Selected Sections of a Food Safety Plan

Teaching Example

Food Safety Plan

for

[Name of Food]

Developed by: \_\_\_\_\_\_\_\_\_[Name]\_\_\_\_\_\_\_\_\_\_\_ PCQI Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by:\_\_\_\_\_\_\_[Signature]\_\_\_\_\_\_\_\_\_\_\_ Plant Manager Date:

The information in this example is for training purposes only and does not represent any specific operation. Processing steps may have been omitted or combined to facilitate its use for class exercises. **It is not complete and contains both required and optional information.** Because development of a Food Safety Plan is site specific, it is highly unlikely that this plan can be used in a specific facility without significant modification. Conditions and specifications used (e.g., validation information) are for illustrative purposes only and may not represent actual process conditions.

This Food Safety Plan template is modeled after forms developed for the FSPCA Preventive Controls for Human Food curriculum, and can be modified to reflect the need of individual establishment needs. FSPCA has no input on individual establishment Food Safety Plans.

**There is no standardized or mandated format for a Food Safety Plan**, but the information should be arranged in a progressive manner that clearly explains the thought process for the hazard analysis and the individual steps in the Food Safety Plan. Forms used for process preventive controls may be adapted for other types of preventive controls, but other formats are entirely acceptable if it works for your organization and contains all of the required information.

The following forms are provided as examples. These worksheets can be copied for routine use, but if they are used for official use, they must include details that identify the commercial firm and related information.

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# Company Overview

*[Provide a brief description of the company. Consider listing members of the food safety team, if you have one. Consider including a company organization chart and/or plant layout, if it helps explain the food safety plan]*

# Product Description

|  |  |
| --- | --- |
| **Product Name(s)** |  |
| **Product Description, including Important Food Safety Characteristics** |  |
| **Ingredients** |  |
| **Allergens** |  |
| **Packaging Used** |  |
| **Intended Use** |  |
| **Intended Consumers** |  |
| **Shelf Life\*** |  |
| **Labeling Instructions\*** |  |
| **Storage and Distribution\*** |  |

***[\*Provide information relevant to food safety]***

# Flow Diagram

[*A table format or other program can be used to develop a flow diagram for the product(s) covered in this food safety plan. “Insert Shapes” can be used to add arrows in Word documents.]*

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# Process Narrative

[*A text description of each step in the flow diagram can provide more food safety and/or control information than can be shown easily in the flow diagram and important.to understanding the process]*

# Hazard Analysis

Hazard identification (column 2) considers known or reasonably foreseeable hazards (i.e., potential hazards) that may be present in the food because the hazard occurs naturally, the hazard may be unintentionally introduced, or the hazard may be intentionally introduced for economic gain.

B = Biological hazards including bacteria, viruses, parasites, and environmental pathogens

C = Chemical hazards, including radiological hazards, food allergens, substances such as pesticides and drug residues, natural toxins, decomposition, and unapproved food or color additives

P = Physical hazards include potentially harmful extraneous matter that may cause choking, injury or other adverse health effects

| (1)  Ingredient/ Processing Step | (2)  Identify potential food safety hazards introduced, controlled or enhanced at this step | | (3)  Do any potential food safety hazards require a preventive control? | | (4)  Justify your decision for column 3 | (5)  What preventive control measure(s) can be applied to significantly minimize or prevent the food safety hazard?  *Process including CCPs, Allergen, Sanitation, Supply-chain, other preventive control* | (6)  Is the preventive control applied at this step? | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Yes | No | Yes | No |
|  | B |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |
| P |  |  |  |  |  |  |  |
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# Process Preventive Controls

| **Process Control Step** | **Hazard(s)** | **Critical Limits** | **Monitoring** | | | | **Corrective Action** | **Verification** | **Records** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What** | **How** | **Frequency** | **Who** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

# Food Allergen Preventive Controls

## Food Allergen Ingredient Analysis

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Raw Material Name** | **Supplier** | **Food Allergens in Ingredient Formulation** | | | | | | | | **Allergens in Supplier’s Precautionary Labeling** |
| **Egg** | **Milk** | **Soy** | **Wheat** | **Tree Nut**  (market name) | **Peanut** | **Fish**  (market name) | **Shellfish** (market name) |
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**NOTE:**

The above format is an alternative for an allergen specific hazard analysis. If you choose to use a form like this, then there is no need to duplicate allergen considerations in your hazard analysis chart. Duplication of information in multiple forms can create extra work and may lead to inconsistencies.

Some organizations may even choose to do an ingredient hazard analysis that considers not only allergens, but also other hazards. This may be a useful option for you.

**How to Use the Chart**

List all ingredients received in the facility. Identify allergens contained in each ingredient by reviewing ingredient labels or contacting the manufacturer. Any allergens listed in “May contain” or other precautionary labeling on ingredients should be listed in the last column and reviewed to determine if allergen labeling is needed on the finished product.

## Allergen Verification Listing

|  |  |  |
| --- | --- | --- |
| **Product** | **Allergen Statement** | **Label Number** |
|  |  |  |
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## Allergen Scheduling and Cleaning Implications

**Production Line Allergen Assessment**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Name** | **Production Line** | **Intentional Allergens** | | | | | | | |
| **Egg** | **Milk** | **Soy** | **Wheat** | **Tree Nut**  (market name) | **Peanut** | **Fish**  (market name) | **Shellfish**  (market name) |
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**Scheduling Implications:**

[*State the order in which products should be run to minimize allergen cross-contact. Consider adding when alternate production practices may be permitted, including approval for this, if you wish.*]

**Allergen Cleaning Implications:**

*[Identify when cleaning to prevent allergen cross-contact is required]*

**How to Use This Form**

Complete for each production line. Identify each allergen contained in each product produced on the line. Identify any allergens unique to a specific product, then indicate scheduling information (i.e., run unique allergens last) and allergen cleaning information (i.e., full allergen clean before running products without the allergen.

| **Allergen Control Step** | **Hazard(s)** | **Criterion** | **Monitoring** | | | | **Corrective Action** | **Verification** | **Records** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What** | **How** | **Frequency** | **Who** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

# Sanitation Preventive Controls

## Cleaning and Sanitizing Procedure

|  |  |
| --- | --- |
| **Location** |  |
| **Purpose** |  |
| **Frequency** |  |
| **Who** |  |
| **Procedure** |  |
| **Monitoring** |  |
| **Corrections** |  |
| **Records** |  |
| **Verification activities** |  |

## Hygienic Zoning

*[Insert simple facility layout, indicating flow of material to aid common understanding and visualization.]*

|  |  |
| --- | --- |
| **Location** |  |
| **Purpose** |  |
| **Frequency** |  |
| **Who** |  |
| **Procedure** |  |
| **Monitoring** |  |
| **Corrections** |  |
| **Records** |  |
| **Verification activities** |  |

## Environmental Monitoring for Sanitation Control Verification

|  |  |
| --- | --- |
| **Purpose** |  |
| **Sample identification** |  |
| **Sampling procedure** |  |
| **Laboratory** |  |
| **Test conducted** |  |
| **Interpretation of results** |  |
| **Action of a negative result** |  |
| **Corrective action for a positive result** |  |

# Supply-chain-applied Preventive Controls Program

## Verification Procedures for Supply-Chain-Applied Control Ingredients

Ingredient 1:

|  |  |
| --- | --- |
| **Hazards requiring a supply-chain-applied control** |  |
| **Preventive controls applied by the supplier** |  |
| **Verification activities and procedures** |  |
| **Records** |  |

Ingredient 2:

|  |  |
| --- | --- |
| **Hazards requiring a supply-chain-applied control** |  |
| **Preventive controls applied by the supplier** |  |
| **Verification activities** **and procedures** |  |
| **Records** |  |

## Approved Suppliers for Ingredients Requiring a Supply-chain-applied Control *[this table is an alternative format to provide the information above]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ingredient** (requiring supply-chain-applied control) | **Approved Supplier** | **Hazard(s) requiring supply-chain-applied control** | **Date of Approval** | **Verification method** | **Verification records** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Receiving Procedure for Ingredients Requiring a Supply-chain-applied Control

*[Document procedures used for receiving ingredients requiring a supply-chain-applied control.]*