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| **Product Description**  |
| **1. What is your product name and weight/volume?**  |  |
| **3. What are your product’s important food safety characteristics (e.g., acidity, Aw (water availability), salinity, etc.)?**  |  |
| **4. What allergens does your product contain?**  |  |
| **5. What restricted ingredients (preservatives, additives, etc.) does your product contain, and it what amounts (e.g., grams)**  |  |
| **6. What are your food processing steps (e.g., cooking, cooling, pasteurization, etc.)?**  |  |
| **7. How do you package your product (e.g., vacuum, modified atmosphere, etc.) and what packaging materials do you use?**  |  |
| **8. How do you store your product (e.g., keep refrigerated, keep frozen, keep dry) in your establishment and when you ship your product?**  |  |
| **9. What is the shelf-life of your product under proper storage conditions?**  |  |
| **10.How is the best before date to be noted on your product?**  |  |
| **11.Who will consume your product (e.g., the general public, the elderly, the immunocompromised, infants)?**  |  |
| **12.How might the consumer mishandle your product, and what safety measures will prevent this?**  |  |
| **13.Where will the product be sold?**  |  |
| **14.What information is on your product label?**  |  |

**Incoming Materials**

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| **Process Step Number**  |
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| **Hazard Analysis and Controls**

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| **Process steps**  | **Biological, chemical, and physical hazards**  | **Measures that can be taken to control the hazards**  |

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**Food Safety Plan Table:**

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| **1. Identifying Hazards**  | **2. Identifying Critical Control Points**  | **3. Establishing Critical Limits**  | **4. Establishing Monitoring Procedures**  | **5. Establishing Corrective Actions**  | **6. Establishing Verification Procedures**  | **7. Keeping Records**  |
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