

HACCP Plan Audit

Principles 1-7

Use this inspection to evaluate the strength of your HACCP Plan annually (or after significant changes) to remain compliant with food safety standards.

By:

Date:

Time:

Product & Process Descriptions

1. Our HACCP Plan includes all relevant product descriptions, including vendor/producer, ingredients/raw materials, packaging, temperature(s), and preparation description.	Yes	No	N/A	Comments
2. Our HACCP Plan includes an easy-to-understand process flow chart.	Yes	No	N/A	Comments
3. The process flow chart has been verified for accuracy and completeness against actual operating procedures.	Yes	No	N/A	Comments
4. Additional comments/observations regarding product and process descriptions:	Comments			

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Hazard Assessment & Analysis

5. Our HACCP Plan is based on a hazard analysis performed after prerequisite SSOPs were implemented.	Yes	No	N/A	Comments
6. The hazard analysis was performed after the most recent ingredient, process, equipment, and/or facility changes.	Yes	No	N/A	Comments
7. All process steps were evaluated for hazards.	Yes	No	N/A	Comments
8. For each hazard, the significance/likelihood of occurrence was determined by an experienced person(s) using product knowledge, epidemiological data, and information in technical literature.	Yes	No	N/A	Comments
9. For each hazard, the likelihood of exposure and potential consequences were determined by an experienced person(s) using product knowledge, epidemiological data, and information in technical literature.	Yes	No	N/A	Comments
10. For each hazard, preventative measures have been identified and implemented (non-critical and critical control points).	Yes	No	N/A	Comments
11. Additional comments and observations regarding hazard assessment and analysis:	Comments			

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Critical Control Points

12. For each hazard with a high likelihood of exposure and potential consequences, if not controlled, the appropriate step has been made into a critical control point (CCP).	Yes	No	N/A	Comments
13. Critical Control Points were identified using a HACCP flow chart/decision tree.	Yes	No	N/A	Comments
14. Critical Control Points listed on your HACCP Plan are indeed critical (see Decision Tree).	Yes	No	N/A	Comments
15. Critical Control Points listed on your HACCP Plan are NOT SSOPs or GMPs.	Yes	No	N/A	Comments
16. Additional comments and observations regarding Critical Control Point identification	Comments			

Control Limits

17. Measurable critical limits have been established for each control point.	Yes	No	N/A	Comments
18. We have documented and filed the sources that led to critical limit decisions.	Yes	No	N/A	Comments
19. Additional comments and observations regarding control limits	Comments			

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Monitoring

20. A monitoring procedure is included for each CCP on our plan.	Yes	No	N/A	Comments
21. The monitoring plan identifies responsible parties and these employees have been properly trained to monitor and respond to deviations.	Yes	No	N/A	Comments
22. The monitoring plan identifies type (continuous and non-continuous), regularity (periodic or random), and frequency of monitoring.	Yes	No	N/A	Comments
23. The monitoring plan specifies the methods and tools to be used.	Yes	No	N/A	Comments
24. We regularly check our monitoring tools and technology for accuracy and record the results.	Yes	No	N/A	Comments
25. Employees record monitoring results on a log that is stored the appropriate amount of time after testing.	Yes	No	N/A	Comments
26. Additional comments and/or observations regarding monitoring.	Comments			

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Corrective Actions

27. Corrective action(s) are identified and adequately described for each CCP on our Plan.	Yes	No	N/A	Comments
28. Product disposal procedures are identified in the corrective action portion of our plan.	Yes	No	N/A	Comments
29. A procedure for demonstrating the CCP is under control is outlined in the corrective action portion of our plan.	Yes	No	N/A	Comments
30. Corrective actions, including deviations and CCP verifications, are documented by employees.	Yes	No	N/A	Comments
31. Employees are trained in corrective action procedures outlined in our plan.	Yes	No	N/A	Comments
32. Additional comments and/or observations regarding corrective actions.	Comments			

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Recordkeeping & Plan Verification

33. HACCP recordkeeping is thorough and accurate.	Yes	No	N/A	Comments
34. Additional comments regarding recordkeeping:	Comments			
35. Our plan outlines our methods for verifying the plan is working (i.e. product testing, instrument calibration, records review, etc.)	Yes	No	N/A	Comments
36. Our procedure for microbial and/or chemical testing to verify our CCPs was developed by a qualified person(s) using product knowledge, epidemiological data, and information in technical literature.	Yes	No	N/A	Comments
37. Our procedure for microbial and/or chemical testing to verify our CCPs is documented and results are recorded.	Yes	No	N/A	Comments
38. Additional comments regarding plan verification.	Comments			

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