

# HACCP Team

Establishment Name \_\_\_\_\_

Physical Address \_\_\_\_\_

## TeamMember

## Role

|       |       |
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Developed by \_\_\_\_\_ Date \_\_\_\_\_



# Ingredients and Raw Materials

Establishment Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Product/Process Category \_\_\_\_\_

Product Examples \_\_\_\_\_

| Meat Poultry and Byproducts | Nonmeat Food Ingredients | Binders/Extenders        |
|-----------------------------|--------------------------|--------------------------|
|                             |                          |                          |
| Spice/Flavorings            | Restricted Ingredients   | Preservatives/Acidifiers |
|                             |                          |                          |
| Liquid                      | Packaging Materials      | Other                    |
|                             |                          |                          |

Developed by \_\_\_\_\_ Date \_\_\_\_\_

# Process Flow Diagram

Establishment Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Product/Process Name \_\_\_\_\_

## Flow Diagram

Developed by \_\_\_\_\_ Date \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_



# Identifying Critical Control Points

Establishment Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Product/Step \_\_\_\_\_

## Critical Control Point Decision Tree

### Question 1A

Do preventative measures exist for the identified hazards?

If "no," go to Question 1B.

If "yes," go to Question 2.

### Question 1B

Is control at this step necessary for safety?

If "no," not a CCP.

If "yes," modify step, process or product and return to Question 1.

### Question 2

Does this step eliminate or reduce the likely occurrence of a hazard(s) to an acceptable level?

If "no," go to Question 3.

If "yes," CCP.

### Question 3

Could contamination with identified hazard(s) occur in excess of acceptable levels or could these increase to unacceptable levels?

If "no," not a CCP.

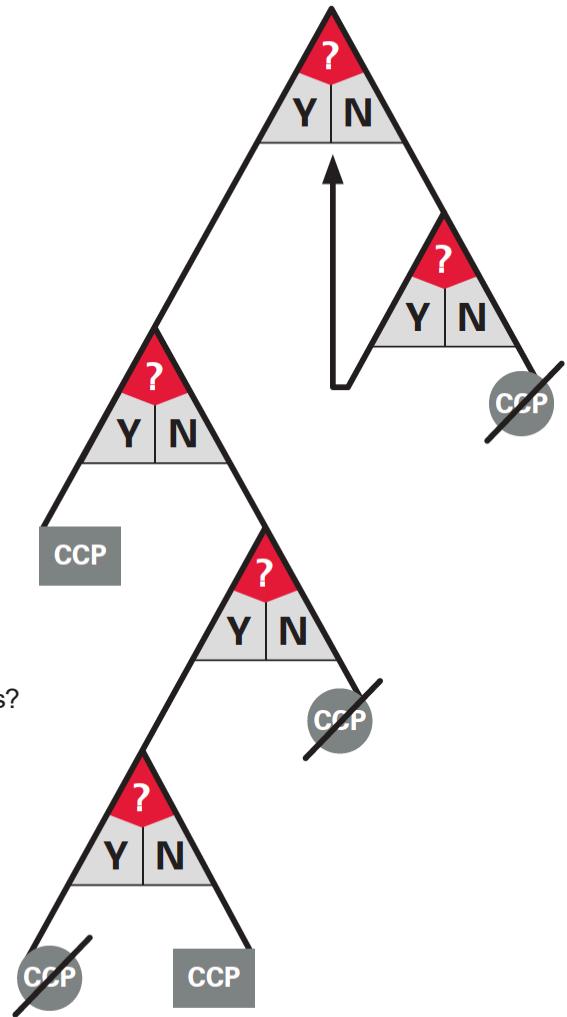
If "yes," go to Question 4.

### Question 4

Will a subsequent step eliminate the identified hazards or reduce the likely occurrence to an unacceptable level?

If "no," CCP.

If "yes," not a CCP.



### BIOLOGICAL

CCP# \_\_\_\_\_

Not a CCP

### CHEMICAL

CCP# \_\_\_\_\_

Not a CCP

### PHYSICAL

CCP# \_\_\_\_\_

Not a CCP

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# Corrective Action Procedures

Establishment Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Product/Process Name \_\_\_\_\_

Process Step/CCP \_\_\_\_\_

## Critical Limits

Problem (*critical limit exceeded*) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disposition of Product (*hold, rework, condemn*) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Action Procedure/Steps \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who is responsible for performing these corrective actions? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Compliance Procedures \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Developed by \_\_\_\_\_ Date \_\_\_\_\_





# Hazard Analysis Form

Establishment Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Product/Process Name \_\_\_\_\_

Process Step from Flow Diagram \_\_\_\_\_

| C: CHEMICAL  | B: BIOLOGICAL  | P: PHYSICAL  |
|--|--|--|
| List the Hazards:  |  |  |
|  |  |  |
| Is the hazard reasonably likely to occur?                |  |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What is the basis for your decision?                     |  |  |
|  |  |  |

What preventative measures can be applied at this step to prevent, eliminate or reduce the hazard to an acceptable level?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Hazard Analysis Worksheet

Establishment Name \_\_\_\_\_

Physical Address \_\_\_\_\_

| 1<br>Ingredient/<br>Processing<br>Step | 2<br>Identify<br>potential<br>hazards<br>introduced,<br>controlled or<br>enhanced at<br>this time | 3<br>Are any<br>potential food<br>safety hazards<br>significant?<br>(YES/NO) | 4<br>Justify your<br>decision for<br>column 3 | 5<br>What<br>preventative<br>measure(s) can<br>be applied to<br>prevent the<br>significant<br>hazards? | 6<br>Is this step a<br>critical control<br>point?<br>(YES/NO) |
|--|---|--|---|--|---|
|  | BIOLOGICAL<br>CHEMICAL<br>PHYSICAL  |  |   |  |   |
|  | BIOLOGICAL<br>CHEMICAL<br>PHYSICAL  |  |   |  |   |
|  | BIOLOGICAL<br>CHEMICAL<br>PHYSICAL  |  |   |  |   |
|  | BIOLOGICAL<br>CHEMICAL<br>PHYSICAL  |  |   |  |   |
|  | BIOLOGICAL<br>CHEMICAL<br>PHYSICAL  |  |   |  |   |
|  | BIOLOGICAL<br>CHEMICAL<br>PHYSICAL  |  |   |  |   |

Developed by \_\_\_\_\_ Date \_\_\_\_\_

# HACCP Plan

Establishment Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Product/Process Name \_\_\_\_\_

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

Developed by \_\_\_\_\_ Date \_\_\_\_\_

