HACCP Food Safety Plan

Millgate Bakery Limited

Trading as Millgate Bakery

Unit 4, Millgate Industrial Estate, Welsh Row, Nantwich, Cheshire, CW5 5SJ

DOCUMENT	VERSION	ISSUED	REVIEW BY	PREPARED BY
HACCP-001	1.0	8 September 2026	8 September 2027	Sarah Whitcombe

Prepared using the Craft and wholesale bakery template, version 1.0.0, authored by a IRCA registered Lead Assessor, Advanced HACCP Level 4 with 30 years' UK food manufacturing. Structured to Codex Alimentarius General Principles of Food Hygiene CXC 1-1969 (Rev. 2020, amended 2022) and BRCGS Global Standard Food Safety Issue 9 (August 2022), Section 2 Food Safety Plan and Section 2.2 Prerequisite Programmes.

CONTENTS

Contents

This plan is a controlled document. Check the version number on the cover against the amendment record before use. Printed copies are uncontrolled.

DOCUMENT CONTROL

1 Document control and amendment record

DOCUMENT NUMBER	HACCP-001
DOCUMENT TITLE	HACCP Food Safety Plan, Millgate Bakery
VERSION	1.0
ISSUE DATE	8 September 2026
NEXT REVIEW DATE	8 September 2027
PREPARED BY	Sarah Whitcombe, Owner and Food Safety Lead
TEMPLATE VERSION	Craft and wholesale bakery 1.0.0, issued 8 September 2026
RETENTION	Superseded versions are retained for a minimum of three years, or the shelf life of the product plus twelve months, whichever is longer.

Amendment record

VERSION	DATE	AMENDMENT	AUTHORISED BY
1.0	8 September 2026	First issue.	Sarah Whitcombe

IN PLAIN ENGLISH

Every change to this plan needs a new version number and a line in the table above. An auditor will look for evidence that the plan has moved with the business. A plan still at version 1.0 three years after issue, in a bakery that has bought a new oven since, is the first thing that gets questioned.

SCOPE

2 Scope of the HACCP study

This HACCP plan covers all products manufactured by Millgate Bakery Limited at Unit 4, Millgate Industrial Estate, Welsh Row, Nantwich, Cheshire, CW5 5SJ. It applies from the receipt of raw materials and packaging through to the despatch of finished goods from site. It does not extend beyond the point of despatch.

The study covers the following product groups: Bread and rolls, Morning goods and pastries, Cakes and traybakes, Celebration cakes with fresh cream or fresh dairy filling.

The study addresses biological, chemical, physical, allergenic and radiological hazards, in accordance with Codex Alimentarius General Principles of Food Hygiene CXC 1-1969 (Rev. 2020, amended 2022).

Radiological hazards have been considered. For ambient and chilled bakery production using ingredients drawn from UK and EU supply chains they are not significant, and they are not carried forward into the hazard analysis. A site importing ingredients from outside those supply chains should confirm that this position still holds before adopting this plan.

Fraud and adulteration have been considered as required by BRCGS Issue 9 clause 2.7.1. Economically motivated adulteration of bought-in ingredients is carried into the hazard analysis at goods in, and is controlled by supplier approval and raw material specification. Substitution that introduces an undeclared allergen is assessed separately, and at a higher severity, under the undeclared allergen hazard at the same step. A full vulnerability assessment against clause 5.4 is a separate exercise and is outside the scope of this document.

The plan is built on the prerequisite programmes recorded in Section 12. Where a prerequisite programme is not yet in place, it is identified in Appendix A. Prerequisite programmes are the foundation of this plan and it does not operate correctly without them.

PRODUCTS IN SCOPE	Bread and rolls, Morning goods and pastries, Cakes and traybakes, Celebration cakes with fresh cream or fresh dairy filling
PROCESS IN SCOPE	Goods in → Ambient storage → Chilled and frozen storage → Sieving and screening → Weighing and scaling → Mixing → Bulk fermentation → Dividing and moulding → Proving → Baking → Cooling → Depanning → Filling and decorating → Slicing → Metal detection → Packing → Labelling and coding → Finished goods storage → Despatch
SITE	Unit 4, Millgate Industrial Estate, Welsh Row, Nantwich, Cheshire, CW5 5SJ
EXCLUDED FROM SCOPE	Transport beyond the point of despatch. Handling, storage and display by the customer. Any product not listed above.

CODEX STEP 1 · BRC ISSUE 9 CLAUSE 2.1

3 HACCP team and responsibilities

The HACCP team is responsible for developing, implementing, maintaining and reviewing this plan. The team draws on knowledge of the product, the process, the equipment and the hazards associated with bakery manufacture.

TEAM LEADER	Sarah Whitcombe, Owner and Food Safety Lead
HACCP TRAINING HELD	Level 3 HACCP (intermediate).
FOOD HANDLING STAFF	9
TEAM MEMBERS	David Whitcombe, Head Baker (process knowledge, bake schedules) Emma Rowley, Production Supervisor (hygiene, allergen changeovers) Tom Bassett, Maintenance (equipment, metal detection, calibration)

Responsibilities

ROLE	RESPONSIBILITY
Team leader	Owns this plan. Chairs the review. Authorises changes and new versions. Makes the final decision on the disposition of any product held following a deviation at a critical control point.
Production	Applies the control measures at each step. Records monitoring at each critical control point as it is carried out. Reports any deviation immediately.
Hygiene	Delivers the cleaning schedule and the allergen changeover clean-downs, and records their completion.
Maintenance	Maintains and calibrates the equipment on which the control measures depend, and records the work.
All staff	Follow the personal hygiene rules. Report any damage, breakage, foreign body or pest sighting to the team leader without delay.

CODEX STEP 2 · BRC ISSUE 9 CLAUSE 2.3

4 Product description

The characteristics below are common to every product group in scope. They are stated once because they are properties of the site and its process, not of an individual recipe.

PROCESSING	Mixed, formed and baked to a validated time and temperature schedule, then cooled, filled or decorated and packed on site.
PACKAGING	Bagged in food-grade polypropylene or paper bags.
STORAGE AND DISTRIBUTION	Held and distributed at ambient, chilled or frozen according to the product specification.
SHELF LIFE	5 days from production, supported by shelf life trials or a documented scientific rationale.
FREE-FROM CLAIM	None made on any product.
BOUGHT-IN COMPONENTS	Frozen all-butter croissant and pain au chocolat dough pieces, bought in from an approved supplier and proved and baked on site.
REWORK	Same-day rework only. Rework is identified, kept within the same product and allergen profile, and used on the day it is produced.
ALLERGEN SEPARATION	Time separation with a full documented clean-down between allergen and non-allergen production.

Product groups in scope

PRODUCT GROUP	COMPOSITION AND CHARACTERISTICS
Bread and rolls	Wheat flour, water, yeast, salt, and fats or improvers according to the recipe. Baked, ambient-stable, high water activity.
Morning goods and pastries	Laminated or enriched dough of wheat flour, butter or fat, sugar, egg and milk according to the recipe. Baked, ambient-stable.
Cakes and traybakes	Wheat flour, sugar, egg, fat and raising agent, with fruit, chocolate or nut inclusions according to the recipe. Baked, ambient-stable, moderate to high water activity.
Celebration cakes with fresh cream or fresh dairy filling	Baked sponge with fresh dairy cream, buttercream or fresh dairy filling and decoration. High water activity, requires temperature control.

This plan describes the product groups manufactured on site. It does not replace a product specification for each individual recipe, which must state that recipe's own ingredient declaration, allergen content, weight and durability date.

Allergen status of the site

The following table records which of the fourteen allergens required to be declared under assimilated Regulation (EU) No 1169/2011 are handled anywhere on site. This is a site register, not a declaration for any individual product: an allergen may be present on site without being an ingredient of a given recipe. An allergen handled on site is nevertheless a cross-contact risk to every product made on site unless it is segregated, which is why the register is recorded here.

ALLERGEN	ON SITE	ALLERGEN	ON SITE
Cereals containing gluten	**Yes**	Crustaceans	No
Eggs	**Yes**	Fish	No
Peanuts	No	Soybeans	**Yes**
Milk	**Yes**	Nuts	**Yes**
Celery	No	Mustard	No
Sesame seeds	**Yes**	Sulphur dioxide and sulphites	**Yes**
Lupin	No	Molluscs	No

IN PLAIN ENGLISH

Auditors ask for the specification of a product they have picked off the shelf, then check the label against it. Keep a one page specification per recipe, with the ingredient declaration copied from the label artwork itself rather than retyped. Retyping is where allergen errors get in.

CODEX STEP 3 · BRC ISSUE 9 CLAUSE 2.4

5 Intended use and consumer

The products covered by this plan are ready to eat and are consumed without any further cooking or processing step by the consumer. No subsequent step in the food chain will eliminate a hazard that leaves this site.

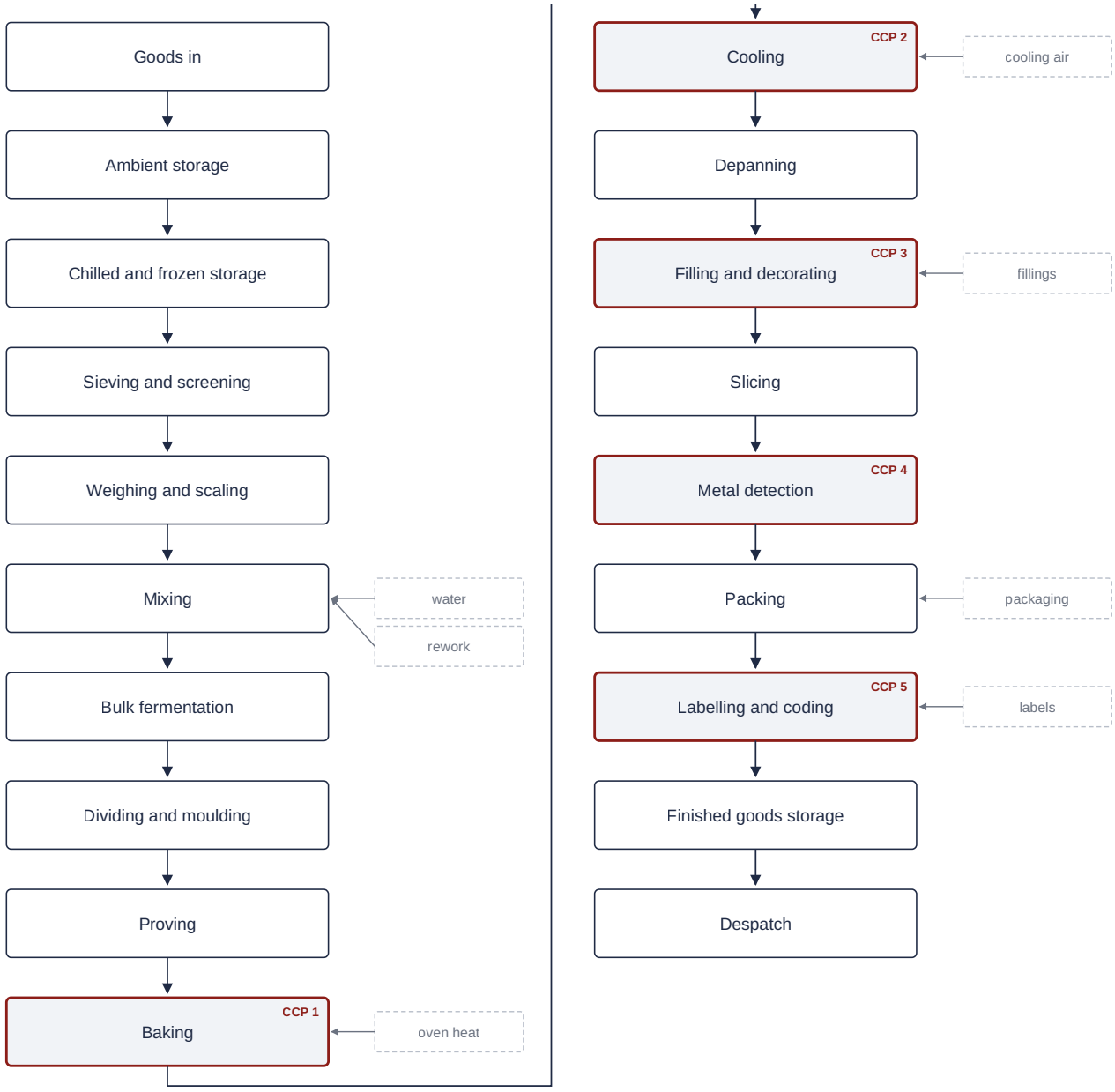
INTENDED CONSUMER	The general public.
INTENDED USE	Consumed as supplied, or after reheating or toasting at the consumer's discretion. Reheating cannot be relied upon as a control measure.
FORESEEABLE MISUSE	Storage above the stated conditions, consumption after the durability date, and consumption by a person with an allergy who has not read the label. The controls in this plan address the accuracy of the label and the validity of the durability date.
INSTRUCTIONS TO THE CONSUMER	The label carries storage instructions, a durability date and a full ingredient declaration with allergens emphasised.

Product from this site is not knowingly supplied to hospitals, care homes, schools or nurseries. If that changes, this plan must be reviewed before supply begins, because the severity assessment and the shelf life justification will both need to be revisited.

CODEX STEP 4 · BRC ISSUE 9 CLAUSE 2.5

6 Process flow diagram

The diagram below records every step in the process within the scope of this study, in sequence, with the principal inputs shown branching in. Steps identified as critical control points in Section 9 are outlined and labelled.



Solid outline: process step. Outlined and labelled in red: critical control point. Dashed box: input to the process.

CODEX STEP 5 · BRC ISSUE 9 CLAUSE 2.6

7 Flow diagram verification record

The flow diagram must be confirmed as accurate on site by walking the process against the diagram, covering all shifts and operating patterns. This record must be completed before the plan is approved, and repeated at each annual review and after any process change.

DIAGRAM VERSION VERIFIED	1.0
DATE OF VERIFICATION	
SHIFTS AND PATTERNS COVERED	
DIAGRAM ACCURATE AS WRITTEN	Yes / No
DISCREPANCIES FOUND	
AMENDMENTS MADE	

VERIFIED BY (SIGNATURE) NAME AND POSITION DATE

IN PLAIN ENGLISH

Walk the line with this diagram in your hand and a pen. The discrepancy you find will almost always be a step people actually do that nobody wrote down, and that is exactly the point of the exercise. An unsigned verification record is one of the most common findings against clause 2.6.

CODEX STEP 6 · BRC ISSUE 9 CLAUSE 2.7

8 Hazard analysis

Every step in the process has been assessed for biological, chemical, physical and allergenic hazards. Likelihood and severity are each scored from 1 to 4 against the scales in the table below. A hazard is treated as significant where the score reaches 8, or where severity reaches 4 at any likelihood. Significant hazards are carried forward to CCP determination in Section 9. 17 of 50 identified hazards are significant.

SCORE	LIKELIHOOD	SEVERITY
1	Improbable. Not expected to occur in the lifetime of the operation.	Negligible. No injury or illness.
2	Unlikely. Could occur but there is no history of it doing so.	Minor. Short-lived discomfort, no medical attention.
3	Possible. Has occurred in this sector and could occur here.	Serious. Illness or injury requiring medical attention.
4	Likely. Would be expected to occur if no control were applied.	Critical. Life-threatening, or fatal to a susceptible consumer.

Type: B biological, C chemical, P physical, A allergen, R radiological. PIGS: P presence, I introduction, G growth, S survival. L likelihood, S severity.

STEP	HAZARD	TYPE	PIGS	L	S	SCORE	SIG.	CONTROL MEASURE	CONTROLLED BY
Goods in	Mycotoxins (deoxynivalenol, ochratoxin A, aflatoxins) present in flour, cereals, dried fruit, nuts or spices as supplied	C	P	2	3	6	No	Purchase to a written specification that states compliance with assimilated Regulation (EC) No 1881/2006 maximum levels. Approved supplier with a current certificate of analysis or an annual mycotoxin surveillance declaration for cereal and dried fruit lines. Reject any delivery without traceable documentation.	Supplier approval and raw material specification (PRP)
Goods in	Foreign body carried into site within raw materials (string, sacking fibre, stones, insect fragments, metal swarf from milling)	P	P	3	2	6	No	Visual inspection of every delivery for bag integrity and cleanliness. Damaged or contaminated sacks rejected at the bay. Downstream control by sieving and, where fitted, metal detection. *Control transfers to Sieving and screening.*	Intake inspection (PRP)
Goods in	Undeclared or substituted allergen in a supplied ingredient, including cross-contact declared only as a precautionary statement	A	P	2	4	8	**Yes**	Signed ingredient specification for every raw material listing all 14 regulated allergens present and any cross-contact risk. Specifications re-confirmed annually and on any supplier or recipe change. Label and specification checked against the delivery at intake.	Supplier approval and specification control (PRP)

STEP	HAZARD	TYPE	PIGS	L	S	SCORE	SIG.	CONTROL MEASURE	CONTROLLED BY
Goods in	Economically motivated adulteration of a bought-in ingredient (vanilla, honey, olive oil, ground spices, ground nuts) introducing an undeclared substance or a non-permitted colour such as a Sudan dye	C	P	2	3	6	No	Raw materials bought to a written specification from an approved supplier, the specification stating authenticity and compliance with assimilated Regulation (EC) No 1333/2008 on permitted food additives. Materials with a known history of adulteration, being vanilla, honey, olive oil, ground spices and ground nuts, bought only from a supplier holding a recognised certification or supported by a certificate of analysis for the delivered lot. Supplier approval reviewed annually and on any change of source or intermediary. Deliveries without traceable documentation rejected at intake.	Supplier approval and raw material specification (PRP)
Goods in	Pest infestation or mould introduced on damaged, damp or previously infested delivery	B	I	2	2	4	No	Intake inspection of vehicle and outer packaging for damp, gnaw marks, webbing or live insects. Rejection procedure recorded. Pest control contractor notified of any find.	Intake inspection and pest management (PRP)
Goods in	Growth of pathogens in chilled or frozen components delivered above specification temperature	B	G	2	3	6	No	Probe or infrared temperature check on every chilled and frozen delivery, recorded against a specification of 8 degrees Celsius or below for chilled and minus 18 degrees Celsius or below for frozen. Out-of-specification deliveries rejected.	Intake temperature control (PRP)
Ambient storage	Pest infestation of stored flour, dried fruit and nuts leading to contamination of product	B	I	2	2	4	No	Documented pest control contract with routine inspection and a site plan of bait and monitoring points. Materials stored off the floor and away from the wall, sacks closed, spillage cleared immediately. Contractor reports reviewed and actions closed out.	Pest management (PRP)
Ambient storage	Contamination of food-contact packaging held in open or shared storage	P	I	2	2	4	No	Packaging stored covered, off the floor, segregated from raw materials and chemicals. Outer transit wrap removed only at the point of use.	Storage segregation (PRP)
Ambient storage	Use of ingredients beyond their durability date, giving rancidity in fats or loss of the supplier's mycotoxin and quality assurance	C	P	2	2	4	No	First-in-first-out stock rotation with date-marked and labelled stock. Monthly stock check for out-of-date material. Out-of-date stock quarantined and disposed of against a record.	Stock rotation (PRP)

STEP	HAZARD	TYPE	PIGS	L	S	SCORE	SIG.	CONTROL MEASURE	CONTROLLED BY
Chilled and frozen storage	Growth of Salmonella spp., Listeria monocytogenes and Staphylococcus aureus in cream, dairy, egg and cooked meat components held above 8 degrees Celsius	B	G	2	4	8	**Yes**	Chilled storage operated at 5 degrees Celsius or below with a continuous or twice-daily recorded temperature check against a maximum of 8 degrees Celsius. Frozen storage at minus 18 degrees Celsius or below. Documented action on any excursion, including assessment of the affected stock.	Temperature-controlled storage (OPRP)
Chilled and frozen storage	Cross-contamination of ready-to-eat components from raw meat, fish or shell egg stored above or alongside them	B	I	2	4	8	**Yes**	Ready-to-eat components stored above raw components, covered and date labelled. Raw meat and fish held in a dedicated area or on the lowest shelf in sealed containers.	Storage segregation (PRP)
Sieving and screening	Foreign body present in dry ingredients (string, sacking fibre, stones, insect debris, metal swarf) passing forward into the dough	P	P	3	3	9	**Yes**	All dry ingredients passed through a sieve or rotary screen of defined aperture. Tailings inspected and the finding recorded at the end of every sieving session. Any significant find investigated and the supplier notified.	Sieving (OPRP)
Sieving and screening	Wire or mesh fragment introduced into product by a damaged, holed or distorted sieve screen	P	I	2	3	6	No	Sieve mesh condition checked and recorded before and after every sieving session. Any damaged screen removed from service immediately, all product sieved since the last good check quarantined, and the screen replaced against a record.	Sieve integrity check (OPRP)
Weighing and scaling	Incorrect allergen-containing ingredient picked or weighed into a recipe, giving an undeclared allergen in the finished product	A	I	2	4	8	**Yes**	Ingredients decanted into labelled, colour-coded and lidded containers. Recipe followed from a controlled written specification with a second-person check on allergen-containing additions. Decanted containers never topped up with a different material.	Allergen management (OPRP)
Weighing and scaling	Chemical contamination of ingredients from cleaning chemical residue on scales, scoops or containers	C	I	2	3	6	No	Cleaning chemicals stored in a locked or segregated store away from ingredients, used to a written dilution and rinse instruction, and never decanted into unlabelled containers. Food-contact surfaces rinsed and dried before use.	Chemical control and cleaning (PRP)
Weighing and scaling	Overdosing of a functional additive with a regulatory maximum, for example a preservative or raising agent, through inaccurate weighing	C	I	2	2	4	No	Scales calibrated at a defined frequency against traceable test weights, with a daily accuracy check recorded before production.	Calibration (PRP)

STEP	HAZARD	TYPE	PIGS	L	S	SCORE	SIG.	CONTROL MEASURE	CONTROLLED BY
Mixing	Metal fragment from a worn or damaged mixer blade, bowl, bowl scraper or spiral hook entering the dough	P	I	2	3	6	No	Documented inspection of mixer bowl, blade, hook and scraper for wear, cracking and missing material at the start and end of every production day. Damaged equipment removed from service. Planned preventive maintenance with a record of every part changed. *Control transfers to Metal detection.*	Equipment inspection and maintenance (OPRP)
Mixing	Hard plastic fragment from a scoop, jug, scraper or lid entering the dough	P	I	2	3	6	No	Glass and hard plastic register listing every item in the production area, with a scheduled condition check. Brittle plastic utensils replaced with a detectable or metal alternative where practicable. Breakage procedure requiring the area to be cleared and product quarantined.	Glass and hard plastic control (PRP)
Mixing	Allergen cross-contact carried from a previous batch on shared mixer bowls, hooks and utensils	A	I	3	4	12	**Yes**	Production sequenced so that allergen-free products run first after a full clean. Full documented wet clean-down of bowls, hooks, scrapers and surrounding surfaces between allergen and non-allergen batches, verified by visual inspection and recorded.	Allergen management (OPRP)
Mixing	Microbiological or chemical contamination of product from the water supply used in the dough	B	I	1	3	3	No	Mains potable supply. Annual potable water analysis to the Water Supply (Water Quality) Regulations parameters at a point of use, with any internal storage tank inspected and cleaned to a schedule.	Water quality (PRP)
Bulk fermentation	Growth of spoilage organisms and wild yeasts in dough held in bulk beyond the intended time	B	G	2	1	2	No	Defined bulk fermentation time and temperature per recipe. Dough tubs covered and identified with the time the batch was mixed.	Process control (PRP)
Bulk fermentation	Environmental contamination of open dough from overhead structures, lighting or personnel	P	I	2	2	4	No	Dough covered while resting. Overhead fittings and lights shielded or shatterproof and listed on the glass and hard plastic register. Personal hygiene rules covering hair, jewellery and protective clothing.	Personal hygiene and site standards (PRP)
Dividing and moulding	Metal or hard plastic fragment from divider knives, moulder belts, tins or cases entering the product	P	I	2	3	6	No	Start and end of shift inspection of divider, moulder and tins for damage, wear and missing parts. Damaged tins with flaking non-stick coating withdrawn from use. Findings recorded. *Control transfers to Metal detection.*	Equipment inspection (PRP)

STEP	HAZARD	TYPE	PIGS	L	S	SCORE	SIG.	CONTROL MEASURE	CONTROLLED BY
Dividing and moulding	Contamination of dough with non-food-grade lubricant from divider or moulder bearings	C	I	2	3	6	No	Food-grade lubricant only on any equipment above or in contact with open product, controlled through the chemical register and applied to a maintenance schedule.	Maintenance and chemical control (PRP)
Proving	Growth of spoilage organisms in dough held in a warm, humid prover beyond the intended time	B	G	2	1	2	No	Defined prove time and temperature per product. Prover temperature and humidity checked and recorded daily.	Process control (PRP)
Proving	Contamination of open dough by condensate dripping from prover ceiling, ducting or trolleys	B	I	3	2	6	No	Prover ceiling, ducting and door seals inspected daily for condensate build-up and mould growth, and cleaned to a documented schedule. Product not left under a known drip point.	Cleaning and building fabric (PRP)
Baking	Survival of Salmonella spp. and other vegetative pathogens present in raw flour, shell or liquid egg, and dried fruit	B	S	2	4	8	**Yes**	Validated bake schedule delivering a core temperature and hold time proven to achieve the required log reduction for each product. Oven time and temperature set and confirmed for every batch and the result recorded.	See Section 10
Baking	Survival of Bacillus cereus spores through the bake	B	S	3	3	9	**Yes**	Spores are not eliminated by a normal bake. Control is transferred to the cooling step, where the rate of cooling prevents germination and outgrowth to an infective dose. *Control transfers to Cooling.*	See Section 10
Baking	Formation of acrylamide during baking of cereal-based products, particularly at high bake colour	C	I	3	2	6	No	Mitigation measures applied in line with assimilated Regulation (EU) 2017/2158: bake to the lightest acceptable colour, control asparagine through flour selection where practicable, avoid over-baking, and hold a reference colour photograph for each product. Mitigation measures recorded and reviewed.	Acrylamide mitigation (PRP)
Baking	Foreign body from oven fabric, baking sheets or steam ducting falling onto product during the bake	P	I	2	2	4	No	Oven interior, deck stones, chains and steam ducting inspected on the maintenance schedule and after any breakdown. Damaged baking sheets and liners withdrawn.	Maintenance (PRP)
Cooling	Germination and outgrowth of Bacillus cereus from spores surviving the bake, producing heat-stable emetic toxin during slow cooling through 50 to 15 degrees Celsius	B	G	3	3	9	**Yes**	Product cooled through the critical range without delay, on open racking with free air movement or in a blast chiller, to a defined maximum cooling time. Cooling start and finish time recorded for high-moisture and filled products.	See Section 10

STEP	HAZARD	TYPE	PIGS	L	S	SCORE	SIG.	CONTROL MEASURE	CONTROLLED BY
Cooling	Recontamination of the cooling product with airborne mould spores, yeasts and bacteria from the cooling environment, shortening shelf life and giving visible mould	B	I	3	2	6	No	Cooling area kept clean and dry with a documented cleaning schedule covering racks, floors and overhead surfaces. Filters on any cooling air supply changed to a schedule. Cooling area kept free of flour dust and waste. Traffic through the area minimised.	Cleaning and environmental control (PRP)
Cooling	Foreign body contamination of open cooling product from rack wheels, overhead structures, flaking paint or personnel	P	I	2	2	4	No	Overhead structures above cooling product inspected on the maintenance schedule. Racks maintained in good condition. Personal hygiene rules applied in the cooling area as an open-product area.	Site standards and personal hygiene (PRP)
Depanning	Flaking silicone or non-stick tin coating adhering to the product surface during depanning	P	I	3	2	6	No	Tins and trays inspected on a rotating schedule for coating breakdown. Tins withdrawn from use once coating loss is visible and recoated or scrapped against a record.	Equipment condition (PRP)
Depanning	Recontamination of baked product by hand contact after the kill step	B	I	3	3	9	**Yes**	Documented personal hygiene rules covering hand washing at entry and after any break or task change, exclusion of staff with diarrhoea or vomiting for 48 hours after symptoms cease, coverage of cuts with a detectable dressing, and no jewellery.	Personal hygiene (PRP)
Filling and decorating	Recontamination of product with vegetative pathogens after the bake, through hands, utensils, depositors and piping bags	B	I	3	4	12	**Yes**	Filling and decorating carried out in a designated area treated as high-care for open ready-to-eat product. Single-use or fully cleaned piping bags and nozzles. Documented cleaning schedule for depositors, hoppers and utensils with a validated frequency. Personal hygiene rules enforced.	Post-bake hygiene (OPRP)
Filling and decorating	Growth of Staphylococcus aureus, Listeria monocytogenes and Salmonella spp. in fresh cream and fresh dairy fillings held out of temperature control during and after filling	B	G	3	4	12	**Yes**	Fresh cream and dairy fillings drawn from chilled storage in working quantities only, returned to chill within a defined maximum time out of refrigeration, and the filled product returned to 5 degrees Celsius or below without delay. Time out of chill recorded.	Temperature control of fillings (OPRP)
Filling and decorating	Allergen cross-contact at the open product stage from shared nozzles, dusting sugar, nut decorations and airborne particulates	A	I	3	4	12	**Yes**	Allergen-containing decorations handled last in the production sequence or on dedicated equipment. Nut and sesame decorations stored and handled in a segregated area with dedicated utensils. Full clean-down between allergen and non-allergen decorating runs, recorded.	Allergen management (OPRP)

STEP	HAZARD	TYPE	PIGS	L	S	SCORE	SIG.	CONTROL MEASURE	CONTROLLED BY
Slicing	Metal fragment from a chipped, cracked or broken slicer blade entering the product	P	I	2	3	6	No	Slicer blades inspected for damage at the start and end of every run and the condition recorded. Blade change procedure requiring all product sliced since the last good check to be quarantined if damage is found. Downstream metal detection where fitted. *Control transfers to Metal detection.*	Blade inspection (OPRP)
Slicing	Recontamination of the cut surface with moulds and bacteria from soiled blades, guides and crumb trays	B	I	3	2	6	No	Slicer stripped, cleaned and sanitised to a documented schedule and at the end of every production day. Crumb build-up removed between runs. Cleaning verified by inspection and recorded.	Cleaning (PRP)
Metal detection	Failure to detect or reject ferrous, non-ferrous or stainless steel contamination carried forward from earlier steps	P	P	2	4	8	**Yes**	Every unit of product passed through a metal detector or X-ray unit with an automatic reject device. Detector challenged with certified test pieces to a defined frequency, with reject confirmation on each check.	See Section 10
Packing	Foreign body or contamination introduced by packaging materials, including transit wrap, staples and cardboard fibre	P	I	2	2	4	No	Packaging held in a clean, segregated store and de-wrapped outside the packing area. Food-contact packaging purchased to specification with a declaration of compliance for food contact use.	Packaging control (PRP)
Packing	Recontamination and shortened shelf life through poor bag or wrap seal integrity	B	I	2	2	4	No	Seal integrity checked at start-up and at a defined frequency through the run. Sealing jaw temperature monitored where a heat seal is used.	Packing control (PRP)
Labelling and coding	Incorrect label applied to the product, giving an incorrect or missing allergen declaration for the food in the pack	A	I	2	4	8	**Yes**	Label reconciliation at the start of every run: the label on the line is checked against the controlled product specification by a named person before packing begins, and at every product changeover. Obsolete labels removed from the line and destroyed. Check recorded and signed.	See Section 10
Labelling and coding	Missing or incorrect durability date, allowing product to be sold beyond the validated shelf life	B	G	2	2	4	No	Date coding set and verified at the start of every run against the shelf life stated in the product specification. Shelf life supported by documented shelf life trials or a scientific rationale.	Date code control (PRP)
Finished goods storage	Growth of pathogens in chilled finished product held above 8 degrees Celsius in finished goods storage	B	G	2	4	8	**Yes**	Chilled finished goods held at 5 degrees Celsius or below, monitored and recorded at least twice daily, with a documented action on excursion.	Temperature-controlled storage (OPRP)

STEP	HAZARD	TYPE	PIGS	L	S	SCORE	SIG.	CONTROL MEASURE	CONTROLLED BY
Finished goods storage	Mould growth and pest access to packed finished goods in storage	B	I	2	2	4	No	Finished goods stored off the floor in a clean, dry, pest-monitored area under first-in-first-out rotation, with damaged packs withdrawn.	Storage and pest management (PRP)
Despatch	Growth of pathogens in chilled product through temperature abuse in transit	B	G	2	4	8	**Yes**	Vehicle pre-cooled before loading. Product temperature checked and recorded at load. Chilled deliveries carried at 8 degrees Celsius or below in a refrigerated or insulated vehicle, with journey times defined.	Distribution temperature control (OPRP)
Despatch	Contamination of product from an unclean or inappropriately shared delivery vehicle	B	I	2	3	6	No	Vehicle load area inspected for cleanliness, odour, damage and previous load before every load, and the check recorded. Vehicle cleaning schedule in place. Food carried separately from non-food loads.	Vehicle hygiene (PRP)
Despatch	Inability to trace and recall affected product following a food safety incident	B	P	2	3	6	No	Batch or date code recorded against every customer despatch. Traceability exercise carried out at least annually, forward and backward, and completed within four hours. Documented product withdrawal and recall procedure.	Traceability (PRP)

CODEX STEP 7 · BRC ISSUE 9 CLAUSE 2.8

9 Critical control point determination

Each significant hazard has been assessed against the questions below, applied consistently at every step. Codex CXC 1-1969 (Rev. 2020, amended 2022), Annex IV. BRC Issue 9 clause 2.8 requires a documented systematic approach but does not mandate a specific tree.

Q1. Is there a control measure at this step for the significant hazard?
Q2. Is the step specifically designed to eliminate the hazard or reduce it to an acceptable level?
Q3. Could contamination occur at, or increase to, an unacceptable level at this step?
Q4. Will a subsequent step eliminate the hazard or reduce it to an acceptable level?

Determination summary

STEP	OUTCOME	Q1 / Q2 / Q3 / Q4	RATIONALE
Baking	CCP 1	Yes / Yes / n/a / n/a	The bake is the only step in the process designed to destroy vegetative pathogens, and no subsequent step will do so. It is therefore a critical control point.
Cooling	CCP 2	Yes / Yes / Yes / No	Bacillus cereus spores survive the bake and can germinate and produce heat-stable toxin during slow cooling. Given the product range and cooling arrangement, no later step controls this hazard, so cooling is a critical control point.
Filling and decorating	CCP 3	Yes / No / Yes / No	Fresh cream and fresh dairy fillings are added after the kill step and support the growth of pathogens. There is no subsequent step that eliminates them, and the product is consumed without further cooking, so temperature control at this step is critical.
Metal detection	CCP 4	Yes / Yes / n/a / No	The unit is the last step at which metal contamination can be removed, and it is specifically designed to do so. No subsequent step provides that control, so it is a critical control point.
Labelling and coding	CCP 5	Yes / Yes / Yes / No	With several allergens handled on site the likelihood of applying a label carrying the wrong allergen declaration is real, the consequence for an allergic consumer is life-threatening, and no subsequent step corrects the error. Labelling is therefore a critical control point.

All other significant hazards identified in Section 8 are controlled by prerequisite programmes, which are recorded in Section 12. A hazard controlled by a well-implemented and verified prerequisite programme does not require a critical control point.

> **IN PLAIN ENGLISH**
>
> Over-declaring critical control points is the most common self-inflicted wound in a small bakery HACCP plan. Every CCP you declare needs a validated limit, a monitoring record for every batch, a corrective action and a weekly review signature. Declare eleven of them and you will not keep up, the records will have gaps, and the auditor will find them. This plan declares 5.

CODEX STEPS 8, 9 AND 10 · BRC ISSUE 9 CLAUSES 2.9, 2.10 AND 2.11

10 Control charts

One chart follows for each critical control point and operational prerequisite programme. Each states the validated critical limit, what is monitored and how often, the corrective action to be taken on a deviation, the verification activity, and the records generated.

CCP 1 Baking

HAZARD CONTROLLED	Survival of Salmonella spp. and other vegetative pathogens present in raw flour, shell or liquid egg, and dried fruit
CRITICAL LIMIT	Each product is baked to its validated oven time and temperature schedule as recorded in the product specification. The schedule has been validated as achieving a minimum core temperature of 94 degrees Celsius. No batch is released from the oven below its scheduled time and temperature.
MONITORING	Oven temperature and bake time confirmed against the product specification at the start of every batch and recorded on the baking record by the baker. Oven thermostat reading cross-checked against a calibrated probe or data logger weekly. Core temperature verified with a calibrated probe on the first batch of each product each day, and the reading recorded.
CORRECTIVE ACTION	If a batch is baked below its scheduled time or temperature, hold and identify the affected product. Where the shortfall is small and the product is not filled, return to the oven to complete the schedule and recheck. Where the schedule cannot be reliably completed, reject the batch. Record the deviation, the product affected, the decision and the person authorising it. Investigate the cause, which will usually be an oven fault, a thermostat drift or an incorrect setting, and rectify before the next batch.
VERIFICATION	Weekly review and signature of baking records by the food safety lead. Annual calibration of oven thermostats and all probes against a traceable reference. Annual review of the validation evidence for every bake schedule.
VALIDATION BASIS	Bake schedules are validated by core temperature probe trials carried out across the normal range of loading and product size, supported by published thermal process guidance. The validation record states the product, the oven, the loading, the schedule and the core temperature achieved.
RECORDS	Daily baking record. Probe calibration record. Bake validation record.
RESPONSIBLE	Monitoring by the trained operator at the step. Corrective action authorised by the food safety lead.

IN PLAIN ENGLISH

Your auditor will ask you to prove the bake figure. A supplier's cooking guideline, published FSA or Campden BRI guidance, or your own probe trial records all count as validation. A verbal "we have always done it this way" does not. The trial only has to be done once per product, but keep the paperwork, because that is what gets asked for.

CCP 2 Cooling

HAZARD CONTROLLED	Germination and outgrowth of Bacillus cereus from spores surviving the bake, producing heat-stable emetic toxin during slow cooling through 50 to 15 degrees Celsius
CRITICAL LIMIT	Product is cooled to ambient within 3 hours of leaving the oven, on open racking with unobstructed air movement, and is not left standing overnight in the cooling area before packing or filling.
MONITORING	Time out of the oven and time at which the batch reaches ambient recorded for every batch of high-moisture, filled or enriched product. Cooling area ambient temperature recorded daily. Racks loaded to leave clear air space between trays.
CORRECTIVE ACTION	If the cooling time is exceeded, hold the affected batch and refer it to the food safety lead. Product left in the critical range longer than six hours is rejected. Record the deviation, the affected batch, the disposition and the authorising person. Investigate rack loading, air movement and cooling area temperature before the next batch.
VERIFICATION	Weekly review and signature of cooling records by the food safety lead. Annual probe trial on the slowest cooling product to confirm the stated cooling time is achieved in practice, repeated in summer conditions.
VALIDATION BASIS	The cooling time is validated by probing the largest and densest product on a fully loaded rack in the warmest normal ambient conditions and recording the time taken to reach ambient.
RECORDS	Cooling record with time out of oven and time to ambient. Cooling area temperature record.
RESPONSIBLE	Monitoring by the trained operator at the step. Corrective action authorised by the food safety lead.

IN PLAIN ENGLISH

This is the one most small bakeries miss. The bake kills Salmonella but it does not kill Bacillus cereus spores, and a warm, dense product cooling slowly overnight is exactly the condition those spores are waiting for. The toxin they produce is heat stable, so you cannot bake it out afterwards. If you make anything filled, enriched or high in moisture, get the cooling time written down and recorded.

CCP 3 Filling and decorating

HAZARD CONTROLLED	Growth of Staphylococcus aureus, Listeria monocytogenes and Salmonella spp. in fresh cream and fresh dairy fillings held out of temperature control during and after filling
CRITICAL LIMIT	Fresh cream and fresh dairy fillings spend no more than 30 minutes above 8 degrees Celsius in total during filling and decorating. Filled product is returned to 5 degrees Celsius or below within 30 minutes of the filling operation being completed.
MONITORING	Time at which cream or filling leaves chilled storage and time at which the filled product returns to chill recorded for every batch. Chilled store temperature recorded at the start and end of the filling session. Filling drawn in working quantities only.
CORRECTIVE ACTION	If the time above 8 degrees Celsius is exceeded, quarantine the affected product and refer it to the food safety lead. Product held above 8 degrees Celsius for more than two hours is rejected. Record the deviation, the affected batch, the disposition and the authorising person. Review batch sizes and the working method before the next session.
VERIFICATION	Weekly review and signature of filling records by the food safety lead. Periodic microbiological testing of filled product against the relevant criteria in assimilated Regulation (EC) No 2073/2005. Annual review of the filling method and batch sizes.
VALIDATION BASIS	The 30 minute limit is validated against published growth data for Staphylococcus aureus and Listeria monocytogenes in dairy cream, supported by product microbiological results across the stated shelf life.
RECORDS	Filling time and temperature record. Chilled storage temperature record. Microbiological test certificates.
RESPONSIBLE	Monitoring by the trained operator at the step. Corrective action authorised by the food safety lead.

IN PLAIN ENGLISH

A cream cake sitting on the bench while the rest of the batch is decorated is the single most common temperature failure in a craft bakery. The fix is not a new fridge, it is smaller working quantities. Take out what you will use in twenty minutes, and put the rest back.

CCP 4 Metal detection

HAZARD CONTROLLED	Failure to detect or reject ferrous, non-ferrous or stainless steel contamination carried forward from earlier steps
CRITICAL LIMIT	All product passes through a functioning metal detector fitted with an automatic reject device. The unit detects and rejects certified test pieces of ferrous 2.0 mm, non-ferrous 2.5 mm and stainless steel 3.0 mm at every check.
MONITORING	The unit is challenged with all three test pieces, passed through in the product and at the leading, middle and trailing position of a pack, at start-up, every 2 hours during production, at the end of every run, at every product changeover and after any stoppage or adjustment. Detection and automatic rejection are both confirmed. The result is recorded and signed by the operator.
CORRECTIVE ACTION	If any test piece is not detected, or the reject device fails to remove the pack, quarantine all product produced since the last successful check. Do not restart until the unit detects and rejects all three test pieces. Re-inspect the quarantined product through the corrected unit, or reject it. Record the failure, the quantity quarantined, the re-inspection result, the disposition and the person authorising it. Raise a corrective action report and investigate the cause.
VERIFICATION	Weekly review and signature of detector check records by the food safety lead. Annual service and calibration by the equipment supplier, with a certificate retained. Reject bin kept locked or under the control of a named person, and its contents reconciled.
VALIDATION BASIS	Test piece sizes are validated as the smallest reliably detectable in the worst case product and pack, established at commissioning and confirmed at annual service.
RECORDS	Metal detection check record. Annual service certificate. Quarantine and disposition record.
RESPONSIBLE	Monitoring by the trained operator at the step. Corrective action authorised by the food safety lead.

IN PLAIN ENGLISH

Two things get sites into trouble here, and neither is the detector itself. The first is testing with the test piece in free air rather than in the product, which tells you nothing about the sensitivity you actually have. The second is an unlocked reject bin. If anyone can lift a rejected pack back onto the line, the auditor will treat the whole control as ineffective.

CCP 5 Labelling and coding

HAZARD CONTROLLED	Incorrect label applied to the product, giving an incorrect or missing allergen declaration for the food in the pack
CRITICAL LIMIT	The label applied to every pack matches the controlled product specification, carries the full ingredient declaration with allergens emphasised as required by assimilated Regulation (EU) No 1169/2011, and carries a correct durability date.
MONITORING	At the start of every run and at every product changeover, a named person checks the label on the line against the controlled specification, confirms the allergen declaration and the date code, and signs the label reconciliation record. All labels from the previous product are removed from the line before the next run starts.
CORRECTIVE ACTION	If an incorrect label is found, stop packing immediately. Quarantine all product packed since the last successful check. Correct the label and re-check before restarting. Assess whether any affected product has left site and, if it has, initiate the withdrawal and recall procedure and notify the Food Standards Agency and the local authority without delay. Record the deviation, the quantity affected, the disposition and the authorising person.
VERIFICATION	Weekly review and signature of label reconciliation records by the food safety lead. Annual review of every product specification against the label artwork actually in use.
VALIDATION BASIS	The control is validated by confirming that every product specification is current, that the artwork in use matches it, and that the ingredient declarations reflect the recipes actually being made.
RECORDS	Label reconciliation record. Product specification file. Obsolete label destruction record.
RESPONSIBLE	Monitoring by the trained operator at the step. Corrective action authorised by the food safety lead.

IN PLAIN ENGLISH

Allergen recalls in bakery are almost never caused by the recipe. They are caused by the right product going into the wrong bag, usually on a changeover, usually at the end of a long day. The control that actually works is clearing every last label of the previous product off the line before the next one starts, and having a second person sign that it was done.

CODEX STEP 11 · BRC ISSUE 9 CLAUSE 2.12

11 Validation and verification schedule

Validation answers the question "will this work?". It is the evidence, gathered before the control is relied upon, that the control measure is capable of controlling the hazard. **Verification** answers the question "is it working?". It is the ongoing confirmation that the system is operating as planned.

ACTIVITY	FREQUENCY	RESPONSIBLE	RECORD
Review and signature of all CCP monitoring records	Weekly	Sarah Whitcombe	Signed CCP monitoring logs
Review of all corrective action reports raised	Monthly	Sarah Whitcombe	Corrective action register
Calibration of probes and monitoring equipment against a traceable reference	Annual, with an ice point check monthly	Maintenance	Calibration record and certificate
Service and sensitivity calibration of the metal detector	Annual	Equipment supplier	Service certificate
Internal audit of the HACCP system against this plan	Annual, as a minimum	Sarah Whitcombe	Internal audit report
Traceability exercise, forward and backward, completed within four hours	Annual	Sarah Whitcombe	Traceability test record
Product withdrawal and recall test	Annual	Sarah Whitcombe	Recall test report
Microbiological testing of finished product against the shelf life	Quarterly	Sarah Whitcombe	Laboratory certificates
On-site confirmation of the process flow diagram	Annual, and on any process change	HACCP team	Flow diagram verification record
Full review of this HACCP plan	Annual, and on any change to product, process, equipment, premises, supplier or legislation, or after any incident	HACCP team	HACCP review minutes

Validation evidence held

CONTROL POINT	VALIDATION BASIS
CCP 1 Baking	Bake schedules are validated by core temperature probe trials carried out across the normal range of loading and product size, supported by published thermal process guidance. The validation record states the product, the oven, the loading, the schedule and the core temperature achieved.
CCP 2 Cooling	The cooling time is validated by probing the largest and densest product on a fully loaded rack in the warmest normal ambient conditions and recording the time taken to reach ambient.
CCP 3 Filling and decorating	The 30 minute limit is validated against published growth data for Staphylococcus aureus and Listeria monocytogenes in dairy cream, supported by product microbiological results across the stated shelf life.
CCP 4 Metal detection	Test piece sizes are validated as the smallest reliably detectable in the worst case product and pack, established at commissioning and confirmed at annual service.
CCP 5 Labelling and coding	The control is validated by confirming that every product specification is current, that the artwork in use matches it, and that the ingredient declarations reflect the recipes actually being made.

IN PLAIN ENGLISH

Validation and verification get confused more often than any other pair of words in HACCP, and auditors ask about the difference deliberately. Validation is the probe trial you did once that proves the bake works. Verification is you signing the bake records every Friday to confirm it is still being done. You need both, and they are different pieces of paper.

BRC ISSUE 9 CLAUSE 2.2 · CODEX GOOD HYGIENE PRACTICES

12 Prerequisite programme register

BRC Issue 9 clause 2.2 requires that prerequisite programmes are established, documented, maintained and reviewed. Codex CXC 1-1969 (Rev. 2020) treats good hygiene practices as the foundation on which the HACCP plan rests.

PREREQUISITE PROGRAMME	IN PLACE	BRC CLAUSE	REQUIREMENT
Cleaning and disinfection schedule	Yes	4.11	A written schedule listing every item of equipment, every surface and every area, stating what is cleaned, how, with which chemical at which dilution and contact time, how often, and who is responsible. Cleaning is signed off as completed and the effectiveness is verified, by visual inspection as a minimum and by swabbing for open product areas.
Pest control contract and monitoring	Yes	4.14	A contract with a qualified pest control contractor, or a documented in-house programme run by a trained person. A site plan showing every bait point and monitor, a defined inspection frequency, written reports for every visit, and a record showing that every recommendation has been actioned and closed out.
Personal hygiene rules	Yes	7.2, 7.3	Written rules covering hand washing, protective clothing, hair covering, jewellery, cuts and dressings, eating and drinking, and personal medicines. A fitness to work policy excluding staff with diarrhoea or vomiting until 48 hours after symptoms have ceased, and a return to work declaration for staff and visitors.
Staff training records	Yes	7.1	A record for every member of staff showing induction, food hygiene training appropriate to their role, allergen awareness, and specific training for any CCP they monitor. Training is assessed for effectiveness, not simply delivered, and refreshed at a defined frequency.
Supplier approval and raw material specification	**Not yet**	3.5	A documented procedure for approving suppliers based on risk, a current approved supplier list, and a signed specification for every raw material and every item of food-contact packaging. Specifications state the allergen status and any cross-contact risk, and are reviewed at least every three years or on any change.
Glass and hard plastic register	Yes	4.9.3	A register listing every item of glass, brittle plastic, ceramic and similar material in or above the production, storage and packing areas, with a defined inspection frequency, a record of each inspection, and a written breakage procedure covering isolation of the area, disposal of product at risk and recording of the incident.
Calibration of monitoring equipment	**Not yet**	6.3	A list of every item of equipment used to monitor a CCP or a food safety parameter, including probes, oven thermostats, chilled storage thermometers, scales and metal detectors. Each is calibrated at a defined frequency against a traceable reference, and there is a documented procedure for assessing product where equipment is found out of calibration.
Traceability system	**Not yet**	3.9	A system that identifies every raw material batch used in every finished product batch, and every customer that batch was despatched to. Traceability is tested forward and backward at least annually, completed within four hours, and reconciles quantities to within a defined tolerance.
Waste management	Yes	4.13	Waste segregated, held in identified and lidded containers, removed from production areas at a defined frequency, and stored externally in a way that does not attract pests. A registered waste carrier is used and the transfer notes are retained. Waste intended for animal feed is controlled separately.
Planned maintenance	**Not yet**	4.7	A planned preventive maintenance schedule for all equipment that could affect product safety, a record of every job carried out including breakdown repairs, a permit to work system controlling contractors and tools in production areas, and a hygiene clearance sign-off before equipment is returned to production.

6 of 10 prerequisite programmes are recorded as being in place. Those that are not are set out in Appendix A with the action required.

APPENDIX A

Gap list and recommended next actions

This appendix records what is not yet in place. It is included deliberately. A HACCP plan that shows only what a business already does is of limited use to the business and is transparent to an auditor. Each item below is a specific, closeable action.

Supplier approval and raw material specification *BRC clause 3.5*

What is required. A documented procedure for approving suppliers based on risk, a current approved supplier list, and a signed specification for every raw material and every item of food-contact packaging. Specifications state the allergen status and any cross-contact risk, and are reviewed at least every three years or on any change.

How to close it. List every raw material you buy. Request a current specification and allergen declaration for each from the supplier. Ask for their certification status, and where they hold no third-party certification, a completed supplier questionnaire. Keep the responses in one file.

Calibration of monitoring equipment *BRC clause 6.3*

What is required. A list of every item of equipment used to monitor a CCP or a food safety parameter, including probes, oven thermostats, chilled storage thermometers, scales and metal detectors. Each is calibrated at a defined frequency against a traceable reference, and there is a documented procedure for assessing product where equipment is found out of calibration.

How to close it. List the probes, thermometers and scales. Send probes for traceable calibration annually and do an ice point check monthly in between. Record it. An uncalibrated probe makes every temperature record in the plan unusable as evidence.

Traceability system *BRC clause 3.9*

What is required. A system that identifies every raw material batch used in every finished product batch, and every customer that batch was despatched to. Traceability is tested forward and backward at least annually, completed within four hours, and reconciles quantities to within a defined tolerance.

How to close it. Record the batch or lot code of the flour and the major ingredients against the day's production, and record the date code against each customer delivery. Then run a mock trace one afternoon and time it. This is a SALSA and BRC test that catches a lot of sites out.

Planned maintenance *BRC clause 4.7*

What is required. A planned preventive maintenance schedule for all equipment that could affect product safety, a record of every job carried out including breakdown repairs, a permit to work system controlling contractors and tools in production areas, and a hygiene clearance sign-off before equipment is returned to production.

How to close it. Write down the annual service dates for the oven, mixer, prover, slicer and any detector, and diarise them. Keep a simple maintenance log for breakdown work. Add a rule that any engineer signs their tools in and out of the production area.

> **IN PLAIN ENGLISH**
>
> Take this list to your next audit rather than hiding it. An auditor who sees a business that already knows its own gaps and has dated actions against them will spend far less time looking for the ones you have not found. It is the difference between being audited and being believed.

APPENDIX B

Glossary

CCP	Critical control point. A step at which control can be applied and is essential to prevent or eliminate a food safety hazard, or reduce it to an acceptable level.
CRITICAL LIMIT	A measurable value that separates acceptable from unacceptable at a critical control point.
OPRP	Operational prerequisite programme. A control measure identified by the hazard analysis as essential, monitored and recorded, but without a critical limit in the binary sense of a CCP.
PRP	Prerequisite programme. The basic hygiene and operational conditions on which the HACCP plan depends.
SIGNIFICANT HAZARD	A hazard identified by the hazard analysis as requiring specific control beyond good hygiene practice.
VALIDATION	Evidence gathered before a control is relied upon, showing it is capable of controlling the hazard.
VERIFICATION	Ongoing confirmation that the system is operating as planned.
MONITORING	Planned observation or measurement at a control point to confirm the critical limit is being met.
CORRECTIVE ACTION	Pre-determined action taken when monitoring shows a control point is not under control, covering both the process and the affected product.
PIGS	A classification of how a hazard arises at a step: Presence, Introduction, Growth or Survival.
CROSS-CONTACT	The unintended transfer of an allergen from one food to another, by equipment, hands, utensils or airborne particulates.
WATER ACTIVITY	A measure of the water available in a food to support microbial growth, written as a_w.

Standards referenced

Codex Alimentarius General Principles of Food Hygiene CXC 1-1969 (Rev. 2020, amended 2022)
BRCGS Global Standard Food Safety Issue 9 (August 2022), Section 2 Food Safety Plan and Section 2.2 Prerequisite Programmes
Assimilated Regulation (EU) No 1169/2011 on the provision of food information to consumers
Assimilated Regulation (EC) No 852/2004 on the hygiene of foodstuffs
Assimilated Regulation (EC) No 2073/2005 on microbiological criteria for foodstuffs
Assimilated Regulation (EC) No 1881/2006 setting maximum levels for certain contaminants in foodstuffs
Assimilated Regulation (EU) 2017/2158 on acrylamide mitigation measures and benchmark levels

APPROVAL

Approval and sign-off

DECLARATION

I confirm that I have read this HACCP plan in full. I confirm that it reflects the products, the process and the premises as they actually operate at Unit 4, Millgate Industrial Estate, Welsh Row, Nantwich, Cheshire, CW5 5SJ. I confirm that the process flow diagram has been verified on site, that the critical limits stated in Section 10 are supported by validation evidence held on site, and that the staff who monitor each control point have been trained to do so.

I approve this plan, version 1.0, for implementation from the date of my signature below. I accept responsibility for its operation, for its review at least annually, and for its revision on any change to product, process, equipment, premises, supplier or legislation.

IMPORTANT: SCOPE OF THIS DOCUMENT

This plan has been assembled from a version-controlled template library for the Craft and wholesale bakery sector using the information supplied about this business. It is a documentation tool. It is not a consultancy service and it is not a substitute for competent food safety advice about this specific site.

The plan must be reviewed, amended where it does not match the operation, and approved by a competent person before it is relied upon. The critical limits stated in it must be validated against evidence held by the business. Responsibility for the accuracy of the plan, and for compliance with food safety law, rests with Millgate Bakery Limited.

Prepared using the Craft and wholesale bakery template version 1.0.0, authored by a IRCA registered Lead Assessor, Advanced HACCP Level 4 with 30 years' UK food manufacturing.

SIGNATURE

DATE

NAME IN CAPITALS

POSITION

Annual review record

REVIEW DATE	OUTCOME AND ANY CHANGES MADE	SIGNATURE