



HACCP Builder Free Trial Training / Instruction Manual

HACCP



Builder

186 Washington Street
Saint Paul, MN 55102

Free Trial Request



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HACCP BUILDER OVERVIEW

HACCP is the Hazard Analysis Critical Control Point food safety system that was developed to ensure food safety for United States Military and NASA well over 30 years ago. The HACCP Builder food safety solution's foundation is the USDA and FDA approach to HACCP.

Our team of experts worked with HACCP and food safety experts Pete Snyder and Tom Johnson of Johnson Diversified Products. We implemented, in detail, the HACCP plan requirements, deliverables and ongoing management regulations to design, develop and deliver an easy-to-use comprehensive HACCP compliance solution.

In accordance with these guidelines, HACCP Builder emphasizes food safety programs including standard operating procedures (SOP's), pest control, training, equipment maintenance, cleaning and sanitation. The key USDA documents and tasks are built right into HACCP Builder. Each critical task has automated prompts to notify each key player of their duties and provides online forms to report task completion. The notifications are typically delivered to the individual Site's Food Services Manager as well as the Corporate or Regional Food Services Manager.

Once the Site's Food Services Manager completes their tasks and the reporting form, both the Site Food Services Manager and Corporate Food Services Manager receives automated notification of completion. This systematic approach will enable you to keep your entire organization HACCP compliant on an ongoing basis.

This Individual Site/Kitchen/Location Instruction Guide features instructions for each of the five products and their respective capabilities. Each product will explain the capabilities included with that specific product.

HACCP Builder offers three different products and certain functionality is available in each product:

- HBflex
- HBflex with online reporting
- Command Central

KEY NOTE: The FREE TRIAL does not provide you with the ability to customize the following items:

- Activate/De-Activate Logs
- Log Temperature Ranges for Corrective Actions Prompting and Alerts
- Standard Operating Procedures
- Food Safety Check List
- Validation Worksheet
- CCP's and CP's
- Food Category Classifications
- Email Task Notifications

HACCP Builder's Command Central, HBflex with Reporting and HBflex all contain separate levels master customization and reporting. Please feel free to ask about these capabilities.



Free Trial

After you login at www.haccpbuilder.com you will initially land on the CONTROL PANEL page. The page is featured below:

HACCP Builder Control Panel - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://www.haccpbuilder.net/ControlPanel/Kitchen/Default.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows >> LinkedIn Glue

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

Search Web Mail Shopping Personals My Yahoo! News Games Travel Finance Answers Sports >>

Norton Phishing Protection on

HACCP Food Safety - HACCP Builder HACCP Builder Control Panel Glossary.pdf (application/pdf Object)

Builder

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index Product Manager Inventory

{ MAIN CONTROL PANEL }

Location: 7-9-09 Test Trial
Corporation: Free Trial District
Manager: 7-9-09 Test Trial 7-9-09 Test Trial
Email: greg@sixrm.com
Phone: 612 281 1618

Street Address: 186 Washington Street
City: 7-9-09 Test Trial
State: Minnesota
Zip Code: 55102
FAX:

User Guide/Training Manual

Edit HACCP Plan
Inventory Items
Product/Menu Items
Ingredients
Vendors
View SOP's

Daily Reports	Date	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Cold Holding Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Cooling Temperature Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Food Safety Check List	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	View

Done

start Sprint ... HACCP... 2 Sk... TUCKER Inbox ... C:\Do... Free T... Now: Cloudy, 67 °F Wed: 80 °F Thu: 72 °F 10:26 AM

The CONTROL PANEL page will eventually become the page you will use for your ongoing HACCP needs on a daily basis. We will visit this page many times throughout the instruction guide.



MAIN NAVIGATION INDIVIDUAL PAGE REVIEW

CONTROL PANEL: The main control center for ongoing HACCP Food Safety Compliance

When you first login to HACCP Builder you will land on the page below:

Daily Reports	Date	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Cold Holding Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Cooling Temperature Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Food Safety Check List	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	View

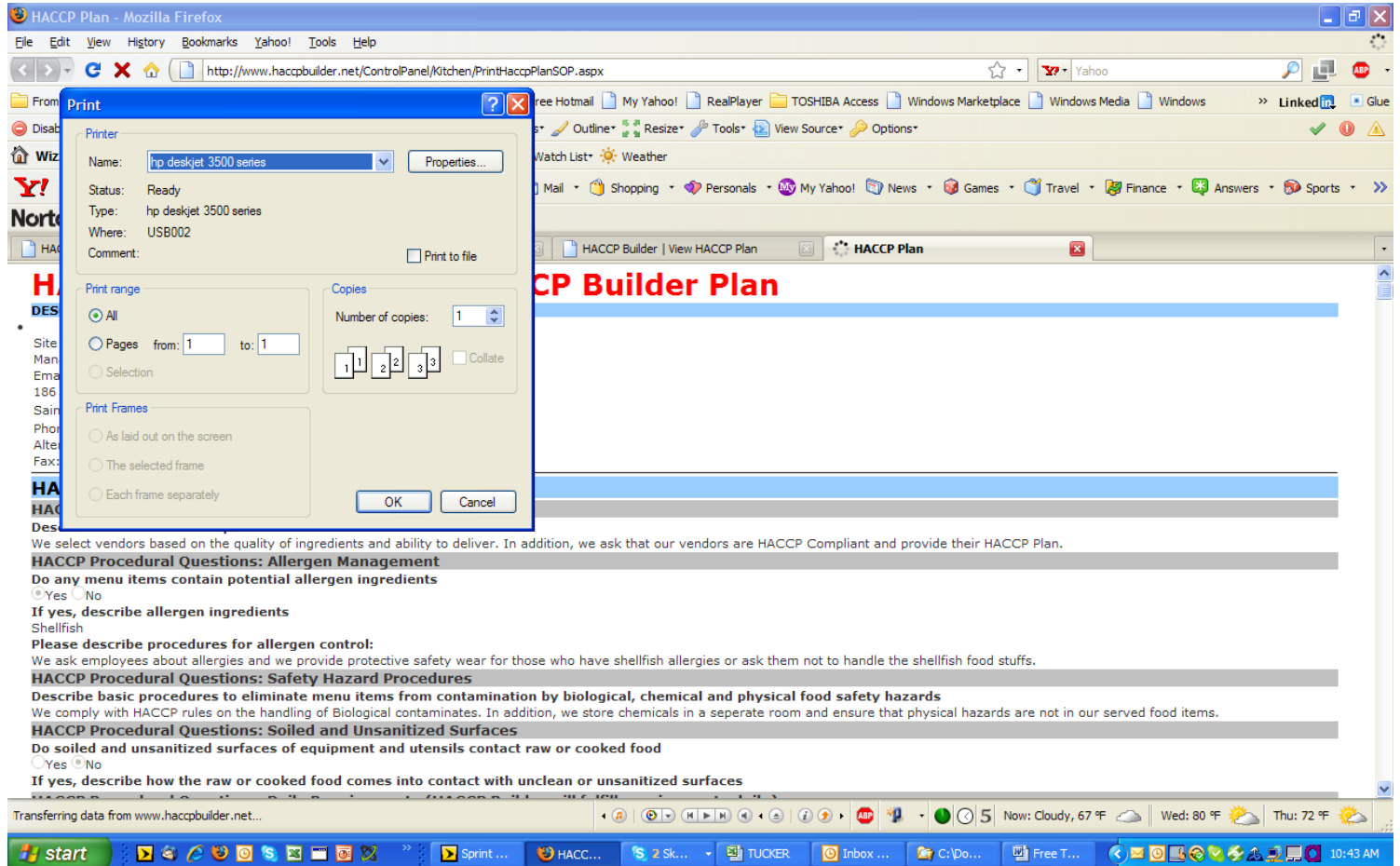
- **Users Guide and Training Manual** – Provides access to the Instruction Guide
- **Edit HACCP Plan** – Provides Direct Access to Edit the HACCP Plan
- **Inventory Items** – Provides Direct Access to Edit the Inventory Items
- **Product/Menu Items** – Provides Direct Access to Edit the Menu Items
- **Ingredients** – Provides Direct Access to Edit the Ingredients
- **Vendors** – Provides Direct Access to Edit the Vendors
- **View SOP's** – Provides Direct Access to View Standard Operating Procedures



BUILD HACCP PLAN: The nine steps to building your HACCP Plan

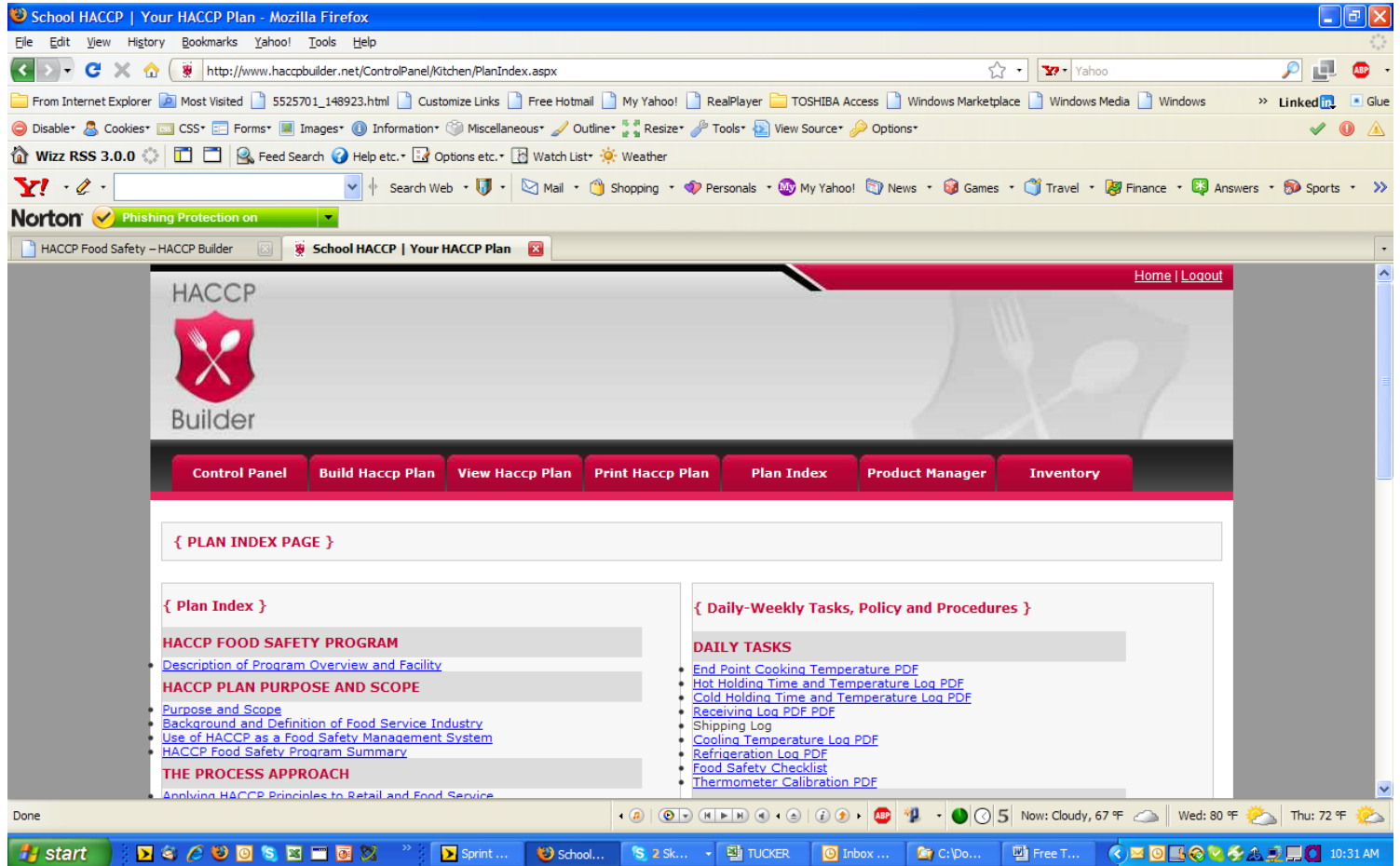
Refer to page 13 in Instruction Guide.

VIEW HACCP PLAN: Displays your HACCP Plan after completion of the plan

**PRINT HACCP PLAN:** Enables printable format for your HACCP Plan after the plan is completed



PLAN INDEX: Provides all HACCP Compliance documentation and reference materials



Key reference items on this page include:

- Description of Program Overview and Facility
- HACCP Plan Purpose and Scope
 - Who has the Responsibility for Ensuring Food Safety
 - What is my Health Inspectors Role in helping me Prevent Foodborne Illness in my Establishment
 - How can this Program help me Prevent Foodborne Illness
 - How was the HACCP Program Developed
 - Who Regulates Me
 - Is it a Requirement that I Implement a Food Safety Management System based on HACCP Principles
- Background and Definition of Food Service Industry
 - What are the Retail and Food Service Industries
 - What are Food Safety Hazards
 - What are Foodborne Illness Risk Factors
 - What is Meant by Active Managerial Control
- Use of HACCP as a Food Safety Management System
 - What are the Seven HACCP Principles
 - How can HACCP Principles in Retail and Food Service Operations
- HACCP Food Safety Program Summary
- Applying HACCP Principle to Retail and Food Service



- What is the Process Approach
- What is the Flow of Food
- What are the four Food Preparation Processes most often used in Retail and Food Service Establishments
- Conducting a Proper HACCP Hazard Analysis
- Determining HACCP Risk Factors
- Identification Control Measures and CCP's
- HACCP Food Process 0: No Process No Cook
- HACCP Food Process 1: No Cook
- HACCP Food Process 2: Same Day Service
- HACCP Food Process 3: Complex Food Preparation
- Danger Zone Diagram
- Menu Items Classified by Process
- All Standard Operating Procedures (SOP's)
- All Reporting (daily, weekly and other)
- Validation Worksheet
- Corrective Actions Policy
- Corrective Actions Library
 - Corrective Action: Cleaning and Sanitizing Food Contact Surfaces
 - Corrective Action: Controlling Temperature and Time During Preparation
 - Corrective Action: Cooking Potentially Hazardous Foods
 - Corrective Action: Cooling Potentially Hazardous Foods
 - Corrective Action: Date Marketing Ready To Eat, Potentially Hazardous Food
 - Corrective Action: Handling a Food Recall
 - Corrective Action: Holding Hot and Cold Potentially Hazardous Food
 - Corrective Action: Personal Hygiene
 - Corrective Action: Preventing Contamination at Food Bars
 - Corrective Action: Preventing Cross-Contamination During Storage and Preparation
 - Corrective Action: Receiving Deliveries
 - Corrective Action: Reheating Potentially Hazardous Foods
 - Corrective Action: Serving Food
 - Corrective Action: Storing and Using Poisonous or Toxic Chemicals
 - Corrective Action: Transporting Food To Remote Sites
 - Corrective Action: Using and Calibrating Thermometers
 - Corrective Action: Using Suitable Utensils When Handling Ready To Eat Foods
 - Corrective Action: Limit Bacteria Growth in Potentially Hazardous Food
 - Corrective Action: Washing Fruits and Vegetables
 - Corrective Action: Washing Hands
- Review HACCP Plan
- Review HACCP Policy
- Review Monitoring Policy
- HACCP Builder Procedural Steps
 - Step One: Develop Pre-requisite Programs
 - Step Two: Group Your Menu Items/Product
 - Step Three: Conduct A Hazard Analysis
 - Step Four: Implement Control Measures and Establish Critical Limits
 - Step Five: Establish Monitoring Procedures
 - Step Six: Develop Corrective Actions
 - Step Seven: Conduct Ongoing Verification
 - Step Eight: Keep Records
 - Step Nine: Conduct Periodic Validation
 - Seafood Reference Tables
 - Glossary



- Training Logs (not active at this time) and HACCP e-training (not active at this time)

**PRODUCT MANAGER:** Provides Access to the Product/Menu Items Review

Menu Item Manager - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://www.haccpbuilder.net/ControlPanel/Kitchen/MenuItemManager.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

Search Web Mail Shopping Personals My Yahoo! News Games Travel Finance Answers Sports

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HACCP Food Safety - HACCP Builder Menu Item Manager

Builder

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index **Product Manager** Inventory

{ MENU ITEM MANAGER }

Location: 7-9-09 Test Trial Street Address: 186 Washington Street
Corporation: Free Trial District City: 7-9-09 Test Trial
Manager: 7-9-09 Test Trial 7-9-09 Test Trial State: Minnesota
Email: greg@sixrm.com Zip Code: 55102
Phone: 612 281 1618 FAX:

Go To Main Control Panel

Edit HACCP Plan
Inventory Items
Product/Menu Items
Ingredients
Vendors
View SOP's

Menu Item	Preparation	Process	Ingredient	Food Category	Vendor	Hazards & CCP/CP
Sirloin	Pre-made	Process 3	Meat	RAW AND STUFFED - BEEF, PORK, ROASTS	Jims	View

Done

start Sprint ... Menu ... 2 Sk... TUCKER Inbox ... C:\Po... Free T... Now: Cloudy, 67 °F Wed: 80 °F Thu: 72 °F 10:32 AM



INVENTORY MANAGER: Provides Access to the Inventory

The screenshot shows the 'Inventory Item Manager' web application. The browser window title is 'Inventory Item Manager - Mozilla Firefox'. The address bar shows the URL: <http://www.haccpbuilder.net/ControlPanel/Kitchen/InventoryItemManager.aspx>. The application has a navigation bar with tabs: Control Panel, Build Haccp Plan, View Haccp Plan, Print Haccp Plan, Plan Index, Product Manager, and Inventory (selected). The main content area is titled '{ INVENTORY ITEM MANAGER }' and displays contact information for a test trial location. To the right is a sidebar with buttons: Edit HACCP Plan, Inventory Items, Product/Menu Items, Ingredients, Vendors, and View SOP's. Below the contact info is a 'Go To Main Control Panel' button. Further down is an 'Add Custom Inventory' button. At the bottom is a table with inventory items.

Inventory Item	Quantity	Custom Item	Edit
3 Compartment Wash Sink	1	No	Edit
Additional Utility Sink (1 or more compartments)	1	No	Edit

SIGN OUT: Enables Logout of System



BUILDING YOUR HACCP PLAN

First, we need to build your HACCP Plan. In the CONTROL PANEL you will see a tab in the top navigation called **Build HACCP Plan**. Before clicking on this tab, we recommend that you tally the following items to make it easier for you to complete your plan:

- Complete inventory of your kitchen equipment
- Complete list of your food stuffs/food ingredients vendors:
 - Vendor name
 - Vendor contact person's name
 - Vendor phone number
 - NOTE: You will have the option to upload this data from a spreadsheet file **(See page 30)**
- Ingredients
 - NOTE: You will have the option to upload this data from a spreadsheet file **(See Page 30)**
- Menu items

There are NINE STEPS to completing your HACCP Plan.



STEP ONE: Please click on the **Build HACCP Plan** navigation tab. You will land on the following page:

HACCP Builder | Procedural Questions - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://www.haccpbuilder.net/ControlPanel/Kitchen/ProceduralQuestions.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows >> Linked Glue

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Shopping Personals My Yahoo! News Games Travel Finance Answers Sports >>

Norton Phishing Protection on

HACCP Food Safety - HACCP Builder HACCP Builder | Procedural Ques...

HACCP Builder

Home | Logout

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index Product Manager Inventory

BUYER SPECIFICATIONS: STEP ONE OF NINE BUILDING YOUR HACCP PLAN

Describe Establishment Requirements for Vendor Selection

Your Answer

Finished And Continue

© HACCP Builder

Done

start Sprint ... HACCP ... 2 Sk... TUCKER Inbox ... C:\Do... Free T... 10:34 AM

Please complete the HACCP required question. Once you are satisfied with your answer please click on the button **Finished and Continue**.

**STEP TWO:**

Please complete the HACCP required questions. Once you are satisfied with your answer please click on the button **Finished and Continue.**

**STEP THREE:**

Please complete the HACCP required question. Once you are satisfied with your answer please click on the button **Finished and Continue**.

**STEP FOUR:**

Please complete the HACCP required questions. Once you are satisfied with your answer please click on the button **Finished and Continue.**



STEP FIVE:

HACCP Builder | Procedural Questions - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://www.haccpbuilder.net/ControlPanel/Kitchen/ProceduralQuestions.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

Search Web Mail Shopping Personals My Yahoo! News Games Travel Finance Answers Sports

Norton Phishing Protection on

HACCP Food Safety - HACCP Builder HACCP Builder | Procedural Ques...

Builder

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index Product Manager Inventory

DAILY REQUIREMENTS: STEP FIVE OF NINE BUILDING YOUR HACCP PLAN

Question	Answer
Raw animal foods do not contaminate cooked (ready-to-eat) food	<input checked="" type="radio"/> Yes <input type="radio"/> No
Effective handwashing is practiced	<input checked="" type="radio"/> Yes <input type="radio"/> No
Eating, smoking, and drinking in food preparation areas are prohibited	<input checked="" type="radio"/> Yes <input type="radio"/> No
Water in contact with food and food-contact surfaces and used in the manufacture of ice is potable	<input checked="" type="radio"/> Yes <input type="radio"/> No
Toxic compounds are properly labeled, stored, and safely used	<input checked="" type="radio"/> Yes <input type="radio"/> No
Contaminants such as condensate, lubricants, pesticides, cleaning compounds, sanitizing agents, and additional toxic materials do not contact food, food-packaging materials, and food-contact surfaces	<input checked="" type="radio"/> Yes <input type="radio"/> No
Food, food-packaging materials, and food-contact surfaces are not contaminated by physical hazards such as broken glass from light fixtures, jewelry, etc.	<input checked="" type="radio"/> Yes <input type="radio"/> No
An effective pest control system is in place	<input checked="" type="radio"/> Yes <input type="radio"/> No
Hair restraints are used	<input checked="" type="radio"/> Yes <input type="radio"/> No
Clean clothing is worn	<input checked="" type="radio"/> Yes <input type="radio"/> No
The wearing of jewelry (other than a wedding ring) is prohibited	<input checked="" type="radio"/> Yes <input type="radio"/> No
Food-contact surfaces, including utensils, are cleaned, sanitized, and maintained in good condition	<input checked="" type="radio"/> Yes <input type="radio"/> No
Temperature measuring devices (e.g., thermometer or temperature recording device) are calibrated regularly	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cooking and hot holding equipment (grills, ovens, steam tables, conveyor cookers, etc.) are routinely checked, calibrated, and operated to	<input checked="" type="radio"/> Yes <input type="radio"/> No

Done

start Sprint ... HACCP... 2 Sk... TUCKER Inbox ... C:\Po... Free T... Now: Cloudy, 67 °F Wed: 80 °F Thu: 72 °F 10:37 AM

Please complete the HACCP required questions. To be HACCP Compliant the answer to all questions in step five must be YES. It is okay to have NO answers at this time but you must move to correct any issues so that you can answer all questions YES. Once you correct the problems you can enter the **Build HACCP Plan** once again and updated your answers to YES.

Once you are satisfied with your answer please click on the button **Finished and Continue.**



Builder Instruction Guide

STEP SIX: (kitchen equipment inventory)

HACCP Plan- Setup Inventory - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://www.haccpbuilder.net/ControlPanel/Kitchen/SetupInventoryHaccp.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

Search Web Mail Shopping Personals My Yahoo! News Games Travel Finance Answers Sports

Norton Phishing Protection on

HACCP Food Safety - HACCP Builder HACCP Plan- Setup Inventory

Builder

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index Product Manager **Inventory**

{ EQUIPMENT INVENTORY: STEP SIX OF NINE BUILDING YOUR HACCP PLAN }

Location: 7-9-09 Test Trial
Corporation: Free Trial District
Manager: 7-9-09 Test Trial 7-9-09 Test Trial
Email: greg@sixrm.com
Phone: 612 281 1618

Street Address: 186 Washington Street
City: 7-9-09 Test Trial
State: Minnesota
Zip Code: 55102
FAX:

Go To Main Control Panel

Inventory Item	Select	Quantity	Custom Item
3 Compartment Wash Sink	<input checked="" type="checkbox"/>	1	No
Additional Utility Sink (1 or more compartments)	<input checked="" type="checkbox"/>	1	No
Dishwashing Machine	<input type="checkbox"/>	0	No

Done

start Sprint ... HACCP... 2 Sk... TUCKER Inbox ... C:\Po... Free T... Now: Cloudy, 67 °F Wed: 80 °F Thu: 72 °F 10:38 AM

Please complete your sites inventory. We have included standard kitchen equipment but if you have any items that are not included in the standard HACCP list you will be able to add custom inventory items on the Inventory Review page which follows this page.

Once you are satisfied with your answer please click on the button **Finished and Continue.**



Now you have landed on the Inventory Review page:

If you need to add any custom inventory items, please click on **Add Custom Inventory Item** and you land on the following page:

SchoolHACCP | Custom Kitchen Inventory Items - Windows Internet Explorer provided by Yahoo!

http://www.haccpbuilder.net/ControlPanel/Kitchen/CustomInventory.aspx

File Edit View Favorites Tools Help

Norton Phishing Protection on

Web Search Bookmarks Settings

SchoolHACCP | Custom Kitchen Inventory Items

Home | Logout

HACCP Builder

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index Product Manager Inventory

{ Custom Kitchen Inventory Items }

Back to Menu Manager

Add New Entry Go To Inventory Review

Entry ID	Name	Type	Quantity
647	Walk In Refrigerator	Refrigeration Device	1
648	Freezer	Refrigeration Device	1
649	Front Cook Top	Oven or Heating Device	1
650	Back Cook Top	Oven or Heating Device	1
651	Front Oven	Oven or Heating Device	1
652	Back Oven	Oven or Heating Device	1
653	Heat Lamp Area	Oven or Heating Device	1
654	Food Prep Area	Food Preparation Area	1

{ Add/Edit Custom Inventory Item }

Item Name:

Quantity:

☐ Refrigeration Device
☐ Oven or Heating Device
☐ Food Handling Device (e.g., "can opener")
☐ Cleaning Device
☐ Food Preparation Area
☐ Food Storage Area
☐ Other: (please describe)

Item Type:

Add Cancel

On the right-hand side of the screen please enter your custom inventory item and click on **Add**. You will notice the inventory item appears in the list on the left-hand side. Please continue to enter items and when you are done click on **Go To Inventory Review**. You will then go back to the Inventory Review page and simply click on **Finished and Continue**.



Builder Instruction Guide

STEP SEVEN: (vendor identification)

On this page you can enter your vendor information on the right-hand side of the screen. When you complete entering the data in the form please click on **Add** and your vendor will be added to the database on the left-hand side of the screen. Continue to add each vendor that supplies your food stuffs.

Once you complete adding all of your vendors, then simply click on **Finished and Continue**.

KEY NOTE: To review instructions on how to upload your data please go to the upload section starting at page 30 of the guide.



STEP EIGHT: (ingredients, vendor relationship, food category and automatic hazard assignment)

On this page you can enter your ingredient information on the right-hand side of the screen and link the supplying vendor for that food stuff/ingredient item. When you complete entering the data in the form please click on **Add** and your ingredient, vendor relationship, food category and automatic hazard assignment will be added to the database on the left-hand side of the screen. Continue to add each ingredient that you use in the location.

Once you complete adding all of your ingredients, then simply click on **Finished and Continue**.

KEY NOTE: To review instructions on how to upload your data please go to the upload section starting at page 30 of the guide.



STEP NINE: (assigning ingredients to product / menu items)

On this page you can enter product or menu items and select your ingredients in a specific product / menu item on the right-hand side of the screen. When you complete entering the data in the form please click on **Add** and your product / menu item and ingredients will be added to the database on the left-hand side of the screen. Continue to add each product / menu item that you use in the location.

Once you complete adding all of your ingredients, simply click on **Finished and Continue**.



CONGRATULATIONS! Now, you have completed your HACCP Plan. You can always go back in and edit each and every item that is included in your HACCP Plan at any time.

HACCP PLAN FOR Sample HACCP Builder Plan

DESCRIPTION OF PROGRAM OVERVIEW AND FACILITY:

- Site Location Name: Sample HACCP Builder Plan
- Manager: John Q. Sample
- Email: g.quas@haccpbuilder.com
- 186 Washington Street
- Saint Paul 55102
- Phone: 612 281 1618
- Alternate Phone: 612 281 1618
- Fax: 000 000 0000

HACCP PROCEDURAL QUESTIONS AND ANSWERS

HACCP Procedural Questions: Buyer Specifications

Describe Establishment Requirements for Vendor Selection
We select vendors based on the quality of ingredients and ability to deliver. In addition, we ask that our vendors are HACCP Compliant and provide their HACCP Plan.

HACCP Procedural Questions: Allergen Management

Do any menu items contain potential allergen ingredients
☐ Yes ☒ No

If yes, describe allergen ingredients
Shellfish

Please describe procedures for allergen control:
We ask employees about allergies and we provide protective safety wear for those who have shellfish allergies or ask them not to handle the shellfish food stuffs.

HACCP Procedural Questions: Safety Hazard Procedures

Describe basic procedures to eliminate menu items from contamination by biological, chemical and physical food safety hazards
We comply with HACCP rules on the handling of Biological contaminants. In addition, we store chemicals in a separate room and ensure that physical hazards are not in our served food items.

HACCP Procedural Questions: Soiled and Unsanitized Surfaces
Do soiled and unsanitized surfaces of equipment and utensils contact raw or cooked food



ONGOING DAILY HACCP COMPLIANCE AND MANAGEMENT (Logs, Reporting & Monitoring)

Proper HACCP management requires daily, weekly and additional tasks that provide ongoing verification of HACCP Food Safety Compliance. In this section, we will begin your ongoing management requirements.

Also, remember, as you adjust your procedural questions, inventory, vendors (and their HACCP compliance), ingredients and menu items you will need to go into those areas and update your information to remain HACCP Food Safety Compliant.

Now, please go back to the Control Panel functionality by product:



Builder Instruction Guide

Free Trial with Full Reporting:

Daily Reports	Date	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Cold Holding Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Cooling Temperature Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Food Safety Check List	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	View
Hot Holding Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Receiving Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Refrigeration Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Temperature Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF

Weekly Reports	Date	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Thermometer Calibration	7/13/2009	7/6/2009	6/29/2009	6/22/2009	6/15/2009	7/15/2009	No	View	No	PDF

Other Reports	Edit	Report History	Actions	View
---------------	------	----------------	---------	------

HACCP Builder products provide the ability to use complete green online reporting rather than keeping paper records of your ongoing reporting compliance records. The paper documents are featured as well.

To complete your reporting for each of the reports on the days that you are required simply click on the hotlink on the left-hand side of the page and you will land on the report page. Please enter all data for each ingredient and/or menu item for that day to keep accurate records for compliance. Please find an example of a report below:

For our purposes, we will use the Cold Holding Time & Temperature Log. Once you have clicked on the hotlink for the report at the CONTROL PANEL you will simply select whether you are recording a temperature for a menu item or ingredient then select the item from the drop down box that you are recording the Time and Temperature.

Then complete the form and click on **Add**. Once you have completed the form a complete list of all Time and Temperature records by date and item will begin population on the left-hand side of the page.



Builder Instruction Guide

HACCP Builder | Cold Holding Time & Temperature Log - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://www.haccpbuilder.net/ControlPanel/Kitchen/ColdHoldingLog.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

Search Web Mail Shopping Personals My Yahoo! News Games Travel Finance Answers Sports

Norton Phishing Protection on

HACCP Food Safety - HACCP Builder HACCP Builder | Cold Holding Tim...

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index Product Manager Inventory

{ Cold Holding Time & Temperature Log }

Directions: Record product name, time, the two temperatures/times, and any corrective action taken on this form. If no foods are cold held on any working day, indicate "No Ingredient/No Menu Item" in the form. The foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Add New Entry Back to Task and Reporting

{ List of Cold Holding Log Entries }

Entry ID	Meal Date	Item Category	Product/Menu Item	Ingredient	Entry Date
3843	7/9/2009	Ingredient		New York Strip Steak	7/9/2009

{ Add/Edit Cold Holding Log }

Meal Date: 7/15/2009

Food Item: ☒ No Ingredient/Menu Item
☐ Ingredients
Select Ingredient
☐ Product/Menu Item
Select Menu Item

Internal Temp 1:

Temp 1 Time: 11:48 AM

Internal Temp 2:

Temp 2 Time: 11:48 AM

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Also, you have the ability to view/print report history at any time. Please simply click on the **VIEW** hotlink on the **CONTROL PANEL** page that is under the column **Report History**. After you click on the report you will land on the following page:



Builder Instruction Guide

Select the data range you wish to review and click on **GO** and you will land on the detail page.

HACCP Builder | Kitchen Reports - Windows Internet Explorer provided by Yahoo!

http://www.haccpbuilder.net/ControlPanel/Kitchen/KitchenReport.aspx?task=Cold Holding Log

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HACCP Builder | Kitchen Reports

Builder

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{ KITCHEN REPORTS }

Location: Sample HACCP Builder Plan
Corporation: Greg Quas
Manager: John Q. Sample
Email: g.quas@haccpbuilder.com
Phone: 612 281 1618

Street Address: 186 Washington Street
City: Saint Paul
State: Minnesota
Zip Code: 55102
FAX: 000 000 0000

Go To Main Control Panel

Report: ColdHolding Log
Start Date: 7/16/2009
End Date: 7/16/2009

Go



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http://www.haccpbuilder.net/ControlPanel/Kitchen/KitchenReport.aspx?task=Cold+Holding+Log

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HACCP Builder | Kitchen Reports

{ KITCHEN REPORTS }

Location: Sample HACCP Builder Plan
Corporation: Greg Quas
Manager: John Q. Sample
Email: g.quas@haccpbuilder.com
Phone: 612 281 1618

Street Address: 186 Washington Street
City: Saint Paul
State: Minnesota
Zip Code: 55102
FAX: 000 000 0000

[Go To Main Control Panel](#)

Report: ColdHolding Log
Start Date: 6/1/2009
End Date: 7/16/2009
[Go](#)

Meal Date	Item Category	Menu Item	Ingredient	Internal Temp1	Temp 1 Time	Internal Temp 2	Temp 2 Time	Corrective Action	Verified By	Verified Date
7/9/2009	Ingredient		New York Strip Steak	41.00	1:05:00 PM	41.00	1:05:00 PM		GAQ	7/9/2009

© HACCP Builder

Done

Internet 100%

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Uploading Data to Vendors and Ingredients and Vendors:

We have built in the ability to upload Vendor and Ingredient data while you are building your HACCP Plan. This can be a very good time saver but you will have to be extremely detail oriented to make sure that you create your upload file in the proper excel spreadsheet format. If the system encounters any data discrepancies the system will reject the upload.

In this section we will detail the upload formats and how to upload. There are various choices that you can make and we will outline those choices.

To upload your Vendor information, please click on **Upload**.



In order to upload the data, you will need to put your information in an excel spreadsheet in the following format:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	upload date	Ingredient Name	vendor name	contact name	phone number	yes training	yes training and certifications	no training	no training and certifications	verified by	verified date							
2	1/1/2009	Jelly Fish	Steve Fish Supply	Steve	000-000-000	1	Fishing Training	0	No	Joe	1/20/2009							
3	1/12/2009	Mushrooms	Micheal & CO.	Micheal Davis	234-567-890	0		1	No Resources	Gull	1/21/2009							
4																		
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The critical fields across the spreadsheet are:

- Upload Date: Put the date that you are entering the field
- Ingredient Name
- Vendor Name
- Contact Name
- Phone Number
- Yes Training (NOTE: The number 1 means YES, and 0 means No that the vendor has training and/or certifications)
- Yes Training and Certifications (NOTE: If you answered 1 to Yes Training above, then you must enter a description in this field)
- No Training (NOTE: The number 1 means YES, and 0 means No that the vendor has training and/or certifications)
- No Training and Certifications (NOTE: If you answered 1 to No Training above, then you must enter a description in this field).
- Verified By; Please enter the initials of the person responsible for making sure the information for the vendor is correct
- Verified Date Put the date that you are uploading the data



Ingredient Upload

To upload your Ingredient information on the Ingredient page, please click on **Upload**.

HACCP Builder | Ingredients - Windows Internet Explorer provided by Yahoo!

http://haccpbuilder.net/ControlPanel/Kitchen/Ingredients.aspx

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HACCP Builder

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{ INGREDIENT IDENTIFICATION: STEP EIGHT OF NINE BUILDING YOUR HACCP PLAN }

Back to Menu Manager

Ingredient Name: Go

Entry Date	Ingredient Name	Food Category	Vendor Name	View Hazards & CCP/CP
7/10/2009	Meat	RAW AND STUFFED - BEEF, PORK, ROASTS	Jims	View

Upload Ingredients from file: Browse...
Get Food Categories
Get Upload Format Upload

{ Add/Edit Ingredient }

Entry Date: 7/15/2009
Ingredient Name:
Vendor Name: Select Vendor
Related Food Category: Select Food Category
Add Cancel

Done

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To make sure that you use the proper food category, please reference the table below. The system will require that you have the exact form of the information.

Microsoft Excel - FoodCategories[1]

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Type a question for help

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	FoodCategoryID	Name	HazardID													
2	24	Breads and Grains	19													
3	13	Cooked Eggs	10													
4	2	Cooked Meat-Beef, Pork and other non-poultry	2													
5	8	Cooked Poultry (chicken, turkey, etc.)	7													
6	18	Cooked Seafood (Freshwater and Saltwater Species)	13													
7	11	Cooked Vegetables	4													
8	5	Puddings	4													
9	23	Raw Dairy Products (milk and cheeses)	18													
10	12	Raw Eggs	10													
11	1	Raw Meat-Beef, Pork and other non-poultry	1													
12	7	Raw Poultry (chicken, turkey, etc.)	6													
13	17	Raw Seafood (Freshwater and Saltwater Species)	12													
14	10	Raw Vegetables and Produce	9													
15	21	Ready to Eat Foods (General) - Food impacted by hand contact	16													
16	9	Ready to Eat Meats (Deli meats, sausage, salami, etc.)	8													
17	15	Reduced oxygen packaged foods	11													
18	6	Sauces, Gravies, Creams, Dressings	5													
19	22	Shellfish	17													
20	19	Smoked Seafood (Freshwater and Saltwater Species)	14													
21	3	Soups	3													
22	4	Starchy Foods (Rice, potatoes, flour, corn, etc.)	4													
23	16	Under-processed canned foods	11													
24	20	Unpasteurized juice	15													
25	14	Vacuum-packed foods	11													

FoodCategories 1

Ready

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http://haccpbuilder.net/ControlPanel/Kitchen/Data/Ingredients.xls - Windows Internet Explorer provided by Yahoo!

http://haccpbuilder.net/ControlPanel/Kitchen/Data/Ingredients.xls

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CNN Political Ticker: A... HACCP Food Safety ... http://haccpbuild... Welcome To Six RM School HACCP Builder... Redmine

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	upload date	Ingredient Name	FoodCategory	vendor name	contact name	phone number	yes training	yes training	no training at	no training at	verified by	verified date							
2	1/2/2009	Jams	Shellfish	Mitchells J	Mitchells	112-223-44	1	Fruits Pres	0	null	Gull	1/23/2009							
3	1/2/2009	Joe Chickens	Shellfish	Joe Chiks	Mitchells	112-223-44	1	Fruits Pres	0	null	Harry	1/26/2009							
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