

Food safety management system (HACCP)

Full-service restaurant

Establishment:

Address:

Person responsible:

Version: 1

Last updated:

A working template, to complete and adapt to your activity. On its own this document is not a food safety management system: it reproduces the usual structure so you can write your own.

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1. Good hygiene practices

1.1 Staff

Describe the hygiene training your team has had, the workwear and how it is laundered, the hand-washing protocol, and the fitness-to-work and health rules that apply to staff.

1.2 Premises, equipment and utensils

Describe the layout of the premises and the forward-flow principle, the condition and upkeep of surfaces, and the maintenance of refrigeration and cooking equipment.

1.3 Cleaning and disinfection plan

For each area and each piece of equipment, state the product used, its dilution, the frequency, who is responsible and how it is verified. Attach the product data sheets.

1.4 Pest control

Describe the preventive measures, the trap layout (with a bait plan), the contractor if you use one and how often they visit. Keep every intervention report.

1.5 Water supply

State where the water you use comes from and, where relevant, the treatments and checks carried out (ice, process water).

1.6 Waste management

Describe how waste is stored, separated and removed, and how used cooking oil and food waste are handled.

1.7 Temperature control

The cold enclosures on site and the limits set for them. Readings are recorded on the temperature log sheet attached to this document.

Enclosure	Limits	Reading frequency	Responsible
Chilled cold room	0 to 4 °C		
Refrigerated cabinet	0 to 4 °C		
Freezer	≤ -18 °C		

Describe what is done when a limit is exceeded (moving the stock, calling an engineer, disposal) and how the corrective action is recorded.

2. HACCP plan

The HACCP method (Codex Alimentarius), applied to the hazards of your own activity. Complete each principle; cold chain control is covered under 1.7.

Principle	What it must cover	Your answer
1. Hazard analysis	Biological, chemical, physical and allergen hazards specific to your activity.	
2. Critical control points (CCP)	Steps where control is essential: cooking, chilling, cold storage.	
3. Critical limits	The measurable value that must not be exceeded at each CCP (temperature, time).	
4. Monitoring	Who measures, with what, how often, and where the measurement is recorded.	
5. Corrective actions	What is done when a limit is exceeded, and what happens to the product concerned.	
6. Verification	Periodic checks confirming the system works (laboratory analyses, internal audits).	
7. Documentation	Records kept and the retention period you have set.	

2.1 Critical control point table

One row per CCP identified (cooking, rapid chilling, cold storage, hot holding...).

[illegible]

3. Traceability and management of non-conformities

3.1 Upstream traceability (goods-in)

Describe the checks made on delivery (temperature, appearance, use-by date, condition of packaging), how batch numbers are recorded, and how delivery notes and labels are kept.

3.2 Internal and downstream traceability

Describe how decanted products are labelled (secondary use-by date), how leftovers are handled and, if you deliver, how outgoing batches are identified.

3.3 Non-conforming products, withdrawal and recall

Describe how non-conforming products are set aside, the withdrawal and recall procedure, who has to be alerted and how the competent authority is informed.