

Aquaint HACCP Plan Template

For restaurants, pubs, cafes and hospitality operations

Use this template to create your HACCP plan. Operational checklists should be built and tracked in Aquaint (not on paper).

1. Business and HACCP Team Details

Field	Your details
Business name	[Insert]
Address	[Insert]
Site(s) covered	[Insert - single site / multiple sites]
HACCP plan for	[Insert - e.g., 'Restaurant kitchen operations']
Version	[Insert]
Plan start date	[Insert]
Plan completion date	[Insert]
Next review date	[Insert]

HACCP Team

Name	Role	Responsibility
[Insert]	[Insert]	[Insert]
[Insert]	[Insert]	[Insert]

[Insert]	[Insert]	[Insert]

2. Scope

Describe what this HACCP plan covers. Keep it specific: products, processes, sites, and customer groups. If you manufacture food for retail/wholesale, run a distribution warehouse, or operate in a non-hospitality setting, see Section 8.

Scope item	Your description
Business type	[Insert]
Products/menu covered	[Insert]
Process covered (start to finish)	[Insert]
Customers / vulnerable groups	[Insert]
Services (eat-in, takeaway, delivery, buffet)	[Insert]
Exclusions (what is not covered)	[Insert]

3. Process Steps

List your process steps in order. These steps will be used in the hazard analysis tables that follow.

Step	Process step name
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1	Delivery & receiving
2	Storage (chilled/frozen/dry)
3	Preparation
4	Cooking
5	Hot holding / service

Step	Process step name
6	Cooling (if applicable)
7	Cold storage of prepared foods (if applicable)
8	Reheating (if applicable)
9	Serving

4. Hazard Analysis and Control Plan

Use the step tables below. Keep them short and specific. Where you currently use paper checklists (temperatures, cleaning, opening checks), build these as Aquaint tasks and logs instead. The HACCP plan should define what must be controlled, not duplicate operational checklists.

Process step: Delivery & Receiving

Field	Details
Hazards	Biological: food delivered at unsafe temperatures; Chemical: incorrect labeling/allergens; Physical: damaged

	packaging/foreign objects.
Control measures	Approved suppliers only; check temps, packaging integrity, dates and labels at every delivery; segregate any suspect items; store immediately.
CCP/CP	CP (not usually a CCP in hospitality)
Critical / legal limits	Chilled foods aim $\leq 5^{\circ}\text{C}$ (legal max 8°C); frozen foods solid; packaging intact; within use-by date.
Monitoring	Check and record delivery temperatures and condition for key high-risk foods each delivery.
Corrective actions	Reject affected items; record non-conformance; notify supplier; review supplier if repeated.
How to track in Aquaint	Create a 'Delivery Check' task in Aquaint with required fields (supplier, product, temp, condition, photos).

Process step: Storage (Chilled/Frozen/Dry)

Field	Details
Hazards	Biological: growth if fridges/freezers out of range; Physical: cross-contamination (raw above ready-to-eat); Chemical: chemicals stored near food; allergen cross-contact.
Control measures	Maintain fridge/freezer temps; separate raw and ready-to-eat; label/date; FIFO; store chemicals away from food; covered containers.

CCP/CP	Legal control point for temperature management
Critical / legal limits	Fridge legal max 8°C (target 0-5°C); freezer <= -18°C; raw always below ready-to-eat.
Monitoring	Log fridge/freezer temperatures at least twice daily; routine visual checks of segregation and date labels.
Corrective actions	If out of range: move food, adjust/repair equipment, discard if time/temperature compromised; fix segregation issues immediately.
How to track in Aquaint	Use Aquaint temperature logs (or sensor integrations if available) and an 'AM/PM Fridge Check' recurring task.

Process step: Preparation

Field	Details
Hazards	Biological: cross-contamination from raw to ready-to-eat; Chemical: allergen cross-contact; Physical: foreign objects (e.g., broken plastic).
Control measures	Separate areas/utensils/boards; strict hand hygiene; sanitize between tasks; allergen procedure for special orders; minimise time in danger zone.
CCP/CP	CP (managed through procedures and training)

Critical / legal limits	No raw-to-ready-to-eat contact; allergen-free orders prepared separately; keep perishable foods out of refrigeration as short as practical.
Monitoring	Supervisor spot checks during service; staff follow standard operating procedures.
Corrective actions	Discard contaminated food; clean/sanitise; retrain staff; record any incidents and root cause.
How to track in Aquaint	Build opening/closing and service-line checks as Aquaint tasks (e.g., 'Prep Area Ready', 'Allergen Control').

Process step: Cooking

Field	Details
Hazards	Biological: pathogens survive if undercooked (poultry/minced meat).
Control measures	Cook to safe core temperatures; use a clean, calibrated probe; standardise recipes and batch sizes.
CCP/CP	CCP
Critical / legal limits	High-risk foods core temp $\geq 75^{\circ}\text{C}$ (or validated equivalent such as 70°C for 2 minutes).
Monitoring	Probe and record representative items for each high-risk batch/shift; verify thermometer calibration routinely.

Corrective actions	Continue cooking and re-check; if cannot achieve limit, discard; investigate equipment/staff practice.
How to track in Aquaint	Create a 'Cooking Temp Check' log in Aquaint with required fields (item, temp, time, initials).

Process step: Hot Holding / Service (where applicable)

Field	Details
Hazards	Biological: growth if held warm; allergen cross-contact on buffets.
Control measures	Hold hot foods above safe temperature; keep protected; use dedicated utensils for allergens; limit time.
CCP/CP	Often a CCP for buffets / extended holding
Critical / legal limits	Hot holding $\geq 63^{\circ}\text{C}$; if below, apply the 2-hour rule then discard or rapidly chill.
Monitoring	Check and record holding temps at defined frequency (e.g., every 2 hours or per service).
Corrective actions	Reheat to $\geq 75^{\circ}\text{C}$ once if within safe time; otherwise discard; adjust equipment/batch size.
How to track in Aquaint	Use a recurring 'Hot Hold Temp' task for each unit/dish with escalation if missed or out of range.

Process step: Cooling (if applicable)

Field	Details
Hazards	Biological: spore-formers grow if cooling is slow.
Control measures	Rapid cooling in shallow containers; small batches; ice bath/blast chiller if available; then refrigerate.
CCP/CP	CCP if you cool food for later use
Critical / legal limits	Cool quickly through danger zone and to refrigeration temperature within a validated timeframe (e.g., within 90 minutes to $\leq 8^{\circ}\text{C}$ or other validated method).
Monitoring	Record start time, interim temp and end temp for each cooling batch.
Corrective actions	If limits not met, discard; change method (smaller batches, better equipment).
How to track in Aquaint	Create a 'Cooling Log' with timer prompts and required photo/temperature fields.

Process step: Reheating (if applicable)

Field	Details
Hazards	Biological: pathogens survive if not reheated thoroughly.
Control measures	Reheat once only to piping hot; stir/turn to avoid cold spots.
CCP/CP	CCP

Critical / legal limits	Reheat to core temp $\geq 75^{\circ}\text{C}$ (or validated equivalent).
Monitoring	Probe and record reheating temps for batches/representative items.
Corrective actions	Continue heating and re-check; discard if cannot achieve; do not reheat more than once.
How to track in Aquaint	Use a 'Reheat Temp Check' log linked to the batch/food label.

5. Validation and Verification

Validate your plan before first use and whenever you make changes. Verify regularly by reviewing records, spot-checking practices, and acting on trends or incidents. Use Aquaint reports to evidence completion and highlight recurring issues.

6. Review and Change Control

Review at least annually, and immediately if you change menu items, processes, equipment, suppliers, premises layout, or after a food safety incident or complaint.

7. Supporting Procedures (tracked in Aquaint)

Do not attach paper checklists. Build these in Aquaint instead: cleaning schedules, opening/closing checks, fridge/freezer temperature logs, allergen controls, pest checks, maintenance/calibration reminders, training records and document storage.

8. Notes for Warehousing, Manufacturing and Gyms

Warehousing: focus on receipt, storage temps, dispatch and pest control. Manufacturing: you will likely need additional CCPs (e.g., packaging integrity, metal detection) and more detailed traceability. Gyms: only applicable if you handle open food (smoothie/coffee bars); otherwise a simpler food safety system may be sufficient.