Bakery HACCP Plan Example

A complete, filled-in plan for one product — vanilla custard layer cake — at a fictional retail bakery. Use it as a structure and replace every detail with your own.

How to use this example. Group your products by process, then write one plan per group. This cake stands in for every cooked-filling product (éclairs, cream puffs, Boston cream pie, crème pâtissière tarts). Limits shown come from the FDA Food Code; confirm the figures your own regulator enforces.

1. Product description

Business	Maple Street Bakery (fictional) — retail counter, 6 staff, chilled delivery to two café accounts
Product	Vanilla custard layer cake: sponge layers, pastry-cream filling, whipped-cream finish
Ingredients	Wheat flour, sugar, shell eggs, whole milk, heavy cream, butter, cornstarch, baking powder, vanilla, salt
Allergens	**Wheat, egg, milk.** Made on equipment shared with tree nuts and sesame.
Food safety characteristics	Finished cake is a time/temperature control for safety (TCS) food. Baked sponge alone is not.
Packaging and label	Windowed cake box; label with product name, ingredients, allergens, discard date
Storage and shelf life	41°F (5°C) or below. Sold or discarded within 3 days of assembly (code maximum 7 days).
Intended use and consumers	Ready to eat, no further cooking. General public, including children and older adults.
HACCP team	Owner (person in charge), head baker, pastry cook, front-of-house lead
Plan approved by / date	Owner signature _____ Date _____ Next review _____

2. Process flow diagram

1. Receiving
Dry goods · refrigerated dairy and shell eggs

2. Storage
Dry store · walk-in at 41°F or below

3. Scaling and mixing batter
Allergen control point

4. Baking cake layers CCP 1
Center reaches 165°F or higher

5. Cooling cake layers
Racked at room temperature (not TCS)

6. Cooking pastry cream CCP 2
165°F or higher

7. Cooling pastry cream CCP 3
70°F within 2 h; 41°F within 6 h total

8. Whipping cream
Made cold; held at 41°F or below

9. Assembly and filling
Gloved hands, sanitized tools

10. Cold holding and display CCP 4
41°F or below; discard at day 3

11. Packaging and labeling
Allergen statement checked

12. Sale or delivery
Counter sale or chilled delivery

Flow verified on site by: _____ Date: _____

3. Hazard analysis

B = biological · C = chemical, including allergens · P = physical

Step	Hazard	Significant?	Control measure	CCP?
Receiving — flour, dry goods	B: *Salmonella*, *E. coli* in raw flour. P: foreign material	Yes	Approved suppliers; controlled at baking; flour sifted	No
Receiving — dairy, eggs	B: *Salmonella* (eggs); growth if delivered warm	Yes	Dairy at 41°F or below; shell eggs from refrigerated truck at 45°F or below; reject otherwise; receiving log	No (prerequisite)
Cold storage	B: pathogen growth	Yes	Walk-in at 41°F or below, logged twice daily	No (prerequisite)
Scaling and mixing	C: allergen cross-contact (tree nuts, sesame, peanuts)	Yes	Production order; dedicated color-coded tools; clean-down between allergen changes	No (allergen program)
Baking cake layers	B: survival of *Salmonella*, *E. coli* from flour and eggs	Yes	Bake until center reaches 165°F or higher	**CCP 1**
Cooking pastry cream	B: survival of *Salmonella* from egg yolks	Yes	Cook to 165°F or higher	**CCP 2**
Cooling pastry cream	B: growth of spore-formers (*B. cereus*, *C. perfringens*)	Yes	Shallow pans, ice bath, two-stage cooling	**CCP 3**
Assembly and filling	B: contamination from hands and surfaces	Yes	No bare-hand contact; handwashing; sanitized tools; prompt return to cooler	No (prerequisite)
Cold holding, display	B: growth of *Listeria monocytogenes*; toxin formation	Yes	41°F or below; date mark; discard at day 3	**CCP 4**
Packaging, labeling	C: undeclared allergen from wrong label	Yes	Label checked against current recipe at every label change	No (allergen program)

4. CCP summary

CCP	Critical limit	Monitoring (what, who, how often)	Corrective action	Verification and records
CCP 1 Baking	Center of layer **165°F (74°C)** or higher	Baker probes one layer per oven load; every batch	Below limit: keep baking, re-check. Oven failure: discard load. Record.	Owner reviews bake log daily. Thermometer calibrated weekly. Bake log; calibration log.
CCP 2 Cooking pastry cream	Batch **165°F (74°C)** or higher	Pastry cook stirs, then probes; every batch	Below limit: continue cooking, re-check. Record.	Owner reviews cook log daily. Cook log.
CCP 3 Cooling pastry cream	**135°F to 70°F within 2 hours**, and **41°F or below within 6 hours** of starting	Pastry cook records start, 2-hour and 6-hour temperatures; every batch	Above 70°F at 2 h: reheat to 165°F once and restart in shallower pans, or discard. Above 41°F at 6 h: discard.	Owner reviews cooling log daily; checks pan depth weekly. Cooling log; corrective action log.
CCP 4 Cold holding, display	Product **41°F (5°C)** or below; discard no later than day 3	Front-of-house lead reads walk-in and display thermometers at opening, mid-day, closing; checks date labels at opening	Above 41°F: probe product, move to working unit. Over 4 hours or time unknown: discard. Call for service.	Owner reviews temperature log weekly. Refrigeration log; discard log.

5. Allergen matrix

● contains as an ingredient · ○ made on shared equipment · — not present. Build yours from actual ingredient labels, including sub-ingredients.

Product	Wheat	Egg	Milk	Tree nuts	Peanuts	Sesame	Soy
Vanilla custard layer cake	●	●	●	○	—	○	—
Almond croissant	●	●	●	●	—	○	—
Sourdough loaf	●	—	—	—	—	○	—
Sesame bagel	●	—	—	—	—	●	—
Peanut butter cookie	●	●	●	○	●	—	●
Baked cheesecake	●	●	●	○	—	—	—

Allergen program rules. (1) Production order: allergen-free and single-allergen products first; nut, peanut and sesame products last. (2) Dedicated color-coded tools for nuts, peanuts and sesame. (3) Wash, rinse and sanitize at every allergen change. (4) Update the label and this matrix before the next batch whenever a recipe or supplier changes.

6. Completed cooling log (example)

Date / batch	Start	2-hour check (limit 70°F)	6-hour check (limit 41°F)	Method	Corrective action	Init.
Nov 9 · PC-A	6:40 am 135°F	8:25 am 64°F ✓	11:50 am 39°F ✓	2-inch pan, ice bath, stirred every 20 min	None needed	JM
Nov 10 · PC-A	6:35 am 135°F	8:35 am 74°F ✗	—	4-inch pan used by mistake	Reheated to 167°F at 8:45 am. Split into two 2-inch pans. Restarted: 70°F at 10:20 am, 40°F at 1:55 pm. Staff retrained on pan depth.	JM

7. Blank cooling log (copy and use)

Date / batch	Start time and temp	2-hour time and temp (limit 70°F)	6-hour time and temp (limit 41°F)	Method	Corrective action	Init.

Reviewed by (person in charge): _____ Date: _____

Want this built for your own menu? AuditBinder turns your answers into a complete HACCP binder — flow diagram, hazard analysis, CCP summary and logs. One-time purchase from $47, no subscription: **audit-binder.com/pricing**

Educational example for a fictional business. Not legal advice and not a plan to submit as written. Food codes differ by state, county and country; your regulator has the final say on limits and records. Temperature limits reference the FDA Food Code (§3-401.11, §3-501.14, §3-501.16, §3-501.17). © 2026 AuditBinder.