

FOOD PREMISES ORIENTATION PACKAGE

**FOOD SAFETY AND SANITATION PLAN
TEMPLATES : MARCH 2016**

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FOOD SAFETY PLAN

The purpose of your Food Safety Plan (FSP) is to show how you will prevent your customers from becoming sick after eating your food. Your FSP should describe how your food is kept safe from start to finish, including: receiving, storage, preparation, holding, transportation, display, and serving.

Keep a copy of your FSP on-site, and use it to train food handling staff. Update the plan when changing recipes or procedures, and review annually to ensure information is current.

A complete FSP can be based on:

- ◆ Processes that are similar among menu items, e.g., cooling of soups, or
- ◆ Recipes that identify handling steps to ensure food is prepared safely

Templates are included to help you document the safe preparation of your food items. Your EHO can provide feedback on your FSP to make sure you have addressed all potential hazards.

Some steps or “critical control points” (CCPs) in food preparation are important to focus on in the FSP, to ensure your food is safe. For example:

- ◆ Cooking raw meat to the correct temperature, or
- ◆ Rapidly cooling a large volume of cooked sauce before storing it

The [BC Food Premises Regulation](#) describes the mandatory sections of an FSP:

- ◆ Hazard analysis: Identifying which steps are critical control points
- ◆ Critical control points (CCP): Steps where action must be taken to remove the hazard
- ◆ Critical limits (CL): The minimum standard that must be met for each critical control point (e.g., cooking temperature, time controls)
- ◆ Monitoring procedures: How you will know that critical limits are being met (e.g., temperature records)
- ◆ Corrective actions: How you will fix the problem if critical limits are not met

In the food industry, a food safety plan is also known as HACCP (pronounced “hassip”, which stands for Hazard Analysis and Critical Control Points). The principles of HACCP are used by food producers, restaurants, and processors to develop FSPs.

definition

SPECIALTY FOODS

food items that require a more detailed Food Safety Plan

e.g. confit, sous-vide, Chinese BBQ meat, raw seafood, ready-to-eat/partially cooked foods, products containing raw eggs, fermented foods, charcuterie, in-house canning or bottling

PROCESS BASED FOOD SAFETY PLAN — TEMPLATE

RECEIVING

- Food is from an approved supplier. There is no homemade food or food from an unapproved supplier.
- Receipts for food products are kept.
- Shellfish tags are kept on-site for 90 days.

List of suppliers and grocery stores:

- Product condition is checked when received and accepted, or returned to the supplier (e.g. if food is greater than 4°C/40°F, is spoiled, damaged, or tampered with.
- Temperatures of food products are recorded upon delivery.
- Hazardous foods are immediately placed in the refrigerator or freezer.

List situations when you would discard food or return food to your supplier:

STORAGE

- Hazardous foods requiring refrigeration are stored at 4°C (40°F).
- Refrigeration temperatures are monitored 1 2 3 times a day. Records are kept on-site for at least 90 days and
- provided to the EHO upon inspection. See [Appendix 2](#) for templates.
- Hazardous foods requiring freezing are stored at -18°C (0°F).
- Food is stored in a manner to prevent contamination.
- All foods are stored at least 6 inches/15 cm off the ground.
- Chemicals are stored below, away, and separately from food items.
- Foods are covered with plastic wrap or another food grade material to prevent contamination.
- Foods labeled “Refrigerate after Opening” are placed in the cooler after opening.
- Opened canned foods are transferred into food-grade containers (i.e. not stored inside the can).
- Personal items are not stored with food items.
- Raw meats are stored below cooked/ready to eat foods.
- Raw meats are stored on a separate shelving unit in the cooler.
- One side of the cooler is designated for raw meats.
- Each shelving unit is labeled for the appropriate food items to prevent contamination.
- Foods are stored in food grade containers with tight fitting lids.
- Open bags of food are resealed after use or poured into a pest proof container.
- First-in-first-out policy is used.



What corrective actions will you take if food is stored incorrectly or is contaminated?

What corrective actions will you take if the cooler temperature is above 4°C/40°F?

What corrective actions will you take if the freezer(s) are malfunctioning and food is beginning to thaw?

THAWING Not applicable

- Under cold-running water
- In a cooler at 4°C/40°F or colder
- Cook thoroughly from frozen
- Using a microwave (small portions only)

What corrective actions will you take if foods are not thawed using one of the above methods?

PREPARATION Not applicable

- Preparation of potentially hazardous foods is completed in less than 2 hours. Once prepared the product is used immediately, or stored in the cooler or freezer.
- Ingredients are in the cooler until just prior to use.
- Food is returned to the cooler if processing is interrupted (e.g. taking food orders).
- Food is prepared in small batches.



How will you ensure the food is processed quickly?

COOKING Not applicable

Describe your cooking methods (e.g. baking, pan-frying, grilling, sous-vide) and specify the cooking temperature (add additional pages as needed):

Note: Meat, poultry, egg, and fish products have specific safe internal cooking temperatures ([Appendix 3](#))

- The internal temperature is verified with a sanitized, calibrated probe thermometer. Information on how to calibrate your thermometer can be found in [Appendix 5](#).

HOT HOLDING Not applicable

- Cooked foods are held at 60°C/140°F or hotter.
- The hot-holding unit is given time to heat up **prior to** storing food in the unit.
- Foods requiring reheating are reheated to 74°C/165°F before being hot held.
- Freshly cooked foods are cooked to a safe internal temperature as per [Appendix 3](#) before being hot held.
- Food temperatures are verified and documented 1 hour after being placed in the unit.
- Food temperatures are verified and documented every 1 2 3 hours.
- Temperatures are recorded on a log sheet and available to the EHO during inspection.

What corrective actions will you take if hot held foods are held at less than 60°C/140°F?

COOLING Not applicable

- Food is cooled rapidly in the following time period or discarded:
Food from 60°C to 20°C (140°F to 70°F) in 2 hours, then 20°C to 4°C (70°F to 40°F) in 4 hours (in the cooler)
- Temperatures are monitored to ensure food is cooled in the required time.
- Food is cooled in a safe place, away from contamination.

The following methods are used to cool foods:

- Ice water baths (set the container in a sink or in another container with ice and water)
- Ice wand
- Ice as a final ingredient
- Divide larger portions into small portions and cool in shallow metal pans in the cooler



REHEATING Not applicable

- Foods are reheated once.
- All foods reach the minimum internal temperature of 74°C/165°F, verified with a calibrated probe thermometer.
- Reheating occurs in 2 hours or less. If reheating takes longer than 2 hours, food is discarded.
- Hot holding equipment is not used for reheating as the temperature may not reach 74°C/165°F.
- Reheated food intended for hot holding is placed in the hot holding unit immediately.

SERVING Not applicable

Server and bartenders are considered food handlers.

- Hands are washed prior to serving (See [Appendix 7](#)).
- Food is not contaminated by hands during serving.
- The plate bottom does not come into contact with food, when the server is carrying more than 2 plates.
- Utensils are handled by the handles.

CATERING AND TRANSPORTATION Not applicable

- Cold foods are transported at 4°C/40°F or colder.
- Hot foods are transported at 60°C/140°F or hotter.
- Temperatures are monitored and logged to verify foods are 4°C/40°F or colder or 60°C/140°F or hotter.
- Food is protected from contamination.
- Equipment and vehicle used to transport food is kept in a sanitary condition and location.

Describe your catering and transportation procedures:

TAKE-OUT ORDERS Not applicable

Food is prepared close to the pick-up time. If not picked up within _____ minutes, the food is:

- Reheated and placed into hot holding at 60°C/140°F or hotter
- Properly cooled and placed in the cooler at 4°C/40°F or colder
- Discarded
- Returned to the fridge

Describe your procedures for pick-up orders:



RECIPE BASED FOOD SAFETY PLAN — EXAMPLE

Menu item: Chicken Asparagus Casserole

Ingredients:

- ◆ 2 Chicken breasts
- ◆ 1 Bunch of asparagus
- ◆ 1 Cup sliced mushrooms
- ◆ 1 Medium onion
- ◆ 3 Cups of dry pasta
- ◆ 3 Tbsp oil
- ◆ 1 Cup cream cheese
- ◆ 1 Cup of shredded cheese
- ◆ A pinch of salt and pepper

Critical Limit (CL)/ Critical Control Point (CCP)	Procedure
CCP/CL	<p>Preparation:</p> <ol style="list-style-type: none"> Cut onions and asparagus into small pieces. Dice chicken into small cubes. <p>Cooking:</p> <ol style="list-style-type: none"> Add pasta to boiling water, allow pasta to come to a boil and strain, then set aside to dry. Add 1 tbsp of oil to a hot pan and cook chicken on high heat until meat is white in colour. Add 2 tbsp of oil to a hot pan and heat onions until clear, then add asparagus and mushrooms and heat for another 5 minutes on high heat. Mix pasta, cream cheese, and cooked vegetables in a baking dish and layer with shredded cheese. Bake at 350°C for 30 minutes. Test with a probe thermometer to ensure food has reached 74°C (165°F).
CCP/CL	<p>Hot holding:</p> <ol style="list-style-type: none"> Transfer casserole to a pre-heated hot holding unit that is at 60°C (140°F) or higher. Test food with a probe thermometer 60 minutes after placing in the hot holding unit.
CCP/CL	<p>Cooling:</p> <ol style="list-style-type: none"> Take left over food out of the hot holding unit and portion into individual servings. Let the food cool, partially covered at room temperature for 30 minutes then place food into the cooler. Ensure food is cooled from 60°C to 20°C (140°F to 70°F) in 2 hours, then from 20°C to 4°C (70°F to 40°F) in 4 hours in the cooler.
CCP/CL	<ol style="list-style-type: none"> Reheating: Place left overs into a microwavable container and heat for 5 minutes on high heat or until food reaches 74°C (165°F). Leftovers will only be reheated once. Test food with a probe thermometer to ensure food has reached 74°C (165°F).
CCP/CL	<p>Hot holding:</p> <ol style="list-style-type: none"> Leftovers will be placed into the pre-heated hot-holding unit at 60°C (140°F) or higher. Any remaining left overs will be discarded. Test food with a probe thermometer 60 minutes after placing in the hot holding unit.



RECIPE BASED FOOD SAFETY PLAN — TEMPLATE

Menu item:

Ingredients:

Critical Limit (CL)/ Critical Control Point (CCP)	Procedure	
	Preparation:	
	Cooking:	<input type="checkbox"/> Not applicable
	Serving:	<input type="checkbox"/> Not applicable



RECIPE BASED FOOD SAFETY PLAN — TEMPLATE

Hot holding:	<input type="checkbox"/> Not applicable
Cooling:	<input type="checkbox"/> Not applicable
Reheating:	<input type="checkbox"/> Not applicable
Hot holding:	<input type="checkbox"/> Not applicable



SANITATION PLAN

The purpose of your Sanitation Plan (SP) is to ensure your premises is maintained in a clean and sanitary manner. The SP should explain what to clean, when to clean, how to clean, and who is cleaning. To ensure cleaning and sanitizing requirements are met, the following resources will help you develop a SP based on your food premises, and the equipment and utensils used.

Chemicals

Detergents/Cleaners

Name: _____

Name: _____

Name: _____

Sanitizers

Sanitizers are checked daily with test strips to ensure adequate sanitizing strengths are met.

Chlorine /Bleach (unscented household bleach, 5.25%)

• ½ tsp bleach + 1L water for ≈100 ppm

• 1 tsp bleach + 1L water for ≈200 ppm (for clean-in-place equipment)

Quaternary Ammonium: 200 ppm, or as per manufacturer’s specification

Iodine (used for glass washers): 12.5 ppm – 25 ppm

Other: _____

Note: Test strips can be purchased from your chemical supplier or a restaurant supply store.

Pesticides

All pesticides used in the premises are listed, including use and storage requirements.

definition

DETERGENT/CLEANER

a product used to remove grease and debris

e.g. soap, dish detergent, degreaser

SANITIZER

a product used to kill microorganisms

e.g. bacteria and viruses

Other Materials Used

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Mop(s) & buckets | <input type="checkbox"/> Cleaning cloths | <input type="checkbox"/> Pot brush | <input type="checkbox"/> Oven cleaner |
| <input type="checkbox"/> Brooms & dust pan | <input type="checkbox"/> Dish sponge | <input type="checkbox"/> Grill cleaning brick | <input type="checkbox"/> Toilet brush |
| <input type="checkbox"/> Spray bottle(s) | <input type="checkbox"/> Degreaser | <input type="checkbox"/> Sanitizer bucket(s) | <input type="checkbox"/> Rubber gloves |
| <input type="checkbox"/> Abrasive wool/sponge | <input type="checkbox"/> Pressure washer | <input type="checkbox"/> Vacuum | <input type="checkbox"/> Scrub brush |
| <input type="checkbox"/> Squeegee | <input type="checkbox"/> Steam cleaner | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |



CLEANING SCHEDULE EXAMPLES

The cleaning schedules can be adapted for your use. You can add equipment or delete items you don't use. Blank templates are included in this document.

ITEM	FREQUENCY OF CLEANING					CLEANING PROCEDURES	WHO
	After Use	Every Shift	Daily	Weekly	Other		
Work surfaces, cutting boards, prep sink						Wash, rinse, sanitize with approved sanitizer. Use clean cloths.	FH
Dishwashing, warewashing						Dishwashing sanitizing rinse: Chemical — Minimum 50 ppm High temperature—Minimum 71°C at the plate level Manual dishwashing: 1. Scrape off excess food 2. Wash with soap and warm water 3. Rinse off soap with warm water 4. Soak in sanitizer for a minimum of 2 minutes 5. Air dry	DW
Meat slicers, band saws						1. Unplug the equipment, dismantle all pieces 2. Clean with soap and warm water 3. Rinse off soap with warm water 4. Spray all equipment with sanitizer; soak all pieces in sanitizer for a minimum of 2 minutes 5. Air dry	FH
Walls, shelves, floors (including underneath equipment)						1. Sweep floors to remove debris 2. Wash with degreaser and/or detergent and warm water 3. Rinse with warm water 4. Remove standing water	DW
Common touch surfaces (e.g. sinks, light switches, faucets)						1. Wash with soap and warm water 2. Rinse with clean water 3. Sanitize	FH
Dishwasher, glasswasher						1. Remove removable parts (e.g. glasswasher wash curtains) 2. Clean wash arms; remove debris from spray nozzles 3. Remove and clean filters 4. Clean wash tank	DW/ BT
Pop guns, nozzles						1. Remove nozzle 2. Immerse gun into a bucket of club soda for 3-5 minutes 3. Wipe residue from the nozzle and inner tip of the gun 4. Place gun and nozzle into sanitizer (100ppm bleach per 2 minutes) 5. Wipe dry with paper towel 6. Re-attach nozzle and press each beverage button to clear out any remaining sanitizing solution	BT
Ventilation filters and hood exterior						1. Remove filters 2. Wash with detergent or degreaser to remove grease accumulation 3. Rinse with clean water 4. Manually sanitize or mechanically sanitizer by use of a dishwasher	FH
Ice machine							
Water filters					As per manufacturers specifications	Replace filters	
Grease trap, ventilation canopy					3-6 months	Professional cleaning	O/O

Monthly Cleaning Checklist

Month: _____ Year: 20____

Item	Week 1							Week 2							Week 3							Week 4							Week 5						
	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su
Work surfaces																																			
Ware washing																																			
Cutting boards																																			
Meat slicers / Band saws																																			
Prep sink																																			
Floors																																			
Walls																																			
Cook line																																			
Dry storage																																			
Dishwashing area																																			
Underneath and between equipment																																			
Walls behind cook line equipment																																			
Light switches																																			
Hand sink																																			
Faucet handles																																			
Mop sink																																			
Shelves/dry storage area																																			
Ventilation filters																																			
Defrost coolers/ freezers																																			
Grease trap																																			
Ventilation canopy																																			



