Food Production HACCP Monitoring Checklist

Food Safety

DATE	SHIFT	HACCP TEAM LEADER
____ / ____ / _____		

PRE-PRODUCTION VERIFICATION

	OK	NOT OK	N/A		OK	NOT OK	N/A
HACCP plan available on floor	◯	◯	◯	Production schedule reviewed	◯	◯	◯
Previous shift CAs resolved	◯	◯	◯	Allergen management in place	◯	◯	◯
Thermometers calibrated	◯	◯	◯	Staff briefed on CCPs today	◯	◯	◯

CCP MONITORING STATUS

	OK	NOT OK	N/A		OK	NOT OK	N/A
Receiving: inspection logs done	◯	◯	◯	Cooling: cooling logs in use	◯	◯	◯
Cold storage: temp logs current	◯	◯	◯	Hot holding: temp logs current	◯	◯	◯
Cooking: core temp logs done	◯	◯	◯	Cold holding: monitoring done	◯	◯	◯

SANITATION & HYGIENE

	OK	NOT OK	N/A		OK	NOT OK	N/A
Food contact surfaces cleaned	◯	◯	◯	Handwashing observed	◯	◯	◯
Sanitiser concentration correct	◯	◯	◯	No ill staff on production	◯	◯	◯
Staff in clean PPE	◯	◯	◯	No pest activity observed	◯	◯	◯

TRACEABILITY & LABELLING

	OK	NOT OK	N/A		OK	NOT OK	N/A
Batch codes assigned	◯	◯	◯	Product labels accurate	◯	◯	◯
Ingredient lots recorded	◯	◯	◯	Allergen labels verified	◯	◯	◯

DEVIATIONS & CORRECTIVE ACTIONS

CCP deviations found and actions taken

Notes

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