



PINNACLE  
MANAGEMENT SYSTEMS

# 30

## Day HACCP

### Implementation Workbook

Your Step-by-Step Guide

Clarity → Control → Assurance

# Welcome to Your Zero to HACCP™ Journey



If you've been stuck at "We know we need HACCP, but where do we start?" you are exactly where you need to be.

This 30-Day HACCP Starter Plan is designed to take you from uncertainty to clarity, by breaking HACCP into practical, achievable daily actions.

Rather than jumping straight into paperwork or complex hazard tables, this guide helps you build the foundations first because clarity comes before control.

Over the next 30 days, you will establish the structure, visibility, and team alignment needed to implement HACCP with confidence.



## How to Use This Guide

A phased approach, not a scramble. Each phase builds momentum and maturity step by step.

Standardise → Analyse → Systemise

### Daily actions that move the system forward

Each day includes:

- A focused implementation task
- A checklist to guide completion
- Space to document decisions and observations
- Links to supporting Pinnacle template documents

### Progress over perfection

If you miss a day, simply continue forward. HACCP is a system-building journey not a race. You can also scale the pace:

- Use "Day" as written
- Or convert each Day into a Week for a slower rollout

### By the end of this plan, you will have:

- A defined HACCP scope and team
- Verified process mapping and site visibility
- Hazards, controls, CCPs, limits, and monitoring foundations
- Training, verification, and improvement momentum

# Your 30-Day Progress Tracker



Tick off each action as you complete it.

Phase 1 Standardise	1.1 Frame	Day 1	Define the Scope	<input type="checkbox"/>
		Day 2	Assemble the HACCP Team	<input type="checkbox"/>
		Day 3	Define The Product or Service	<input type="checkbox"/>
		Day 4	Regulatory Requirements Review	<input type="checkbox"/>
	1.2 Map	Day 5	Process Mapping	<input type="checkbox"/>
		Day 6	Flow Diagram Verification	<input type="checkbox"/>
		Day 7	Site Map and Plant Layout	<input type="checkbox"/>
	1.3 Align	Day 8	Food Safety Policy and Objectives	<input type="checkbox"/>
		Day 9	Roles and Responsibilities	<input type="checkbox"/>
Phase 2 Analyse	2.1 Identify	Day 10	Identify Food Safety Hazards	<input type="checkbox"/>
	2.2 Control	Day 11	Assign Controls	<input type="checkbox"/>
		Day 12	Assess the risk	<input type="checkbox"/>
	1.3 Prioritise	Day 13	Determine Critical Control Points (CCPs)	<input type="checkbox"/>
		Day 14	Establish Critical Limits	<input type="checkbox"/>
		Day 15	Validate Critical Limits and Control Measures	<input type="checkbox"/>
		Day 16	Establishing CCP Monitoring Systems	<input type="checkbox"/>
		Day 17	Establish Corrective Actions	<input type="checkbox"/>
		Day 18	Establish Documentation and Record Keeping	<input type="checkbox"/>
	Day 19	Verification Processes	<input type="checkbox"/>	
Phase 3 Systemise	3.1 Implement	Day 20	Conduct Training	<input type="checkbox"/>
		Day 21	Implement Controls On-Site	<input type="checkbox"/>
		Day 22	Establish the Baseline for Food Safety Culture	<input type="checkbox"/>
	3.2 Verify	Day 23	Verification Activities	<input type="checkbox"/>
		Day 24	Conduct Traceability Exercise	<input type="checkbox"/>
		Day 25	Mock Recall	<input type="checkbox"/>
		Day 26	Conduct GMP Inspections	<input type="checkbox"/>
		Day 27	Compliance Gap Analysis	<input type="checkbox"/>
	3.3 Improve	Day 28	System Review	<input type="checkbox"/>
		Day 29	Implement Improvements	<input type="checkbox"/>
Day 30		Team Celebration and Recognition	<input type="checkbox"/>	



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# Phase

# 1

## Standardise

Part 1. Frame

## Day 1

### Define the Scope

- Decide which products/processes will be covered in your initial HACCP plan
- Consider starting with your highest-risk products
- Document the boundaries of your system (what's in, what's out)

Scope Definition	
Products included:	
Processes included:	
Exclusions:	
Rationale:	
Notes / Observations:	

**Suggested template document:** FSP-1.0 Food Safety Manual

## Day 2

### Assemble the HACCP Team

- Invite people for key areas of your business with knowledge of the product, process and hazards
- Nominate the HACCP Team Leader
- Record name, position, role, training, skills and experience of each member of the HACCP team.

HACCP Team	
Team Leader:	
HACCP Team Members:	
Training:	
Skills and Experience:	
Notes / Observations:	

**Suggested template document:** FSP-2.1 HACCP Team

## Day 3

### Define The Product or Service

- Identify all products including each size, flavour, or package type.
- List all ingredients, including processing aids.
- List the product characteristics (chemical, sensory, physical, preservation, packaging).
- Describe storage, shelf life, customer preparation, and distribution channels.
- List intended population and intended use.

Product/Service Description	
Product:	
Ingredients:	
Characteristics:	
Distribution:	
Intended Use:	
Intended Population:	

**Suggested template document:** FSP-2.2 Product Descriptions

## Day 4

### Regulatory Requirements Review

- Research food safety regulations applicable to your operation
- List mandatory requirements (State Food Act, Food Standards Code, Export Market Requirements)
- Identify industry-specific standards

Regulatory Checklist	
Federal requirements:	
State/local requirements:	
Industry standards:	
Certification needs:	

**Suggested template document:** FSP-1.8 Legal Requirements



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# Phase

# 1

## Standardise

Part 2. Map

## Day 5

### Process Mapping

- Walk through your facility and observe all food handling steps
- Sketch a simple flow diagram: Receiving → Storage → Prep → Cooking → Packing etc
- Take photos or notes of each major step

Flow Diagram	
Major Steps:	
Inputs:	
Outputs:	
Outsourced Processes:	
Notes / Observations:	

**Suggested template document:** FSP-2.3 Flow Diagram

## Day 6

### Flow Diagram Verification

- Walk through the process from start to finish and follow each step on your flow diagram.
- Confirm the flow diagram is accurate.
- If there are differences update the flow diagram.

Flow Diagram Verification	
Completed by:	
Signature(s):	
Changes Required:	
Notes / Observations:	

**Suggested template document:** FSP-2.3 Flow Diagram

## Day 7

### Site Map and Plant Layout

- Obtain or sketch your facility's site map and plant layout.
- Mark all food handling, storage, and other critical areas on the layout.
- Document all major equipment by zone.
- Note traffic flow patterns (people, materials, waste).

Site Map	
Main Zones:	
Equipment:	
Product and Traffic Flow:	
Notes / Observations:	

**Suggested template document:** FSP-1.5 Site Map



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# Phase

# 1

## Standardise

Part 3. Align

## Day 8

### Food Safety Policy and Objectives

- Consult with management and HACCP team members to determine the goal(s) of the food safety system
- Document the Food Safety Policy

Food Safety Policy	
Statement of commitment to Food Safety:	
Reference standards and legal requirements:	
Set objectives:	
Signed by Senior Management:	
Notes / Observations:	

**Suggested template document:** FSP-1.1 Food Safety Policy

## Day 9

### Roles and Responsibilities

- Obtain or document an organisational chart detailing reporting structures in the business
- Define responsibilities for the Food Safety System in job or position descriptions

Food Safety Policy	
Document or obtain the organisational chart:	
Prepare position descriptions for each role:	
Notes / Observations:	

**Suggested template document:** FSP-1.3 Organisational Chart and FSP-1.4 Position/Job Descriptions



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# Phase

# 2

## Analyse

Part 1. Identify

## Day 10

### Identify Food Safety Hazards

- List all steps in the flow diagram in the hazard analysis
- Brainstorm what food safety hazards might occur at each process step for all of the following:
  - **Biological** – bacteria, viruses, parasites, or microbial growth
  - **Chemical** – cleaning chemicals, residues, lubricants, food additives
  - **Physical** – glass, metal, plastic, wood, or other foreign matter
  - **Allergen** – declared or undeclared allergens or cross-contact (e.g. milk, egg, gluten, peanuts, tree nuts, soy, sesame, fish, crustaceans, lupin, sulfites)

Hazard Analysis	
List all steps:	
Identify biological hazards:	
Identify chemical hazards:	
Identify physical hazards:	
Identify allergen hazards:	
Notes / Observations:	

**Suggested template document:** FSP-2.6 Hazard Analysis



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# Phase

# 2

## Analyse

Part 2. Prioritise

## Day 11

### Assess the risk

Assess the risk level of each identified hazard by determining how likely it is to occur and how serious the consequences would be if it did occur.

- **Likelihood** – How likely is the hazard to occur?
- **Severity** (Consequence) – How serious would the outcome be if the hazard did occur?

Determine the significance of the of the hazard: **high, medium or low**.

Prioritise Risk	
Assign likelihood for each hazard:	
Assign severity for each hazard:	
Assign significance for each hazard:	
Notes / Observations:	

**Suggested template document:** FSP-2.5 HACCP Risk Matrix

## Day 12

### Determine Critical Control Points (CCPs)

For each significant hazard use the **Codex CCP Decision Tree** to determine CCPs.

CCP Determination	
Answer each question in the CCP decision tree:	
Record CCPs:	
Notes / Observations:	

**Suggested template document:** FSP-2.7 CCP Decision Tree and FSP-2.8 CCP Determination Table

## Day 13

### Establish Critical Limits

- For each CCP, clearly define the measurable limit that must be met.

Critical Limits	
Critical Limit for every CCP:	
Notes / Observations:	

**Suggested template document:** FSP-2.9 HACCP Audit Table

## Day 14

### Validate Critical Limits and Control Measures

- Confirm that each CCP control measure is scientifically and practically effective
- Gather evidence that critical limits achieve the intended hazard control
- Validate using one or more of the following:
- Regulatory guidance
  - Scientific literature
  - Product testing or challenge studies
  - Industry codes of practice
  - Equipment specifications
  - Historical site data
- Document validation evidence before full implementation.

Validation Record	
CCP:	
Hazard controlled:	
Critical limit:	
Validation evidence/source:	
Notes / Observations:	

**Suggested template document:** FSP-2.11 CCP Validation Summary and FSP-19 Validation

## Day 15

### Establishing CCP Monitoring Systems

Define how each CCP will be monitored

CCP Monitoring	
What will be monitored:	
How it will be monitored:	
When monitoring will occur:	
Where monitoring will take place:	
Who is responsible:	
Recording methods:	
Notes / Observations:	

**Suggested template document:** FSP-2.9 HACCP Audit Table

## Day 16

### Establish Corrective Actions

For each CCP:

- Describe what happens to the affected product when a critical limit is not met.
- Describe the actions taken to restore control of the process.

Corrective Action	
Corrective action – product:	
Corrective action – process:	
Responsibility:	
Notes / Observations:	

**Suggested template document:** FSP-2.9 HACCP Audit Table

## Day 17

### Establish Documentation and Record Keeping

- Prepare procedures and records for monitoring CCPs and other control measures.
- Confirm all HACCP documents are controlled and accessible.

Corrective Action	
Procedures Required:	
Records Required:	
Notes / Observations:	

**Suggested template document:** FSP-14 Document & Record Control

## Day 18

### Verification Processes

- Plan verification activities for:
- The HACCP plan and its implementation
  - CCP monitoring and critical limits
  - All pre-requisite programs

Verification	
Record verification activities:	
Establish frequency:	
Establish Responsibility:	
Notes / Observations:	

**Suggested template document:** FSP-2.10 Verification Schedule



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# Phase

# 2

Analyse

Part 3. Control

## Day 19

### Assign Controls

- For each hazards identified list what controls are currently in place to prevent, eliminate, or reduce the hazard.
- Identify whether controls are managed through prerequisite programs (PRPs) or process-specific measures

Control Measures	
List controls for each hazard:	
Notes / Observations:	

#### Suggested template documents:

- |  |  |
|--|--|
| FSP-3 Approved Supplier Program                | FSP-16 Labelling                               |
| FSP-4 Incoming Goods & Receiving               | FSP-17 Product Testing                         |
| FSP-5 Storage                                  | FSP-18 Allergen Management                     |
| FSP-6 Production                               | FSP-19 Validation FSP-20 Personal Hygiene      |
| FSP-7 Packaging                                | FSP-21 Induction and Training                  |
| FSP-8 Dispatch and Transport                   | FSP-22 Visitor and Contractor Control          |
| FSP-9 Customer Complaints                      | FSP-23 Communication                           |
| FSP-10 Control of Non-Conforming Product       | FSP-24 Cleaning and Sanitation                 |
| FSP-11 Corrective Action                       | FSP-25 Preventative and Corrective Maintenance |
| FSP-12 Product Recall and Withdrawal           | FSP-26 Calibration                             |
| FSP-13 Internal Audit Program                  | FSP-27 Good Manufacturing Practices (GMP)      |
| FSP-14 Document and Record Control             | FSP-28 Pest Control Program                    |
| FSP-15 Product Identification and Traceability |  |



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# Phase

# 3

## Systemise

Part 1. Implement

## Day 20

### Conduct Training

- Prepare a training matrix outlining who requires what training. As a minimum:
  - The HACCP Team needs to understand the principles of HACCP and their roles
  - Personnel responsible for CCP monitoring must be trained and competent
  - Personnel carrying out control operations
  - All staff personal hygiene and GMP rules
- Conduct and record training and competency assessments.

Training	
Prepare Training Matrix:	
Record training:	
Notes / Observations:	

**Suggested template document:** FSP-21 Induction and Training

## Day 21

### Implement Controls On-Site

- Begin applying controls across production and service
- Conduct real-time monitoring

Implement Controls	
Implement each control and monitoring activity:	
Notes / Observations:	

**Suggested template document:** FSP-21 Induction and Training

## Day 22

### Establish the Baseline for Food Safety Culture

- Use survey's or questioning to establish the existing food safety culture

Food Safety Culture	
Survey all personnel to establish the baseline food safety culture:	
Notes / Observations:	

**Suggested template document:** FSP-1.6 Food Safety Culture



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# Phase

# 3

## Systemise

Part 2. Verify

## Day 23

### Verification Activities

- Commence product testing
- Commence environmental monitoring (swabbing etc)
- Analyse monitoring data over time
- Track improvements in consistency and compliance

Verify	
All elements in the HACCP Plan:	
CCPs:	
Product testing:	
Calibration:	
Other monitoring activities:	
Notes / Observations:	

**Suggested template document:** FSP-13 Internal Audits and Verification, FSP-17 Product Testing and FSP-26 Calibration

## Day 24

### Conduct Traceability Exercise

- Conduct a traceability exercise including all stages in the process from the beginning to end to confirm product can be traced through every stage.

Traceability Exercise	
Forwards:	
Backwards:	
Notes / Observations:	

**Suggested template document:** FSP-15 Product Identification and Traceability

## Day 25

### Mock Recall

- Select a scenario from the Recall procedure.
- Conduct a mock recall to test the recall process.

Mock Recall	
Scenario:	
Action Log:	
Debrief with improvements and actions:	
Notes / Observations:	

**Suggested template document:** FSP-12 Product Recall

## Day 26

### Conduct GMP Inspections

- Plan the frequency of GMP Inspections.
- Train the HACCP team or other staff to conduct inspections.
- Walk through each area of the facility to ensure compliance with hygiene and site rules.



GMP Inspections	
Schedule:	
Train:	
Conduct inspections:	
Notes / Observations:	

**Suggested template document:** FSP-27 Premises GMP

## Day 27

### Compliance Gap Analysis

- Compare your current practices against regulatory requirements
- Identify compliance gaps
- Note any immediate compliance risks

Compliance Gap Analysis	
Critical Gaps:	
Major Gaps:	
Minor Gaps:	
Immediate Actions:	
Notes / Observations:	

**Suggested template document:** FSP-11.2 Corrective Action Register

## Day 28

### System Review

- With the HACCP team conduct a full system review
- Identify issues or weak points
- Note any immediate risks

System Review	
Date:	
Issues identified:	
Immediate actions:	
Notes / Observations:	

**Suggested template document:** FSP-11.2 Corrective Action Register



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# Phase

# 3

## Systemise

Part 3. Improve

## Day 29

### Implement Improvements

- Review information from the Verify section.
- Identify root causes.
- Upgrade controls where needed
- Implement improvement actions

Improvements	
Review data:	
Identify root causes:	
Implement corrective action:	
Notes / Observations:	

**Suggested template document:** FSP-11 Corrective Action

## Day 30

### Team Celebration and Recognition

- Host a brief celebration
- Recognize individual contributions
- Share progress highlights with the team

Team Recognition	
Celebration format:	
Team members recognition:	
Highlights shared:	
Next Steps:	
Notes / Observations:	

# Congratulations!



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You've completed the  
30-Day HACCP Starter Plan.

You have taken meaningful steps  
toward a functioning, audit-ready  
HACCP system.

## What You've Accomplished:

- ✓ Established your HACCP scope, product definition, and regulatory foundation
- ✓ Assembled your HACCP team with clear roles and responsibilities
- ✓ Mapped and verified your process flow and site layout
- ✓ Identified biological, chemical, physical, and allergen hazards
- ✓ Assigned control measures and prioritised risk significance
- ✓ Determined CCPs and established critical limits
- ✓ Built monitoring, corrective action, validation, and verification foundations
- ✓ Begun embedding training, implementation, and food safety culture
- ✓ Launched traceability, recall readiness, and continuous improvement actions



# You don't have to implement HACCP alone support is available if and when you need it.



For many businesses, the next stage is where structured support can help accelerate progress and ensure your HACCP system becomes fully operational, audit-ready, and sustainable.



## Training:

Practical HACCP training to build capability across your HACCP team, supervisors, and frontline staff. On-demand or instructor led options available.



## Templates:

Access to the full suite of HACCP system templates, tools, and registers to help you document and standardise your program efficiently.



## Group Coaching and Community:

Step-by-step coaching to guide you through implementation, verification, validation, and continual improvement, ensuring momentum and accountability.



## Gap Analysis:

A structured review of your current HACCP system against Codex and relevant certification or regulatory requirements. This helps you clearly understand:

- What is compliant
- What is missing or incomplete
- What can be improved
- What needs to be prioritised next
- Confirm audit readiness



## 1:1 Consultation:

Tailored support for your specific site, products, risks, and certification requirements, with expert guidance through each stage of HACCP development.

## Pinnacle Pathway™ Options

HACCP Foundations™ (DIY Program) templates + structured guidance

HACCP Accelerator™ (Live Coaching) group support and accountability

HACCP Assured™ (1:1 Guidance) full implementation partnership

If you'd like to discuss the most suitable pathway, you're welcome to book a complimentary 30-minute call.





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