

FoodSafe Flow

SAMPLE HACCP DOCUMENTATION PACK

Fictional facility: Example Central Kitchen **Document:** DEMO-HACCP-001 **Revision:** Draft 01

ILLUSTRATIVE SAMPLE ONLY. This is not an actual facility assessment, validated process, approved HACCP plan, certification or evidence of compliance. All example hazards, controls and criteria require a competent facility HACCP team to assess and validate.

1. Study overview

Route: HACCP | **Facility type:** Central kitchen | **Scope:** Example cook–chill preparation and refrigerated dispatch. Excludes supplier manufacturing and downstream restaurant handling.

Objective: Document the hazards and proposed controls for an illustrative cooked, chilled product process. The team must establish site-specific monitoring, validation and verification.

2. Product description

Field	Example content
Product group	Cooked, chilled ready-to-eat meals
Ingredients	Cooked protein, prepared vegetables, sauce (recipe-specific allergens to be confirmed)
Intended use	Refrigerated distribution followed by reheating or service according to validated product instructions
Packaging / shelf life	To be established using packaging specifications and shelf-life validation
Target consumers	General population; allergen information and vulnerable consumer considerations require assessment

3. Illustrative process flow

Approved suppliers → Receiving → Chilled storage → Preparation → Cooking → Rapid chilling → Cold assembly / packing → Chilled holding → Refrigerated dispatch

The HACCP team must verify the actual on-site sequence, including product transfers, delays, rework, waste and any alternative routes.

4. Example hazard assessment

Process step	Potential hazard / rationale	Proposed control / decision
Cooking	Survival of harmful microorganisms if the cooking process is insufficient.	Establish and validate a product-specific cooking process; team to assess significance and CCP/OPRP classification.

Process step	Potential hazard / rationale	Proposed control / decision
Rapid chilling	Growth of surviving microorganisms if cooling is delayed or ineffective.	Validated cooling process; define measurable criteria, monitoring and corrective actions.
Cold assembly	Post-process contamination through people, equipment or the environment.	Hygiene zoning, sanitation, personnel controls and verified handling procedures.
Packing / labeling	Undeclared allergen due to wrong packaging or incorrect label.	Recipe-label reconciliation, changeover checks and allergen verification.

5. Example control-plan structure

Control field	What the facility must establish
Hazard and process step	Link each significant hazard to the applicable process step.
Control classification	HACCP team decision with documented justification (CCP / OPRP / other control).
Measurable criteria	Validated critical limits for CCPs, or action criteria for OPRPs, as applicable.
Monitoring	Method, frequency, responsible person and recording method.
Deviation response	Product disposition, process correction, root cause and corrective action.
Verification / validation	Evidence supporting effectiveness; review of records and verification activities.

6. Review and approval

Prepared by: Example author **Status:** Draft — not reviewed **Site verification:** Pending

Outstanding actions: Confirm recipes and allergen declarations; verify process flow on site; assess hazard significance; validate applicable limits; define monitoring and corrective actions; complete formal HACCP-team review.

7. What FoodSafe Flow helps organize

Facility details, product descriptions, process-flow steps, hazard assessment, control plans, site verification, review records and downloadable documentation. Actual functionality and available exports may evolve by release.

Sample notice: This document is an example of the intended documentation structure. It is not automatically generated from a live user facility and must not be used as an operational HACCP plan.