HACCP plan template for a commercial kitchen

Business name: Example Bistro **Address of the premises:**

Food business operator: Example Bistro Ltd **HACCP team leader:** Emma Clarke

Type of business: Restaurant, 60 seats **Plan version:** 2 **Date of plan:** 02/11/2026 **Next review:** 02/11/2027

This plan follows the seven HACCP principles: list the hazards, find the critical control points, set critical limits, set monitoring, set corrective actions, verify that the plan works and keep records. Describe your own menu, processes and premises; a copied plan does not show that your kitchen is under control. Review the plan whenever a dish, recipe, supplier, piece of equipment or process changes.

1. HACCP team

Name	Role	Food safety training (course, date)	Signature
Emma Clarke	Head chef, HACCP lead	Level 3 food safety, 03/2025	Emma Clarke
James Patel	Cook	Level 2 food hygiene, 01/2026	James Patel
Sophie Turner	Front of house lead	Level 2 food hygiene, 01/2026	Sophie Turner

2. Products and scope

Menu groups and products covered:

Soups, mains, pasta, grill, salads, desserts

Who eats the food and how it is served (on site, takeaway, delivery, vulnerable groups):

Guests on site and takeaway; no deliveries to care homes or schools

Process steps used: ☑ Receiving ☑ Chilled storage ☑ Frozen storage ☑ Dry storage ☑ Thawing ☑ Preparing raw food ☑ Preparing ready-to-eat food ☑ Cooking ☑ Cooling ☑ Reheating ☑ Hot holding ☐ Cold display ☑ Serving ☐ Packing ☐ Transport ☐ Other:

3. Prerequisite programmes

Prerequisite programmes are the basic hygiene rules that apply in the whole kitchen. Write where each written procedure is kept and which log shows that it is followed.

Programme	Written procedure (where kept)	Record, log	Responsible	Last reviewed
Cleaning and disinfection	Kitchen folder, section 2	Cleaning log	Emma Clarke	02/11/2026
Pest control	Pest control contract	Pest log	Emma Clarke	02/11/2026
Staff hygiene, health and training	Kitchen folder, section 3	Training log	Emma Clarke	02/11/2026
Supplier approval and goods receipt	Supplier list	Goods receipt log	Emma Clarke	02/11/2026
Temperature control and thermometer checks	Kitchen folder, section 4	Temperature logs	Emma Clarke	02/11/2026
Allergen management				
Water supply				
Waste				
Maintenance of premises and equipment				
Traceability and recall				

4. Process flow

Step	Process step	What happens (equipment, time, temperature)	Foods or menu groups
1	Receiving	Chilled food ≤ 5 °C, visual check	All ingredients
2	Chilled storage	Fridges 0–5 °C	Meat, dairy, salad
3	Cooking	Hob and oven, core ≥ 75 °C	Mains, soups
4	Hot holding	Counter, ≥ 63 °C, max 3 h	Dish of the day
5	Reheating	Once, core ≥ 75 °C	Soups, stews
6			
7			

5. Hazard analysis and critical control points

One row per hazard at each step. Hazard type: B biological, C chemical, P physical, A allergen. A step is a critical control point (CCP) when control is essential there and no later step removes the hazard. For a CCP fill in the critical limit, monitoring, corrective action and verification; for other steps name the prerequisite programme that controls the hazard.

Process step	Hazard (B, C, P, A)	Control measure	CCP? (Y/N)	Critical limit	Monitoring (what, how)	How often	Corrective action	Verification	Record, log	Responsible
Goods receipt, chilled food	B	Approved suppliers, probe on arrival	Y	≤ 5 °C	Probe one pack from each chilled delivery	Daily	Reject the delivery and inform the supplier	Weekly review of the log	Goods receipt log	Emma Clarke
Fridge storage	B	Fridge ≤ 5 °C	Y	0–5 °C	Read the fridge thermometer	Each shift	Move the food to a working fridge and call the service	Monthly thermometer check	Fridge log	James Patel
Cooking	B	Cook to recipe	Y	core ≥ 75 °C	Probe the thickest part of each batch	Each shift	Keep cooking until 75 °C is reached	Weekly review of the log	Cooking log	Sophie Turner
Hot holding	B	Counter thermostat	Y	≥ 63 °C	Probe each dish on the counter every 2 hours	Each shift	Reheat to 75 °C or discard	Weekly review of the log	Hot holding log	Daniel Hughes
Reheating	B	Fast reheating	Y	core ≥ 75 °C	Probe each reheated portion	Each shift	Keep heating, reheat only once	Weekly review of the log	Reheating log	Olivia Bennett

HACCP plan template for a commercial kitchen

Process step	Hazard (B, C, P, A)	Control measure	CCP? (Y/N)	Critical limit	Monitoring (what, how)	How often	Corrective action	Verification	Record, log	Responsible

6. Verification and review

Date	What was checked or reviewed (logs, plan, inspection, test)	Result	Changes made to the plan	Name, signature
02/11/2026	Logs and HACCP plan reviewed	OK	New dish: lasagne added	Emma Clarke

Emma Clarke
Approved by the food business operator (name, signature)

02/11/2026
Date