

HACCP Plan Template (UK)

Free editable template from Haccora — <https://haccora.co.uk>

This template follows the Codex HACCP principles used by UK enforcement officers and complements Safer Food, Better Business (SFBB) style documentation. Replace every bracketed prompt with your own detail. Keep dated records; a plan without records is not enough at inspection.

1. Business details and scope

Field	Your detail
Trading name	[]
Site address	[]
Local authority	[]
Food business operator (FBO)	[]
Activities covered by this plan	[e.g. delivery, storage, prep, cook, hot hold, chill, service, delivery to customers]
Date written	[]
Next review date	[]

HACCP team

Name	Role	Food safety training	Responsibility
[]	[]	[e.g. Level 3]	[]

2. Product description and intended use

Field	Your detail
Product / menu groups	[]
Key ingredients and allergens	[]
Storage conditions	[]
Shelf life / use-by approach	[]
Intended consumer	[]
Vulnerable groups served	[e.g. children, elderly, pregnant customers, allergic customers]

3. Process flow diagram

List every step from delivery to service. Verify the diagram on the floor and sign below.

1. Delivery / goods in
2. Dry, chilled and frozen storage
3. Preparation (including allergen separation)
4. Cooking
5. Cooling
6. Hot holding / chilled display
7. Reheating
8. Service / packing (including PPDS labelling)

9. Waste

Diagram verified by: [name] — Date: []

4. Hazard analysis

Hazard types: B = biological, C = chemical, P = physical, A = allergenic.

Step	Hazard (B/C/P/A)	Cause	Likelihood	Severity	Control measure	CCP?
Delivery	B — pathogen growth	Chilled goods above 8°C			Check and record delivery temperature; reject if out of spec	Y/N
Storage	B — cross-contamination	Raw stored above ready-to-eat			Segregate; raw below ready-to-eat; covered and dated	Y/N
Preparation	A — allergen transfer	Shared boards / utensils			Dedicated equipment, cleaning between tasks, recipe allergen matrix	Y/N
Cooking	B — survival of pathogens	Undercooking			Core temperature 75°C for 30 seconds (or equivalent)	Y
Cooling	B — pathogen growth	Slow cooling			Cool to 8°C or below within 90 minutes	Y
Hot holding	B — pathogen growth	Below 63°C			Hold at 63°C or above; record every [x] hours	Y
Reheating	B — survival of pathogens	Under-reheating			Reheat to 75°C (82°C in Scotland)	Y
Service / PPDS	A — mislabelling	Missing allergen info			Full ingredient label with allergens emphasised	Y

5. Critical control points, limits and monitoring

CCP	Critical limit	Monitoring: what & how	Frequency	Who	Record
Cooking	Core 75°C / 30s	Calibrated probe, thickest part	Every batch	Chef on duty	Cook log
Cooling	8°C within 90 min	Probe at start and end	Every batch	Chef on duty	Cool log
Hot hold	≥ 63°C	Probe each unit	Every 2 hours	Supervisor	Hot-hold log
Chilled storage	≤ 8°C (aim 1–5°C)	Fridge/freezer check	Open and close	Assigned staff	Temperature log
Reheat	≥ 75°C (82°C Scotland)	Probe centre	Every batch	Chef on duty	Reheat log
Allergen / PPDS	Correct, complete label	Label check against recipe	Every batch	Supervisor	Label check log

6. Corrective actions

Deviation	Immediate action	Product decision	Preventive action	Recorded by
Fridge above 8°C	Move stock, call engineer	Assess time/temperature; discard if unsafe	Increase check frequency, service unit	[]
Undercooked food	Continue cooking, re-probe	Do not serve until limit met	Retrain, review cook times	[]
Missed check	Complete now, note reason	Assess affected stock	Reminder schedule, supervisor sign-off	[]
Wrong allergen label	Withdraw item	Do not sell	Re-check recipe matrix, retrain	[]

7. Verification and review

- Weekly: manager reviews completed records and signs.
- Monthly: probe calibration check (ice/boiling water) recorded.
- Quarterly: internal audit against this plan.
- Annually, or after any menu, equipment, process or supplier change: full plan review.

Review date	Reviewed by	Changes made
☐	☐	☐

8. Supporting records to keep

- Daily opening and closing checks
- Fridge, freezer, cook, cool, hot-hold and reheat temperatures
- Cleaning schedule sign-offs
- Delivery and supplier approval records
- Allergen matrix and PPDS labels
- Staff training certificates, inductions and fitness-to-work declarations
- Pest control, waste and maintenance records
- Complaints, incidents and corrective actions

9. Allergen and PPDS checklist (Natasha's Law)

- ☐ Every recipe has a completed allergen matrix (14 UK allergens)
- ☐ Pre-packed for direct sale items carry full ingredient labels with allergens emphasised
- ☐ Front of house has the same allergen information as the kitchen
- ☐ Substitutions and specials update allergen information the same day
- ☐ Staff trained on allergen questions and cross-contact controls

Haccora turns this plan into scheduled checks, automatic corrective actions and a dated inspection pack. Start free at <https://haccora.co.uk>.

This template is provided for general guidance and is not legal advice. You remain responsible for your own food safety management system.