

HACCP Plan Template

This template provides a working framework for developing a HACCP plan in line with Codex Alimentarius principles and UK food hygiene legislation. Complete each section in sequence. The plan must be reviewed and updated whenever products, processes, raw materials, or facilities change.

This template is provided for guidance purposes by Lehmann Ingredients. It does not constitute legal or regulatory advice. Businesses are responsible for ensuring their HACCP plans meet all applicable legislative requirements.

How to use this template

Work through each section in order. Sections 1 to 3 establish the foundation of your HACCP study. Section 4 is the core hazard analysis. Sections 5 and 6 are your operational records. Section 7 captures your verification and review activities.

The HACCP plan should be developed by a multidisciplinary team with relevant knowledge of the product, process, and food safety hazards. All team members should be listed in Section 2.

Section 1 - HACCP plan scope and product information	
Product name	
Product description	Include format, packaging, shelf life and intended use
Intended consumers	e.g. general public, vulnerable groups, food service
Intended use	e.g. ready to eat, requires further cooking, ingredient for processing
Distribution method	e.g. ambient, chilled, frozen; direct delivery, via distributor
Site / facility	
HACCP plan reference	Document reference number
Version	
Date approved	
Next review date	Review must occur when products, processes or ingredients change

Section 2 - HACCP team			
Name	Job title	Responsibility	Signature

The HACCP team should include people with knowledge of the product, the process, food microbiology, and quality assurance. External expertise may be used where internal knowledge is limited.

Section 3 - Process flow diagram

Step	Process step description	Notes / inputs / outputs
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

List every step from raw material receipt through to dispatch. The completed flow diagram must be verified on-site by the HACCP team to confirm it accurately reflects the actual process.

Section 4 - Hazard analysis worksheet

Step	Hazard identified	Hazard type	Likelihood (H/M/L)	Severity (H/M/L)	Control measure	Is this a CCP?	Justification
		Bio / Chem / Phys / Allerg					
		Bio / Chem / Phys / Allerg					
		Bio / Chem / Phys / Allerg					
		Bio / Chem / Phys / Allerg					
		Bio / Chem / Phys / Allerg					
		Bio / Chem / Phys / Allerg					
		Bio / Chem / Phys / Allerg					
		Bio / Chem / Phys / Allerg					

Consider biological, chemical, physical, and allergenic hazards at each process step. Assess likelihood and severity independently. Identify the control measure and determine whether the step is a CCP using the CCP decision tree.

Section 5 - CCP monitoring log								
CCP no.	Process step	Hazard controlled	Critical limit	Monitoring method	Monitoring frequency	Responsible person	Date	Result / action

Record monitoring results at the frequency specified. Any result outside the critical limit must trigger the corrective action procedure in Section 6. Records must be signed and dated by the responsible person.

Section 6 - Corrective action record							
CCP no.	Date / time	Nature of deviation	Immediate action taken	Product disposition	Root cause	Preventive action	Sign-off

Complete a corrective action record for every deviation from a critical limit. Record the disposition of any affected product. Identify the root cause and implement preventive action to prevent recurrence.

Section 7 - Verification and review record

Activity	Description	Findings	Date completed	Completed by
CCP record review	<i>Review monitoring records for completeness and critical limit compliance</i>			
Product testing	<i>Microbiological or chemical testing of finished product</i>			
Internal audit of HACCP system	<i>Audit of CCP monitoring, records, corrective actions and team competence</i>			
Annual review	<i>Full review of hazard analysis and HACCP plan; update if any changes to product, process or ingredients</i>			

Verification confirms the HACCP system is functioning as intended. It is separate from monitoring. At minimum, a full review of the HACCP plan must be conducted annually and whenever a significant change occurs.

Sign-off and approval

Approved by	Name and job title
Signature	
Date	
Next scheduled review	

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