Sample Food Safety Plan
MEETS BC REGULATORY REQUIREMENTS

DUCK POT PIE
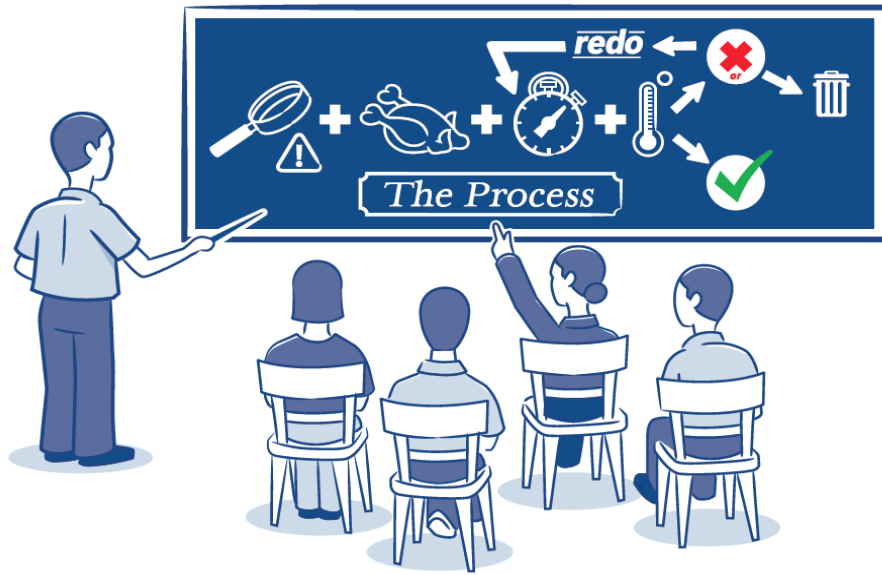
Product Description

Product Description	
1. **What is your product name and weight/volume?**	Duck pot pie (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?**	Egg, milk, sulphite and wheat.
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, freezer storage, packaging materials in a separate location, weighing, sauce cooking, sauce cooling, mixing, hopper, sheeting, pressing, filling, sealing, docking, spraying, baking, cooling, depanning, transfer on packaging board, metal detecting, aluminium tray packaging and labeling, case packaging and labeling, palletizing, freezer storage, shipping.
7. **How do you package your product (e.g., vacuum, modified atmosphere, etc.) and what packaging materials do you use?**	Individual pies are packaged in aluminium trays. Packaged pie trays are packed 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?**	Keep frozen. Frozen pies are shipped in a clean, temperature-controlled truck (less than or equal to -18°C)
9. **What is the shelf-life of your product under proper storage conditions?**	Frozen pie shelf life is 3 months at freezer temperatures (less than or equal to -18°C). 4 days shelf life after thawing at refrigerated temperatures (less than or equal to 4°C)
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)

Product Description	
11. **Who will consume your product (e.g., the general public, the elderly, the immunocompromised, infants)?**	Ready to eat for the general population. **Note:** Duck pot pie is not suitable for people with egg, milk, sulphite or wheat allergies or gluten intolerance. Frozen product must be thawed before eating. Preparation instructions, such as for thawing, are provided on the label.
12. **How might the consumer mishandle your product, and what safety measures will prevent this?**	1. Products not stored at correct temperatures can cause illness and can have quality defects – storage and handling instructions are on the label. 2. Products that have passed the best before date can cause illness and can have quality defects – the best before date is printed on the cardboard box. 3. Refreezing can cause quality defects – storage and handling instructions are on the label.
13. **Where will the product be sold?**	Food service, retail, wholesale and distributor.
14. **What information is on your product label?**	Individual cardboard box label contains information such as product name, weight, ingredients listing including allergens, nutritional table, storage and handling instructions, best before date, preparation instructions, manufacturing company name, address and contact information. Corrugated box label contains information such as product name, best before date, quantity, storage and handling instructions, preparation instructions, manufacturing company name, address and contact information.

Incoming Materials

Ingredients	
All purpose flour	Pasteurized cream
Cake flour	Salt
Pastry flour	Corn starch
Cinnamon powder	Vegetable oil
Nutmeg powder	Diced raw duck pieces
Parsley flakes	Diced vegetables (carrots, celery, mushrooms)
Black pepper	Frozen peas
Liquid pasteurized eggs	Minced garlic
Butter	Water
Food contact processing aid materials	
Baking spray	
Food contact packaging materials	
Cardboard boards	Aluminum trays and lids
Non-food contact packaging materials	
Pre-printed cardboard boxes	Plain labels
Corrugated boxes	Shrink wrap
Ink	Wooden pallets
Tape	
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. Salmonella spp., Clostridium botulinum, Clostridium perfringens, Campylobacter jejuni, Escherichia coli, Escherichia coli 0157:H7, Yersinia* spp.*, Listeria monocytogenes, Vibrio vulnificus, Staphylococcus aureus* and enterotoxin)	CCP # 1 Baking	The internal temperature of the product must be at least 74°C (165°F) for at least 15 seconds.	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 the operator's 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 74°C for at least 15 seconds, 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 their 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 the technician's initials. (e.g., temperature readings, non-conformances, and corrective actions taken).	Daily Baking Record

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Biological hazard: Pathogen contamination due to inadequate cooling (e.g., *Clostridium perfringens, Listeria monocytogenes*)	CCP # 2 Cooling	During cooling, the product's internal temperature must not remain between 60°C (140°F) and 20°C (70°F) for more than 2 hours. The product's internal temperature must not remain between 60°C (140°F) and 4°C (40°F) for more than 4 hours.	1. Measure the product's internal temperature every hour during cooling. 2. Calibrate the thermometer to ensure it is working correctly before measuring the internal temperature of the product. 3. Measure the product's internal temperature from different trays of the trolley (top, middle, and bottom) at each check. 4. Insert the thermometer into the centre of the product and wait until the thermometer reading is steady. 5. Record the results from the three readings from different trays on the "Daily Cooling Record," including the date, the time, and initials.	**When critical limits are not being met for one or two or all samples** 1. Immediately place all products that do not meet the critical limit on hold. 2. Products put on hold must be re-baked and re -cooled to meet the critical limit or if the critical limit cannot be met, product must be destroyed. 3. Investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. 4. Record all non-conformances and corrective actions taken on the "Daily Cooling Record," including the date, the time, and initials.	1. Review the "Daily Cooling 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, investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. 4. Record all observations (e.g., temperature readings, non-conformances, and corrective actions) on the "Daily Cooling Record," including the date, the time, and initials.	Daily Cooling 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 # 3 Metal detecting	Metal detector must detect 3.0 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 3.0 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	**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 & B) investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. Record all non-conformances and	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,"	Daily Metal Detector Check Record

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			drop into the rejection box. 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.	corrective actions taken on the "Daily Metal Detector Check Record," including the date, the time, and initials.	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 74°C (165°F) for at least 15 seconds.

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	Duck pot pie	77°C	77°C	76°C	CC
2015/11/02	13:04	2	Duck pot pie	76°C	72°C	78°C	CC
2015/11/02	16:00	3	Duck pot pie	77°C	79°C	75°C	CC

Record non-conformance and corrective actions here:

2015/11/02: Batch 2:

The internal temperature of the pie on the middle rack did not reach 74°C. Pies were baked again until the internal temperature reached 74°C. CC

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

Daily Cooling Record

Critical Control Point # 2 (Biological)

Critical Limits: During cooling, the product's internal temperature must not remain between 60°C (140°F) and 20°C (70°F) for more than 2 hours. The product's internal temperature must not remain between 60°C (140°F) and 4°C (40°F) for more than 4 hours.

Production Date: 2015/11/02   **Batch Number** 1

Time	Top Tray Temperature	Middle Tray Temperature	Bottom Tray Temperature	Initials
12:30	66°C	66°C	64°C	CC
13:04	36°C	38°C	36°C	CC
14:05	19°C	18°C	16°C	CC
15:04	9°C	8°C	6°C	CC
16:06	1°C	2°C	1°C	CC
Record non-conformance and corrective actions here:				
Daily verification: MN			Date: 2015/11/02	
Weekly verification: ML			Date: 2015/11/09	

Daily Metal Detector Check Record

Critical Control Point # 3 (Physical)

Critical Limits: Metal detector must detect 3.0 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	3.0 mm Ferrous	3.0 mm Non-ferrous	3.5 mm Stainless Steel	Initials
2015/11/02	12:00 (start)	1	Duck pot pie	✓	✓	✓	SM
	13:05	1	Duck pot pie	✓	✓	✓	SM
	14:07	1	Duck pot pie	X	✓	✓	SM
	15:37	1	Duck pot pie	✓	✓	✓	SM
	16:04	1	Duck pot pie	✓	✓	✓	SM
	17:05	1	Duck pot pie	✓	✓	✓	SM
	17:44 (finish)	1	Duck pot pie	✓	✓	✓	SM
Record non-conformance and corrective actions here: At 14:07, a 3.0 mm ferrous test sample was not detected by the metal detector. The line was stopped. Products were placed on hold since 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			