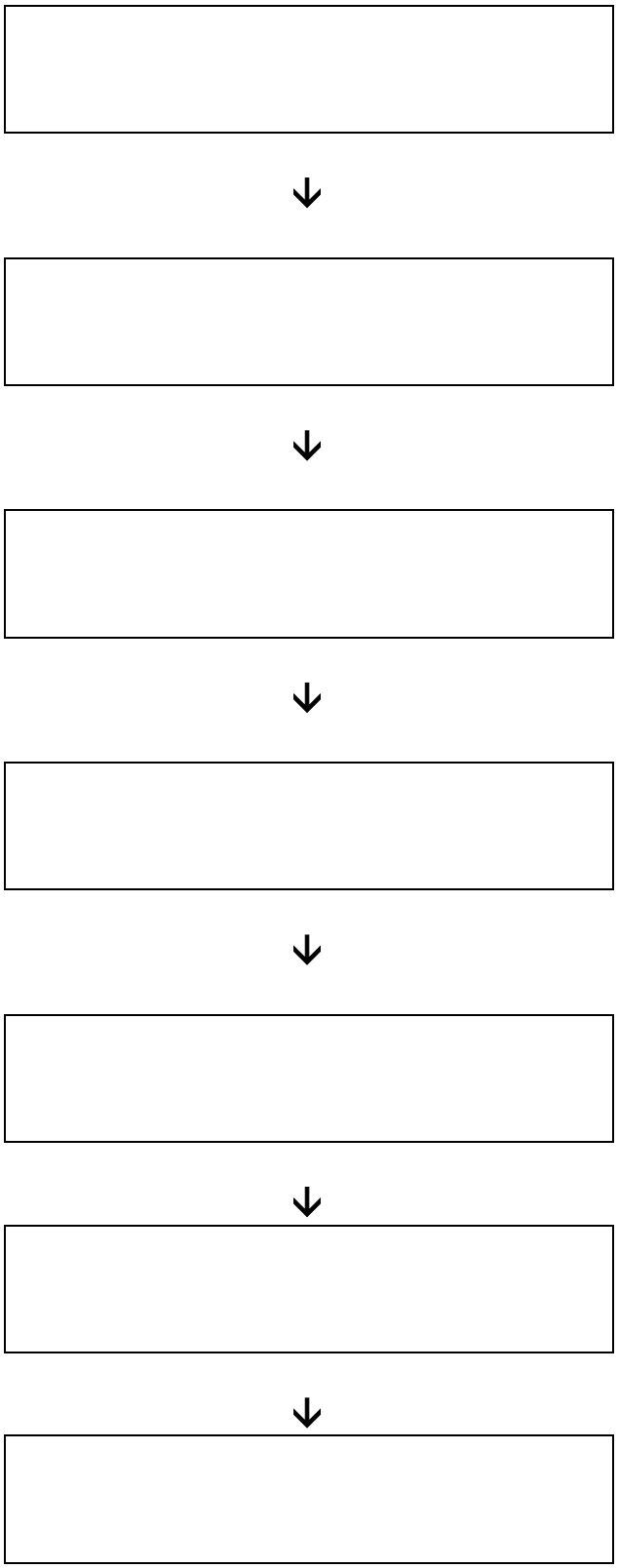
Generic HACCP: Flow Diagram, Hazard-Analysis and HACCP Plan Worksheets

A flow diagram and worksheets are recommended in documenting the **hazard analysis** and final **HACCP plan**.

- The accuracy of the flow diagram is critical in conducting a hazard analysis. Experience has shown that the five items listed in the basic flow diagram (below) need to be addressed in establishing a HACCP system. The product flow diagram for salmon fillets is included as a model.
- The hazard analysis should contain information to justify the identification of the proper critical control points.
- Information in the HACCP plan must explain the details for each HACCP step.

There is no standardized or mandated format for the flow diagram or worksheets; however the information should be arranged in a progression that clearly explains the thought process for the hazard analysis and the individual steps in the HACCP plan.

The following Flow Diagram, Hazard-Analysis and HACCP plan worksheets are provided as recommended examples. The first page of the Hazard-Analysis and HACCP Plan worksheets include space for information that must be on the forms: firm name and location of the processor or importer; product description and signature and date (HACCP Plan). Quite often, worksheets require more than one page. Additional pages should be numbered to correspond with the progression of the flow diagram.



Sample Product Flow Diagram (Salmon Fillets)

Receiving

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Fish Pump

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Sort

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Refrigerated Storage

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Head

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Gut

↓

Wash

↓

Fillet

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Inspect

Freeze

↓

Glaze

↓

Weigh/Package

↓

Frozen Storage

↓

Ship

HAZARD-ANALYSIS WORKSHEET

Firm Name:	Product Description:
Firm Address:	Method of Storage and Distribution:
	Intended Use and Consumer:

(1)	(2)	(3)	(4)	(5)	(6)
Ingredient/processing step	Identify potential hazards introduced, controlled or enhanced at this step (1)	Are any potential food-safety hazards significant? (Yes/No)	Justify your decisions for column 3.	What preventative measures can be applied to prevent the significant hazards?	Is this step a critical control point? (Yes/No)
	Biological Chemical Physical				
	Biological Chemical Physical				
	Biological Chemical Physical				
	Biological Chemical Physical				

HAZARD-ANALYSIS WORKSHEET (continued)

(1)	(2)	(3)	(4)	(5)	(6)
Ingredient/processing step	Identify potential hazards introduced, controlled or enhanced at this step (1)	Are any potential food-safety hazards significant? (Yes/No)	Justify your decisions for column 3.	What preventative measures can be applied to prevent the significant hazards?	Is this step a critical control point? (Yes/No)
	Biological Chemical Physical				
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