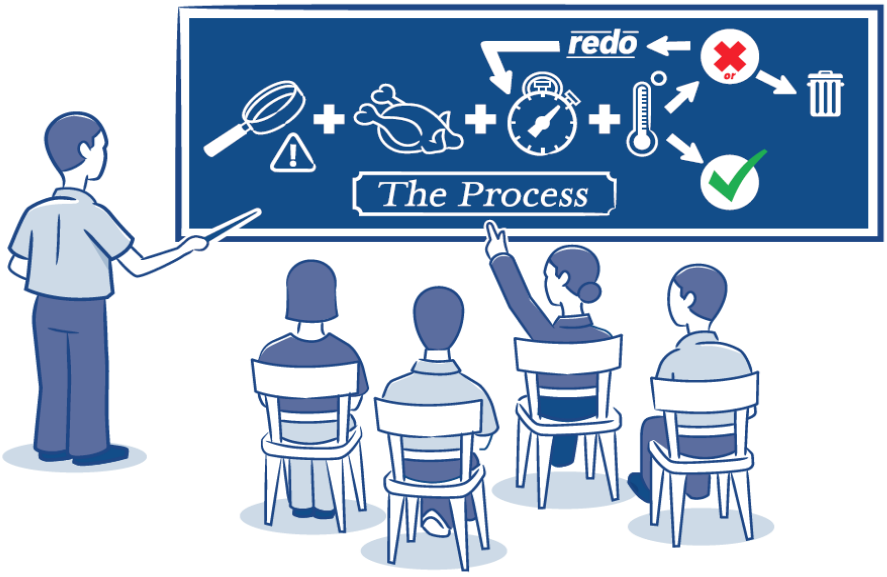
Sample Food Safety Plan

MEETS BC REGULATORY REQUIREMENTS

COOKIE



BRITISH COLUMBIA | Ministry of Health

Product Description

Product Description	
1. What is your product name and weight/volume?	Chocolate chip cookie (500 g) Slivered almond cookie (500 g)
2. What type of product is it (e.g., raw, ready-to-eat, ready-to-cook, or ready for further processing, etc.)?	Baked Ready to eat
3. What are your product's important food safety characteristics (e.g., acidity, A_w, salinity, etc.)?	None
4. What allergens does your product contain?	Chocolate chip cookie contains wheat, egg, milk, and soya allergens. Slivered almond cookie contains wheat, egg, milk, soya, and almond allergens.
5. What restricted ingredients (preservatives, additives, etc.) does your product contain, and in what amounts (e.g., grams)?	None
6. What are your food processing steps (e.g., cooking, cooling, pasteurization, etc.)?	Receiving incoming materials, ambient storage, cool refrigerator storage, packaging material storage in a separate location, weighing ingredients, mixing, sheeting, cutting, spraying cookie sheets, placing cookie dough on cooking sheet, racking, baking, cooling, transferring cookies onto a table, bagging, weighing, metal detecting, retail box packaging and labeling, case packaging and labeling, placing on pallets, room temperature storage, shipping.
7. How do you package your product (e.g., vacuum, modified atmosphere, etc.) and what packaging materials do you use?	Cookies are packaged in plastic film and then in cardboard boxes.
8. How do you store your product (e.g., keep refrigerated, keep frozen, keep dry) in your establishment and when you ship your product?	Room temperature storage. Products are shipped at ambient temperatures in a clean truck.
9. What is the shelf-life of your product under proper storage conditions?	Three months at room temperature.

Product Description	
10. How is the best before date to be noted on your product? (When product shelf life is more than 3 month, lot code or manufacturing date is to be printed on product label.)	The best before date is printed on the cardboard box as YY MM DD. Example: 15 JA 04 (January 04, 2015)
11. Who will consume your product (e.g., the general public, the elderly, the immunocompromised, infants)?	General population. **Note:** Chocolate chip cookies are not suitable for people with egg, milk, soya, or wheat allergies or gluten intolerance. Slivered almond cookies are not suitable for people with egg, milk, soya, tree nut (almond), or wheat allergies or gluten intolerance.
12. How might the consumer mishandle your product, and what safety measures will prevent this?	Products that have passed the best before date can have quality defects – the best before date is printed on the cardboard box.
13. Where will the product be sold?	Food service, retail, distributor, wholesale.
14. What information is on your product label?	Individual cookie box label contains information such as product name, weight, ingredients, allergens, nutritional table, claims, storage and handling instructions, best before date, manufacturing company name, address, and contact information. Corrugated box label contains information such as product name, best before date, quantity of cookie boxes, storage and handling instructions, manufacturing company name, address, and contact information.

Incoming Materials

Ingredients	
Wheat flour	Shell eggs
Whole wheat flour	Butter
Sugar	Skim milk powder
Baking soda	Chocolate chips
Vanilla flavour	Vegetable oil
Molasses	Slivered almonds
Food contact processing aid materials	
Baking spray	
Food contact packaging materials	
Clear polypropylene plastic films	
Non-food contact packaging materials	
Ink	Pre-printed cardboard boxes
Tape	Corrugated boxes
Plain labels	Wooden pallets
Shrink wrap	
Chemicals (hand washing, sanitation and maintenance)	
Hand soap	Sanitizer
Hand sanitizer	Lubricant
Degreaser	

Food Safety Plan Table: Meets BC Regulatory Requirements

1. Identifying Hazards (Regulatory Requirement*)	2. Identifying Critical Control Points (Regulatory Requirement*)	3 Establishing Critical Limits (Regulatory Requirement*)	4 Establishing Monitoring Procedures (Regulatory Requirement*)	5 Establishing Corrective Actions (Regulatory Requirement*)	6 Establishing Verification Procedures (Pending Regulatory Requirement)	7 Keeping Records (Pending Regulatory Requirement)
Biological hazard: Pathogen survival due to improper temperature distribution and time / temperature applications (e.g. *Listeria monocytogenes*, *Escherichia coli, Shigella* spp., *Salmonella* spp.)	CCP # 1 Baking	The internal temperature of the product must be at least 85°C for a minimum of 1 minute.	1. Measure the product's internal temperature from different areas of the oven rack (top, middle, and bottom) during each baking session. 2. Insert the thermometer into the centre of the product and wait until the thermometer reading is steady. 3. Record the each result on the "Daily Baking Record" including the date, the time, and initials.	**When critical limits are not being met for one or more product samples** 1. The product must be baked for a longer period of time until the product's internal temperature reaches at least 85°C for a minimum of 1 minute, or the product must be destroyed. 2. Immediately investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. 3. Record all non-conformances and corrective actions taken on the "Daily Baking Record," including the date, the time, and initials.	1. At the end of each production day, review the "Daily Baking Record" to ensure that it has been properly completed. 2. Once per week, ensure that the temperature check follows the written monitoring procedure. 3. If non-conformance is found during the verification procedure, immediately investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. 4. Record all observations on the "Daily Baking Record," including the date, the time, and initials.	Daily Baking Record

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Physical hazard: Presence of hazardous extraneous metallic material in the finished product due to the failure of the metal detector to detect metal and reject the product when metal is detected.	CCP # 2 Metal detecting	Metal detector must detect 2.0 mm ferrous, 3.0 mm non-ferrous, and 3.5 mm stainless steel test samples when the test samples are passed through the detector with the product. The metal detector must reject the product.	1. Test the metal detector at the start, every hour during packaging, and at the end of each packaging run. 2. Test the metal detector by passing a sample piece of metal through the detector to ensure that it is operating effectively and able to detect metal present in the product. 3. Check metal samples of 2.0 mm ferrous, 3.0 mm non-ferrous, and 3.5 mm stainless steel, one at a time. Each check must include all three sample tests. 4. Insert the metal sample into the middle of the product and then pass the product package through the metal detector. A properly operating metal detector must detect the metal sample in the product. 5. Each time a metal contaminant is detected, the metal detector belt must retract and the rejected product must drop into the rejection box.	**A. When the metal detector fails to detect a metal test sample** 1. Immediately stop the line and place all products processed since the last successful check on hold. 2. All products processed while the metal detector was not functional must be held until they can be passed through a functional metal detector. **B. When a product is rejected by the metal detector** 1. Inspect the product for the metal piece. For above listed non-conformances (A and B) investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. Record all non-conformances and corrective actions taken on the “Daily	1. At the end of each production day, review the “Daily Metal Detector Check Record” to ensure that it has been properly completed. 2. Once per week, ensure that the monitoring of the metal detector follows the written monitoring procedure. 3. If non-conformance is found during the verification procedure, investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. 4. Record all observations (e.g., whether or not the detector is operating effectively, non-conformances, and corrective actions taken) on the “Daily Metal Detector Check Record,” including the date, the time,	Daily Metal Detector Check Record

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			6. Record the metal sample check as acceptable ("✓") (i.e., the metal detector is operating correctly) or not acceptable ("X") (i.e., the metal detector is not operating correctly) on the "Daily Metal Detector Check Record," including the date, the time, and initials.	Metal Detector Check Record," including the date, the time, and initials.	and initials.	
Chemical hazard: Presence of undeclared allergens in the finished product can cause severe allergenic reactions in sensitive consumers.	CCP # 3 Retail box packaging and labeling	The finished product must be packaged in a box that has the correct allergen information on it. The product label is printed on the packaging material (i.e. cardboard box).	1. Daily, check the product packaging material (i.e. cardboard box) at the start, middle, and end of the packaging process, and each time a new lot of packaging materials is opened. Sample two cardboard boxes at each check. 2. At the start of the packaging process, ensure that there are no product packaging materials from previous packaging processes present in the area. 3. Check the product packaging material (i.e. cardboard box) to confirm that the correct packaging materials are being used for the product.	**A. Previous product packaging materials are present in the packaging area** 1. Immediately place the packaging area on hold. 2. Remove all previous product packaging materials. 3. Inspect the area and ensure that there are no previous product packaging materials present before releasing the packaging area for packaging. **B. Incorrect packaging materials are being used for the product** 1. Immediately stop the line and	1. Review the "Daily Packaging Record" to ensure that it has been properly completed. 2. Once per week, ensure that the packaging material check follows the written monitoring procedure. 3. If non-conformance is found during the verification procedure, investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. 4. Record all observations (e.g.,	Daily Packaging Record

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			4. Visually compare the packaging material (the cardboard box) to the master packaging material as provided. 5. Ensure that the product name, the ingredients listing, and the allergens in the product being packaged are correctly listed, using the master packaging material as a comparison. 6. Ensure that all leftover packaging materials are removed from the packaging area at the end of the packaging process. 7. Record each packaging check as acceptable ("✓") or not acceptable ("X") on the "Daily Packaging Record," including the date, the time, and initials.	place all packaged products since the last successful check on hold. 2. Products put on hold must be repackaged with the correct packaging materials or if critical limit cannot be met, product must be destroyed. For above listed non-conformances (A and B) investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. Record all non-conformances and corrective actions taken on the "Daily Packaging Record," including the date, the time, and initials.	packaging checks, non-conformances, and corrective actions taken) on the "Daily Packaging Record," including the date, the time, and initials.	

Daily Baking Record
Critical Control Point # 1 (Biological)

Critical Limits: The internal temperature of the product must be at least 85°C for a minimum of 1 minute.

Date	Time	Batch Number	Product Name	Product's Internal Temperature (Product selected from top, middle, and bottom racks of oven)			Initials
				Top	Middle	Bottom	
2015/11/02	12:00	1	Cookie	87°C	87°C	86°C	CC
2015/11/02	13:04	2	Cookie	86°C	88°C	82°C	CC
2015/11/02	16:00	3	Cookie	87°C	89°C	85°C	CC

Record non-conformance and corrective actions here:

2015/11/02: Batch 2:

The internal temperature of cookie on bottom rack did not reach 85°C. Cookies were placed on hold and baked again until the internal temperature reached 85°C. CC

Daily verification:	MN	Date: 2015/11/02
Weekly verification:	ML	Date: 2015/11/09

Daily Metal Detector Check Record
Critical Control Point # 2 (Physical)

Critical Limits: Metal detector must detect 2.0 mm ferrous, 3.0 mm non-ferrous, and 3.5 mm stainless steel test samples when the test samples are passed through the detector with the product. The metal detector must reject the product.

Record the metal sample check as acceptable ("✓") (i.e., the metal detector is operating correctly) or not acceptable ("X") (i.e., the metal detector is not operating correctly)

Date	Time	Batch Number	Product Name	2.0 mm Ferrous	3.0 mm Non-ferrous	3.5 mm Stainless Steel	Initials
2015/11/02	12:00 (start)	1	Cookie	✓	✓	✓	SM
	13:05	1	Cookie	✓	✓	✓	SM
	14:07	1	Cookie	X	✓	✓	SM
	15:37	1	Cookie	✓	✓	✓	SM
	16:04	1	Cookie	✓	✓	✓	SM
	17:05	1	Cookie	✓	✓	✓	SM
	17:44 (finish)	1	Cookie	✓	✓	✓	SM

Record non-conformance and corrective actions here:

At 14:07, 2.0 mm ferrous test sample was not detected by the metal detector. The line was stopped. Products were placed on hold since the last successful check at 13:05. At 15:30, the metal detector was repaired and calibrated. SM

Daily verification:	MN	Date: 2015/11/02
Weekly verification:	ML	Date: 2015/11/09

Daily Packaging Record
Critical Control Point # 3 (Chemical)

Critical Limits: The finished product must be packaged in a box that has the correct allergen information on it. The product label is printed on the packaging material (i.e. cardboard box).

Record observation as acceptable ("✓") and not acceptable ("X")

Date	Product Name	Batch Number	# of Cases	Packaging Material Check				Initials
				Start	Middle	End	At new lot of packaging materials	
2015/11/02	Cookie	1	19	✓	✓	✓	✓	CL
	Cookie	2	44	✓	✓	✓	✓	CL
	Cookie	3	26	✓	✓	✓	✓	CL
	Cookie	4	28	✓	✓	✓	✓	CL

Record non-conformance and corrective actions here:

Daily verification: MN	Date: 2015/11/02
Weekly verification: ML	Date: 2015/11/09