

*Appendix II: HACCP Worksheets*

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## Appendix 2 - HACCP Worksheets

### Notes:

### HACCP Worksheets

Worksheets are recommended to document the hazard analysis and final HACCP plans. The hazard analysis should contain certain information to justify the identification of the proper critical control points. Information in the HACCP plan must explain the details for each HACCP step. There is no standardized or mandated format for the worksheets, but the information should be arranged in a progressive manner that clearly explains the thought process for the hazard analysis and the individual steps in the HACCP plan.

The following worksheets are provided as recommended examples. The information is arranged in a similar manner, but the layouts are in either a landscape or portrait form to suit individual preferences.

**SPECIAL NOTE:** These recommended worksheets can be copied for routine use, but if they are used for official use they must include details that identify the commercial firm and related activity. The additional information must include:

- Form title
- Firm name and location
- Time and dates
- Product identification
- Signature and date (HACCP Plan)

**Hazard Analysis Worksheet**

(1) Ingredient/ processing step	(2) Identify potential hazards introduced, controlled or enhanced at this step.	(3) Are any potential food-safety hazards significant? (Yes/No)	(4) Justify your decision for column 3	(5) What control measure(s) can be applied to prevent the significant hazards?	(6) Is this step a critical control point? (Yes/No)
	BIOLOGICAL  CHEMICAL  PHYSICAL				
	BIOLOGICAL  CHEMICAL  PHYSICAL				
	BIOLOGICAL  CHEMICAL  PHYSICAL				
	BIOLOGICAL  CHEMICAL  PHYSICAL				
	BIOLOGICAL  CHEMICAL  PHYSICAL				
	BIOLOGICAL  CHEMICAL  PHYSICAL				
	BIOLOGICAL  CHEMICAL  PHYSICAL				

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### Hazard Analysis Worksheet

(1) Ingredient or Processing Step	(2) Identify potential Hazards introduced, controlled or enhanced at this step.	(3) Are any potential food hazards significant? (Yes/No)	(4) Justify your decision for column 3.	(5) What control measure(s) can be applied to prevent the significant hazards?	(6) Is this step a critical control point? (Yes/No)

## Appendix 2 - HACCP Worksheets

### HACCP Plan Worksheet

		CCP 1	CCP 2	CCP 3
(1) Critical Control Point (CCP)				
(2) Significant Hazard				
(3) Critical Limits				
Monitoring	(4) What			
	(5) How			
	(6) When			
	(7) Who			
(8) Corrective Action				
(9) Verification				
(10) Records				

## Appendix 2 - HACCP Worksheets

### HACCP Plan Form

(1) Critical Control Point (CCP)	(2) Significant Hazards	(3) Critical Limits for each Control Measure	(4)			(5) How	(6) Frequency	(7) Who	(8) Corrective Action(s)	(9) Verification	(10) Records
			What								