



HACCP Builder Free Trial 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:

School HACCP Control Panel - Windows Internet Explorer provided by Yahoo!

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

Navigation Tabs: CONTROL PANEL, BUILD HACCP PLAN, VIEW HACCP PLAN, PRINT HACCP PLAN, PLAN INDEX, MENU MANAGER, INVENTORY MANAGER, SIGN OUT

User Information:

Kitchen:	First	Street Address:	Address One
District:	Haccp District	City:	Multan
Manager:	First Manager	State:	Maine
Email:	wert@dec.com	Zip Code:	12
Phone:	123-2334-556	FAX:	009898-009989

Buttons: Edit HACCP Plan, Inventory Items, Menu Items, Ingredients, Vendors, View SOP's

Daily Reports Table:

	Date	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Cold Holding Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	Yes	PDF
Cooling Temperature Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	Yes	PDF
Food Safety Check List	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	No	View	Yes	View
Hot Holding Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	Yes	PDF
Receiving Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	Yes	PDF
Refrigeration Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	Yes	PDF
Temperature Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	No	PDF

Weekly Reports Table:

	Date	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Thermometer Calibration	2/16/2009	2/9/2009	2/2/2009	1/26/2009	1/19/2009	2/16/2009	Yes	View	No	PDF

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:

Kitchen: First
District: Haccp District
Manager: First Manager
Email: wert@dec.com
Phone: 123-2334-556
Street Address: Address One
City: Multan
State: Maine
Zip Code: 12
FAX: 009898-009989

Daily Reports

	Date	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Cold Holding Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	Yes	PDF
Cooling Temperature Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	Yes	PDF
Food Safety Check List	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	No	View	Yes	View
Hot Holding Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	Yes	PDF
Receiving Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	Yes	PDF
Refrigeration Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	Yes	PDF
Temperature Log	2/16/2009	2/15/2009	2/14/2009	2/13/2009	2/12/2009	2/16/2009	Yes	View	No	PDF

Weekly Reports

	Date	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Thermometer Calibration	2/16/2009	2/9/2009	2/2/2009	1/26/2009	1/19/2009	2/16/2009	Yes	View	No	PDF

- **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
- **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

HACCP Builder | View HACCP Plan - Windows Internet Explorer provided by Yahoo!

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

File Edit View Favorites Tools Help

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CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN PLAN INDEX MENU MANAGER INVENTORY MANAGER SIGN OUT

HACCP PLAN FOR First

DESCRIPTION OF PROGRAM OVERVIEW AND FACILITY:

Site Location Name: First
Manager: First Manager
Email: wert@dec.com
Address One
Multan 12
Phone: 123-2334-556
Alternate Phone: 0098-0098
Fax: 009898-009989

HACCP PROCEDURAL QUESTIONS AND ANSWERS

HACCP Procedural Questions: Buyer Specifications

Describe Establishment Requirements for Vendor Selection

Sample

HACCP Procedural Questions: Allergen Management

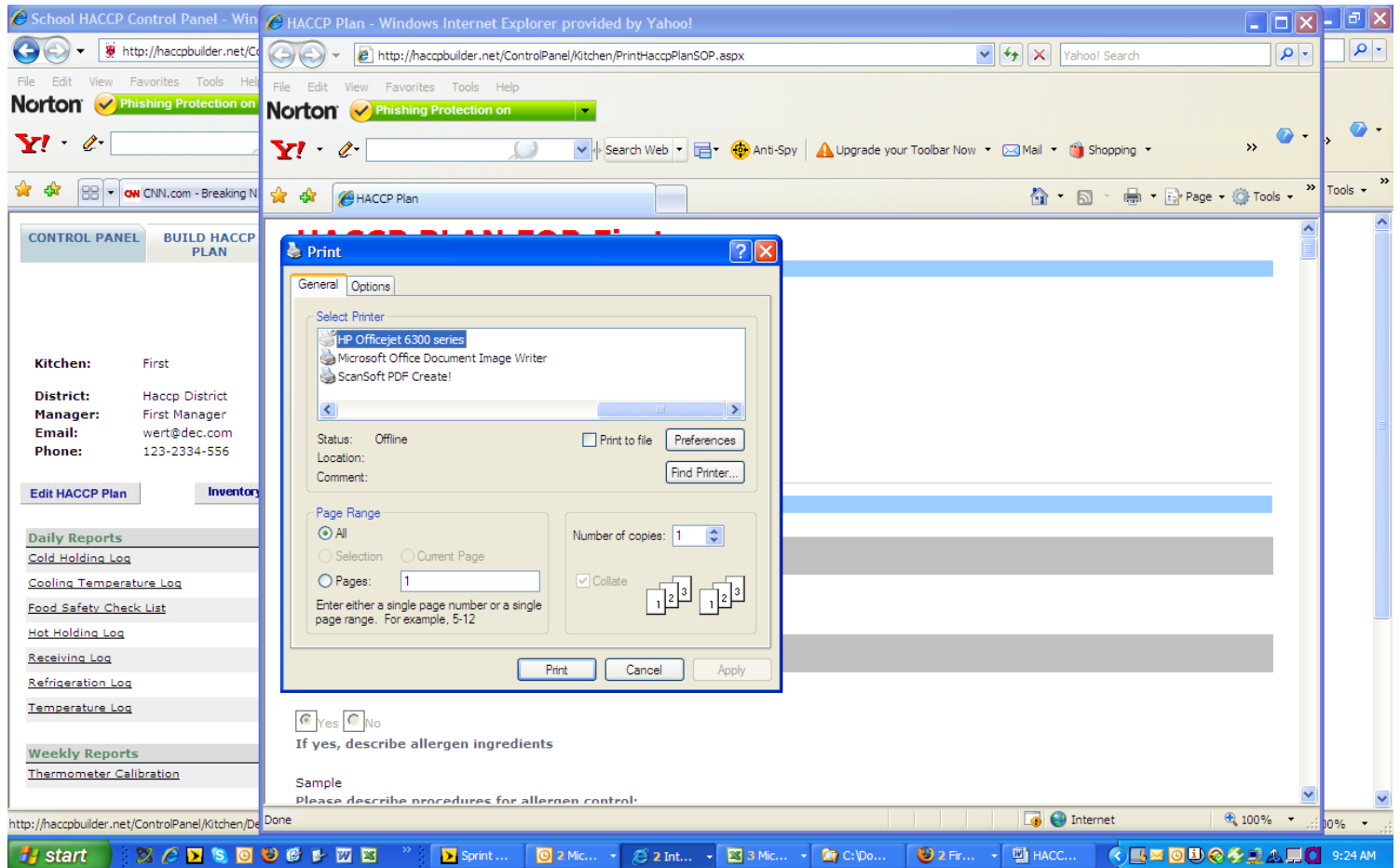
Do any menu items contain potential allergen ingredients

☐ Yes ☐ No

If yes, describe allergen ingredients

http://haccpbuilder.net/ControlPanel/Kitchen/Default2.aspx?ViewPlan=1

start Sprint ... 2 Mic... HACCP... 3 Mic... C:\Do... 2 Fr... HACCP... 9:23 AM

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



Builder Instruction Guide

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)



Builder Instruction Guide

MENU MANAGER: Provides Access to the Menu Manager

Menu Item Manager - Windows Internet Explorer provided by Yahoo!

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

File Edit View Favorites Tools Help

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CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN PLAN INDEX MENU MANAGER INVENTORY MANAGER SIGN OUT

MENU ITEM MANAGER

Back To Main Control Panel

Kitchen: First **Street Address:** Address One
District: Haccp District **City:** Multan
Manager: First Manager **State:** Maine
Email: wert@dec.com **Zip Code:** 12
Phone: 123-2334-556 **FAX:** 009898-009989

Edit HACCP Plan View SOP's Add/Edit Vendor Add/Edit Ingredient Add/Edit Menu Item

Menu Item	Preparation	Process	Ingredient	Food Category	Vendor	Hazards
Chicken Burger	Pre-made	Process 3	Fried Chicken	Reduced oxygen packaged foods	Validation	View Hazard
Chicken Spicy Pizza	Pre-made	No Process	Fish	Starchy Foods (Rice, potatoes, flour, corn, etc.)	Gull	View Hazard
			Fried Chicken	Reduced oxygen packaged foods	Validation	View Hazard
Chicken Manchurian	Pre-made	No Process	Chicken	Cooked Poultry (chicken, turkey, etc.)	Test	View Hazard
			Cheese	Puddings	Validation	View Hazard
			Chicken 1	Cooked Eggs	Check	View Hazard
er	Pre-made	No Process	Chicken 1	Cooked Eggs	Check	View Hazard
			Chicken 1	Cooked Eggs	Check	View Hazard
Fish Burger	Pre-	Process 2	Fish	Starchy Foods	Gull	View Hazard

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

start Sprint ... 2 Mic... Menu ... 3 Mic... C:\Do... 2 Fir... HACCP... 9:26 AM



Builder Instruction Guide

INVENTORY MANAGER: Provides Access to the Inventory

Inventory Item Manager - Windows Internet Explorer provided by Yahoo!

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

File Edit View Favorites Tools Help

Norton Phishing Protection on

Y! Search Web

Anti-Spy Upgrade your Toolbar Now Mail Shopping My My Yahoo! News Games Music

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN PLAN INDEX MENU MANAGER **INVENTORY MANAGER** SIGN OUT

INVENTORY ITEM MANAGER [Back To Main Control Panel](#)

Kitchen: First **Street Address:** Address One
District: Haccp District **City:** Multan
Manager: First Manager **State:** Maine
Email: wert@dec.com **Zip Code:** 12
Phone: 123-2334-556 **FAX:** 009898-009989

[Edit HACCP Plan](#) [View SOP's](#) [Add/Edit Vendor](#) [Add/Edit Ingredient](#) [Add/Edit Menu Item](#)

[Add Custom Inventory Item](#)

Inventory Item	Quantity	Custom Item	Edit
Reach-In Refrigerator	2	No	Edit
Milk Cooler	2	No	Edit
Microwave Oven	1	No	Edit
Convection Oven (Traditional Oven)	1	No	Edit
3 Compartment Wash Sink	1	No	Edit
Additional Utility Sink (1 or more compartments)	1	No	Edit
Paper Supply Storage Area (separate from food)	1	No	Edit
Cleaning Supply Storage Area (separate from food)	1	No	Edit
Dry Food Storage Area (separate from chemicals)	1	No	Edit
Utensil Storage Area (separate from chemicals)	1	No	Edit
Garbage Can	1	No	Edit

start Sprint ... 2 Mic... Invent... 3 Mic... C:\Do... 2 Fir... HACCP... 9:26 AM

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:

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.**



Builder Instruction Guide

STEP FIVE:

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 type="radio"/> Yes <input checked="" 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 type="radio"/> Yes <input checked="" 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 type="radio"/> Yes <input checked="" type="radio"/> No
The wearing of jewelry (other than a wedding ring) is prohibited	<input type="radio"/> Yes <input checked="" type="radio"/> No
Food-contact surfaces, including utensils, are cleaned, sanitized, and maintained in good condition	<input type="radio"/> Yes <input checked="" type="radio"/> No
Temperature measuring devices (e.g., thermometer or temperature recording device) are calibrated regularly	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cooking and hot holding equipment (grills, ovens, steam tables, conveyer cookers, etc.) are routinely checked, calibrated, and operated to ensure correct product temperature	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cold holding and cooling equipment (refrigerators, rapid chill units, freezers, salad bars, etc.) are routinely checked, calibrated, and operated to ensure correct product temperature	<input type="radio"/> Yes <input checked="" type="radio"/> No

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**.



STEP SIX: (kitchen equipment inventory)

EQUIPMENT INVENTORY: STEP SIX OF NINE BUILDING YOUR HACCP PLAN [Back To Main Control Panel](#)

Kitchen: Vous désirez **Street Address:** 186 Test Street
District: HBez District **City:** Saint Paul
Manager: Greg Quas **State:** Minnesota
Email: g.quas@haccpbuilder.com **Zip Code:** 55102
Phone: 000-000-0000 **FAX:**

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 checked="" type="checkbox"/>	1	No
Paper Supply Storage Area (separate from food)	<input checked="" type="checkbox"/>	1	No
Cleaning Supply Storage Area (separate from food)	<input checked="" type="checkbox"/>	1	No
Dry Food Storage Area (separate from food)	<input type="checkbox"/>	0	No

Please complete your sites inventory. We have included standard kitchen equipment but if you have any items that is 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.**



Builder Instruction Guide

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:

EQUIPMENT INVENTORY CONT: STEP SIX OF NINE BUILDING YOUR HACCP PLAN

[Back To Main Control Panel](#)

Kitchen: Vous désirez **Street Address:** 186 Test Street
District: HBez District **City:** Saint Paul
Manager: Greg Quas **State:** Minnesota
Email: g.quas@haccpbuilder.com **Zip Code:** 55102
Phone: 000-000-0000 **FAX:**

[Add Custom Inventory Item](#)

Inventory Item	Quantity	Custom Item	Inventory Item
3 Compartment Wash Sink	1	No	Edit
Additional Utility Sink (1 or more compartments)	1	No	Edit
Dishwashing Machine	1	No	Edit
Paper Supply Storage Area (separate from food)	1	No	Edit
Cleaning Supply Storage Area (separate from food)	1	No	Edit
Utensil Storage Area (separate from chemicals)	1	No	Edit
Food Processor	1	No	Edit
Food Slicer (e.g., meat slicer)	2	No	Edit
Can opener	2	No	Edit
Garbage Can	1	No	Edit
Test	1	Yes	Edit

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**.



STEP SEVEN: (vendor identification)

VENDORS IDENTIFICATION: STEP SEVEN OF NINE BUILDING YOUR HACCP PLAN

[Back to Menu Manager](#)

Vendor Name: [Search](#)

Upload Vendor from file: [Browse...](#)

[Get Upload Format](#) [Upload](#)

List of Vendors

Entry Date	Vendor Name	Contact Name	Phone
1/14/2009	Check	Test	122-344-566
1/12/2009	Cooked Meat-Beef, Pork and other non-poultry	Mark	223-445-890
1/14/2009	Gull	Khan	223-445-667
1/2/2009	Joe Chiks	Mitchells	112-223-445
1/12/2009	Johnson Bugars	Steve Austin	223-445-889
1/30/2009	Marshall Macconies	Marshall	123009
1/12/2009	Micheal & Co.	Micheal Davis	234-567-890
1/12/2009	Micheal Slam	Steve Austin	223-445-889
2/13/2009	Michels	Michels & Co.	111-111-111
1/2/2009	Mitchells Jams	Mitchells	112-223-445

Add/Edit Vendor

Entry Date:

Vendor Name:

Vendor Contact Name:

Vendor Phone Number:

Does Vendor have Training and Certifications in Place? ☒ Yes ☐ No

If no, please provide corrective actions:

If yes, please provide or describe vendor training and/or certifications:

Verified By:

Verified Date:

[Add](#) [Cancel](#)

[Finished and Continue](#)

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)

INGREDIENT IDENTIFICATION: STEP EIGHT OF NINE BUILDING YOUR HACCP PLAN

[Back to Menu Manager](#)

Ingredient Name: [Search](#)

List of Ingredients

Entry Date	Ingredient Name	Food Category	Vendor Name	View Hazard
1/16/2009	Cheese	Puddings	Validation	View Hazard
1/15/2009	Chicken	Cooked Poultry (chicken, turkey, etc.)	Test	View Hazard
1/19/2009	Chicken 1	Cooked Eggs	Check	View Hazard
1/15/2009	Fish	Starchy Foods (Rice, potatoes, flour, corn, etc.)	Gull	View Hazard
1/15/2009	Fried Chicken	Reduced oxygen packaged foods	Validation	View Hazard
1/12/2009	Gardenish Cheese	Shellfish	Micheal Slam	View Hazard
1/2/2009	Jams	Shellfish	Mitchells Jams	View Hazard
1/1/2009	Jelly Fish	Shellfish	Steve Fish Supply	View Hazard
1/2/2009	Joe Chickens	Shellfish	Joe Chiks	View Hazard
1/28/2009	Mango Shake	Puddings	Nancy	View Hazard

1 2

© School HACCP 2007

Upload Ingredients from file: [Browse...](#)

[Get Food Categories](#) [Get Upload Format](#) [Upload](#)

Add/Edit Ingredient

Entry Date:

Ingredient Name:

Vendor Name:

Related Food Category:

[Add](#) [Cancel](#)

[Finished and Continue](#)

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 menu items)

MENU ITEM IDENTIFICATION: STEP NINE OF NINE BUILDING YOUR HACCP PLAN

[Back to Menu Manager](#)

Item Name: [Search](#)

List of Menu Items

Item Name	Process Type	Ingredient	Vendor
Chicken Burger	Process 3	Fried Chicken	Validation
Chicken Spicy Pizza	No Process	Fish	Gull
		Fried Chicken	Validation
Chicken Manchurian	No Process	Chicken	Test
		Cheese	Validation
		Chicken 1	Check
	No Process	Chicken 1	Check
		Chicken 1	Check
Fish Burger	Process 2	Fish	Gull
		Fried Chicken	Validation

1 2

Add/Edit Menu Item

Entry Date:

Item Name:

Recipe Number:

Add Ingredient: [Add](#)

Selected Ingredient(s): [Remove](#)

Preparation: ☐ Pre-made (Vendor Supplied)

☐ Prepared On-site by Recipe

Process: ☐ No Process - View Description

☐ Process 1 - View Description

☐ Process 2 - View Description

☐ Process 3 - View Description

Ready to eat: ☐ Yes ☐ No

Instructions to Recipe and/or Instructions:

On this page you can enter menu items and select your ingredients in a specific 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 menu item and ingredients will be added to the database on the left-hand side of the screen. Continue to add each 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 Builder | View HACCP Plan - Windows Internet Explorer provided by Yahoo!

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

File Edit View Favorites Tools Help

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HACCP PLAN FOR First

DESCRIPTION OF PROGRAM OVERVIEW AND FACILITY:

Site Location Name: First
Manager: First Manager
Email: wert@dec.com
Address One
Multan 12
Phone: 123-2334-556
Alternate Phone: 0098-0098
Fax: 009898-009989

HACCP PROCEDURAL QUESTIONS AND ANSWERS

HACCP Procedural Questions: Buyer Specifications

Describe Establishment Requirements for Vendor Selection

Sample

HACCP Procedural Questions: Allergen Management

Do any menu items contain potential allergen ingredients

☐ Yes ☐ No

If yes, describe allergen ingredients

Done

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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:

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

SchoolHACCP | Cold Holding Time & Temperature Log - Windows Internet Explorer provided by Yahoo!

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

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Cold Holding Time & Temperature Log

Directions: Record product name, time, the two temperatures/times, and any corrective action taken on this 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 Tasks and Reporting](#) [Add/Edit Cold Holding Log](#)

List of Cold Holding Log Entries

Entry ID	Meal Date	Item Category	Menu Item	Ingredient	Entry Date
3827	2/27/2009	Ingredient		Bread Sticks	3/2/2009
3828	2/28/2009	Ingredient		Cheddar Cheese	3/2/2009
3829	3/1/2009	Menu Item	Cold Crab Legs		3/2/2009
3830	3/2/2009	Ingredient		Lobster	3/2/2009

Add/Edit Cold Holding Log

Meal Date: 3/2/2009

Food Item: ☐ No Ingredient/Menu Item ☐ Ingredients ☐ Menu Item

Select Ingredient:

Internal Temp 1:

Temp 1 Time: 8:34 AM

Internal Temp 2:

Temp 2 Time: 8:34 AM

Corrective Action:

Verified By:

Verified Date: 3/2/2009

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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

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

http://haccpbuilder.net/ControlPanel/Kitchen/KitchenReport.aspx?task=Cold%20Holding%20Log

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KITCHEN REPORTS [Back To Main Control Panel](#)

Kitchen: Vous désirez **Street Address:** 186 Test Street

District: HBez District **City:** Saint Paul

Manager: Greg Quas **State:** Minnesota

Email: g.quas@haccpbuilder.com **Zip Code:** 55102

Phone: 000-000-0000 **FAX:**

Report: ColdHolding Log

Start Date: 3/2/2009

End Date: 3/2/2009

[Search](#)

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Done

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



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

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

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KITCHEN REPORTS

[Back To Main Control Panel](#)

Kitchen: Vous désirez **Street Address:** 186 Test Street

District: HBez District **City:** Saint Paul

Manager: Greg Quas **State:** Minnesota

Email: g.quas@haccpbuilder.com **Zip Code:** 55102

Phone: 000-000-0000 **FAX:**

Report:

Start Date:

End Date:

Meal Date	Item Category	Menu Item	Ingredient	Internal Temp1	Temp 1 Time	Internal Temp 2	Temp 2 Time	Corrective Action	Verified By	Verified Date
2/27/2009	Ingredient		Bread Sticks	39.00	8:31:00 AM	37.00	10:31:00 AM		GAQ	2/27/2009
2/28/2009	Ingredient		Cheddar Cheese	37.00	8:32:00 AM	39.50	10:32:00 AM		GAQ	2/28/2009
3/1/2009	Menu Item	Cold Crab Legs		36.50	8:32:00 AM	37.90	10:32:00 AM		GAQ	3/1/2009
3/2/2009	Ingredient		Lobster	37.00	8:33:00 AM	37.00	10:33:00 AM		GAQ	3/2/2009

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KitchenReport.aspx?task=Cold+Holding+Log

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**.

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

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

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VENDORS IDENTIFICATION: STEP SEVEN OF NINE BUILDING YOUR HACCP PLAN

Back to Menu Manager

Vendor Name: Search

Upload Vendor from file: Browse...

Get Upload Format Upload

Add/Edit Vendor

Entry Date: 3/7/2009

Vendor Name:

Vendor Contact Name:

Vendor Phone Number:

Does Vendor have Training and Certifications in Place: ☒ Yes ☐ No

If no, please provide corrective actions:

If yes, please provide or describe vendor training and/or certifications:

Verified By:

Verified Date: 3/7/2009

Add Cancel

Finished and Continue

List of Vendors

Entry Date	Vendor Name	Contact Name	Phone
3/7/2009	Test Vendor	Test Name	000-000-0000

Done

Internet 100%

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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							
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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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INGREDIENT IDENTIFICATION: STEP EIGHT OF NINE BUILDING YOUR HACCP PLAN

Back to Menu Manager

Ingredient Name: Search

List of Ingredients

Entry Date	Ingredient Name	Food Category	Vendor Name	View Hazard
3/7/2009	Test Ingredient	Soups	Test Vendor	View Hazard

Upload Ingredients from Browse...

Get Food Categories Get Upload Format Upload

Add/Edit Ingredient

Entry Date:

Ingredient Name

Vendor Name

Related Food Category

Add Cancel

Finished and Continue

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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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A1 FoodCategoryID

	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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	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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