

HACCP Food Safety Plan

Use this food safety planning workbook to connect products and process steps to assessed hazards, control measures, monitoring and records. A competent food safety team supplies the hazard analysis, validated limits and disposition decisions. Copy linked modules by product group, process and control point.

Complete bracketed fields with approved information. Duplicate modules and rows as needed; record the reason for any section marked not applicable.

Document [ID and revision] **Owner** [Role] **Scope** [Organization, site or product]

Effective date [Date] **Approval** [Controlled record] **Next review** [Date or trigger]

Plan foundation

Plan scope		Team approved content	
Products processes and site		[Covered products, flow boundaries, site and exclusions]	
Management commitment		[Approved resources, authority and policy reference]	
Plan identification		[Product/process IDs and related controlled plans]	
Team role and expertise	Plan duty	Review or authorization record	
[Role and relevant expertise]	[Development, monitoring, corrective action or verification]	[Assignment and sign-off reference]	

Prerequisite programs

Program	Operating procedure and check	Evidence and review
[Sanitation, allergens, suppliers or other adopted program]	[Scope, activity, approved criterion and frequency]	[Record, role and verification]
[Training, calibration or traceability]	[Controlled procedure]	[Evidence and gap]

Product description and intended use

Product attribute	Verified description and source
Composition and safety characteristics	[Ingredients, allergens, pH/water activity where relevant; exact units]
Packaging shelf life and distribution	[Materials, approved life, storage and transport conditions]
Intended use consumers and labelling	[Preparation/use, vulnerable groups and label instructions]

Process flow

Use identical step numbers and names in the hazard analysis and control records. Include inputs, holding, rework and outputs.

Step number and name	Inputs activity and outputs	Interface and on site confirmation
[Step ID and exact name]	[Materials, process activity and destination]	[Predecessor/successor and confirmation evidence]
[Step ID]	[Holding, rework or output where applicable]	[Date, team and flow revision]

Hazard analysis

Hazard identification and significance

Step and hazard ID	Potential hazard and category	Significance and justification
[Flow step; hazard ID]	[Biological, chemical including allergen, or physical hazard]	[Yes/No; approved likelihood/severity rationale]
[Flow step; hazard ID]	[Hazard]	[Decision and evidence]

Control and critical point decision

Hazard ID	Control measure and linked program	CCP decision and reasoning
[ID from table above]	[Measure, prerequisite program or other control]	[Yes/No; decision-tree or other approved reasoning]
[ID]	[Control and procedure reference]	[Evidence and reviewer]

Analysis review

Record [team], [assessment date], [flow version], [evidence sources], [unresolved questions] and [authorized approval]. Do not treat a blank hazard or decision field as a negative finding.

Critical control points

Repeat one complete module per CCP in process-flow order.

CCP element	Approved control specification
CCP number step and hazard	[Exact flow reference and significant hazard]
Control measure	[Method and controlled procedure]
Critical limits and basis	[Exact values, units, conditions and validation/reference]
Operating limits if separate	[Values and response; keep distinct from critical limits]
Monitoring	[What, how, frequency, responsible role and instrument]
Corrective action	[Restore control; hold/evaluate product; disposition authority; prevent recurrence]
Verification	[Records review, calibration, sampling and adopted frequency]
Required records	[Forms, fields, reviewer and controlled location]

Monitoring and corrective action log

CCP time and result	Limit comparison and product affected	Action decision and review
[CCP ID; date/time; measured value and unit]	[Within/outside limit; affected lot and period]	[Action, product hold/disposition, authority and verification]
[Record entry]	[Assessment]	[Follow-up and closure]

HACCP plan summary index

CCP and hazard	Critical limit and monitoring	Corrective verification and records references
[CCP ID and hazard]	[Exact limit; method, role and frequency]	[Linked complete CCP module and forms]

Validation verification and reassessment

Activity	Basis method and acceptance	Result and follow up
Control validation	[Scientific or technical evidence that the measure can work]	[Approved conclusion and limitation]
Verification	[Check that operation matches plan; criterion and frequency]	[Finding, reviewer and corrective action]
Reassessment	[Ingredient, process, equipment, consumer or other adopted trigger]	[Impact, required changes and approval]

Pre operational or program checklist

Program or CCP	Check and acceptance criterion	Result action and reviewer
[ID]	[Exact approved condition and frequency]	[Result, affected product and action]
[ID]	[Check]	[Record and review]

Records and documentation

Record and related control	Required fields and review	Storage and retention
[CCP or program form]	[Measurement, deviation, disposition and review fields]	[Location, access and approved retention]

Glossary

Term	Meaning adopted in this plan	Reference
[CCP, PRP or other term]	[Definition and expansion]	[Controlled source]

Food safety plan review

- ☐ Product, flow, hazard and CCP identifiers agree across all modules.
- ☐ Limits and monitoring have a documented basis; product disposition authority is defined.

Team or review role	Decision and date	Approval record and unresolved actions
[Authorized food safety role]	[Approved or returned]	[Evidence and next reassessment]