**FOOD SAFETY MANAGEMENT SYSTEM**

**HACCP TEMPLATE**

****

**HACCP plan for:** SFFA, RPBA, SCTA, MPA, F2G 2022

**Company Name:** Click or tap here to enter text.

**Stand Number:** Click or tap here to enter text.

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| **People involved in the HACCP creation:** |
| Team Leader: Click or tap here to enter text. |
| Team Member 1: Click or tap here to enter text. |
| Team Member 2: Click or tap here to enter text. |
| Team Member 3: Click or tap here to enter text. |
| Team Member 4: Click or tap here to enter text. |

**Address:** Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Please list food/drink to be sampled:** Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Please attach to this HACCP form/provide:**

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| **Plan agreed by:** |
| Name: Click or tap here to enter text. |
| Signed:Click or tap here to enter text. |
| Position: Click or tap here to enter text. |
| By ticking this box, you confirm that this HACCP has been agreed and approved (by the above person): [ ]  |
| Date: Click or tap here to enter text. |

1. **Allergen information for all food and drink being sampled (e.g. copies of product specs, labels**

**or an allergen grid)**

**2)     Evidence of staff training in Food Hygiene (e.g. copies of Food Handling certificates).**

**3)     Copies of all monitoring documents identified in this HACCP relating specifically to your sampling**

 **activities at the show.**

**Examples of monitoring record forms can be found at:**

<https://www.nea.gov.sg/docs/default-source/our-services/fsms-templates.docx>

***A number of information videos relating to HACCP’s can be found on*** [***www.youtube.com***](http://www.youtube.com)

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| **(HACCP)** **- Hazard Analysis and Critical Control Points** - Monitoring the Preparation, Cooking, Storage and Serving of Foods |
| **STEP** | **HAZARD** | **CONTROL** | **MONITORING** |
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| Completed by: Click or tap here to enter text. | Checked by: Click or tap here to enter text. | Date: Click or tap here to enter text. |