

# Principle 7: Establishment of Record-keeping Procedures

## HACCP Plan Worksheet 7 : Establishment of Record-keeping Procedures

Name of Product : Cream-filled Bread

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

# Bakery Haccp Manual

**Michael Brown**



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