

HACCP Food Safety Plan & Verification Record

Hazard Analysis and Critical Control Points (HACCP)

BUSINESS & PLAN SUMMARY

Business Name	Urban Grill Kitchen
Address	24 High Street, London
Business Type	restaurant
Jurisdiction	UK
Contact Person	John Smith
Email	john@example.com
Phone	(555) 123-4567
Product Categories	Grilled chicken, burgers, salads, fries, sauces
Total Process Steps	7
Number of CCPs	3
Plan Generated	February 9, 2026

PROCESS FLOW

Step 1: Purchase/Delivery

CCP: No

Identified Hazards:

- Salmonella (biological)
Severity: medium | Likelihood: medium
- E. coli O157:H7 (biological)
Severity: medium | Likelihood: medium
- Allergens - Multiple (chemical)
Severity: medium | Likelihood: medium
- Foreign objects (physical)
Severity: medium | Likelihood: medium

Step 2: Chilled Storage

CCP: Yes (CCP-2)

Identified Hazards:

- Growth of bacteria due to temperature abuse (biological)
Severity: low | Likelihood: low

CCP-2: Chilled Storage

Hazard Controlled: Growth of bacteria due to temperature abuse

Critical Limit: Temperature d 5°C at all times

MONITORING

What: Fridge internal temperature

How: Digital fridge thermometer

Frequency: Twice daily (opening & closing)

Responsible: Kitchen supervisor

CORRECTIVE ACTION

Action:

1. Isolate affected product.
2. Restore process control (adjust temperature/time).
3. Assess product safety (re-test or discard).
4. Dispose of unsafe product.
5. Record the deviation and action taken.

Responsible: Shift Manager

Step 3: Dry Storage

CCP: No

Identified Hazards:

No significant hazards identified at this step; hazards are controlled through prerequisite programs (PRPs) such as Supplier Approval, Cleaning & Sanitation, and Personal Hygiene.

Step 4: Preparation

CCP: No

Identified Hazards:

- Cross-contamination (biological)
Severity: low | Likelihood: low

Step 5: Cooking

CCP: Yes (CCP-5)

Identified Hazards:

- Survival of pathogens (Salmonella, Campylobacter) (biological)
Severity: low | Likelihood: low

CCP-5: Cooking

Hazard Controlled: Survival of pathogens (Salmonella, Campylobacter)

Critical Limit: Food cooked to e 75°C for at least 30 seconds

MONITORING

What: Core food temperature

How: Calibrated probe thermometer

Frequency: Every batch

Responsible: Line cook / Chef

CORRECTIVE ACTION

Action:

1. Isolate affected product.
2. Restore process control (adjust temperature/time).
3. Assess product safety (re-test or discard).
4. Dispose of unsafe product.
5. Record the deviation and action taken.

Responsible: Shift Manager

Step 6: Cooling

CCP: Yes (CCP-6)

Identified Hazards:

- Bacterial growth during slow cooling (biological)

Severity: low | Likelihood: low

CCP-6: Cooling

Hazard Controlled: Bacterial growth during slow cooling

Critical Limit: Cool from 60°C to 5°C within 4 hours

MONITORING

What: Time & temperature during cooling

How: robe + time log

Frequency: Each cooling batch

Responsible: Kitchen staff

CORRECTIVE ACTION

Action:

1. Isolate affected product.
2. Restore process control (adjust temperature/time).
3. Assess product safety (re-test or discard).
4. Dispose of unsafe product.
5. Record the deviation and action taken.

Responsible: Shift Manager

Step 7: Service

CCP: No

Identified Hazards:

- Time/temperature abuse (physical)
Severity: low | Likelihood: low
- Allergen miscommunication (physical)
Severity: low | Likelihood: low

VERIFICATION ACTIVITIES

Activity Type	Description	Frequency
RECORD REVIEW	Review of CCP monitoring records	Weekly
TESTING	Calibration of thermometers	Monthly
INTERNAL AUDIT	Internal HACCP System Audit	Annually
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TESTING	Calibration of thermometers	Monthly
INTERNAL AUDIT	Internal HACCP System Audit	Annually

RECORDKEEPING REQUIREMENTS

Record Name	Description	Retention
CCP Monitoring Log	N/A	2 years
Corrective Action Log	N/A	2 years
Employee Training Records	N/A	Duration of employment + 1 year
Supplier Guarantee / Specifications	N/A	While active + 2 years
CCP Monitoring Log	N/A	2 years
Corrective Action Log	N/A	2 years
Employee Training Records	N/A	Duration of employment + 1 year
Supplier Guarantee / Specifications	N/A	While active + 2 years
CCP Monitoring Log	N/A	2 years
Corrective Action Log	N/A	2 years
	N/A	

Employee Training Records		Duration of employment + 1 year
Supplier Guarantee / Specifications	N/A	While active + 2 years

PREREQUISITE PROGRAMS (SOPS)

No prerequisite programs generated.

Approval & Signatures			
ROLE	NAME	SIGNATURE	DATE
HACCP Team Leader	_____	_____	_____
Management Approval	_____	_____	_____