Free Checklist

PRP, OPRP or CCP? Decision Checklist

Categorise each control measure and record the rationale from your hazard analysis

Use one row per control measure. Answer the questions in order, then record the category and why. Your own hazard analysis and HACCP team decide the final category.

Demo template. Questions are illustrative method content, written in our own words, drawing on ISO 22000:2018 (clauses 8.2, 8.5.2 and 8.5.4) and Codex CXC 1-1969 (revised 2022). They are not a copy of the Codex decision tree. Check the current version of each standard your site is aligned with.

Document Control

Field	Entry
Site and product or process	
HACCP team lead (role), version and date	
Approved by (role), signature and date	

Decision Questions

#	Question	If yes	If no
Q1	Is the control a general hygiene condition for the whole site or area, not aimed at one significant hazard?	PRP (stop)	Go to Q2
Q2	Did the hazard analysis identify a significant hazard this control is needed for?	Go to Q3	Review: likely PRP
Q3	Can a measurable or observable critical limit be set and validated for this control?	Go to Q4	OPRP
Q4	Can it be monitored often enough to detect any failure in time to act on product?	Go to Q5	OPRP
Q5	Would a failure mean product is potentially unsafe, with no later step to control the hazard?	CCP	OPRP (or review)

Control Measure Register

Step	Hazard	Control measure	Q1 to Q5 answers	Category (PRP/ OPRP/CCP)	Rationale

Limits, Monitoring and Actions (OPRP and CCP Only)

Control	Action criteria or critical limit (validated? Y/N)	Monitoring method, frequency, role	Correction (immediate)	Corrective action (cause)

Demo template is for illustrative purposes. Not intended for legal advice. Adapt to your site.