

## Appendix 2. Food Safety Plan Worksheets

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Worksheets are recommended to document the product description, hazard analysis and preventive controls. The hazard analysis form should contain information to justify the identification of the hazards requiring preventive controls and the types of preventive controls applied. Information in the Food Safety Plan must explain the details for each preventive control.

**There is no standardized or mandated format** for these worksheets, 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 allergen preventive controls, but other formats are entirely acceptable if it works for your organization and contains all of the required information.

The following worksheets are provided as examples. The information is arranged in a similar manner, but the layouts are in either a landscape or a portrait form to suit individual preferences. Other forms can be adapted from those in the Food Safety Plan example.

**Special Note:** 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. The additional information must include:

- Firm name and location
- Dates and, when appropriate, the time of the activity
- Product identification
- Usually, record review signature (or initial) and date

All forms can be adapted or modified as needed. There is NO required form.

PLANT NAME		ISSUE DATE	PAGE
ADDRESS		SUPERSEDES	PRODUCT CODE
<b>Product Description Distribution, Consumers and Intended Use</b>			
Product Name(s)			
Product Description, including Important Food Safety Characteristics			
Ingredients			
Packaging Used			
Intended Use			
Intended Consumers			
Shelf Life			
Labeling Instructions related to Safety			
Storage and Distribution			
<b>Approved:</b> Signature: Print name:		<b>Date:</b>	

<b>PLANT NAME</b>	<b>ISSUE DATE</b>	<b>PAGE</b>
<b>ADDRESS</b>	<b>SUPERSEDES</b>	<b>PRODUCT CODE</b>

Hazard identification (column 2) considers those 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 (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

## Hazard Analysis

(1) Ingredient / Processing Step	(2) Identify <u>potential</u> food safety hazards introduced, controlled or enhanced at this step	(3) Do any <u>potential</u> 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? <i>Process including CCPs, Allergen, Sanitation, Supply-chain, other preventive control</i>	(6) Is the preventive control applied at this step?	
						Yes	No
	B						
	C						
	P						
	B						
	C						
	P						
	B						
	C						
	P						

PLANT NAME	ISSUE DATE	PAGE
ADDRESS	SUPERSEDES	PRODUCT CODE

Process Preventive Controls – Landscape Layout									
Process Controls	Hazard(s)	Parameters, values or critical limits	Monitoring				Corrective Action	Verification	Records
			What	How	Frequency	Who			

<b>PLANT NAME</b>	<b>ISSUE DATE</b>	<b>PAGE</b>
<b>ADDRESS</b>	<b>SUPERSEDES</b>	<b>PRODUCT CODE</b>

### Process Preventive Controls – Portrait Format

[This is an alternate layout for process preventive control.]

<b>Process Control Step</b>				
<b>Hazard(s)</b>				
<b>Parameters, values or critical limits</b>				
<b>Monitoring</b>	What			
	How			
	Frequency			
	Who			
<b>Corrective Action</b>				
<b>Verification</b>				
<b>Records</b>				

PLANT NAME	ISSUE DATE	PAGE
ADDRESS	SUPERSEDES	PRODUCT CODE

Form Name: Food Allergen Preventive Controls									
Allergen Control	Hazard(s)	Criterion	Monitoring				Corrective Action	Verification	Records
			What	How	Frequency	Who			

<b>PLANT NAME</b>	<b>ISSUE DATE</b>	<b>PAGE</b>
<b>ADDRESS</b>	<b>SUPERSEDES</b>	<b>PRODUCT CODE</b>

## Form Name: Food Allergen Ingredient Analysis

Raw Material Name	Supplier	Food Allergens in Ingredient Formulation								Allergens in Precautionary Labeling
		Egg	Milk	Soy	Wheat	Tree Nut (market name)	Peanut	Fish (market name)	Shellfish (market name)	

### 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.

PLANT NAME	ISSUE DATE	PAGE
ADDRESS	SUPERSEDES	PRODUCT CODE

**Form Name: Food Allergen Label Verification Listing**

Product	Allergen Statement



<b>PLANT NAME</b>	<b>ISSUE DATE</b>	<b>PAGE</b>
<b>ADDRESS</b>	<b>SUPERSEDES</b>	<b>PRODUCT CODE</b>

## Form Name: Production Line Food Allergen Assessment

Product Name	Production Line	Intentional Allergens							
		Egg	Milk	Soy	Wheat	Tree Nut (market name)	Peanut	Fish (market name)	Shellfish (market name)

**Scheduling Implications:**

**Allergen Cleaning Implications: (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 cheese or plain omelets after a biscuit run).

<b>PLANT NAME</b>	<b>ISSUE DATE</b>	<b>PAGE</b>
<b>ADDRESS</b>	<b>SUPERSEDES</b>	<b>PRODUCT CODE</b>

## Form Name: Sanitation Preventive Controls

<b>Location</b>		
<b>Purpose</b>		
<b>Frequency</b>		
<b>Who</b>		
<b>Procedure</b>		
<b>Monitoring</b>		
<b>Corrections</b>		
<b>Records</b>		
<b>Verification</b>		<b>Date</b>

<b>PLANT NAME</b>	<b>ISSUE DATE</b>	<b>PAGE</b>
<b>ADDRESS</b>	<b>SUPERSEDES</b>	<b>PRODUCT CODE</b>

## Corrective Action Form

Date of Record:	Code or Lot Number:
Date and Time of Deviation:	
Description of Deviation:	
Actions Taken to Restore Order to the Process:	
Person (name and signature) of Person Taking Action:	
Amount of Product Involved in Deviation:	
Evaluation of Product Involved with Deviation:	
Final Disposition of Product:	
Reviewed by (Name and Signature):	Date of Review:

<b>PLANT NAME</b>	<b>ISSUE DATE</b>	<b>PAGE</b>
<b>ADDRESS</b>	<b>SUPERSEDES</b>	<b>PRODUCT CODE</b>

<b>Food Safety Plan Reanalysis Checklist</b>				
<b>Reason for reanalysis:</b>				
<b>Task</b>	<b>Date Reviewed and Initials</b>	<b>Is Update Needed? (yes/no)</b>	<b>Date Task Completed</b>	<b>Signature or Initials of Person Completing the Task</b>
List of Food Safety Team with individual responsibilities				
Product flow diagrams				
Hazard analysis				
Process Preventive Controls				
Food Allergen Preventive Controls				
Sanitation Preventive Controls				
Supply-chain Program				
Recall Plan				
Updated Food Safety Plan implemented				
Updated Food Safety Plan signed by owner or agent in charge				
Reviewer Signature:			Date Review:	
Date issued: dd/mm/yy		Supersedes: dd/mm/yy		