



# HACCP Contents Checklist

**Minneapolis Health Department**  
 Environmental Health  
 Food, Lodging & Pools  
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[www.minneapolismn.gov/HACCP](http://www.minneapolismn.gov/HACCP)

In order to provide the best service, we only review plans that include all requirements for the HACCP process used. HACCP Plan Requirements are based on the current Minnesota Food Code and the 2009 FDA Food Code.

<b>All HACCP Processes Requirements:</b>	<b>Submitted</b>
Prerequisite programs: Supplier control, Employee Illness, Personal Hygiene, Pest Control, SSOPs, etc.	
Description of food including materials and ingredients, recipe, packaging, methods of distribution and storage, intended use and intended consumer	
Flow diagram with all ingredients, materials and correctly identified Critical Control Points (CCPs)	
Signed flow diagram indicating it has been verified	
Hazard Analysis (See Hazard Analysis Worksheet)	
Critical Control Points (CCPs) (See HACCP Plan form column #1)	
Critical Limits (See HACCP Plan form column #3)	
Monitoring Procedures (See HACCP Plan Form columns #4-7)	
Corrective Actions (See HACCP Plan Form column #8)	
Verification Procedures (See HACCP Plan Form column #9)	
Record-Keeping and Documentation Procedures (See HACCP Plan Form column #10)	
Standard Operating Procedures (SOP) defines:	
CCPs (defined in HACCP Plan form column #1)	
Critical Limits (defined in HACCP Plan form column #3)	
Monitoring (defined in HACCP Plan Form columns #4-7)	
Corrective actions (defined in HACCP Plan Form column #8) when CCP isn't met	
Verification (defined in HACCP Plan Form column #9) that staff is following SOPs	
Record-keeping and documentation procedures (defined in HACCP Plan Form column #10)	
Training plan for food employee and supervisory that addresses the food safety issues of concern	
<b>Additional Reduced Oxygen Packaging (ROP) Requirements:</b>	<b>Submitted</b>
Description of foods to be packaged using ROP	
Procedures to maintain food below 41°F	
Training program to ensure individuals responsible for ROP operation understand:	
The concepts required for a safe operation	

The equipment and facilities	
ROP operating procedures and the HACCP Plan SOPs	
Description of how the packages will be labeled with instructions to keep refrigerated or frozen	
Description of how the packages will be labeled with instructions to discard the food as required	
Product shelf life	
Procedures for preventing contamination from hands	
Procedures for using a designated work area so that physical barriers of raw foods and ready-to-eat foods minimize cross contamination	
Operation procedures for using methods of separation of raw foods and ready-to-eat foods minimize cross contamination	
Procedures for limiting access of processing equipment to responsible trained personnel familiar with the potential hazards of the operation	
Procedures for cleaning and sanitization procedures for food-contact surfaces	
<b>Additional Cook-Chill or Sous Vide Requirements (must also submit ROP Requirements from list above):</b>	<b>Submitted</b>
Process that seals product before cooking or immediately after cooking and before reaching a temperature below 135°F	
Process that the cools food in the sealed package or bag from 140°F to 70°F within 2 hours and from 70°F to 41°F within an additional 4 hours	
<p>Process that:</p> <ul style="list-style-type: none"> <li>• Cools food in the sealed package or bag from 41°F in 48 hours or less to 34°F and held at that temperature until consumed or discarded within 30 days after the date of packaging</li> <li>• Cools food in the sealed package or bag from 41°F in 48 hours or less to 34°F and then held at 41°F or less for no more than 72 hours, at which time the food must be consumed or discarded</li> <li>• Cools food in the sealed package or bag from 41°F in 24 hours or less to 38°F and held there for no more than 72 hours from packaging, at which time the food must be consumed or discarded</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Keeps product frozen until consumed or used.</li> </ul>	
Process that holds product in a refrigeration unit that is equipped with an electronic system that continuously monitors time and temperature and is visually examined for proper operation twice daily and if transported off-site to a satellite location of the same business entity, transported in vehicle equipped with verifiable electronic monitoring devices to ensure that times and temperatures are monitored during transportation	
Statement that records required to confirm that cooling and cold holding refrigeration time/temperature parameters are required as part of the HACCP plan will be maintained and held for at least 6 months	

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