

APPENDIX 1: Forms

This guidance represents the Food and Drug Administration's (FDA's) current thinking on this topic. It does not create or confer any rights for or on any person and does not operate to bind FDA or the public. You can use an alternative approach if the approach satisfies the requirements of the applicable statutes and regulations. If you want to discuss an alternative approach, contact the FDA staff responsible for implementing this guidance. If you cannot identify the appropriate FDA staff, call the telephone number listed on the title page of this guidance.

This appendix contains a blank model Hazard Analysis Critical Control Point (HACCP) Plan Form and a blank model Hazard Analysis Worksheet.

HACCP PLAN FORM

FIRM NAME:										PRODUCT DESCRIPTION:											
FIRM ADDRESS:										METHOD OF DISTRIBUTION AND STORAGE:											
INTENDED USE AND CONSUMER:										INTENDED USE AND CONSUMER:											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)												
CRITICAL CONTROL POINT	SIGNIFICANT HAZARD(S)	CRITICAL LIMITS FOR EACH PREVENTIVE MEASURE	MONITORING						CORRECTIVE ACTION(S)	RECORDS	VERIFICATION										
			WHAT	HOW	FREQUENCY	WHO															

SIGNATURE OF COMPANY OFFICIAL: _____ DATE: _____

HACCP PLAN FORM									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
CRITICAL CONTROL POINT	SIGNIFICANT HAZARD(S)	CRITICAL LIMITS FOR EACH PREVENTIVE MEASURE	MONITORING			CORRECTIVE ACTION(S)	RECORDS	VERIFICATION	
			WHAT	HOW	FREQUENCY				WHO

SIGNATURE OF COMPANY OFFICIAL: _____ DATE: _____

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HAZARD ANALYSIS WORKSHEET

FIRM NAME:	PRODUCT DESCRIPTION:					
FIRM ADDRESS:	METHOD OF DISTRIBUTION AND STORAGE:					
INTENDED USE AND CONSUMER:						
(1)	(2)	(3)	(4)	(5)	(6)	
INGREDIENT/PROCESSING STEP	IDENTIFY POTENTIAL BIOLOGICAL, CHEMICAL, AND PHYSICAL HAZARDS ASSOCIATED WITH THIS PRODUCT AND PROCESS	ARE ANY POTENTIAL FOOD SAFETY HAZARDS SIGNIFICANT AT THIS STEP? (YES/NO)	JUSTIFY YOUR DECISION FOR COLUMN 3	WHAT PREVENTIVE MEASURE(S) CAN BE APPLIED FOR THE SIGNIFICANT HAZARDS?	IS THIS STEP A CRITICAL CONTROL POINT? (YES/NO)	

HAZARD ANALYSIS WORKSHEET					
(1)	(2)	(3)	(4)	(5)	(6)
INGREDIENT/PROCESSING STEP	IDENTIFY POTENTIAL BIOLOGICAL, CHEMICAL, AND PHYSICAL HAZARDS ASSOCIATED WITH THIS PRODUCT AND PROCESS	ARE ANY POTENTIAL FOOD SAFETY HAZARDS SIGNIFICANT AT THIS STEP? (YES/NO)	JUSTIFY YOUR DECISION FOR COLUMN 3	WHAT PREVENTIVE MEASURE(S) CAN BE APPLIED FOR THE SIGNIFICANT HAZARDS?	IS THIS STEP A CRITICAL CONTROL POINT? (YES/NO)

NOTES: