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		Each potential hazard is listed and significance is determined with help of severity of health effect and likelihood of appearance
	WS B HAZARD ASSESSMENT TABLE	Coding and classifying of the potentially hazardous agents that need to be considered during the study
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 Complete the section below on completion of the HACCP study Planned Modification(s) according to HACCP study Provisional Control Measure(s) for immediate Modification N° Dead-line application Date: Date: Date: **HACCP** study review **HACCP** study issue date Date: Next scheduled review - Date: Study issued 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)	
	Chemical Parameters:
Key physical, biological and chemical characteristics	Biological Parameters:
	Physical Parameters:
Key processing steps (e.g. drying, heat treatments, freezing)	
Other	
Specifications and Regulatory requi	rements (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 instructionfor 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 Characteris	tics
Name of raw materials, ingredients	
Composition	
High-risk ingredients	
	Chemical Parameters:
Key physical, biological and chemical characteristics	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, sevices)

[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 4] HAZARD IDENTIFICATION and DESCRIPTION

Loca	tion of potential hazard				Hazard description			Hazard assessment			Justification for selection of Hazards and Assesment
	ne step (e.g. raw mtrl, processing or tion) at which the hazard may be introduced.	Desc	cribe clearly and specifically the hazards that	onably expected" to occur at each step: Clas	s (M, P, C or A), agen	t, size, origin, nature, etc.	Q1: Based on the hazard description, likelihood of occurrence (before applying the control measure) and severity of health effects, does this hazard needs to be controlled, i.e. is it a significant hazard?			Provide supporting data/references on likelihood of occurrence, information on severity of health effects and acceptabel level in end product.	
Step No:	Step (description)	Н#	Hazard	Class	Origin or source of the hazard (e.g. where and how it can be introduced into the product or its environment)	Nature of the hazard (e.g. presense, ability to grow, survive, formation of toxins or toxic chemicals, migration of chemicals)	Acceptable level in end product	Likelihood of occurrence	Severity of adverse health effect	Significant hazard? (Yes/No) For significant hazard, select and categorize control measure(s) on WS 5	For each hazard, document why it is or why it is not likely to occur or causing adverse health effects. For non significant hazards document if it is manged e.g. by a PRP, through a specification or Major Allergen Declaration (MAD). Make sure that all hazards likely to occur are considered. Justify why a certain hazard has been disregarded.

[WS 5] CONTROL MEASURE SELECTION and CATEGORIZATION

Step and Hazard	Control Measures						Categorization of control measures in OPRPs and CCPs. Answer questions Q1 to Q5 as necessary.				
	Select and describe a control measure or combination of control measures capable of preventing, eliminating or reducing the		Q1: Based on the likelihood of occurrence (before applying the control measure) and the severity of adverse health effects (WS 4), is this hazard significant (needs to be controlled) Go to Q2. NO : This is not a significant hazard.								
	hazard to an acceptable level.		Q2: Will a subsequent processing step, including expected use by consumer, guarantee the removal of this Significant Hazard, or its reduction to an acceptable level? YES: Identify and name subsequent step. NO: Go to Q3.								
Transfer hazards considered significant in the hazard assessment in WS 4 to this worksheet (WS 5).	Document the rationale for the selection, e.g. effectiveness of				So to Q4.	NO: Mo	asures or practices in place at this step, and do they exclude, reduce or maintain this Significant Hazard to/at an acceptable level? 2: Modify the process or product and go to Q1.				
	applied control measures alone or in combination against identified hazard (refer to documents if possible)?						ossible to establish critical limits for the control measure at this step? o Q5. NO: This hazard is managed by an OPRP.				
	.acimios nazara (refer to accumente in peccialo).						5: Is it possible to monitor the control measure in such a way that corrective actions can be taken immediately when there is a loss of control? ES: This hazard is managed by the HACCP-plan (CCP). NO: This hazard is managed by an OPRP.				
Step # Step H # Hazard	Description of control measures	Q1	Q2	Q3	Q4	Q5	Q5 CCP / OPRP / MOD Justification Provide supporting evidence that that slelected control measure(s) and target/critical limits will adequately control the hazard.				

[WS 6] VALIDATION OF CONTROL MEASURES

The HACCP team has to provide, or ask for, evidence that selected control measures are capable of achieving the intended control for identified hazards.

The HACCP Team Leader shall provide answers to the following questions:

- Have potential hazards been correctly identified as significant or not?
 Are applied control measures capable of reducing the significant hazards to acceptable level?
 Are Critical limits correct and appropriate?
 Will the Corrections restore product's safety control?

CCP N° OPRP N°	Step	Hazardous agent	Control measure	Justification for the Selection of Control Measures	Checking Control Measure Effectiveness	Critical Limits (for CCP only)	Justification for the Selection of Critical Limits	Corrections

[WS 7] HACCP PLAN INCLUDING OPRPS

CCP N° OPRP N°	H# S	tep # d	Step description	Hazard description	Control measure(s)	Critical Limits / Targets (or Limits if applicable)	Monitoring How, frequency, who?	Corrections, Responsibilities	Corrective actions Responsibilities	Records	Verification (details in WS 8)

[WS 8] VERIFICATION PLAN

CCP No: or O-PRP No:	Verification activity (e.g of CCP monitoring or OPRP functioning, corrective actions)	Verification procedure (e.g. methods or procedures to use, observations to be made or measurements to be taken, actions if there is a deviation or follow-up)	Frequency (how often is the task to be performed)	Responsible (who is responsible for the task)	Records (which records should be used)

[WS 9] MODIFICATION(s) AND FOLLOW-UP

F	Production process Step Hazard description				Modification		Provisional Control Measure(s)
Step #	Step Description	Hazard #	Hazardous Agent Description	Modificati on N°	Recommended modification and confirmation of transfer to for action.	Limit date	Immediate measures to be applied while modifications are not yet implemented.

[WS 10] MEETING ACTIVITY LOG

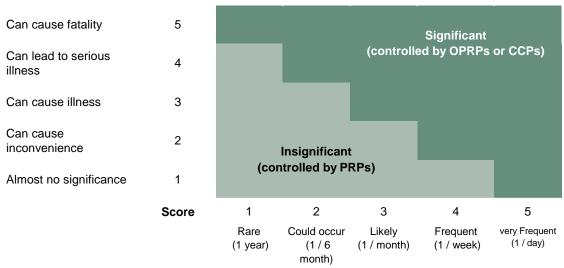
Date	Partcipants	Purpose	Outcome (decisions/actions)	Responsibility	Performed

[WS A] HAZARDOUS AGENT CODES AND CLASSIFICATION (Optional)

Ingredient or Process	H#	Hazard Class	Hazardous Agent Description

[WS B] Hazard Assessment Table

Severity of Health Effect



Likelihood of Occurrence

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

[WS C] List of Supporting Documents

No.	Document Title and Designation	Status and Issue of the Document	Document Developer	Filing Location