

How to Write a HACCP Risk Assessment Report for an Implicated Food or Food Process.

1. **Identify Suspect Food Item or Food Process**
2. **Identify List Of Ingredients and Food Source.**
3. **Identify Weight/Volume of Food Prepared**
4. **Describe Preparation Steps** Use flow diagram to visually communicate preparation steps. (Explain how food was handled at each step, from receiving to service or sale) Obtain recipes, formulations, operation procedures and monitoring records, if possible. Include:
 - a. *WHO (Identify name of food employee handling suspect food at each step. Include any significant finding related to health and hygiene).*
 - b. *WHAT (Identify what is being done with the food at each step, including the type of equipment being used)*
 - c. *WHEN (Identify date and time at each step)*
 - d. *WHERE (Identify location where food is being handled)*
 - e. *HOW (Identify how potential hazards are being reduced or eliminated. Indicate if any recordkeeping logs are maintained.)*
5. **Identify Hazards**, which may have occurred at each step. Include:
 - a. *Contamination from raw ingredients, food employee/customer, unclean equipment/utensils, environment.*
 - b. *Survival of pathogens in foods that are ready-to-eat or are served raw or partially cooked.*
 - c. *Growth of pathogens and production of toxins in Potentially Hazardous Foods (PHFs).*
6. **Identify Critical Control Points** (steps in the procedure that food establishment must ensure that critical limits are being met to eliminate or significantly reduce the risk of potential hazards.)
7. **Identify Corrective Actions** taken as a result of the investigation to ensure that hazards resulting from unsafe food handling practices have been eliminated or significantly reduced.

Include:

 - a. *Changes in Food Handling Procedures at each step*
 - b. *Embargos/Voluntary Disposals*
 - c. *Emergency Suspension or Closure*
 - d. *Employee Testing /Restriction/Exclusion*
 - e. *Food Employee/Person-in-Charge Training*
 - f. *Orders for Correction (risk factors and major interventions)*
 - g. *Orders for Correction (good retail practices)*
 - h. *Tracebacks/Recalls/Press Releases and News Alerts*
8. **Identify Date Corrective Actions Verified** by regulatory authority.
9. **Identify Manner that Risk Assessment Information was obtained.** (Interviews with responsible food employee and Person-in-Charge, observations of general food handling practices and/or processes used to prepare suspect foods and review of production/monitoring records.)
10. **Summarize Contributing Factors** identified for the food or process.