

HACCP Plan Template - Catering

Food Safety & Quality Template · Provided by GIFSQ

Catering is cook-serve with the kitchen left behind - once the van doors close, you're trusting insulated boxes and discipline. This plan's backbone is transport temperature and time control, built for event-day reality.

We've seen this used well: the team prints it, walks the plant with it, and argues about it. Fill in your [bracketed] details, challenge anything that doesn't match your process, and don't sign off until you'd defend every line to an auditor.

1. Document control

Field	Details
Document title	HACCP Plan Template - Catering
Document no.	[QA-HACCP-022]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

2. Product description

Item	Description
Product name	[e.g., Event catering menus - attach]
Description	[Cooked meals transported and served off-site]
Ingredients	[Per recipe - attach]

Item	Description
Packaging	[Insulated boxes / hot-holding cabinets for transport]
Shelf life	[Serve within [hours] of cooking]
Distribution	[Transported by company vehicles to event venues]

3. Intended use and consumers

- General public at events, including weddings and corporate functions.

4. Process flow diagram

Don't draw this from memory in a meeting room. Walk the line, watch what really happens, then number the confirmed flow.

1. Receiving
2. Storage
3. Preparation
4. Cooking
5. Cooling (for cold service items)
6. Packing for transport
7. Transport
8. On-site holding
9. Service
10. Return of leftovers (disposal policy)

5. Hazard analysis (Codex Principle 1)

The weakest hazard analyses are copy-paste jobs. Think through your own ingredients, equipment and history - that's what this table is for.

Process step	Hazard (B / C / P)	Significant? Rationale	Control measure
Receiving / storage	B: pathogens; cross-contamination	Y	Approved suppliers; ≤5 °C; segregation
Cooking	B: survival of pathogens	Y - CCP	Cook to CCP 1 limits
Cooling	B: <i>C. perfringens</i> growth	Y - CCP	Cool to CCP 2 limit
Transport	B: growth during temperature abuse in transit	Y - CCP	Maintain CCP 3 limits; validated transport equipment
On-site holding	B: growth in danger zone at venue	Y	Hold hot ≥60 °C or cold ≤5 °C; 2-hour/4-hour rule per local code
Service	B: cross-contamination; C: undeclared allergens	Y	Allergen information at point of service; utensil controls

6. CCPs, critical limits and monitoring (Principles 2-4)

Treat these limits as candidates, not gospel. Confirm each works for your product on your line, and set monitoring your team can sustain every shift.

CCP	Significant hazard	Critical limit	Monitoring (what / how / frequency / who)	Corrective action	Verification	Records
CCP 1 - Cooking	Survival of pathogens	Poultry ≥74 °C; minced meat ≥71 °C; [per recipe]	Probe each batch; [role]	Continue cooking; do not despatch undercooked food	Record review; calibration	Cooking log

CCP	Significant hazard	Critical limit	Monitoring (what / how / frequency / who)	Corrective action	Verification	Records
CCP 2 - Cooling	Growth of <i>C. perfringens</i>	60 °C to 21 °C in 2 h, then ≤5 °C in 6 h total	Temp checks; [role]	Discard if exceeded	Record review; calibration	Cooling log
CCP 3 - Transport	Pathogen growth in transit	Hot ≥60 °C or cold ≤5 °C on arrival; transit time ≤[hours]	Temp on loading and arrival each event; [role]	Do not serve food outside limits; discard per procedure	Record review; vehicle equipment checks	Transport temperature log

7. Corrective action procedure (Principle 5)

1. Hold and segregate all product made since the last acceptable check; tag it and enter it in the hold log.
2. Restore control (re-cook, adjust temperature, repair equipment) and confirm it before restarting.
3. [QA Manager / designee] assesses the affected product - release, rework or disposal - and records the justification.
4. Find and fix the root cause; record the deviation, investigation and disposition, signed within [1 working day].

8. Verification procedures (Principle 6)

- A trained reviewer checks CCP monitoring and corrective action records at [frequency, e.g., within 7 days].
- Calibrate monitoring instruments per the calibration schedule.
- Periodic product testing (microbiological, chemical or physical) per the verification schedule.
- Internal audit at least [annually]; full HACCP reassessment annually or after any significant change.

9. Record-keeping (Principle 7)

- Hazard analysis worksheet and CCP decision records
- CCP monitoring records, signed and dated
- Deviation and corrective action records
- Verification records, including calibration
- Training records for the HACCP team and CCP monitors

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for [Define retention period, e.g., 2 years beyond shelf life] at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026