HACCP plan

A HACCP plan says which hazards your kitchen has, where you control them and how you know it's working. Fill in one page at a time and go through the plan whenever something changes.

BUSINESS

SITE

HACCP LEAD

DATE

LAST REVIEWED

NEXT REVIEW

How to fill in the plan

1. Fill in the business, site and HACCP lead, then date the plan and name the team.
2. Describe your food and who eats it, including allergens and anyone at higher risk.
3. Draw every step from delivery to service, then walk the kitchen and correct the diagram.
4. For each step, list the hazards, rate likelihood and severity, and mark which steps are CCPs.
5. For each CCP, write down the limit, the monitoring, the corrective action and the records.
6. Sign the review log each time you review the plan, and set the next review date.

The HACCP team

NAME	ROLE	KNOWLEDGE OF THE KITCHEN OR HACCP

Product and process

What you make, which foods and who eats them. Note allergens and vulnerable groups.

Flow diagram

Every step from receiving to service, in order. Walk the steps on site and correct the diagram.

NO.	STEP	WHAT HAPPENS	NO.	STEP	WHAT HAPPENS

Hazard analysis

Hazard: biological, chemical, physical or allergen. Rate likelihood and severity, and decide whether the step is a critical control point.

STEP	HAZARD	TYPE	LIKELIHOOD	SEVERITY	CONTROL MEASURE	CCP?

Critical control points

The rows in grey italics are examples from a restaurant kitchen, with the source after each limit. US Food Code values apply where your state or local authority has adopted the Code. Whether a step is a critical control point or a prerequisite, and which limits you set, comes from your own hazard analysis and the rules where you are. FSA: the UK Food Standards Agency. FSAI: the Food Safety Authority of Ireland. SFBB: Safer Food, Better Business.

CCP	HAZARD	CRITICAL LIMIT	MONITORING: WHAT, HOW, WHEN, WHO	CORRECTIVE ACTION	VERIFICATION	RECORDS
Cold storage	*Bacteria grow*	*5 °C (41 °F) or below, US Food Code, Australian law; 8 °C (46 °F) or below, law in England, Wales and Northern Ireland*	*Record each fridge's temperature at opening and close*	*Move food to a working fridge. FSA guidance: chilled food out of the fridge for over 4 hours is thrown away*		
Cooking poultry	*Bacteria survive*	*74 °C (165 °F) instantly, US Food Code; 70 °C (158 °F) for 2 min, UK FSA and FSAI advice*	*Probe the thickest piece per tray; log reading, time, initials*	*Cook it for longer and probe again (SFBB)*		
Hot holding	*Bacteria grow*	*63 °C (145 °F) or above, law in England; 57 °C (135 °F) or above, US Food Code; 60 °C (140 °F) or above, Australian law*	*Probe each tray at set times and log it*	*FSA guidance: after 2 h below 63 °C (145 °F), cool to 8 °C (46 °F) or below, or throw away*		
Cooling cooked food	*Bacteria grow*	*57 to 21 °C (135 to 70 °F) within 2 h, then 5 °C (41 °F) within 6 h total, US Food Code; UK law: as quickly as possible*	*Log time and temperature at the start, at 2 h and at the end*	*Re-cook it if appropriate, or throw it away (SFBB)*		
Reheating for hot holding	*Bacteria survive*	*74 °C (165 °F) for 15 s, US Food Code; 82 °C (180 °F), Scottish law; 70 °C (158 °F) core, FSAI*	*Probe the core of each batch; log it*	*Heat for longer and probe again. Reheat only once (UK FSA)*		

Verification and review

Go through the plan regularly and whenever something changes: a new menu, new equipment, a new supplier or a deviation.

DATE	WHAT WAS REVIEWED	RESULT	ACTION	RESPONSIBLE	SIGNATURE

The full guide: todolo.io/en/blog/haccp-implementation-guide · Want this in the app? Book a demo