**Phase 1: Preliminary Steps**

1. Identify a HACCP Team
2. Complete a Product Description
3. Create a Process Flow Diagram and Process Narrative

**Phase 2: Hazard Analysis**

1. Fill in top of HA worksheet (Left)
2. Transfer processing steps from flow diagram to column (1)
3. Identify species-related hazards
4. Identify process related hazards
5. Add all hazards to column (2)
6. Determine if the hazard is significant and justify in columns (3) & (4)
7. Identify control measures for the hazard in column (5)
8. Identify which steps are Critical Control Points (CCP’s) in column (6)

**Phase 3: Develop HACCP Plans**

1. Fill in the top of the HACCP plan form (Right)
2. Identify CCP 1 and its hazard from the HA in rows (1) & (2). Repeat for each CCP in a new form.
3. Describe the critical limits for the hazard in row (3)
4. In row (4) describe what will be monitored to ensure the critical limits are met
5. Explain how you will monitor the controls in row (5)
6. In row (6) describe how often you will monitor your controls
7. Identify who will be in charge of monitoring in row (7)
8. Describe what you plan to do if your critical limits are exceeded (corrective actions) in row (8)
9. In row (9) explain how you will verify that your procedures are effective at controlling the hazard
10. Describe how you will keep record of monitoring, corrective action and verification activities in row (10)

**Phase 4: Approve and Implement**

1. Get your plan approved by the highest level official at your facility.
2. Implement your monitoring and verifications programs.