Possible Hazards	Critical Limits	Monitoring: What/How	Monitoring: Frequency	Monitoring: Who	Corrective Action	Verification	Record-keeping
1								
2								
3								
4								
5								

6							
7							
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10							
11							

HACCP FLOW DIAGRAM

ham and cheese sandwich

Process	Hazard	Control	Monitor
purchase and storage of ingredients	pathogenic bacteria multiplying in ham (high risk food) and cheese (medium risk food)	purchase as close to preparation as possible, refrigerate ham and cheese, store bread in cool, dry conditions	check use by date, check fridge temperature is 5 degrees centigrade or below
preparation of environment, personal hygiene	cross-contamination from equipment, hair hands and clothes	clean surfaces using anti-bacterial cleaner, use PVC tablecloths, set up washing-up facilities, tie back hair, remove jewellery, wear apron, wash hands	responsible teacher/TA/adult to ensure that personal and kitchen hygiene is being undertaken
making the sandwich	bacteria entering food during preparation through cross-contamination from equipment, hair hands and clothes	ongoing cleaning of food surfaces and utensils, good personal hygienic practices (including hand washing), return of unused ingredients to fridge	responsible teacher/TA/adult to monitor that the activity is being carried out hygienically
serving and eating	bacteria entering food before consumption	wash hands, use clean serving plates, eat immediately or cover sandwiches and place in fridge	responsible teacher/TA/adult to monitor time between making the sandwich and safe storage/eating and check children wash hands immediately before eating