

# Seafood HACCP

## Phase 1: Preliminary Steps

- 1 Identify a HACCP Team
- 2 Complete a Product Description
- 3 Create a Process Flow Diagram and Process Narrative

Hazard Analysis (HA) Worksheet					
Firm Name: <fill company name>			Product Description:		
Firm Location: <fill company address and contact information>			Method of Storage & Distribution: Intended Use & Consumer:		
00 Processing Steps	01 List all potential food safety hazards that could be associated with this product and process.	02 Is the potential food safety hazard significant (distributed, returned to retailer or not, etc.) (Yes or No)	03 Identify the decision that was made in column 3	04 What control measure(s) can be applied to prevent the significant hazard?	05 Is this step a Critical Control Point? (Yes or No)

## Phase 3: Develop HACCP Plans

- 1 Fill in the top of the HACCP plan form (Right)
- 2 Identify CCP 1 and its hazard from the HA in rows (1) & (2). Repeat for each CCP in a new form.
- 3 Describe the critical limits for the hazard in row (3)
- 4 In row (4) describe what will be monitored to ensure the critical limits are met
- 5 Explain how you will monitor the controls in row (5)
- 6 In row (6) describe how often you will monitor your controls
- 7 Identify who will be in charge of monitoring in row (7)
- 8 Describe what you plan to do if your critical limits are exceeded (corrective actions) in row (8)
- 9 In row (9) explain how you will verify that your procedures are effective at controlling the hazard
- 10 Describe how you will keep record of monitoring, corrective action and verification activities in row (10)

## In Phases

### Phase 2: Hazard Analysis

- 1 Fill in top of HA worksheet (Left)
- 2 Transfer processing steps from flow diagram to column (1)
- 3 Identify species-related hazards
- 4 Identify process related hazards
- 5 Add all hazards to column (2)
- 6 Determine if the hazard is significant and justify in columns (3) & (4)
- 7 Identify control measures for the hazard in column (5)
- 8 Identify which steps are Critical Control Points (CCP's) in column (6)

HACCP Plan Form	
Firm Name:	Product:
Address:	Method of Storage & Distribution:
Signature:	Intended Use:
Printed:	Date:
	CCP (#)
(1) Critical Control Point (CCP)	
(2) Significant Hazard	
(3) Critical Limits	
Monitoring	(4) What
	(5) How
	(6) When
	(7) Who
(8) Corrective Action	
(9) Records	
(10) Verifications	

## Phase 4: Approve and Implement

- 1 Get your plan approved by the highest level official at your facility.
- 2 Implement your monitoring and verifications programs.