



## **Information Sheet: What is needed in a HACCP plan?**

**When developing a HACCP plan, the following must be addressed in the plan prior to submission to the Oklahoma City-County Health Department:**

A categorization of the types of potentially hazardous foods that are specified in the menu such as soups and sauces, salads, and bulk, solid foods such as meat roasts, or of other foods that are specified by the regulatory authority as requiring a plan.

Create a flow diagram by specific food or category type identifying critical control points and critical limits. Additionally, develop a chart depicting step, equipment used, monitoring procedures and corrective actions used if CCP is not met.

Provide information within the plan on the following:

- Ingredients, materials, and equipment used in the preparation of that food, and
- Formulations or recipes that delineate methods and procedural control measures that address the food safety concerns involved;
- Food employee and supervisory training plan that addresses the food safety issues of concern;

A statement of standard operating procedures for the plan under consideration including clearly identifying:

- The method and frequency for monitoring and controlling each critical control point by the food employee designated by the person in charge,
- The method and frequency for the person in charge to routinely verify that the food employee is following standard operating procedures and monitoring critical control points,
- Defined actions to be taken by the person in charge if the critical limits for each critical control point are not met, and
- Examples of records to be maintained by the person in charge to demonstrate that the HACCP plan is properly operated and managed; and
- Additional scientific data or other information, as required by the regulatory authority, supporting the determination that food safety is not compromised by the proposal.