

Hygivo

HACCP plan worksheet

Business: _____ Location: _____ Written by: _____ Date: _____ Review by: _____

For each step your food goes through, write what could go wrong, how you prevent it, the limit that tells safe from unsafe, how and how often you check, what you do if it fails, and where you record it. Cross out steps you do not have and add your own. Review the plan at least once a year and whenever the menu, equipment or process changes.

Step	Hazards (biological, chemical, physical, allergen)	Control measures	Critical limit	Monitoring: what, how often, who	Corrective action	Record kept
Purchase and delivery						
Chilled storage						
Frozen storage						
Dry storage						
Preparation						
Cooking						

Step	Hazards (biological, chemical, physical, allergen)	Control measures	Critical limit	Monitoring: what, how often, who	Corrective action	Record kept
Cooling						
Reheating						
Hot holding						
Chilled display						
Serving						
Allergen control						

Free template from hygivo.com. A starting point only: your HACCP plan must match your own premises, food and processes. See the FSAI Safe Catering pack and HACCP guidance. Hygivo is not affiliated with or endorsed by the FSAI.