

Principle 7: Establishment of Record-keeping Procedures

HACCP Plan Worksheet 7 : Establishment of Record-keeping Procedures

Name of Product : Cream-filled Bread

Ingredient/ Process Step	CCP No.	CL	Monitoring Procedures					Corrective Actions	Verification Activities	Records
			What	How	Where	Who	Frequenc y			
Egg	1 (C)	Antibiotic residue = 0	Antibiotic residue on CoA	Check the CoA	Receiving site	Receiving personnel	Every receiving	1. Rejection of non-complying ingredient	Analysis of antibiotic residue every 1 year	Receiving log
	2 (P)									
	3 (P)	Cracked / broken egg = 0	Cracked/broke n eggs	Inspection of incoming eggs	Receiving site	Receiving personnel	Every receiving	2. Write a report to warehouse mgr.		
	4 (P)									
Storage (sugar, salt, skim milk, shortening, wheat flour, yeast)	5 (R)	Rh = 90-95%	Rh	Measure the Rh	Storage room / warehouse	Warehouse mgr.	Every day	1. Disposition of contaminated ingredients	Calibration of Rh meter	Warehouse log, Rh operation document, Rh calibration documents, Insects inspection document
	6 (R)	Time < 1 month SSOP = applied	Storage time	Check the storage time				2. Correct the cause to prevent recurrences	Inspection of insects contamination every 1 month	
			SSOP application	Check the application of SSOP				3. Maintain record		
								4. Write a report to warehouse mgr.		
Receiving egg		Cracked/broke n egg = 0	Cracked/broke n eggs	Inspection of incoming eggs	Receiving site	Receiving personnel	Every receiving	1. Rejection of non-complying ingredient	Customer complaint	Receiving log
								2. Write a report to warehouse mgr.		
Filling with cream		Holding Time <10 min, T<20- 25°C	Time and temperature	Check/ measure time and temperature	Productio n area	Production supervisor	Time : every 10 minutes T : Every 6 hours	1. Disposition of non-complying products	Microb. analysis of products	Production log, microb. analysis document
								2. Correct the cause to prevent recurrences		
								3. Maintain record		
								4. Write a report to QA mgr.		
Packaging of bread		Holding Time <10 min, T<20- 25°C	Time and temperature	Check/ measure time and temperature	Productio n area	Production supervisor	Time : Every 10 minutes T : Every 6 hours	1. Disposition of non-complying products	Microb. Analysis of products	Production log, microbiological analysis document
								2. Correct the cause to prevent recurrences		
								3. Maintain record		
								4. Write a report to QA mgr.		

Sample Haccp Plan Bakery

Robert R. Redfield



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1. Understanding the eBook Sample Haccp Plan Bakery
 - The Rise of Digital Reading Sample Haccp Plan Bakery
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Haccp Plan Bakery
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Haccp Plan Bakery
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Haccp Plan Bakery
 - Personalized Recommendations
 - Sample Haccp Plan Bakery User Reviews and Ratings
 - Sample Haccp Plan Bakery and Bestseller Lists
5. Accessing Sample Haccp Plan Bakery Free and Paid eBooks
 - Sample Haccp Plan Bakery Public Domain eBooks

- Sample Haccp Plan Bakery eBook Subscription Services
- Sample Haccp Plan Bakery Budget-Friendly Options
- 6. Navigating Sample Haccp Plan Bakery eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Haccp Plan Bakery Compatibility with Devices
 - Sample Haccp Plan Bakery Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Haccp Plan Bakery
 - Highlighting and Note-Taking Sample Haccp Plan Bakery
 - Interactive Elements Sample Haccp Plan Bakery
- 8. Staying Engaged with Sample Haccp Plan Bakery
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Haccp Plan Bakery
- 9. Balancing eBooks and Physical Books Sample Haccp Plan Bakery
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Haccp Plan Bakery
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Haccp Plan Bakery
 - Setting Reading Goals Sample Haccp Plan Bakery
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Haccp Plan Bakery
 - Fact-Checking eBook Content of Sample Haccp Plan Bakery
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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