

## **A SHORT GUIDE TO COMPLETING A HACCP PLAN**

**HACCP is a recognised way of making sure that the food safety hazards in your business are being managed responsibly and showing that this is being done day-in, day-out.**

**This Guide refers to a set of template documents that can be completed to reflect your business.**

## A SHORT GUIDE TO COMPLETING A HACCP PLAN

The aim of the following short guide is to help operators complete the HACCP plan template documents contained in both the Diary and in the Meat Industry Guide and is included at the end of the Meat Plant HACCP Guidance Pack. It is important that the finished plan (or plans, if there are several operations in the plant) accurately reflects the business' products and procedures.

Before completing the template documents it might be useful to look at the Meat Plant HACCP Manual, if help is needed to understand the seven HACCP principles. It would also help to refer to the HACCP Chapter of the Meat Industry Guide, particularly the generic HACCP plan which shows the type of hazards and food safety management procedures that may need to be included when producing the company HACCP plan(s).

To produce a HACCP plan for your business follow these 10 steps:

### 1. COMPLETE THE FIRST PAGE OF THE HACCP TEMPLATE

#### **Enter details of:**

- the company;
- the process to be covered by the plan (e.g. beef slaughter, mincing); and
- the names of the people helping to produce the plan (HACCP team).

The image shows a screenshot of a 'HACCP Plan Template' form. The form is titled 'HACCP Plan Template' and contains several sections for data entry. On the left, there are fields for 'Company Name:', 'Address:', 'HACCP Plan for:', 'Start Date: / /', 'Completion Date: / /', and 'Plan agreed by:' with sub-fields for 'Name:', 'Position:', 'Signed:', and 'Date: / /'. On the right, there is a section titled 'HACCP TEAM' with four rows, each containing a label (Team Leader, Team Member 1, Team Member 2, Team Member 3) and an arrow pointing to a rectangular box for a signature. At the bottom left, there is a small note: '\* State process (e.g. beef slaughter, cutting of poultry meat)'.

### 2. COMPLETE THE 'SCOPE' & THE PROCESS FLOW PAGE

#### **a) Describe the production process that the plan is to cover:**

- the start and end points of the process being covered;
- the type of food safety hazards to be addressed;
- the product and its intended use;
- the customers and end users of the product;
- how the product is to be packaged, stored and distributed; and
- processing and safety information.

*Take time to discuss and agree the scope of the plan(s) with the members of the HACCP team.*

**HACCP Plan Template**  
SCOPE

**HACCP PLAN FOR:**

**Hazards:**

- **Biological Safety:** to prevent, eliminate or reduce the microbiological contamination of meat and to reduce the potential for growth.
- **Physical and Chemical Safety:** to avoid the physical and chemical contamination of meat.

**Product:**

**Intended use:**

**Process:**

**Packaging, Storage, Distribution:**

**Customers:**

**Shelf life, Conditions of use:**

**PROCESS STEPS**

1	
2	↓
3	↓
4	↓
5	↓
6	↓
7	↓
8	↓
9	↓
10	↓
11	↓
12	↓

**b) Complete a flow diagram (the step-by-step 'life story' of the production process) ...**

*The list of process steps must be correct for the next stage of the HACCP process, so check that the list is complete and in the right order. It is very easy to make assumptions and miss out process steps.*

**... it is important to include:**

- all inputs into the process, e.g. packaging, labels, water;
- intended delays during or between steps;
- procedures that are operated differently by different work shifts;
- the return of product to the process for re-work (even if only occasionally); and
- all outputs from the process, e.g. offals, edible co-products.

**3. COMPLETE ONE 'CONTROL POINT IDENTIFICATION' PAGE FOR EACH PROCESS STEP**

**HACCP Plan Template**  
**CONTROL POINT IDENTIFICATION – IMPORTANT: COMPLETE A COPY OF THIS PAGE FOR EACH PROCESS STEP**

Process Step:

Food Safety Hazards and Causes		Control Measures	Notes
			<p>A Critical Control Point (CCP) is a process step at which control is essential to prevent, eliminate or reduce a hazard to an acceptable level. The decision tree annexed to PART THREE Chapter 1 of the Meat Industry Guide may be used to help determine CCPs.</p> <p>If this process step is a CCP establish at least one critical limit, monitoring procedures and corrective actions for this step.</p> <p>If this process step is one of these:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Acceptance of animals (visual contamination)</li> <li><input type="checkbox"/> Acceptance of raw meat (visual contamination/temperature)</li> <li><input type="checkbox"/> Dressing Procedures (visual contamination)</li> <li><input type="checkbox"/> SRM Removal</li> <li><input type="checkbox"/> Chilling/storage/dispatch (temperature)</li> </ul> <p>It is a control point required by the regulations. If not identified as a CCP establish a 'legal' limit, monitoring procedures and corrective actions for this step.</p>

CCP/CP No	CRITICAL/'LEGAL' LIMIT(S)	MONITORING PLAN				CORRECTIVE ACTION PLAN		
		Procedures	Frequency	Responsibility	Records	Procedures	Responsibility	Records

Version: \_\_\_\_\_ Date: \_\_\_\_\_ Completed By: \_\_\_\_\_ Checked: \_\_\_\_\_

**a) Identify the food safety hazards (biological, chemical or physical) at each process step identified at Step 2b above.**

**b) Describe the control measures (good hygiene practices and operational hygiene procedures) that will control each identified hazard.**

**Refer to the FSA's generic HACCP plan for a guide to hazards, control measures and CCPs**

#### 4. IDENTIFY CONTROL POINTS THAT ARE CRITICAL TO FOOD SAFETY (CCPs)

While operators may decide on CCPs for their own operations, there are process steps in meat production at which legal requirements are laid down to control hazards, notably:

- Admission of clean and healthy animals for slaughter and dressing or acceptance of carcasses and/or fit meat and any other raw materials for cutting and processing;
- Dressing, particularly hide/ fleece/ pelt / skin/ feather removal and evisceration, is carried out hygienically and carcasses are free from visible contamination;
- SRM controls are carried out as required by the relevant legislation; and
- Temperature requirements for meat are complied with during storage, loading and transport.

Each of these control points (and any other CCPs) will need at least one 'legal' or 'critical' limit, as well as monitoring and corrective action procedures to be sure that potentially unsafe food is not placed on the market, as well as records to show that these actions have been taken.

#### 5. SET AT LEAST ONE CRITICAL LIMIT FOR EACH CONTROL MEASURE AT EACH CCP

HACCP Plan Template

**CONTROL POINT IDENTIFICATION – IMPORTANT: COMPLETE A COPY OF THIS PAGE FOR EACH PROCESS STEP**

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Version:	Date:	Completed By:		Checked:					

A critical limit is the highest or lowest value that is acceptable for product safety (e.g. time, pH, temperature).

Critical limits separate acceptability from unacceptability or safe from unsafe food. They must be at least as strict as any legal limits.

**Make sure staff responsible for monitoring and for recording results have clear instructions and understand what they must do if there is a problem.**

#### 6. SET OUT A MONITORING PROCEDURE FOR EACH CCP

Monitoring is a set of pre-arranged checks that can show whether control measures are in danger of failing and trigger corrective action if needed.

**Decide and record:**

- (a) How the monitoring of critical and/or 'legal' limits will be done;
- (b) When and how often the checks will be done;
- (c) Who will monitor (staff should not normally check their own work);
- (d) What and where information is to be recorded (see 'Diary' below); and



- (b) Who is responsible for carrying them out;
- (c) What information is to be recorded, where and by whom; and
- (d) Who will check that validation and verification has been carried out properly and where and how this check is to be recorded.

**9. DOCUMENTATION**

Your business’s HACCP-based system, hygiene procedures, checks and actions need to be written down to provide evidence for yourself, for your customers, and for official checks.

Keep paperwork simple so it is easy to complete and keep up-to-date.

Records should identify the person(s) who complete them.

Smaller businesses can use the ‘Food Safety Management Diary for Meat Producers’ if there are no alternative record-keeping arrangements in place. See also Model Documents in the FSA Meat Plant HACCP Guidance Pack.

**HACCP Documents**

Examples include: the HACCP plan documents and any explanatory notes about the scope, process flow diagram, hazard analysis, control point and critical/‘legal’ limit decisions, and the arrangements for monitoring, corrective actions, validation, verification review and any changes.

**Policy Documents**

Examples include the company’s good hygiene policies, procedures and staff instructions, such as those for completing the monitoring and corrective action records.

**Records**

Examples include completed checklists or Diary pages (see below) showing monitoring results; corrective actions; validation, verification and review checks. Includes temperature readings, calibration results, microbiological test results, customer complaints and audit reports.

**FOOD SAFETY MANAGEMENT DIARY FOR MEAT PRODUCERS**

Daily Check List	
Amend and add items as necessary	
<b>DOMESTIC CHECKS - carry out before work starts</b>	<b>RECORDS</b>
Clean rooms, surfaces, equipment, tools	Daily diary
Clothes and shoes washed separately	Ask the SQA to confirm the checks have been carried out before production starts
Equipment (e.g. tools, machines) working properly	note any problems and what was done to correct them
Staff fit for work, wearing clean protective clothing	
Hand washing facilities clean, properly equipped	
Washbasin clean and adequate units working properly	
<b>OPERATIONAL CHECKS</b>	
Meatwork system condition, identified	Daily diary
Cleaning procedures, satisfactorily performed	Ask the SQA to confirm the checks have been carried out after production ends
Cleaning procedures in order (contaminated)	note any problems and what was done to correct them
Cleaning procedures in order (SQA)	record the results of occasional checks (e.g. after reorganisation)
Staff and tools cleaned, cleaning changed as necessary	note any checks or more frequent
Hand handling areas	ask the SQA to confirm the checks have been carried out after production ends
Temperature of hot/cold water (no consent)	note any problems and what was done to correct them
Temperature of chiller, cold rooms	
Meat received satisfactory condition and temperature	
Water in mixer condition, storage not over 24hrs	
Meat and air satisfactory condition and temperature	
Samples taken, if necessary for microbiological testing	
<b>CLOSING CHECKS</b>	
All food preparation surfaces cleaned	Daily diary
All meat disposed of in chiller storage	Ask the SQA to confirm the checks have been carried out after production ends
All areas cleared for cleaning	note any problems and what was done to correct them
If necessary, microbiological samples sent off for testing	

The diary can be used to keep important information about the hygienic operation of the business and provide evidence to auditors of the food safety management procedures.

**DAILY CHECKLIST – lists what checks need to be carried out by staff every day:**

- before production starts
- during production
- after production ends.

**DAILY DIARY**



**Review the HACCP plan(s) at least once a year unless this has already been done because of changes to products, procedures, legislation or perhaps, customer complaints or an audit report.**

If there are changes, the review should make sure that food safety procedures remain effective.

*The Review may indicate that aspects of the HACCP plan need to be changed, e.g. the scope, the process flow diagram, the technical data and hazard analysis, control measures, decisions on control points, critical legal limits, monitoring checks, corrective actions and records.*

HACCP Plan Template																																	
<b>HACCP PLAN REVIEW CHECKLIST</b>																																	
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Use the answers to the questions on the previous page (Verification of the HACCP plan) to help complete this HACCP Plan Review checklist																																	
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Signed:	Date: / /																																
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**RECORD THE RESULTS OF YOUR REVIEW. AMEND YOUR HACCP PLAN(S) IF NECESSARY.**

Using the HACCP process to manage food safety in your business will help you to:

**PLAN... what needs to be done and write it down;**

**DO... what you planned to do to maintain food safety;**

**CHECK... that you are doing what you planned to do to maintain food safety and write down what was checked and when; and**

**ACT... to correct any food safety problems and write down what has been done about the problem and when.**