

Downloadable Blank HACCP Forms & Flow Chart

1. Hazard Analysis Table

PROCESS STEP					
Processing Step	Potential Hazards (C) Chemical (P) Physical (B) Biological	Is this potential food safety hazard significant?	Justification of Decision	Preventive Measures	Is this step a CCP?

NAME OF FOOD ESTABLISHMENT: _____

BRIEF PRODUCT DESCRIPTION: _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

2. ROP HACCP Plan Summary

CCP									
Critical Control Point (CCP)	Hazard Description	Critical Limits for each Control Measure	Monitoring				Corrective Action	Verification Activities	Record-keeping Procedures
			What	How	Frequency	Who			

NAME OF FOOD ESTABLISHMENT: _____

BRIEF PRODUCT DESCRIPTION: _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

3. Refrigeration / Freezer Log

Refrigeration / Freezer Log						
Location/ Unit Description	Date	Time	Temperature	Corrective Action	Food Worker Initials	Manager Initials / Date

Instructions: A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this Log. The supervisor of the food operation will verify that foodservice workers have taken the required temperatures by visually monitoring food workers during the shift and reviewing, initialing, and dating this log daily. This log should be maintained for a minimum of 90 days after the food has been consumed.

4. Thermometer Calibration Log

Thermometer Calibration Log							
Date	Time	Test Thermometer ID#	Reference Thermometer Reading	Test Thermometer Reading	Adjustments Required (Yes / No)	Corrective Action	Initials

Verification (Records Review) by and Date: _____

Instructions: Foodservice workers will record the calibration temperature and corrective action taken each time thermometer is calibrated. The supervisor of the food operation will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of employee activities during all hours of operation. The supervisor of the operation will review and initial the log daily. This log should be maintained for a minimum of 90 days after the food has been consumed. Thermometers intended for measuring hot temperature items, such as cooked product, will be calibrated in hot water, while those used for taking lower temperatures will be calibrated in ice water. All thermometers will be calibrated within + or – 2 degrees F.

5. Corrective Action Log

Corrective Action Log	
Product:	Lot ID:
Date / Time:	Designated Food Worker:
Deviation:	
Cause of Deviation:	
Cause of Deviation Eliminated By:	
CCP Under Control After Corrective Actions Taken:	
Preventative Measures:	
Product Disposition:	

Verification (Records Review) by and Date: _____

6. Cooking & Reheating Temperature Log

Cooking and Reheating Temperature Log							
Date and Time		Food Item	Internal Temperature / Time	Internal Temperature / Time	Corrective Action Taken	Initials	Verified By / Date

Instructions: Record product name, time, the two temperatures/times, and any corrective action taken on this form. The supervisor of the food operation will verify that food workers have taken the required cooking temperatures by visually monitoring food workers and preparation procedures during the shift and reviewing, initialing, and dating this log daily. This log should be maintained for a minimum of 90 days after the food has been consumed.

7. Holding Times & Temperatures

Holding Times and Temperatures								
Date	Food Item	1 st Measurement (e.g. enter holding)			2 nd Measurement (e.g. exit holding)			Corrective Action
		Time	Temp	Initials	Time	Temp	Initials	

Supervisory Employee's Initials and Date: _____

Instructions: Take and record the temperature of the food when placed in holding units and when removed from holding units. If pans are moved directly from ovens to holding units, simply record the end cooking temperature on this form.

8. Receiving Log

Receiving Log (Transporting)							
Date	Time	Vendor or Supplier	Product Name	Temperature (°F)	Corrective Action Taken	Initials/Date	Manager Initials/Date

Instructions: Use this Log for deliveries or receiving foods from suppliers. Record any temperatures and corrective action taken on the Receiving Log. The supervisor of the food operation will verify that foodservice workers are receiving products using the proper procedure by visually monitoring foodservice workers during the shift and reviewing the log daily. The Receiving log should be maintained for a minimum of 90 days after the food has been consumed.

9. Cooling Temperature Log

Cooling Temperature Log										
Date	Food Item	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Corrective Actions Taken	Initials	Verified By / Date

Instructions: Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. If no foods are cooled on any working day, indicate "No Foods Cooled" in the Food Item column. The supervisor of the food operation will verify that the designated food worker is cooling food properly by visually monitoring the food worker during the shift and reviewing, initialing, and dating the log daily. The Cooling Log should be kept for a minimum of 1 year.

10. Damaged or Discarded Product Log

Damaged or Discarded Product Log							
Date	Time	Vendor or Supplier	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date

Instructions: Designated food worker will record product name, quantity, action taken, reason, initials, and date each time a food or food product is damaged and/or will be discarded. The supervisor the food operation will verify that food workers are discarding damaged food properly by visually monitoring foodservice workers during the shift and reviewing, initialing, and dating this log daily. The Damaged or Discarded Product Log should be maintained for a minimum of 90 days after the food has been consumed.

11. Food Contact Surface Cleaning & Sanitizing Log

Food Contact Surfaces Cleaning and Sanitizing Log									
Date and Time		Wash Temperature	Rinse Temperature	Final Rinse (Sanitization) Temperature	Heat Sensitive Tape (place here)	Sanitizer Concentration (in ppm)	Corrective Action	Food Worker Initials	Verified By / Date

Instructions: Record time, temperatures/sanitizer concentration, as appropriate and any corrective action taken on this form. The supervisor of the food operation will verify that food workers have taken the required information by visually monitoring foodservice workers and preparation procedures during the shift and by reviewing, initialing, and dating this log daily. This log should be maintained for a minimum of 90 days after the food has been consumed.

12. Food Preparation Log

Food Preparation Log									
Date	Start Time	Product Name	Temp #1	Temp #2	Amount Prepared	Corrective Actions	End Time	Food Worker Initials	Verified By / Date

Instructions: Designated foodservice worker will record the date, product name, start and end time of preparation, the two temperature measurements taken, any corrective action taken, and the amount of food prepared. The supervisor of the food operation will verify that foodservice worker is taking the required temperatures and following the proper food preparation procedures by visually monitoring foodservice worker during the shift and reviewing, initialing, and dating the log daily. This log should be maintained for a minimum of 90 days after the food has been consumed.

Flow Chart

