

HACCP Plan Template

All facilities must provide the following information in their proposed Hazard Analysis Critical Control Point (HACCP) Plan to be considered for approval. The plan must be submitted and approved by the Jefferson County Department of Health prior to implementation. A separate HACCP Plan must be submitted for each type of special process. Depending on the specific special food process, additional documentation or information may be required.

List of foods

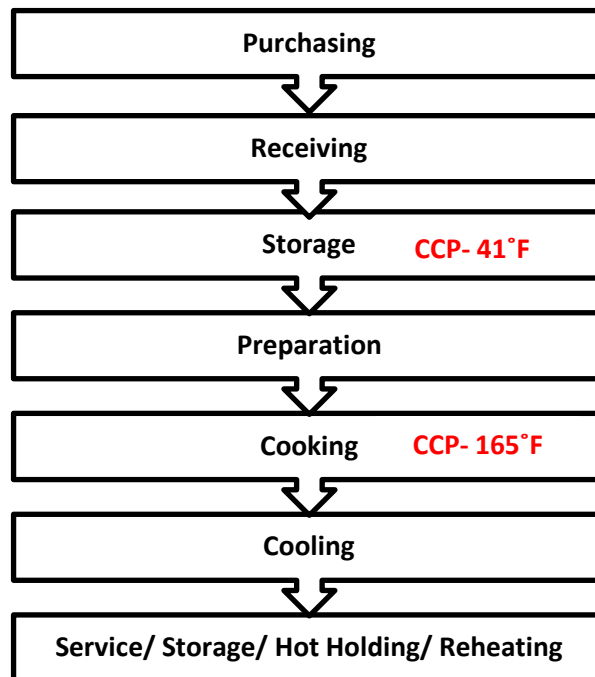
- List and describe the food that this plan will cover.

Flow diagram – formulas and recipes

Provide a flow diagram listing and describing every aspect or activity of a production process (i.e., receiving, cold holding, cooking, cooling, heating, etc.). Indicate on the diagram which steps are critical to the safety of that food. This can be done through the hazard analysis or provided by a process authority. Include the following:

- Describe the equipment, materials, and ingredients used to prepare the food.
- Label all critical control points (CCPs) and critical limits.
- Include recipes or formulas illustrating the methods and procedures for controlling the identified hazards.

Template Flow Diagram



Training Program

Describe the training program in place for employees and supervisors who will be handling these foods or verifying these processes. Examples might include:

- Employee health policy
- Proper use of the equipment
- Cleaning of the equipment
- Proper employee hygiene
- Prevention of cross-contamination
- Hazards involved in the process and how they are controlled
- Use of and calibration of the monitoring equipment
- Critical limits and corrective actions to be taken if the critical limits are exceeded

General Standard Operating Procedures

List and describe the general standard operating procedures related to this process. These procedures should be posted in the processing area. Examples might include:

- Cleaning and sanitizing procedures
- Specifications for packaging or equipment
- Product handling procedures
- Use of equipment
- Storage conditions
- Employee hygiene requirements

Standard Operating Procedures (SOPs) at each Critical Control Point (CCP)

For each Critical Control Point (CCP) identified in the flow chart, list the following:

- **CCP:** Identify the processing step that has been determined to be a CCP (i.e., cold holding or reheating)
- **Hazard:** Identify the biological, chemical, and/or physical hazard of concern (i.e., bones in fish or *C. botulinum* growth and toxin formation)
- **Critical limit:** List the critical limit at this step. This may be determined through the hazard analysis or be provided by a process authority. (i.e., cooking ground beef to the minimum required temperature of 155°F)
- **Monitoring:** List how the process at this step will be monitored to ensure the hazards are controlled. Include who will do the monitoring, the equipment used for monitoring, and the frequency of the monitoring.
- **Verification procedures:** List the measures that will be used to ensure the plan is followed correctly. Include any equipment calibration procedures here. (i.e., weekly record checks to ensure the monitoring is being done and no critical limits have been exceeded.)
- **Corrective actions:** List the procedures to be followed if a critical limit is exceeded. Include the actions to be taken to bring the process back under control and how any potentially unsafe product will be handled.

- **Records:** List and attach copies of the records that will be used to record the monitoring results. Monitoring forms should have the critical limit(s) on the form for easy reference. Calibration monitoring logs should include calibration instructions on the form.

The worksheet on the next page can also be used to list the SOPs at each CCP.

HACCP Worksheet

The HACCP Worksheet must include details for all designated CCPs from the Process Flow Diagram. The following chart provides an example of the details necessary for the Worksheet.

Template

Processing Step	Significant Hazards	Critical Limits for Each Preventive Measure	Monitoring			Corrective Actions	Records	Verification
			<i>Who</i>	<i>How</i>	<i>Frequency</i>			
Cooking	Specify the biological, chemical, or physical hazards that are associated with cooking this item	Specify the cooking time and temperature	Specify who is responsible for monitoring the cooking times and temperatures	Specify how cooking will be monitored (i.e., measuring internal temperatures with a probe thermometer)	Specify how often cooking temperatures will be monitored (i.e., once per batch, twice per batch, etc.)	Provide corrective actions for products not meeting the required cooking temperature or time (i.e., continue cooking until the required time and internal temperature is met)	Specify where the cooking time and temperature will be documented. Specify how long the records will be maintained (i.e., 6 months).	Specify who is responsible for verifying that the cooking records have been completed. Specify how often the cooking records will be verified.