HACCP plan template for a commercial kitchen

Business name: _____ **Address of the premises:** _____

Food business operator: _____ **HACCP team leader:** _____

Type of business: _____ **Plan version:** _____ **Date of plan:** _____ **Next review:** _____

This plan follows the seven HACCP principles: list the hazards, find the critical control points, set critical limits, set monitoring, set corrective actions, verify that the plan works and keep records. Describe your own menu, processes and premises; a copied plan does not show that your kitchen is under control. Review the plan whenever a dish, recipe, supplier, piece of equipment or process changes.

1. HACCP team

Name	Role	Food safety training (course, date)	Signature

2. Products and scope

Menu groups and products covered:

Who eats the food and how it is served (on site, takeaway, delivery, vulnerable groups):

Process steps used: ☐ Receiving ☐ Chilled storage ☐ Frozen storage ☐ Dry storage ☐ Thawing ☐ Preparing raw food ☐ Preparing ready-to-eat food ☐ Cooking ☐ Cooling ☐ Reheating ☐ Hot holding ☐ Cold display ☐ Serving ☐ Packing ☐ Transport ☐ Other:

3. Prerequisite programmes

Prerequisite programmes are the basic hygiene rules that apply in the whole kitchen. Write where each written procedure is kept and which log shows that it is followed.

Programme	Written procedure (where kept)	Record, log	Responsible	Last reviewed
Cleaning and disinfection				
Pest control				
Staff hygiene, health and training				
Supplier approval and goods receipt				
Temperature control and thermometer checks				
Allergen management				
Water supply				
Waste				
Maintenance of premises and equipment				
Traceability and recall				

4. Process flow

Step	Process step	What happens (equipment, time, temperature)	Foods or menu groups
1			
2			
3			
4			
5			
6			
7			

5. Hazard analysis and critical control points

One row per hazard at each step. Hazard type: B biological, C chemical, P physical, A allergen. A step is a critical control point (CCP) when control is essential there and no later step removes the hazard. For a CCP fill in the critical limit, monitoring, corrective action and verification; for other steps name the prerequisite programme that controls the hazard.

Process step	Hazard (B, C, P, A)	Control measure	CCP? (Y/N)	Critical limit	Monitoring (what, how)	How often	Corrective action	Verification	Record, log	Responsible

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Process step	Hazard (B, C, P, A)	Control measure	CCP? (Y/N)	Critical limit	Monitoring (what, how)	How often	Corrective action	Verification	Record, log	Responsible

6. Verification and review

Date	What was checked or reviewed (logs, plan, inspection, test)	Result	Changes made to the plan	Name, signature

Approved by the food business operator (name, signature)

Date