

Appendix 2. Food Safety Plan Worksheets

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
Product Description Distribution, Consumers and Intended Use		
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		
Approved: Signature: Print name:	Date:	

PLANT NAME	ISSUE DATE	PAGE
ADDRESS	SUPERSEDES	PRODUCT CODE

Hazard Analysis

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

Process Preventive Controls – Landscape Layout

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

PLANT NAME	ISSUE DATE	PAGE
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Process Preventive Controls – Portrait Format

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

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

Form Name: Food Allergen Preventive Controls

Allergen Control	Hazard(s)	Parameters	Monitoring				Corrective Action	Verification	Records
			What	How	Frequency	Who			

PLANT NAME	ISSUE DATE	PAGE
ADDRESS	SUPERSEDES	PRODUCT CODE

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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

PLANT NAME	ISSUE DATE	PAGE
ADDRESS	SUPERSEDES	PRODUCT CODE

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).

PLANT NAME	ISSUE DATE	PAGE
ADDRESS	SUPERSEDES	PRODUCT CODE

Form Name: Sanitation Preventive Controls

Location		
Purpose		
Frequency		
Who		
Procedure		
Monitoring		
Corrections		
Records		
Verification		Date