

HACCP Plan Template - Central Kitchen (Cook-Chill)

Food Safety & Quality Template · Provided by GIFSQ

Cook-chill is a brilliant system until the chill step underperforms - then you've cooked food for bacteria. This plan treats blast-chilling as the star CCP it is, with regeneration at the satellites closing the loop.

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 - Central Kitchen (Cook-Chill)
Document no.	[QA-HACCP-024]
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., Cook-chill menu items - attach]
Description	[Bulk-cooked, blast-chilled meals for satellite regeneration]
Ingredients	[Per recipe - attach]

Item	Description
Packaging	[Gastronorm trays, lidded and labelled]
Shelf life	[e.g., 5 days at ≤5 °C including regeneration day]
Distribution	[Chilled transport to [satellite outlets]]

3. Intended use and consumers

- General public at satellite outlets.

4. Process flow diagram

Codex Step 5, and the one teams skip: walk the flow on the floor and fix the diagram until it matches what actually happens - including the unofficial shortcuts. Number the final version.

1. Receiving
2. Storage
3. Preparation
4. Cooking
5. Blast chilling
6. Portioning / packing
7. Chilled storage (≤5 °C)
8. Dispatch to satellites
9. Satellite cold storage
10. Regeneration
11. Service

5. Hazard analysis (Codex Principle 1)

Be honest here. If a hazard is reasonably likely, say so - auditors distrust a hazard analysis where nothing comes out significant. Only significant hazards go to the decision tree.

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
Blast chilling	B: <i>C. perfringens</i> growth during slow chill	Y - CCP	Chill to CCP 2 limit (blast chiller validated)
Portioning / packing	B: <i>L. monocytogenes</i> cross-contamination	Y	Hygienic handling; time limits; date labelling
Dispatch / satellite storage	B: growth if cold chain broken	Y	≤5 °C; transport checks; satellite temp logs
Regeneration	B: survival if inadequately regenerated	Y - CCP	Regenerate to CCP 3 limit; single regeneration

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

These limits are solid starting points from industry practice and regulation, but they're not yours yet. Validate each one on your equipment - this is the section auditors probe hardest.

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 chill undercooked food	Record review; calibration	Cooking log

CCP	Significant hazard	Critical limit	Monitoring (what / how / frequency / who)	Corrective action	Verification	Records
CCP 2 - Blast chilling	Growth of <i>C. perfringens</i>	90 °C to 3 °C within 90 min [or your validated cycle]; then ≤5 °C	Chiller probe cycle printout each batch; [role]	Re-chill immediately if safe per procedure, else discard; investigate chiller	Record review; chiller validation [annually]	Chill log
CCP 3 - Regeneration	Survival of pathogens	≥74 °C throughout; serve within [time]	Probe each batch at satellites; [role]	Continue regenerating or discard	Record review; calibration	Regeneration 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.

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