HACCP food safety plan template

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Business and HACCP team

The business name, address and type of food served, and the people responsible for the plan, with their roles and food safety training.

Menu and products

The foods you make, grouped by how they're handled, such as cooked and served hot, cooked and chilled, and raw or ready to eat. Note who they're served to, such as children or older people.

Process flow

Each step food goes through, in order, from delivery and storage to preparation, cooking, cooling, reheating, holding and service.

Prerequisite programs

The basics the plan relies on and where each is written down, such as cleaning, pest control, staff hygiene and training, allergen control, supplier approval and equipment maintenance.

Hazard analysis

For each step, the biological, chemical (including allergens) and physical hazards, how likely and serious each is, and how it's controlled.

Critical control points and limits

The steps where control is essential to make food safe, such as cooking, cooling and cold holding, and the limit for each, such as a core temperature and time. Use the limits your food safety authority sets.

Monitoring

How each critical control point is checked, how often and by whom, such as probing every batch and recording it in the temperature log.

Corrective actions

What staff do when a limit is missed, such as cooking for longer, re-chilling or throwing food away, and how it's recorded.

Verification and review

How you check the plan works, such as calibrating thermometers, reviewing records each week, and reviewing the whole plan every year or when the menu or equipment changes.

Records

The records the plan produces, such as temperature logs, delivery checks, cleaning schedules and training records, and how long they're kept.

Revision history

Version	Date	What changed	Approved by