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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**   |  |  |  | | --- | --- | --- | | **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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