

Action Plan

Complete then sign each of the Sections below once you have worked through the Sections. Details of what to do can be found in each Section :

1.INTRODUCTION	INTRODUCTION read
Contains guidance on the HACCP terms used in this manual	Date _____ Signed _____

2. FLOW DIAGRAM	FLOW DIAGRAM completed
Provides guidance and a template for you to draw your own Flow Diagram	Date _____ Signed _____

3. HACCP CHARTS	HACCP CHARTS identified
Shows you what could go wrong at each process step and what you need to do about it. Guidance and examples are provided for you to consider in relation to your business	Date _____ Signed _____

4. HOUSE RULES	ALL HOUSE RULES written
Contains guidance and templates to help you write your own House Rules building in your day-to-day safe working practices	Date _____ Signed _____

5. RECORDS	5. RECORDS selected and in use
Contains guidance and templates for you to use to link in with all the other sections	Date _____ Signed _____