

OVERVIEW & GUIDE OF THE HACCP WORKSHEETS

Main Worksheets	Supplementary Worksheets	Comments
WS 1 MANAGEMENT SHEET		Registration and approval of the HACCP Study
WS 2 PRODUCT DESCRIPTIONS		Product and process description, including raw material and end product characteristics
WS 3 FLOW DIAGRAM		Simplified process flow diagram with OPRP and CCP location
	WS A HAZARDOUS AGENT CODES AND CLASSIFICATION	Guidance for Food Safety/ HACCP team for assessing hazards controlled by HACCP system
WS 4 HAZARD IDENTIFICATION AND DESCRIPTION	WS B HAZARD ASSESSMENT TABLE	Each potential hazard is listed and significance is determined with help of severity of health effect and likelihood of appearance
WS 5 CONTROL MEASURE SELECTION AND CATEGORIZATION		With help of the decision tree the control measures are categorized to CCP, OPRP or Modification
WS 6 VALIDATION OF CONTROL MEASURES		Evidence that the control measure can achieve the targeted limits
WS 7 HACCP PLAN INCLUDING OPRPs		List and Overview of all identified CCPs and OPRPs with control measures, limits, corrective actions and responsibilities
WS 8 VERIFICATION PLAN		Overview of verification activities that shows that the CCP's and OPRPs have been implemented properly
WS 9 MODIFICATION(S) AND FOLLOW-UP		List of modifications with all details
WS 10 MEETING ACTIVITY LOG		Recording meetings, attendances and decisions made by the team
	WS C (Optional) LIST OF SUPPORTING DOCUMENTS	Recording and filing supporting information

[WS 1] MANAGEMENT SHEET

Complete the first section (below) at the start of the HACCP study

HACCP Study N°:	Version N°:	HACCP Study Scope
		Factory
HACCP study details	Tick as appropriate	Plant/line
New HACCP study		Brand
Scheduled review		Product name
Unscheduled review		Product code
Study started		FSMS reference

Description of scope of study (e.g. module (start and end point) or products included)

Scheduled or unscheduled review: Main changes / reasons / causes

HACCP Team Members

Name	Responsibility / Role / Expertise	Department / Company

Authorisation for new HACCP study or update to new version

Responsibility / Role		Date: 1
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Complete the section below on completion of the HACCP study

Planned Modification(s) according to HACCP study

Modification N°	Provisional Control Measure(s) for immediate application	Dead-line
		Date:
		Date:
		Date:

HACCP study review

Next scheduled review - Date:	
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HACCP study issue date

Study issued	Date:
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Authorisation of finished study

		Date:
		Date:
		Date:

[WS 2] PRODUCT/INGREDIENT DESCRIPTIONS

End- product Characteristics	
Name (product(s), product group(s), line)	
Composition	
Type (e.g. raw, cooked, ready to eat)	
Key physical, biological and chemical characteristics	Chemical Parameters:
	Biological Parameters:
	Physical Parameters:
Key processing steps (e.g. drying, heat treatments, freezing)	
Other	
Specifications and Regulatory requirements (food safety related)	
Product specifications	
Product specific regulatory requirements	
Filling and Packing	
Packaging description (e.g. size)	
Packaging system (e.g. modified atmosphere)	
Claims and Label Information	
Instruction for use by consumers (incl. use or storage after opening)	
Statements for safe use (e.g. allergen info, special instruction for safe handling)	
Other	
Distribution / Storage / Description	
Distribution instructions (e.g. ambient, chilled, frozen)	
Storage instructions (e.g. ambient, chilled, frozen)	
Shelf life conditions	
Other	

[WS 2] PRODUCT/INGREDIENT DESCRIPTIONS

Use by Consumers	
Intended use	
Target group of users and special consumer considerations (e.g. infants, elderly)	
Reasonably expected mishandling and misuse	

Incoming Material Characteristics	
Name of raw materials, ingredients	
Composition	
High-risk ingredients	
Key physical, biological and chemical characteristics	Chemical Parameters:
	Biological Parameters:
	Physical Parameters:
Supplier	
Processing main steps and conditions (production method);	
Packing and transportation containers	
Storage conditions and shelf life	
Preparation and / or processing before use	
Acceptance criteria related to safety	
Other (e.g preservatives, processing aids, services)	

[WS 3] Flow Diagram

Construct a flow diagram of the process

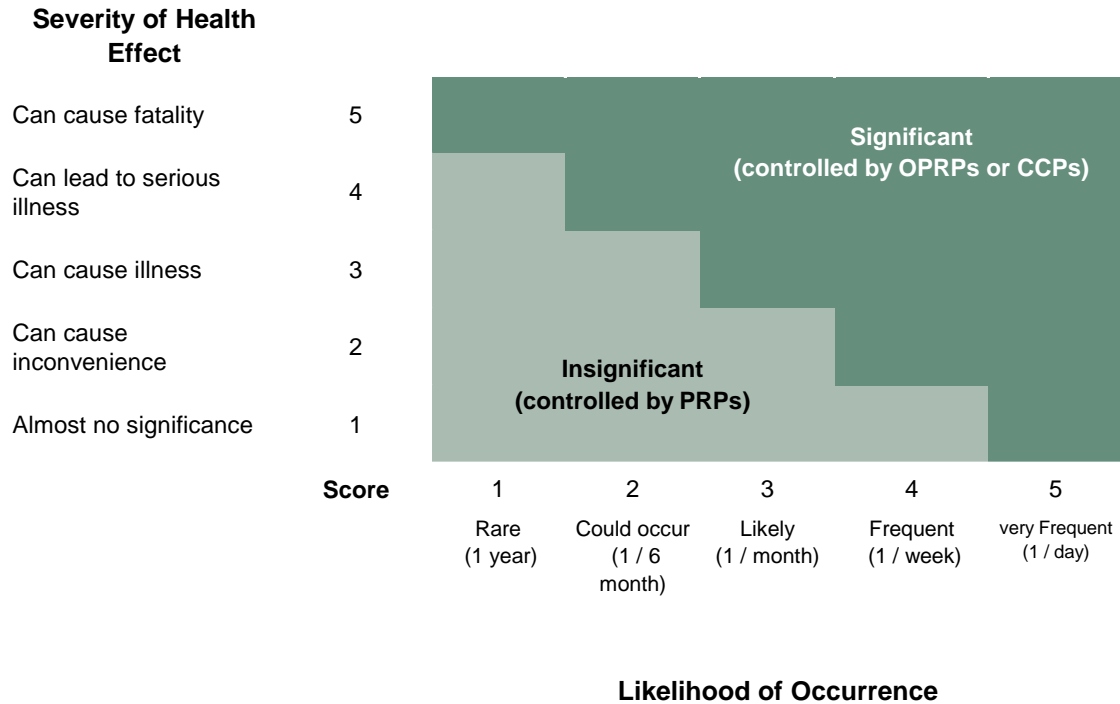
Number each step in the process

Indicate CCP when study is finished

Indicate OPRP when study is finished

Record on-site verification on flow-diagram

[WS B] Hazard Assessment Table



The Hazard Assessment Table helps to separate significant from non-significant hazards and to document the decision:

