HACCP planning workbook

Structure your team's scope, process flow, hazard analysis, CCP decisions and control plan in one adaptable workbook.

1. Define the HACCP team and competence, site scope, product characteristics, intended use and consumers, including vulnerable groups. Identify supporting hygiene programs.

2. Map the actual process, including rework, outsourced steps and delays. Confirm the flow on site and record who checked it and when.

3. Assess biological, chemical including allergen, and physical hazards at each step. Document significance criteria, evidence and control measures; do not assume every temperature check is a CCP.

4. Use an appropriate documented method to decide CCPs. Have a competent team establish and validate critical limits and supporting evidence.

5. Specify monitoring, corrections, product disposition, verification, records and responsibility. Approve the plan and review it after changes or evidence of failure.

This workbook provides structure, not a completed hazard analysis or CCP decision tree. Product-specific hazards, risk criteria, validation and approval must come from your competent HACCP team. Supporting hygiene and prerequisite programs are essential.

Adapt these supporting records to your products, processes and approved food safety plan. They are not HACCP certification or a complete site-specific food safety program. Establish and validate limits with a competent person before use. Examples are fictional and are not prescribed limits.

Sources checked 18 September 2026

FAO: Good Hygiene Practices and HACCP toolbox

Scope and team

Describe products, intended consumers, site boundaries and the people responsible for the plan.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Site / scope / boundaries	Products / characteristics	Use / consumers / storage	Team / competence / roles	Prerequisite references	Approval / review date

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Scope and team

Describe products, intended consumers, site boundaries and the people responsible for the plan.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Site / scope / boundaries	Products / characteristics	Use / consumers / storage	Team / competence / roles	Prerequisite references	Approval / review date
Example Kitchen / chilled soup	Cooked soup; shelf life to validate	Reheat before eating; consumers to assess	Site lead plus competent technical adviser	Cleaning / suppliers / allergens	Draft; not approved

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

The example illustrates how to identify a record, document observations and retain a decision or follow-up. Pending work stays pending; a completed row is not itself evidence that a process is safe.

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Process flow

Number each process step and its connections, including rework and outsourced stages. Attach a flow diagram if helpful.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Step ID / activity	Inputs / outputs	Next step / rework path	Equipment / time / conditions	On-site confirmation / date	Confirmed by / evidence

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Process flow

Number each process step and its connections, including rework and outsourced stages. Attach a flow diagram if helpful.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Step ID / activity	Inputs / outputs	Next step / rework path	Equipment / time / conditions	On-site confirmation / date	Confirmed by / evidence
03 / cooling	Cooked soup / chilled soup	04 chilled storage; no rework defined	Shallow trays; process to validate	On-site confirmation pending	Draft flow only

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

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Hazard analysis

Use one row per hazard per step. State the likelihood and severity criteria and the reason for significance.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Step / hazard type	Specific hazard / cause	Likelihood / severity / rationale	Significant? / evidence	Control measure / reference	Team / review date

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Hazard analysis

Use one row per hazard per step. State the likelihood and severity criteria and the reason for significance.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Step / hazard type	Specific hazard / cause	Likelihood / severity / rationale	Significant? / evidence	Control measure / reference	Team / review date
03 / biological	Growth during slow cooling	Assessment pending using site criteria	Team decision pending	Validated cooling procedure needed	Technical review pending

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

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CCP decisions

Record the method, reasoning and evidence; a blank or sample row is never an approved CCP determination.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Step / significant hazard	Decision method / reference	Answers / reasoning	CCP? / ID	Control / later step	Team approval / date

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - CCP decisions

Record the method, reasoning and evidence; a blank or sample row is never an approved CCP determination.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Step / significant hazard	Decision method / reference	Answers / reasoning	CCP? / ID	Control / later step	Team approval / date
03 / growth during cooling	Site decision method to select	Competent team assessment required	Not determined	Cooling controls under review	Draft; not approved

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

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Control plan

Link each confirmed CCP to validated limits, monitoring and the response when control is lost.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

CCP / hazard	Critical limit / validation evidence	Monitoring what / how / frequency / who	Correction / product disposition	Verification method / who / frequency	Record IDs / approval

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Control plan

Link each confirmed CCP to validated limits, monitoring and the response when control is lost.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

CCP / hazard	Critical limit / validation evidence	Monitoring what / how / frequency / who	Correction / product disposition	Verification method / who / frequency	Record IDs / approval
Not assigned in example	Validation evidence required	Define method and accountable role	Hold and assess under site procedure	Define independent review where practicable	Draft; not for operational use

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

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