


HAZARD ANALYSIS PROGRESS RECORD

Premises Name & Address: _____

RECORD OF HAZARD ANALYSIS ADVICE GIVEN / ENFORCEMENT TAKEN BY N&BBC

ENFORCEMENT STEP <i>These are incremental & in the usual (although not essential) order of progression</i>	(✓) and Officer's initials	DATE
Verbal information & advice given		
FSA Guide to Food Hazards leaflet given		
NBBC FS Toolkit given		
Informal notice – standard HA paragraph(s)		
Meeting at [<i>Council House</i>]/[<i>On Site</i>] to discuss HA etc. in comprehensive way		
IN served – Reg 4(3) FS (GFH) Regs 1995		
<input type="checkbox"/> Compliance		
<input type="checkbox"/> Prosecution for non-compliance		

RECORD OF (PROGRESS OF) HAZARD ANALYSIS IMPLEMENTATION BY THE BUSINESS

	✓, ✗, PNP (Propr. Not Present – Step 1), N/A (Not Applicable – Step 2)		
	Visit 1 Date/Off.	Visit 2 Date/Off.	Visit 3 Date/Off.
1. Understanding of food hazards shown by Proprietor/Manager *			
2. Understanding of food hazards shown by food handlers / supervisors *			
3. Food safety CCPs identified			
4. Food safety controls devised			
5. Food safety CCPs - monitored			
6. Overall - Evidence that system is comprehensive, operational & effective			
 7. Effective record keeping and documentation <i>[Not current legal requirement]</i>			
8. System subject to verification and review <i>[Not current legal requirement]</i>			

Person *	Question Ref(s). (i.e. Ch. / Co. / CC / Cl.)	Assessment of Response(s) / Comments

Comments :

HAZARD ANALYSIS – DETAILS OF ANY SPECIFIC DEFICIENCIES IDENTIFIED

STEP	DETAILS OF ANY LACK OF CONTROL(S) BROUGHT TO PROPRIETOR'S NOTICE (& Officer/Date)
Purchase/ Delivery 	
Storage or Cold Display 	
Defrosting 	
Preparation 	
Cooking 	
Cooling 	
Reheating 	
Hot Holding 	
Distribution/ Delivery 	