Food Premises Orientation Guide

June 2025

Food Safety & Sanitation Plan Templates

Vancouver CoastalHealth

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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 Environmental Health Officer (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 prevent a health 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 was developed from a concept called 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.

Complex or Higher-Risk Preparation Methods*

If your menu item involves complex or higher-risk preparation methods that fall outside the scope of this template - such as, but not limited to, the examples listed below, a detailed food safety plan must be submitted for review.

Examples of foods and preparation methods requiring a detailed food safety plan include:

Sous-vide cooking, confit, Chinese BBQ meats, fermentation, smoking or curing meats, charcuterie, vacuum sealing or Reduced Oxygen Packaging, sprouting seeds or beans, use of raw or undercooked eggs in sauces or desserts, in-house canning or bottling, aging or dry-aging meats, use of wild-foraged ingredients (e.g., mushrooms, herbs, infusing oils in-house, use of liquid nitrogen, serving raw shellfish or other raw/undercooked animal products (e.g., oysters, steak tartare, carpaccio)

PROCESS BASED FOOD SAFETY PLAN — TEMPLATE

Food Premises Name:
FSP Last Reviewed Date:

RECEIVING (check all that apply)

☐ Food is from an approved supplier. There is no homemade food or food from an unapproved supplier.
☐ Receipts for food products are kept on-site
☐ Shellfish tags are kept on-site for 90 days.
☐ Operator received confirmation letter from their current supplier that sushi grade fish has undergone parasite destruction.
☐ Operator freezes sushi grade fish to:
- ☐ -20°C or below for 7 days
- ☐ -35°C or below for 15 hours
- ☐ -35°C until frozen and held at -20°C for 24 hours

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.
☐ Potentially hazardous foods are immediately placed in the refrigerator or freezer.

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

STORAGE (check all that apply)

☐ Potentially hazardous foods requiring refrigeration are stored at 4°C (40°F) or less.
☐ Refrigeration temperatures are monitored [ ] times a day. Records are kept on-site for at least 90 days and provided to the EHO upon inspection. See Appendix 2 of the *VCH Food Premises Orientation Guide: Operator Resources* for templates.
☐ Potentially hazardous foods requiring freezing are stored at -18°C (0°F) or less.
☐ Food is stored in a manner to prevent contamination (i.e. in appropriate food storage areas, not stored in bathrooms or below exposed utility lines, items protected from customer contamination by wrapping, covering, or behind a sneeze guard).
☐ All foods are stored at least 6 inches/15 cm off the ground.
☐ Chemicals are stored below, away, and separately from food items.
☐ 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 eggs, poultry, fish, seafood, and meats are stored below cooked/ready to eat foods.
☐ Raw eggs, poultry, fish, seafood, and meats are stored on a separate shelving unit in the cooler.
☐ 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.
☐ Dry foods are stored in a pest-free area.

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 freezers are malfunctioning and food is beginning to thaw?

THAWING (check all that apply) ☐ 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 (check all that apply) ☐ Not applicable

☐ Hands are washed prior to food preparation.
☐ Ingredients are in the cooler until just prior to use.
☐ 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.
☐ 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? (refer to bullet points above)

COOKING (check all that apply) ☐ Not applicable

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

☐ Baking
☐ Broiling
☐ Pan frying
☐ Grilling
☐ Sous-vide
☐ Smoking
☐ Roasting
☐ Steaming
☐ Poaching
☐ Pressure-cooking

Note: Meat, poultry, egg, and fish products have specific safe internal cooking temperatures (see Appendix 3 of the *VCH Food Premises Orientation Guide: Operator Resources*).

☐ The internal temperature is verified with a sanitized, calibrated probe thermometer (See Appendix 5 of the *VCH Food Premises Orientation Guide: Operator Resources* for how to calibrate).

Describe no-cooking methods (e.g. fermentation, pickling, curing) (add additional pages as needed):

HOT HOLDING (check all that apply) ☐ 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 of the *VCH Food Premises Orientation Guide: Operator Resources* 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 [ ] hours.
☐ Temperatures are recorded on a log sheet and available to the EHO during inspection.
☐ Chafing dishes utilize appropriate heat source to maintain food at 60°C/140°F or hotter.

Describe methods and/or equipment used for hot holding:

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

COOLING (Check all that apply) ☐ Not applicable

☐ Food is cooled rapidly in the following time period or discarded:
Food is cooled 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

Provide more details on where/how foods will be cooled when in the 60°C to 20°C (140°F to 70°F) stage, as well as when in the 60°C to 20°C (140°F to 70°F) stage:

What corrective actions will you take if food is not cooled 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?

REHEATING (Check all that apply) ☐ 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 pre-heated hot holding unit immediately.

What is your corrective actions if foods are not re-heated to a minimum internal temperature of 74°C/165°F?

SERVING (Check all that apply) ☐ Not applicable

Server and bartenders are considered food handlers.
☐ Hands are washed prior to serving (See Appendix 7 of the *VCH Food Premises Orientation Guide: Operator Resources*).
☐ Food is not contaminated by hands during serving.
☐ Server ensures plates of food are not stacked, so plate bottom does not come into contact with food, when transporting to dining tables
☐ Utensils are handled by the handles.

CATERING AND TRANSPORTATION (Check all that apply) ☐ 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.
☐ Calibrated thermometer(s) used to verify temperatures.

Describe your catering and transportation procedures:

What is your corrective actions if foods are found to not be transported at required temperatures?

TAKE-OUT ORDERS (Check all that apply) ☐ 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:

PROCESS BASED FOOD SAFETY PLAN – TEMPLATE (CHART)*

* The chart templates may only be used in conjunction with the completion of the process-based plan outlined above.

COOK – SERVE PROCESS			
Step	**Critical Limit**	**Monitoring Method**	**Corrective Actions**
Receive	Approved source. No signs of contamination. 4ºC or less (fresh). -18ºC or less (frozen).	Meat inspection stamps. Retain invoices/shellfish tags. Visual Inspection. Check food temperature.	Reject product.
Refrigerated storage / Thaw	Cold hold at 4ºC or less. Thaw foods at 4ºC if frozen.	Check food temperature. Log temperatures.	If food is above 4ºC for more than 2 hours, discard food. Adjust equipment.
Prepare	Healthy workers. Clean hands. Clean & sanitized work surfaces.	Observe practices.	Change practices & policies.
Cook	Cook to [_____] (see Appendix 3 of the *VCH Food Premises Orientation Guide: Operator Resources*).	Check internal food temperature with probe thermometer.	Continue cooking until desired temp achieved.
Hot-hold	Hot hold food above 60ºC	Check food temperature. Log temperatures	If food temperature is less than 60ºC for more than 2 hours, discard food. Adjust equipment.

Leftovers must be cooled/reheated as described in the 'Cook-Cool-Reheat process,' and used only once.

Cook-Serve Menu Items:

COOK – COOL – REHEAT PROCESS			
Important Step	**Critical Limit**	**Monitoring Method**	**Corrective Actions**
Receive	Approved source. No signs of contamination. 4ºC or less (fresh). -18ºC or less (frozen).	Meat inspection stamps. Retain invoices/shellfish tags. Visual Inspection. Check food temperature.	Reject product.
Refrigerated storage / Thaw	Cold hold at 4ºC or less. Thaw foods at 4ºC if frozen.	Check food temperature. Log temperatures.	If food is above 4ºC for more than 2 hours, discard food. Adjust equipment.
Prepare	Healthy workers. Clean hands. Clean & sanitized work surfaces.	Observe practices.	Change practices & policies.
Cook	Cook to [_____] (see Appendix 3 of the *VCH Food Premises Orientation Guide: Operator Resources*).	Check internal food temperature with probe thermometer.	Continue cooking until desired temp achieved.
Rapid Cool	Cool from 60ºC to 20ºC in 2 hrs, and from 20ºC to 4ºC in 4 hrs.	Check food temperature Throughout cooling process	If food isn't cooled from 60°Cto less than 20°Cwithin 2 hours and then from 20°Cto less than 4°C within 4 hours, discard food
Cold-hold	Cold hold at 4ºC or less.	Check food temperature. Log temperatures	If food is above 4ºC for more than 2 hours, discard food. Adjust equipment.
Reheat	Minimum internal temperature of 74ºC within 2 hours.	Check internal food temperature.	Discard food. Adjust equipment.
Hot-hold	Hot hold food above 60ºC	Check food temperature. Log temperatures	If food temperature is less than 60ºC for more than 2 hours, discard food. Adjust equipment.

No leftovers at this stage

List Cook – Cool – Reheat Menu Items:

NO-COOK PROCESS			
Important Step	**Critical Limit**	**Monitoring Method**	**Corrective Actions**
Receive	Approved source. No signs of contamination. 4ºC or less (fresh). -18ºC or less (frozen).	Meat inspection stamps. Retain invoices/shellfish tags. Visual Inspection. Check food temperature.	Reject product.
Refrigerated storage / Thaw	Cold hold at 4ºC or less. Thaw foods at 4ºC if frozen.	Check food temperature. Log temperatures.	If food is above 4ºC for more than 2 hours, discard food. Adjust equipment.
Prepare	Healthy workers. Clean hands. Clean & sanitized work surfaces.	Observe practices.	Change practices & policies.
Cold-hold	Cold hold at 4ºC or less.	Check food temperature. Log temperatures	If food is above 4ºC for more than 2 hours, discard food. Adjust equipment.

No-Cook Menu Items:

RECIPE BASED FOOD SAFETY PLAN – EXAMPLE*

* The recipe based templates may only be used in conjunction with the completion of the process-based plan outlined above.

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**
	Preparation: 1. Cut onions and asparagus into small pieces. 2. Dice chicken into small cubes.
CCP/CL	**Cooking:** 1. Add pasta to boiling water, allow pasta to come to a boil and strain, then set aside to dry. 2. Add 1 tbsp of oil to a hot pan and cook chicken on high heat until meat is white in colour. 3. 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. 4. 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	**Hot holding:** 1. 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	**Cooling:** 1. 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	1. **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	**Hot holding:** 1. Leftovers will be placed into the pre-heated hot-holding unit at 60°C (140°F) or higher. Any remaining leftovers will be discarded. Test food with a probe thermometer 60 minutes after placing in the hot holding unit.

RECIPE BASED FOOD SAFETY PLAN – TEMPLATE*

* The recipe based templates may only be used in conjunction with the completion of the process-based plan outlined above.

Menu item:
Ingredients:

Critical Limit (CL)/ Critical Control Point (CCP)	**Procedure**	
	Preparation:	
	Cooking:	☐ Not applicable
	Serving:	☐ 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

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

Detergents/Cleaners (list below)

Name:

Name:

Name:

Sanitizers (check all that apply)

☐ 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.

Other Materials Used

☐	Mop(s) & buckets	☐	Cleaning cloths	☐	Pot brush	☐	Oven cleaner
☐	Brooms & dust pan	☐	Dish sponge	☐	Grill cleaning brick	☐	Toilet brush
☐	Spray bottle(s)	☐	Degreaser	☐	Sanitizer bucket(s)	☐	Rubber gloves
☐	Abrasive wool/sponge	☐	Pressure washer	☐	Vacuum	☐	Scrub brush
☐	Squeegee	☐	Steam cleaner	☐		☐	

Reusable Food Container Programs

To reduce waste, some food premises operators want, or are required, to use reusable containers for delivering or dispensing their food products to customers.

The use of reusable food containers or a take-out container program must be thoughtfully planned out and the details must be clearly outlined in your Sanitation Plan. This option may not be suitable for all businesses and your proposal will be assesed by your Environmental Health Officer. Before implementation, you must receive approval from your Environmental Health Officer.

1. **Reusable containers provided by your restaurant:**

   If your establishment provides reusable containers, you must ensure the following:
   - Containers are food-grade, durable, and designed for repeated use.
   - Containers are dishwasher-safe and easy to clean and sanitize.
   - Containers are regularly inspected, and any that are damaged or no longer suitable for use are removed from circulation.
   - Clear procedures are in place to manage the flow of containers, from receiving soiled containers to distributing cleaned and sanitized ones. This includes proper handling and storage practices to prevent cross-contamination.

2. **Customer supplied reusable containers:**

   If accepting containers brought in by customers, implement procedures to:
   - Inspect containers for cleanliness and suitability.
   - Refuse containers that are soiled, damaged, or not food-grade.
   - Fill containers in a manner that avoids contamination of food, equipment, or surfaces.
   - Ensure staff practice good hygiene, including handwashing before and after handling customer containers.

For comprehensive guidance, refer to the Provincial Policy on the Use of Reusable Containers in Food Premises (PDF).

CLEANING SCHEDULE EXAMPLE

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
Mechanical dishwashing, warewashing						Dishwashing sanitizing rinse: Chemical — Minimum 50 ppm chlorine (bleach) 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 (100ppm chlorine or 200ppm quats) for a minimum of 30 seconds 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 manu-facturers spec-ifications	Replace filters	
Grease trap, ventilation canopy					3-6 months	Professional cleaning	O/O

FH = Food handler/Kitchen worker BT = Bartender DW = Designated dishwasher O/O = Owner/Operator/Manager

CLEANING SCHEDULE - TEMPLATE

Item	Frequency of Cleaning					Method of Cleaning	Who
	After Use	Every Shift	Daily	Weekly	Other		

MONTHLY CLEANING CHECKLIST – EXAMPLE

Month: **Year:**

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																																			

MONTHLY CLEANING CHECKLIST

Month: **Year:**

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		Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su