

HACCP Plan Template - Pasteurized Milk

Food Safety & Quality Template · Provided by GIFSQ

The pasteurizer does the heavy lifting in a milk plant, and this plan treats it that way. You'll find the HTST time-temperature CCP, diversion controls and post-pasteurization hygiene mapped to the 12 Codex steps - adapt the schedule to your own plant.

Don't just fill in the blanks - the value is the team discussion the Codex steps force you to have. Replace every [bracketed] entry with your operation's detail and validate each critical limit for your own product and equipment.

1. Document control

Field	Details
Document title	HACCP Plan Template - Pasteurized Milk
Document no.	[QA-HACCP-004]
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., Whole pasteurized milk]
Description	[HTST pasteurized, homogenized milk]
Ingredients	[Milk, (vitamin D if added)]

Item	Description
Packaging	[HDPE bottle / gable-top carton - describe]
Shelf life and storage	[e.g., 14 days at ≤ 4 °C]
Distribution	[Chilled distribution to retail]

3. Intended use and consumers

- General public, including children and the elderly.
- Consumed without further heating - post-pasteurization contamination controls are critical.

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 raw milk
2. Raw milk storage (≤ 4 °C)
3. Filtration / clarification
4. Standardization
5. Homogenization
6. HTST pasteurization
7. Cooling
8. Filling and capping
9. Cold storage (≤ 4 °C)
10. Dispatch

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 raw milk	B: <i>Salmonella</i> , <i>L. monocytogenes</i> , <i>E. coli</i> , <i>Campylobacter</i> ; C: antibiotic residues, aflatoxin M1	Y	Approved farms; tanker testing; antibiotic screening
Raw milk storage	B: growth of psychrotrophs	Y	≤4 °C; maximum holding time [state]
HTST pasteurization	B: survival of vegetative pathogens if under-processed	Y - CCP	Validated HTST time-temperature with flow diversion (CCP 1)
Cooling	B: growth if cooling slow	Y	Cool to ≤4 °C promptly
Filling and capping	B: post-pasteurization contamination; P: foreign material	Y	Hygienic filling environment; cap integrity checks
Cold storage / dispatch	B: growth if cold chain broken	Y	≤4 °C; vehicle checks

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 - Pasteurization	Survival of vegetative pathogens	HTST: $\geq 71.7^{\circ}\text{C}$ for ≥ 15 s [or your validated equivalent]; flow diversion valve functional	Continuous temperature recorder plus indicating thermometer each run; [role]	Diverted product re-processed or disposed; investigate; do not release under-processed milk	Daily record review; thermometer and recorder calibration; cut-in/cut-out tests	Pasteurization log; diversion log; calibration records
CCP 2 - Cooling after pasteurization	Pathogen growth	Cool to $\leq 4^{\circ}\text{C}$ within [validated time, e.g., 2 h]	Temperature checks each batch; [role]	Hold and assess; dispose if limit exceeded	Record review; calibration	Cooling log; deviation 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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