HACCP Plan Template

Cover page, hazard analysis worksheet and HACCP plan summary table, following the column order used in the NACMCF guidelines.

Part 1. Cover: product description and team

Facility / site	
Product name and description (ingredients, key properties such as pH, water activity)	
Intended use and consumers (including vulnerable groups)	
Packaging, shelf life and storage / distribution conditions	
HACCP team members and roles	
Flow diagram prepared by / date	
Flow diagram verified on-site by / date	
Plan approved by / date	
Next scheduled reanalysis	

Process flow diagram (draw or paste below, then verify it on-site)

Part 2. Hazard analysis worksheet

Product / process: _____ Prepared by / date: _____

Process step	Potential hazard(s) (B / C / P / allergen)	Reasonably likely to occur? (Y / N)	Justification	Control measure(s)	CCP? (Y / N)
EXAMPLE: Cooking (cooked chicken breast)	B: Salmonella, Campylobacter (survive if under-cooked)	Y	Raw poultry commonly carries these pathogens; cooking is the step that eliminates them.	Cook to the validated time and temperature.	Y (CCP 1)

B = biological, C = chemical, P = physical. Include allergens under chemical or as a separate category, per your plan.

Part 3. HACCP plan summary table (one row per CCP)

Product / process: _____ Plan version / date: _____

CCP #	Hazard	Critical limit(s)	Monitoring (what / how / frequency / who)	Corrective action	Verification	Records
EXAMPLE: CCP 1 Cooking	Survival of Salmonella	Internal temperature of at least [your validated limit, e.g. 165 °F / 74 °C] at the coldest point; set your own from your process validation.	Internal temperature, calibrated probe thermometer, every batch, cook / line operator.	Hold product; re-cook or evaluate disposition; find the cause; fix the equipment or procedure; record it.	QA reviews cooking records daily; thermometer calibration check; periodic plan reanalysis.	Cooking temperature log; deviation / corrective action record; calibration record.

For monitoring, corrective action, verification and records, state who is responsible, the procedure and how often.

Based on: NACMCF, HACCP Principles and Application Guidelines (1997, hosted by FDA), including the hazard analysis and HACCP plan summary forms, and Codex Alimentarius, General Principles of Food Hygiene (CXC 1-1969, HACCP annex). Illustrative example rows are marked EXAMPLE; replace them with your own product and process.
This template is a starting point. Adapt it to your own products, your process validation and your certification body or customer requirements. In the US, check whether 21 CFR Part 117 (food safety plan) or a product-specific HACCP rule applies to you. It does not make a facility compliant or certified.