



NAME OF ESTABLISHMENT:

ADDRESS:

Contact:

SOP AND HACCP PLAN

APPENDIX:

**HACCP Based Standard Operating Procedures (Purpose, Scope,
Instructions, Monitoring, Corrective Action, Verification/Record Keeping):**

Handwashing/Cleaning/Sanitizing

Equipment/Food Contact Surfaces/Utensils Sanitation Frequency

Cooking Potentially Hazardous Foods

Controlling Time and Temperature During Preparation

Holding Hot and Cold Potentially Hazardous Foods

Using and Calibrating Thermometers

Preventing Cross-Contamination During Storage and Preparation Employee/

Personal Hygiene Practices

Training

Logs (Thermometer calibration, cooking/reheat/cooling)

Hazard Analysis

Flow Diagrams



WHAT PRODUCT ARE YOU PRODUCING THAT REQUIRES YOU TO HAVE A HACCP PLAN?

PRODUCT:

Ingredients:

Intended Use:

Time/Shelf Life:

Process Description:

HACCP TEAM Members:



HAND WASHING/CLEANING/SANITIZING

HANDWASHING (SOP)

PURPOSE:

SCOPE:

INSTRUCTIONS:

MONITORING:

CORRECTIVE ACTION:



EQUIPMENT/FOOD CONTACT SURFACES/UTENSILS SANITATION FREQUENCY

PURPOSE:

SCOPE:

INSTRUCTIONS:

MONITORING:

CORRECTIVE ACTION:



COOKING POTENTIALLY HAZARDOUS FOODS

PURPOSE:

SCOPE:

INSTRUCTIONS:

MONITORING:

CORRECTIVE ACTION:



CONTROLLING TIME AND TEMPERATURE DURING PREPARATION

PURPOSE:

SCOPE:

INSTRUCTIONS:

MONITORING:

CORRECTIVE ACTION:



HOLDING HOT AND COLD POTENTIALLY HAZARDOUS FOODS

PURPOSE:

SCOPE:

INSTRUCTIONS:

MONITORING:

CORRECTIVE ACTION:



USING AND CALIBRATING THERMOMETERS

PURPOSE:

SCOPE:

INSTRUCTIONS:

MONITORING:

CORRECTIVE ACTION:



PREVENTING CROSS-CONTAMINATION DURING STORAGE AND PREPARATION

PURPOSE:

SCOPE:

INSTRUCTIONS:

MONITORING:

CORRECTIVE ACTION:



EMPLOYEE/PERSONAL HYGIENE PRACTICES

PURPOSE:

SCOPE:

INSTRUCTIONS:

MONITORING:

CORRECTIVE ACTION:



TRAINING

PURPOSE:

SCOPE:

INSTRUCTIONS:

MONITORING:

CORRECTIVE ACTION:

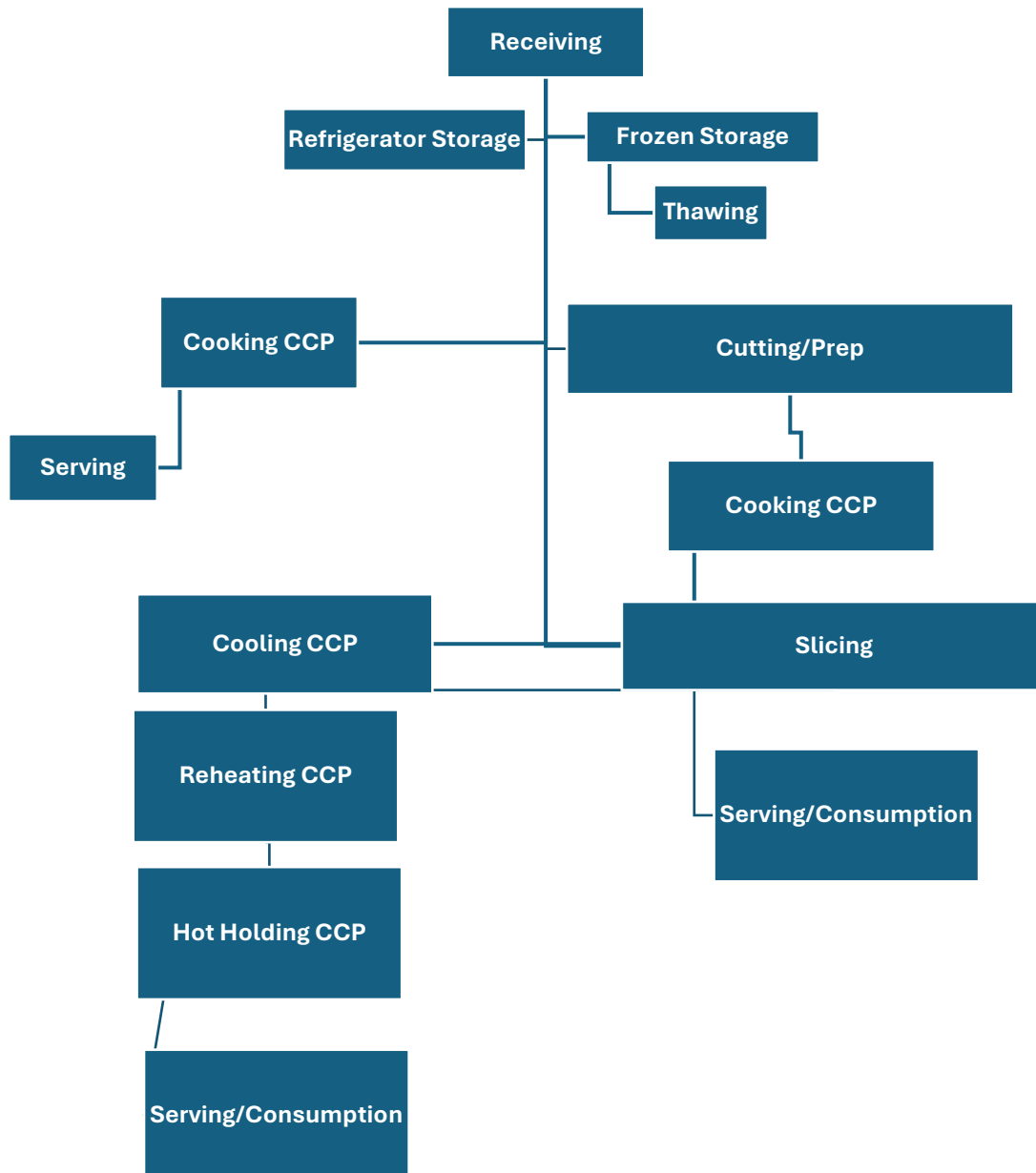
HAZARD ANALYSIS

There are 6 steps in conducting a **Hazard Analysis**. The goal of this type of analysis is to identify the hazards across a process or operation, and then to specify control measures. **Control measures** are actions required to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

- **Step 1: Team members should be familiar with selected products and processes, management should ensure all team members have the time, resources, and training to complete analysis.**
- **Step 2: Determine which products and processes need to be examined (example: Frozen raw food that is cooked, cooled, and served cold, smoking meats at low temps for extended times)**
- **Step 3: Prepare flow diagrams of any related processes. A flow diagram is a map of sequence of steps or operations involved with a particular food item or process, from receipt to consumption.**
- **Step 4: Brainstorm Potential Hazards**
 - **Potential hazards include: poor temperature control, prolonged time at ambient temperatures, failure to cook food thorough, physical or chemical hazards can occur at any stage in the process.**
- **Step 5: Perform a risk assessment to determine the significance of potential hazards.**
 - **Whether a hazard is considered significant depend on the likelihood of the hazard occurring and the seriousness of potential risk. (Low risk hazards that don't have severe consequences are set aside as quality control issues).**
- **Step 6: Determine control measures for high risk hazards.**
 - **Controls can be general or specific. General controls relate to initial best practices at beginning of process; Specific controls include monitoring time and temperature of cooking, adding preservatives.**

FLOW DIAGRAMS

Example HACCP Flowchart





Please sketch on this sheet a HACCP Flow Chart for your Operation:



The information provided in this HACCP Plan accurately represents my operation. I understand upon signing this plan, the Marion County Health Department and Owner/Operator have an agreement this plan will be followed, updated, and readily accessible for the Regulatory Authority to review per their request.

Owner/Operator: _____ Date: _____

Office Use Only:

Accepted: _____

Denied: _____

Regulatory Authority: _____ Date: _____



References:

Hollenbeck, C. (2018). 9. In *Professional Food Manager* (6th ed., pp. 123–138). essay, National Environmental Health Association.

How to write a food safety plan - IPM. University of Illinois Urbana-Champaign. (n.d.).
https://ipm.illinois.edu/ifvn/presentations/gap/atsaves_plan.pdf

For help with creating your HACCP PLAN, please click **HERE** for more information for each type of operation in which a plan is required.