

C3 WORKSHEET SERIES · FOOD SAFETY

HACCP PLAN WORKSHEET

A fill-in working set for building a HACCP plan in the Codex sequence — scope and team, product description and intended use, the verified process step list, hazard analysis, CCP determination with critical limits, and the monitoring, corrective action and verification that hold them. Structured to Codex CAC/RCP 1-1969 and the principles carried into ISO 22000.

VERSION 1.0 · JUL 2026 · 6 SHEETS · GATES: PLAN DEVELOPMENT · ANNUAL REVIEW · CHANGE

HOW TO USE THIS WORKSHEET

- 1 Work in order. Sheets 1–3 are the preparatory steps; the hazard analysis is only as good as the process step list it sits on, and that list must be **walked and verified on the floor**, not drawn from memory.
- 2 Record the **reasoning, not just the conclusion**. Auditors examine why a hazard was judged significant and why a step was rejected as a CCP — a blank justification column is the finding.
- 3 Every critical limit needs validation evidence — literature, a validation study, a process authority letter or regulation. **"It has always been set there" is not evidence.**
- 4 This worksheet organises the work; it is not the plan and does not replace a competent HACCP team. Complete it with process, QA and engineering together, and have the result reviewed by someone qualified.

01 SCOPE & TEAM

Site / line covered	_____	Plan reference / revision	_____
Products / families	_____	Date / next review	_____
Process start / end point	_____	Team leader	_____
Team members / functions	_____	External expertise used	_____

02 PRODUCT DESCRIPTION & INTENDED USE

pH, water activity and the intended consumer decide most of the hazard analysis before it starts. Record them precisely.

Composition / ingredients	_____	Allergens present	_____
pH / water activity	_____	Preservation system	_____
Packaging & barrier	_____	Shelf life & storage	_____
Intended consumer	_____	Vulnerable group?	_____
Expected consumer handling	_____	Distribution chain	_____

03 PROCESS STEPS & FLOW VERIFICATION

VERIFY ON THE FLOOR

List every step from receipt to despatch — including rework, storage, transfers, and anything that happens only on a night shift or during a breakdown.

[illegible]

Flow verified on site by / date _____ Shifts / conditions covered _____

04 HAZARD ANALYSIS

One row per hazard per step. Hazard type: **B** biological · **C** chemical · **P** physical · **A** allergen · **R** radiological. Significance = likelihood × severity, with the reasoning written down.

[illegible]

RECORD THE DECISION TO **REJECT** A STEP AS A CCP WITH ITS JUSTIFICATION – THAT REASONING IS WHAT AN AUDITOR ASKS FOR FIRST

05 CCPS & CRITICAL LIMITS

A critical limit must be measurable in real time and defensible on paper. If it can only be confirmed by a laboratory two days later, it is not a critical limit.

CCP	STEP	HAZARD CONTROLLED	CRITICAL LIMIT	VALIDATION EVIDENCE

06 MONITORING, CORRECTIVE ACTION & VERIFICATION

Corrective action has two halves: what happens to the affected product, and what happens to the cause. Write both.

CCP	MONITORING – WHAT, HOW, HOW OFTEN, WHO	CORRECTIVE ACTION	VERIFICATION & RECORD

Plan approved by / date _____ Next review / trigger _____

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