

HACCP Plan Template - Restaurant Cook-Serve

Food Safety & Quality Template · Provided by GIFSQ

A restaurant HACCP plan has to survive Friday night - simple enough that a busy kitchen actually uses it. Cooking, holding, cooling and reheating are the four CCPs.

Before you start: this is a working document, not a shelf document. Walk the 12 Codex steps with your HACCP team, replace every [bracketed] bit with your own reality, and validate the critical limits on your equipment - a limit that works in someone else's oven is a guess in yours.

1. Document control

Field	Details
Document title	HACCP Plan Template - Restaurant Cook-Serve
Document no.	[QA-HACCP-021]
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-serve menu items - attach menu]
Description	[Cooked meals served same day]
Ingredients	[Per recipe - attach]

Item	Description
Packaging	[Plated / takeaway containers]
Shelf life	[Serve within [hours] of cooking]
Distribution	[On-site service and takeaway]

3. Intended use and consumers

- General public, dine-in and takeaway.

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. Cold/dry storage
3. Thawing (if frozen)
4. Preparation
5. Cooking
6. Hot holding
7. Service
8. Cooling leftovers (if any)
9. Reheating (if any)
10. Cold storage

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	B: pathogens; C: undeclared allergens	Y	Approved suppliers; receiving temps; allergen info
Storage	B: growth if cold chain broken; cross-contamination	Y	≤5 °C; raw below RTE; covered, labelled
Thawing	B: growth during ambient thaw	Y	Thaw in chiller, microwave, or under cold running water
Cooking	B: survival if undercooked	Y - CCP	Cook to CCP 1 limits
Hot holding	B: growth if held in danger zone	Y - CCP	Hold at CCP 2 limit; time limits
Cooling	B: <i>C. perfringens</i> growth	Y - CCP	Cool to CCP 3 limit
Reheating	B: survival if inadequately reheated	Y - CCP	Reheat to CCP 4 limit; single reheat only

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 serve	Record review; probe calibration	Cooking temperature log

CCP	Significant hazard	Critical limit	Monitoring (what / how / frequency / who)	Corrective action	Verification	Records
CCP 2 - Hot holding	Pathogen growth	≥60 °C; max hold [e.g., 2 h]	Temp checks [e.g., every 2 h]; [role]	Reheat once to ≥74 °C, or discard	Record review; calibration	Hot holding log
CCP 3 - Cooling	Growth of <i>C. perfringens</i>	60 to 21 °C in 2 h, then ≤5 °C in 6 h total	Temp checks; [role]	Discard if limit exceeded	Record review; calibration	Cooling log
CCP 4 - Reheating	Survival of pathogens	≥74 °C; single reheat only	Probe each batch; [role]	Continue reheating or discard	Record review; calibration	Reheating 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