HACCP Plan for a Café

Procedures based on HACCP principles for preparing and selling drinks and selling cakes and pastries from suppliers

Before you start

This document is a template for cafés in Malta, not legal advice or an official approval. It is based on EU law and on the Maltese provisions verified for this template as of 24 October 2026: Regulation (EC) No 852/2004, Regulation (EC) No 178/2002, Regulation (EU) No 1169/2011, the Food Safety Act (Chapter 449) and the Catering Establishments Regulations (S.L. 409.15). Other national rules (temperature limits, the form of allergen information, medical or training certificates, VAT, fiscal receipts, alcohol, smoking) are not covered. Every business is different: adapt the template to your range, equipment and premises, add your details and check open points with the Food Safety and Security Authority.

Template for cafés in Malta, not legal advice. Law as of 24 October 2026. **Most of this template covers only the EU framework.** Maltese rules are included only where verified (registration under Chapter 449, catering licence under S.L. 409.15). National rules on temperatures, the form of allergen information, medical or training certificates, record retention, VAT, fiscal receipts, alcohol and smoking are not covered: check them with the Food Safety and Security Authority and the other competent authorities.

1. Business details

Food business operator (name / company, registration number) _____

Address of the premises _____

Person responsible for HACCP _____

Phone and e-mail _____

Opening hours _____

Date the plan was introduced _____

Products covered by the plan

Group	Examples	We offer
Hot coffee drinks	espresso, cappuccino, latte, filter coffee	☐
Other hot drinks	tea, hot chocolate, chai, matcha	☐
Cold drinks	iced coffee, lemonades, bottled drinks	☐
Alcoholic drinks	wine, bottled beer, spirits	☐
Cakes and pastries from a supplier	cakes, desserts, cheesecake	☐
Bakery items and small dishes	croissants, toasties, sandwiches	☐
Packaged foods	biscuits, chocolate, coffee to take home	☐

The plan assumes a business that does not cook meals itself. If you prepare hot dishes (toasties, soups, baked dishes), add a critical control point for cooking and serving hot food, see CCP 3 in section 5.

2. HACCP team and responsibilities

Role	Name	Responsible for	Signature
HACCP team leader		introducing and verifying the plan, training, checking records	
Shift manager		daily temperature checks, goods-in checks, corrective actions	
Barista / staff		following procedures, personal hygiene, records	

3. Principles the plan is based on

Regulation (EC) No 852/2004 requires every food business operator to put in place, implement and maintain permanent procedures based on the seven HACCP principles (Article 5). For small businesses the regulation allows a proportionate, simplified approach that rests mainly on good hygiene practice.

1. Hazard analysis: what can harm a guest's health (biological, chemical and physical hazards and allergens).
2. Critical control points (CCP): the steps where a hazard must be controlled.
3. Critical limits: measurable boundaries (temperature, time).
4. Monitoring: who measures, how and how often.
5. Corrective actions: what to do when a limit is exceeded.
6. Verification: regular checks that the system works.
7. Documentation and records: the plan, record sheets, training records.

Main legislation

- Regulation (EC) No 852/2004 on the hygiene of foodstuffs: Article 5 (HACCP), Article 6(2) (notify each establishment to the competent authority for registration), Annex II (premises, Chapter I; equipment and containers used for allergens cleaned before use for food not containing them, Chapter IX point 9; training, Chapter XII; food safety culture, Chapter XIa, added by Regulation (EU) 2021/382).
- Regulation (EC) No 178/2002: Article 18 (traceability) and Article 19 (withdrawal of unsafe food and informing the authorities).
- Regulation (EU) No 1169/2011: Article 9(1)(c) and Article 44(1)(a) (allergen information also for non-prepacked food), Annex II (14 allergens).
- Food Safety Act (Chapter 449): Article 11(1) (registration and, where required, licensing with the Food Safety and Security Authority), Article 13(1) (monitoring the safety of food and informing the Authority), Article 15 (hygiene inspection of food handlers).

4. Process flow

Step	Activity	Note
1	Receiving goods	coffee, milk and plant-based drinks, cakes, bakery items, drinks, packaging, cleaning products
2a	Dry storage	coffee, tea, sugar, syrups, cups: dry, out of direct sunlight, off the floor
2b	Chilled storage	opened milk, cream, cakes, sandwiches
2c	Frozen storage	ice, frozen bake-off pastries
3	Preparing drinks	grinding, extraction, steaming milk, filter coffee, tea
4	Preparing and serving cakes and pastries	portioning, baking off, serving from the chilled display
5	Serving the guest	eat-in or takeaway
6	Washing up and cleaning	dishwasher or hand washing, cleaning the espresso machine and grinder
7	Waste	coffee grounds, packaging, food leftovers, oils

5. Hazard analysis and control points

Types of hazard: **B** biological (microorganisms), **C** chemical (cleaning products, allergens, contaminants), **P** physical (broken glass, foreign bodies).

Step	Hazard	Control measure	Point
Receiving	B: growth of microorganisms in chilled goods; C, P: damaged packaging	reliable supplier with documentation, check of temperature, date and packaging, rejection of faulty deliveries	CCP 1
Dry storage	B: mould, pests; P: dirt	closed containers, FIFO rotation, date checks, pest protection	CP
Chilled storage	B: growth of microorganisms at too high a temperature	chilling temperature within the limit set in this plan, checked twice a day, opened packs labelled with a date	CCP 2
Preparing drinks	B: contamination from the steam wand and jug; C: cleaning product residues	wipe and purge the wand after every use, clean jug, rinse after cleaning	CP
Preparing drinks	C: allergens (milk, plant-based drinks, nut syrups)	separate jugs for plant-based drinks, allergen information on the menu	CP
Cakes and pastries	B: contamination when portioning; C: allergens	clean utensils, tongs, portioning on a clean surface, allergen sheet from the supplier	CP
Serving hot dishes (only if you serve them)	B: survival and growth of microorganisms	thorough heating, hot holding within the limit set in this plan, no keeping beyond the set serving time	CCP 3
Serving	P: broken glass from damaged glassware	remove damaged tableware, check before serving	CP
Washing up	B: insufficient washing; C: detergent residues	dishwasher programme as per manufacturer, detergent dosing, check of results	CP
Ice	B: contamination of the ice machine or scoop	ice only from potable water, scoop kept outside the ice, ice machine cleaned per the cleaning plan	CP

CCP = critical control point, monitored and recorded. CP = control point managed by good hygiene practice, checked as part of the daily checklists.

Critical control points: limits, monitoring and corrective actions

CCP	Critical limit	Monitoring	Corrective action	Record
CCP 1 Receiving chilled and frozen goods	temperature as stated by the manufacturer on the pack, otherwise the limit in this plan: [ ] °C; undamaged packaging; valid date	with every delivery, probe or infrared thermometer	refuse or return the delivery, record the reason	Sheet B – goods in
CCP 2 Chilled and frozen storage	limits set by the operator from the manufacturers' data: fridge [ ] °C, cake display [ ] °C, freezer [ ] °C	twice a day (opening, mid-shift), thermometer in the unit	find the cause, move goods elsewhere; assess goods kept above the limit by the rule set in this plan, if in doubt discard; call service	Sheet A – temperatures
CCP 3 Serving hot dishes (optional)	minimum temperature when served, set in this plan: [ ] °C; set serving time	spot checks with a probe thermometer, every day	reheat or discard, adjust the procedure	Sheet A – note

No Maltese temperature limits are covered in this template. Set your own critical limits in the HACCP plan from the manufacturers' data; the cold chain must not be interrupted (Regulation (EC) No 852/2004, Annex II, Chapter IX). National limits may apply: check with the Food Safety and Security Authority. Use opened milk and plant-based drinks within the period stated by the manufacturer and label them with the opening date.

6. Good hygiene practice (prerequisites)

Personal hygiene

- Food handlers are supervised and instructed or trained in food hygiene matters appropriate to their work (Regulation (EC) No 852/2004, Annex II, Chapter XII).
- Persons who come into contact with food are subject to the hygiene inspection of personal cleanliness and clothing provided for in Article 15 of the Food Safety Act (Chapter 449). Whether a medical certificate or a food handler training certificate is required in Malta is not covered here: check with the Food Safety and Security Authority.
- Clean work clothing, hair tied back, no rings or watches when handling food.
- Hands washed with warm water and soap before work, after using the toilet and after handling waste, money and raw goods.
- Staff with diarrhoea, fever, infected wounds or an infectious disease do not handle food and report it to the manager.
- No eating, smoking or leaving personal belongings in the work area outside the designated place.

Suppliers and traceability

- We buy only from suppliers who issue a document (delivery note, invoice) and are registered as food businesses.
- We keep the documents so that every supplier can be identified (Article 18 of Regulation (EC) No 178/2002).
- If we know or suspect that food may cause injury to health, we inform the Food Safety and Security Authority immediately or as soon as practicable (Article 13(1) of Chapter 449) and withdraw the food (Article 19 of Regulation (EC) No 178/2002).
- For cakes and pastries from a supplier, we request the ingredients and a list of allergens.

Water, ice and equipment

- Only potable water is used for drinks and ice (Regulation (EC) No 852/2004, Annex II, Chapter VII).
- The espresso machine water filter is changed according to the manufacturer and water hardness; each change is recorded.
- Equipment and utensils are made of food-contact materials; damaged items are removed.

Pests and waste

- We check preventively for pests; if pests appear, we call a professional pest control company and record the visit.
- Waste is kept in closable bins, taken out at least once a day, and the bins are washed.
- Coffee grounds must not pile up in the work area; they go out with the other organic waste.

Allergens

Allergen information is mandatory also for food served in a café (Article 44(1)(a) of Regulation (EU) No 1169/2011). The form is set by national law (Article 44(2)); Maltese rules on the form are not covered here, so give the information in writing before the order. Procedure and template: **Allergens in a Café**.

7. Verification and review

- The team leader checks and signs the record sheets once a week.
- Once a month, thermometers are checked (ice bath 0 °C, deviation max. ±1 °C).
- The plan is reviewed at least once a year and whenever the range, equipment or premises change.
- Records are kept for [ ] (set by the operator). A Maltese retention period is not covered here: check with the Food Safety and Security Authority.

Review date	What changed	Who	Signature

8. Staff training

Before starting, every new member of staff is trained in hygiene, this plan, the cleaning plan and the allergen procedure. Refresher training at least once a year. The record is on sheet E in **HACCP Record Sheets**.

9. Annexes

- HACCP record sheets: A temperatures, B goods in, C cleaning, D corrective actions, E training, F pests.
- Café cleaning and disinfection plan.
- Café house rules.
- Allergens in a café: overview and labelling template.

Plan approved by (name, position)	Date	Signature

Sources: Regulation (EC) No 852/2004 (europaius.com/eu-akt/32004r0852); Regulation (EC) No 178/2002 (europaius.com/eu-akt/32002r0178); Regulation (EU) No 1169/2011 (europaius.com/eu-akt/32011r1169); Chapter 449 Food Safety Act, art. 11, 13, 15 (europaius.com/mt/z/53563). Status 24 October 2026.

Sources – full text of the legislation on Europaius

- 852/2004
- 178/2002
- 1169/2011