

Food safety plan template

Food item: (only include one food item per template)

PART 1: Product description

Please fill in the information below to help identify food safety hazards and how to control those hazards.

1. What type of product is it (e.g., raw, ready-to-eat, ready-to-cook, or ready for further processing, etc.)?
2. What restricted ingredients (preservatives, additives, etc.) does your product contain, and in what amounts (e.g., grams)?
3. How do you package your product (e.g., vacuum, modified atmosphere) and what packaging materials do you use?
4. How do you store your end product (e.g., refrigerated, frozen, dry, on shelf, etc.) in your establishment and when you ship your product?
5. What is the shelf-life of your product under proper storage conditions?
6. How is the best before date to be noted on your product?
7. How might the consumer mishandle your product, and what safety measures can prevent mishandling (e.g., state, "keep refrigerated" on the label, etc.)?
8. Where will the product be sold?
9. What information is on your product label?

PART 2: Materials

Please fill out the sections below with the amounts used for each ingredient and equipment used.

Use Appendix A if additional space is needed.

Ingredients with amounts (i.e., 1 tsp, 2 cups, 200g, 4lbs, etc.):

Equipment used:

PART 3: Process flow

On separate lines numbered chronologically, describe each process step on how you prepare your product (i.e., step 1 – receive materials, etc.). Some processing steps may have a “hazard” that can affect the consumer if not properly “controlled”. For instance, raw chicken is a “hazard” because it contains pathogenic bacteria. Cooking the raw chicken to the correct time/temperature to kill pathogenic bacteria is a “control”.

This “control” is called a Critical Control Point (CCP) which is a step where a control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level. If the processing step has one or more hazards, click the check box in the right column labelled as “CCP Required”.

Use Appendix A if additional space is needed.

| Step number | Processing step | CCP required |
|-------------|-----------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
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| 7 | | |
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| 20 | | |
| 21 | | |
| 22 | | |
| 23 | | |

Completing the food safety plan table

Only complete if a critical control point is identified in the above Part 3: Process Flow

1. Critical Control Point (CCP)

A process step at which a control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Cooking raw chicken breast is a critical control point (CCP).

2. Critical Limits (CL)

A maximum and/or minimum value to which a biological, chemical, or physical factor must be controlled to prevent food safety hazards which includes time/temperature, moisture level, pH, water activity, salt concentration, preservatives, etc.

Cook raw chicken breast to an internal temperature of 74C for 15 seconds to kill the bacteria. 74C for 15 seconds (the temperature and time) is the critical limit.

3. Monitoring procedures

Monitoring procedures need to be documented and should be measurable/recordable.

Example: Verifying the internal cooking temperature of chicken breast to ensure it's cooked to at least 74C for 15 seconds is the monitoring procedure. This should be recorded.

4. Corrective action

Corrective action must be taken to correct your process if the monitoring procedure shows that the critical limit has not been met.

The internal temperature of your cooked chicken breast only reached 70C. You would continue cooking the chicken breast until the critical limit of 74C for 15 seconds is met is the corrective action you would take.

Please indicate what you will do if the monitoring procedure does not meet the expected critical limits.

5. Records

Maintaining records is important to verify that your food safety plan is being followed. All critical limits should have a record associated with them. Please indicate the records you will maintain.

Appendix A

Supplemental lines: if additional space is required for any section please comment below.