HACCP Plan Template

for Restaurants

Five preliminary steps, the seven principles applied to a working kitchen, and blank CCP and monitoring worksheets you can adapt to your menu.

Operation / brand	
Location(s) covered	
Plan owner (name & title)	
Version	
Date created	
Date last reviewed	

A plan with no named owner drifts. Fill in the owner line before anything else.

Once the plan is written, the work moves to running it

Building the plan is the one-time part. The recurring part is proving, every shift and at every location, that each critical limit was hit and that someone acted when it was not.

BOHA! by TransAct automates that half. Temperature and cooling checks are captured on the device the cook is already holding, so records are timestamped rather than reconstructed at close. Corrective actions are assigned, closed, and verified against the CCP that triggered them. And headquarters sees a blown limit the same day instead of on the next visit.

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How to use this template

This worksheet follows the same order as the build: five preliminary steps to understand your food and your process, then the seven principles applied on top of that understanding. Work through it in sequence. The preliminary steps are what make the principles accurate, and skipping them is how operations end up writing critical limits for a process they never mapped.

Work in this order

- **Part 1 (pages 3–9):** the five preliminary steps. Complete these before writing a single critical limit.
- **Part 2 (pages 10–12):** hazard analysis, CCP determination, and the master HACCP plan table. This is the plan itself.
- **Part 3 (pages 13–17):** blank monitoring logs for daily use.
- **Part 4 (pages 18–19):** verification activities and the annual reassessment record.

Two things worth knowing before you start

Group your menu by process, not by recipe. A 200-item menu does not need 200 flow diagrams. Sort items into no-cook, same-day cook and serve, and complex multi-step, then build one flow per group. This is the single decision that keeps a HACCP plan from becoming a document nobody maintains.

Every example in this template is an example, not a standard. The critical limits in the shaded example rows are common FDA Food Code values included to show the level of specificity required. Food Code adoption varies by state and by edition. Verify every limit against the code your jurisdiction has adopted, and against your own validated processes, before you put it in a live plan.

Important notice

This template is a planning tool. Completing it does not constitute regulatory approval, validation of your processes, or a HACCP certification. Certain specialized processes typically require a HACCP plan variance approved by your local regulatory authority before you operate, including reduced-oxygen packaging (sous vide, vacuum-sealing), curing, smoking for preservation, and acidifying rice for sushi. Confirm your requirements with your local health department, and have a qualified food safety professional review your completed plan.

Reference: FDA Food Code.

Step 1. Assemble your HACCP team

You do not need a food scientist. You need the people who know what really happens on the line: a chef or kitchen manager, someone from food safety or QA, and, at an enterprise, someone from operations who can speak for how every store runs rather than just the flagship. The team's job is to keep the plan honest.

Name	Role / title	Responsibility on this plan	Contact

Plan owner	
Review cadence	

Step 2. Describe the food

List what you make and the details that affect safety. Pay particular attention to TCS foods, the time/temperature-control-for-safety items that carry most of your biological risk. Group by process where you can.

Item or process group	Ingredients of concern	Storage	Raw or ready-to-eat	Shelf life	TCS? (Y/N)

TCS items are where most biological risk sits. If you are unsure, treat the item as TCS until you can show otherwise.

Step 3. Identify how the food is used and who eats it

"Cook and serve immediately" is a different risk profile than "cool, hold overnight, and reheat tomorrow." A menu served to a general audience is different from one served to a highly susceptible population. If any part of your operation feeds an at-risk group, your critical limits and your tolerance for error tighten accordingly.

Item or process group	How it is served	Consumer population	Highly susceptible? (Y/N)

Highly susceptible populations include hospitals, schools, senior living, and any facility serving immunocompromised guests.

Step 4. Map the flow of food

This is the step people rush, and it is the one that carries the whole plan. Draw how food moves from the back door to the guest.

The standard flow

Receiving → Storage → Prep → Cook → Hold → Cool → Reheat → Serve

Sort your menu into process categories

Most operators find they do not need a separate diagram for every dish. The complex category is where hazards multiply, because food passes through the temperature danger zone more than once.

Process category	What it covers	Your menu items
No cook	Salads, cut fruit, deli items assembled cold	
Same-day cook and serve	Grill, fry, saute; cooked and served in one shift	
Complex / multi-step	Cooked, cooled, held, and reheated across a day or more: soups, braises, sauces, batch-prepped proteins	

Draw your own flow

Use the space below to sketch the flow for each process group, including any step that is unique to your operation.

Sketch each process group's flow here

Step 5. Walk the line and verify the diagram

A flow diagram drawn in an office is a guess. Walk the actual kitchen during a real shift and confirm it. You will almost always find a step you missed: a holding cabinet, a second cooling stage, a garnish handled after cooking. Fix the diagram to match reality before you go any further, because everything downstream inherits this diagram's accuracy.

Step as drawn	Confirmed on the line? (Y/N)	Correction needed	Verified by	Date

Verification sign-off

I confirm the flow diagram above reflects what happens on the line during a normal shift.

Name: _____ **Title:** _____ **Date:** _____

With an accurate flow diagram in hand, the seven principles become a series of decisions about specific points on that diagram rather than abstract requirements.

Principle 1. Conduct a hazard analysis

At each step on your flow diagram, ask what could make the food unsafe. Classify each hazard as biological (B), chemical (C), or physical (P).

Process step	Potential hazard	B / C / P	Reasonably likely to occur? (Y/N)	Justification	Control measure

Principle 2. Determine critical control points

Not every step is a critical control point. Flag ten CCPs on a burger and you will monitor none of them well. Be ruthless: a CCP is a step where control is essential and where failure is not caught later. Work each candidate step through the questions below.

CCP decision tree

Q	Question	If YES	If NO
1	Do control measures exist at this step?	Go to Q2	Is control at this step necessary for safety? If yes, modify the step or process. If no, not a CCP.
2	Is the step specifically designed to eliminate the hazard or reduce it to an acceptable level?	**This step is a CCP**	Go to Q3
3	Could contamination occur at this step, or could the hazard increase to unacceptable levels?	Go to Q4	Not a CCP
4	Will a subsequent step eliminate the hazard or reduce it to an acceptable level?	Not a CCP	**This step is a CCP**

Your CCP determination

Process step	Hazard addressed	Q1	Q2	Q3	Q4	CCP? (Y/N)	CCP number

The master HACCP plan

This table is the plan. Every CCP you identified gets one row. A critical limit must be a number, not a vibe: "cook until done" is not a limit, "165F for 15 seconds" is.

The first row is a filled example showing the level of detail required. Verify all values against your adopted Food Code before use, then delete the example row.

CCP #	Process step	Hazard	Critical limit	Monitor: what & how	Frequency	Who	Verification	Corrective action	Records
1	Cook - poultry	Survival of pathogens	165F for 15 sec	Probe thickest part with calibrated thermometer	Every batch	Line cook	Continue cooking until limit met; if unattainable, discard. Log the action.	Manager reviews log daily; thermometer calibrated weekly	Cook temp log

A plan is worth exactly as much as the crew's ability to run it at 7pm on a Friday. Paper logs invite pencil-whipping: filling in the whole shift from memory at close. If you are running these on paper, initial each entry as it happens rather than at the end of service.

> If it is not written down, as far as the health department is concerned it did not happen. A clean record showing you caught a problem and fixed it does more for you in an inspection than a suspiciously flawless log ever will.

Cooking temperature log

Date	Time	Item	Batch / qty	Temp reading	Meets limit? (Y/N)	Corrective action taken	Initials

Cooling log

Cooling is where complex items most often fail, because it happens after the rush when attention is lowest. Record both stages.

Date	Item	Temp at 2 hrs	Start time & temp	Stage 1 met? (Y/N)	Temp at 6 hrs	Stage 2 met? (Y/N)	Corrective action	Initials

Common Food Code stages: 135F to 70F within 2 hours, then 70F to 41F within 4 additional hours. Confirm against your adopted code.

Hot and cold holding log

Date	Time	Unit / station	Temp reading	Item	Meets limit? (Y/N)	Corrective action taken	Initials

Corrective action log

This is the record most operators are thinnest on, and the one an inspector will ask for. A finding with no owner, no action, and no verification is a note, not a corrective action.

Date & time	CCP #	What went wrong	Product disposition	Action by	Verified by	Date verified

Thermometer calibration log

Date	Thermometer ID	Method (ice / boiling)	Reading before	Adjusted? (Y/N)	Reading after	Calibrated by

A HACCP plan is never truly finished

Plans do not expire on a date; they expire the day the kitchen changes and the document does not.

Reassessment triggers

Reassess the plan at least once a year, and any time you change something that touches a critical control point:

- A new menu item or a reformulated recipe
- A supplier or ingredient switch
- New equipment: a different oven, cooler, or holding cabinet
- A change to your process, such as adding cook-chill or grab-and-go
- A failed inspection, a customer complaint, or a recurring corrective action on the same CCP

Build the review into a calendar the same way you would schedule an equipment PM, or fold it into an existing audit program so reassessment is not one more separate thing to track.

Verification activities

Activity	Frequency	Responsible	Record kept	Last completed

Annual reassessment record

One row per review. Keeping this history in the plan itself is what lets you show an inspector not just that the plan is current, but that it has been maintained.

Date	Trigger for review	Change made	Sections updated	Approved by

CLOSING

Once the plan is written, the hard part starts

The critical limits and monitoring steps in this document should be identical whether the store is in Toledo or Tucson. Identical standards are the only thing that lets a regional director compare locations honestly instead of adjudicating forty different versions of "close enough."

The failure mode is not usually a bad plan. It is a good plan that nobody above store level can see running. Connect monitoring, corrective actions, and verification into one record and three disconnected chores become a single, defensible trail. Without that visibility you do not have a program. You have binders you hope are current.

This template is provided as a planning tool and does not constitute regulatory approval, process validation, or certification. Verify all critical limits against the Food Code adopted in your jurisdiction and have a qualified food safety professional review your completed plan.