

BROWSING THE HACCP FORMS

Click on the name of the form ([in blue text](#)) below or from the bookmarks on the left to open the form. To return to this page, click “Browsing the HACCP forms” from the left.

PRELIMINARY STEPS: DESCRIBE THE PRODUCT

[HACCP Product Ingredients Form And Ingredient Listing \(Sample\)](#)

[HACCP Product Ingredients Form And Ingredient Listing](#)

A HACCP Product Ingredients Form or Worksheet is used to describe all the raw ingredients and materials used. Any physical or chemical characteristics that might affect food safety should also be noted.

REVIEW OF COMMON HAZARDS

[Naturally Occurring Chemical Hazards](#)

Of all the chemical hazards, it is the naturally occurring ones that cause the most problems.

[Sources Of Common Food Chemical Hazards](#)

HACCP team members should be aware that certain chemicals used in actual food processing and production can be hazardous.

CONDUCTING A HAZARD ANALYSIS

[Ingredient Hazard Analysis](#)

[Process Step Hazard Analysis](#)

HACCP team must document the rationale for each hazard it identifies under the HACCP plan. These are two examples of how to look at the produce and the process steps used in the preparation of the product.

CONTROL POINTS AND CRITICAL LIMITS

[CODEX Decision Tree](#)

Use this CODEX Decision Tree to identify the CCPs. This useful tool helps the team avoid confusion, while guiding it through a series of important questions.

VERIFICATION PROCEDURES

[HACCP System Verification Schedule*](#)

HACCP plan’s verification activities should be scheduled frequently enough to confirm that the plan is being effectively implemented. Note that in this sample schedule, some activities occur daily or weekly, while others are scheduled annually.

RECORD KEEPING

[The Hazard Analysis Worksheet \(Step\)*](#)

[The Hazard Analysis Worksheet \(CCP\)*](#)

[Monitoring Form](#)

[Time/Temperature Graph](#)

[Sample Checklist](#)

These worksheets can be used when identifying monitoring procedures, corrective actions, and monitoring records. Records relating to CCPs, should be included in the record keeping system. The kind of record you keep will depend on the data collected, the forms provided here are some samples.

* Change the page layout to “landscape” before printing these forms

Naturally Occurring Chemical Hazards

TOXIN	SOURCE	SYMPTOMS OF ILLNESS
Mycotoxins	Mold by-product found on grains; processed foods	Liver and heart damage; death in animals
Histamine	Spoiled fish	Flushing, rapid pulse, headaches, nausea, dizziness, diarrhea.
Ciguatera	Fish that eat contaminated algae	Flushing, dizziness, headaches, nausea
Paralytic shellfish poisoning	Shellfish	Respiratory distress, dizziness, nausea, death

Sources Of Common Food Chemical Hazards

TYPE	ROLE	EXAMPLES
Preservatives	Microbial Inhibition	Sorbates, benzoates
Colors	Food coloring	Dyes
Flavor	Enhanced flavor	Natural and artificial

Ingredient Hazard Analysis

Product: Celery, Carrots, and Onions

Hazard	Rationale
Listeria (B)	There is a medium likelihood that this bacterium could be found in some of the produce received. Since it is so potentially dangerous to pregnant mothers, and infants, and can grow at low temperatures, it must be considered.
E. coli (B)	There is a medium likelihood that this bacterium could be found in some of the produce.
Pesticides (C)	Growers use pesticides on their crops.
Insects (P)	Since the produce is shipped to us just after it is picked, there is the potential for occasional insects.

Biological = (B)

Chemical = (C)

Physical = (P)

Process Step Hazard Analysis

STEP: Wash and prepare produce

Hazard	Rationale
Cross-contamination (B)	Cross-contamination must be considered, although it is unlikely, since all produce must be washed and prepared.
Chemical from washing (C)	The possibility of chemical contamination must be considered, although it is unlikely, since produce will be washed in potable tap water.
Foreign material--none (P)	It is possible that workers might contaminate the produce while preparing it. However, it is unlikely, since procedures are in place to prevent this from occurring.

Biological = (B)

Chemical = (C)

Physical = (P)

HACCP SYSTEM VERIFICATION SCHEDULE

This form is designed to help plan and schedule HACCP System Verification Activities.

(HACCP Verification may be necessary more often than scheduled if new information on the safety of the food indicates the need for additional controls, or if the food is implicated as a vehicle of foodborne disease.)

PRODUCT: Chicken Salad

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PLANNED VERIFICATION ACTIVITY	TIME INTERVAL	RESPONSIBILITY FOR ACTIVITY	RESPONSIBILITY FOR REVIEW/APPROVAL
Establish Verification Inspection Schedules	Annually	Manager	Corp. QA
Review of HACCP Plan, and its Implementation	Annually or when change occurs	HACCP Team	Senior Management
Validation of Critical Limits	Annually	HACCP Team	Industry experts
Presence and Correctness of CCP Monitoring	Annually or when change occurs	HACCP Team	Industry experts/Senior Management
Monitoring Equipment Calibrated/Operating	Weekly	QC Supervisor	Corporate QA
Review Monitoring and Corrective Action Records	Daily	QC Supervisor	Corporate QA/Senior Management
Sample Analysis	Three - Five per day	QC Supervisor	Corporate QA/Senior Management
Presence of Written Verification Reports	Annually	Corporate QA	Senior Management

Hazard Analysis Worksheet

Company: _____ Name: _____

Plant: _____ Location: _____

Product/Process: _____

Scope: _____

Step	Hazard(s)	Adverse Effect	Control Measures	Is it a Control Point? Y / N	If not controlled at this step, causes adverse health effect? Y / N	Is the intended consumer vulnerable to the hazard? Y / N	Risk: Is it reasonably likely to occur? Y / N	Critical Control Point? * Y / N

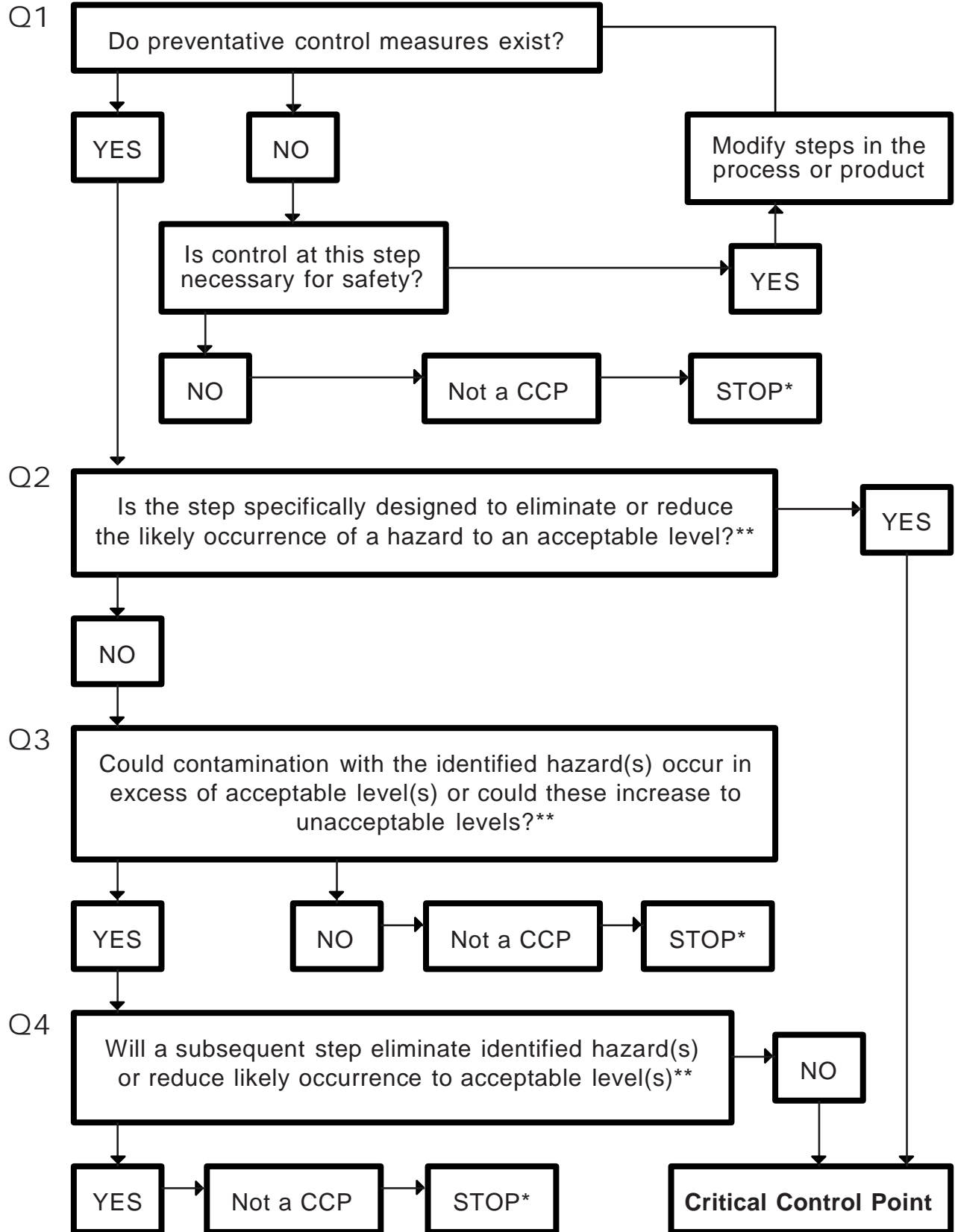
*If Yes, enter on HACCP Worksheet

Checklist

Cleaning Assignments

	Task	Time Done	Initials
Grill	1. Clean and sanitize grill table and shelf 2. Clean behind and under grill 3. Clean and sanitize walls around grill		
Warmers	4. Clean and sanitize warmers		
Ovens	5. Clean fronts of oven doors 6. Clean top of oven		
Pots and Pans	7. Clean and delime pots and pans 8. Clean pan rack		
Steamers	9. Clean and delime steamers 10. Clean and sanitize table 11. Clean wall behind steamer		

CODEX DECISION TREE



* Proceed to the next identified hazard in the described process
 ** Acceptable and unacceptable levels need to be defined within the overall objectives in identifying the CCPs of HACCP plans