

Principle 7: Establishment of Record-keeping Procedures

HACCP Plan Worksheet 7 : Establishment of Record-keeping Procedures

Name of Product : Cream-filled Bread

Ingredient/ Process Step	CCP No.	CL	Monitoring Procedures					Corrective Actions	Verification Activities	Records
			What	How	Where	Who	Frequenc y			
Egg Storage (sugar, salt, skim milk, shortening, wheat flour, yeast)	1 (C)	Antibiotic residue = 0	Antibiotic residue on CoA	Check the CoA	Receiving site	Receiving personnel	Every receiving	1. Rejection of non-complying ingredient	Analysis of antibiotic residue every 1 year	Receiving log
	2 (P)	Cracked /	Cracked/broke	Inspection of	Receiving	Receiving	Every	2. Write a report to warehouse mgr.		
	3 (P)	broken egg = 0	n eggs	incoming eggs	site	personnel	receiving	1. Disposition of contaminated ingredients 2. Correct the cause to prevent recurrences 3. Maintain record 4. Write a report to warehouse mgr.	Calibration of Rh-meter Inspection of insects contamination every 1 month	Warehouse log, Rh operation document, Rh calibration documents, Insects inspection document
	4 (P)	Rh = 90-92%	Rh	Measure the Rh	Storage	Warehouse	Every day			
	5 (R)	Time < 1 month	Storage time	Check the storage time	room /	warehouse e				
	6 (R)	SSOP = applied	SSOP application	Check the application of SSOP						
Receiving egg		Cracked/broke n egg = 0	Cracked/broke n eggs	Inspection of incoming eggs	Receiving site	Receiving personnel	Every receiving	1. Rejection of non-complying ingredient 2. Write a report to warehouse mgr.	Customer complaint	Receiving log
Filling with cream		Holding Time <10 min, T=20- 25° C	Time and temperature	Check/ measure time and temperature	Productio n area	Production supervisor	Time : every 10 minutes T : Every 8 hours	1. Disposition of non-complying products 2. Correct the cause to prevent recurrences 3. Maintain record 4. Write a report to QA mgr.	Microb. analysis of products	Production log, microb. analysis document
Packaging of bread		Holding Time <10 min, T=20- 25° C	Time and temperature	Check/ measure time and temperature	Productio n area	Production supervisor	Time : Every 10 minutes T : Every 8 hours	1. Disposition of non-complying products 2. Correct the cause to prevent recurrences 3. Maintain record 4. Write a report to QA mgr.	Microb. Analysis of products	Production log, microbiological analysis document

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Table of Contents Bakery Haccp Manual

1. Understanding the eBook Bakery Haccp Manual
 - The Rise of Digital Reading Bakery Haccp Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Bakery Haccp Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Bakery Haccp Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Bakery Haccp Manual

- Personalized Recommendations
- Bakery Haccp Manual User Reviews and Ratings
- Bakery Haccp Manual and Bestseller Lists
- 5. Accessing Bakery Haccp Manual Free and Paid eBooks
 - Bakery Haccp Manual Public Domain eBooks
 - Bakery Haccp Manual eBook Subscription Services
 - Bakery Haccp Manual Budget-Friendly Options
- 6. Navigating Bakery Haccp Manual eBook Formats
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 - Bakery Haccp Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Bakery Haccp Manual
 - Highlighting and Note-Taking Bakery Haccp Manual
 - Interactive Elements Bakery Haccp Manual
- 8. Staying Engaged with Bakery Haccp Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Bakery Haccp Manual
- 9. Balancing eBooks and Physical Books Bakery Haccp Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Bakery Haccp Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Bakery Haccp Manual
 - Setting Reading Goals Bakery Haccp Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Bakery Haccp Manual

- Fact-Checking eBook Content of Bakery Haccp Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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