

Appendix 1: **Forms**

This appendix contains a blank model HACCP Plan Form and a blank model Hazard Analysis Worksheet.

HACCP Plan Form

Firm Name: _____ Product Description: _____

Firm Address: _____ Method of Storage and Distribution: _____

_____ Intended Use and Consumer: _____

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

Signature of Company Official: _____ Date: _____

HACCP Plan Form

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

Hazard-Analysis Worksheet

Firm Name: _____	Product Description: _____
_____	_____
Firm Address: _____	Method of Storage and Distribution: _____
_____	_____
_____	Intended Use and Consumer: _____
_____	_____

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

Hazard-Analysis Worksheet

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

Notes: