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Food Safety Made Simple

# HACCP PLAN DEVELOPMENT CHECKLIST

Use this checklist to determine the top-level components needed when developing your HACCP plan.

## 1. HACCP FOUNDATION

- HACCP team identified and trained
- Product descriptions documented
- Intended use defined
- Process flow diagram completed and verified on-site
- Flow diagram reviewed within the past 12 months

## 2. HAZARD ANALYSIS

- Biological hazards are identified at each step
- Chemical hazards identified (including allergens)
- Physical hazards identified
- Hazard analysis documented by process step
- Justification documented for hazard decisions

## 3. CRITICAL CONTROL POINTS (CCPS)

- CCPs determined using decision tree logic
- Critical limits are scientifically justified
- Monitoring procedures clearly defined
- Monitoring frequency documented
- Monitoring responsibilities assigned

## 4. CORRECTIVE ACTIONS

- Written corrective action procedures for each CCP
- Deviation handling documented
- Product disposition procedures defined
- Root cause analysis process documented

## 5. VALIDATION & VERIFICATION

- Critical limits validated with scientific support
- Validation records maintained
- Verification activities documented
- Internal audit conducted within 12 months
- Annual HACCP reassessment completed

## 6. RECORDS & DOCUMENTATION

- Monitoring logs maintained and complete
- Corrective action records retained
- Verification records retained
- Document control procedure in place
- Record retention policy defined



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844-485-3330



sales@ironapple.net



www.ironapple.net