FACT SHEET 19

Food Safety Plan

What is a Food Safety Plan?

A food safety plan is a documented system that you have in place to ensure the food that you sell to the public is safe.

It is a document that outlines what procedures are to be followed and the minimum requirements that are to be met at all stages of food production. It also has a documented system that must be followed should a procedure fail to meet the minimum requirements. This allows any problem to be identified and rectified as quickly as possible to minimize the risk of contamination to food.

The purpose of a food safety plan is to help prove due diligence and ensure the ongoing quality and safety of the food that you are preparing to sell to the public.

A food safety plan can also be called a HACCP plan (Hazard Analysis and Critical Control Points) and is based on 7 principles.

7 Principles of HACCP

- List Potential Hazards
- Determine Critical Control Points
- Establish Critical Limits
- Monitor
- Corrective Actions
- Verification
- Record Keeping

What should be recorded?

As a part of a food safety plan the following items should be recorded:

- Temperature checks
- Cleaning schedules
- Food Delivery
- Maintenance Schedules
- Staff Training

Food Safety Plans Important Points

- A food safety plan is a documented system that helps to ensure all the food prepared on the premises is safe for the public to consume.
- A food safety plan assists in the proving of 'due diligence'.
- Documents that should be kept include temperature logging sheets, cleaning schedules, delivery logs and maintenance schedules.
- Food safety plans are based on the 7 Principals of HACCP - list potential hazards, determine critical control points, establish critical limits, monitor, corrective actions, verification & record keeping.

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