

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 Inspection of insects contamination every 1 month	Warehouse log, Rh operation document, Rh calibration documents, Insects inspection document
	6 (R)	Time < 1 month	Storage time	Check the storage time				2. Correct the cause to prevent recurrences		
		SSOP = applied		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 2. Write a report to warehouse mgr.	Customer complaint	Receiving log
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 2. Correct the cause to prevent recurrences 3. Maintain record 4. Write a report to QA mgr.	Microb. analysis of products	Production log, microb. analysis document
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 2. Correct the cause to prevent recurrences 3. Maintain record 4. Write a report to QA mgr.	Microb. Analysis of products	Production log, microbiological analysis document

Sample Haccp Plan For Bakery

AW Rasmussen



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