**Product Description**

| **Product Description** | |
| --- | --- |
| 1. **What is your product name and weight/volume?** |  |
| 1. **What type of product is it (e.g., raw, ready-to-eat, ready-to-cook or ready for further processing)?** |  |
| 1. **What are your product’s important food safety characteristics (e.g., acidity, aw or salinity)?** |  |
| 1. **What allergens does your product contain?** |  |
| 1. **What restricted ingredients (preservatives, additives, etc.) does your product contain, and in what amounts (e.g., grams)** |  |
| 1. **What are your food processing steps (e.g., cooking, cooling or pasteurization)?** |  |
| 1. **How do you package your product (e.g., vacuum, modified atmosphere) and what packaging materials do you use?** |  |
| 1. **How do you store your product (e.g., refrigerated, frozen, dry) in your establishment and when you ship your product?** |  |
| 1. **What is the shelf-life of your product under proper storage conditions?** |  |
| 1. **How is the best before date to be noted on your product?** |  |
| 1. **Who will consume your product (e.g., the general public, the elderly, the immunocompromised or infants)?** |  |
| 1. **How might the consumer mishandle your product, and what safety measures will prevent this?** |  |
| 1. **Where will the product be sold?** |  |
| 1. **What information is on your product label?** |  |

**Incoming Materials**

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| **Ingredients** | |
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| **Food contact processing aid materials** | |
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| **Food contact packaging materials** | |
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| **Non-food contact packaging materials** | |
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| **Chemicals** | |
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**Process Flow**

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| **Number** | **Processing Step** |
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**Hazard Analysis and Controls**

| **Processing steps** | **Hazards** | **Controls for Identified Hazards** |
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**Food Safety Plan Table for [PRODUCT NAME]**

| **1. Hazards** | **2. Critical Control Points** | **3. Critical Limits** | **4. Monitoring Procedures** | **5. Corrective Actions** | **6. Verification Procedures** | **7. Records** |
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