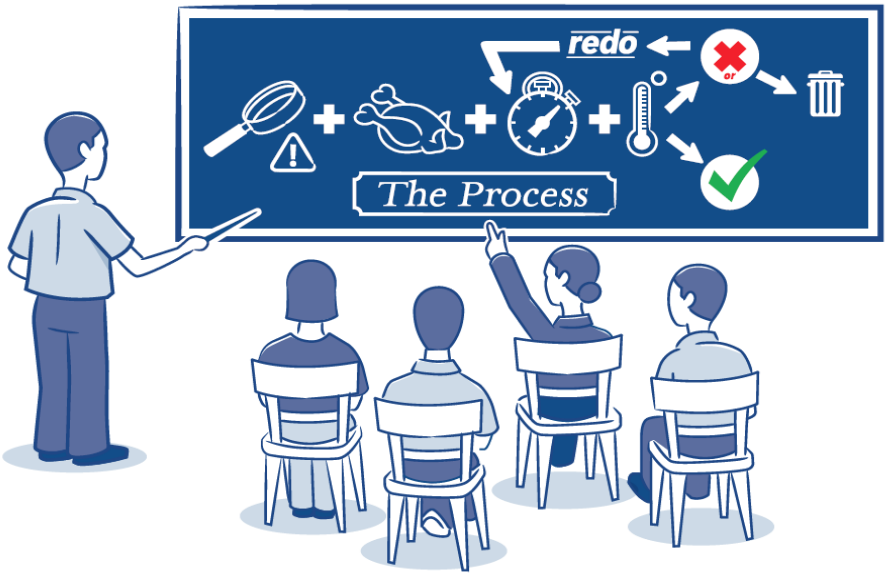
Sample Food Safety Plan

MEETS BC REGULATORY REQUIREMENTS

ICED SPONGE CAKE



BRITISH COLUMBIA | Ministry of Health

Product Description

Product Description	
1. What is your product name and weight/volume?	Iced raspberry sponge cake (500 g) Iced carrot sponge cake (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?	Iced raspberry sponge cake contains wheat, egg, milk and sulphite allergens. Iced carrot sponge cake contains wheat, egg, milk, soya, and sulphite 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, freezer storage, packaging material storage in a separate location, weighing, thawing, mixing, cooking/boiling, cooling, depositing, baking, cooling, depanning, cutting, assembly/layering, masking, decorating, box packaging and labeling, metal detecting, case packaging and labeling, palletizing, refrigerated or freezer storage, shipping.
7. How do you package your product (e.g., vacuum, modified atmosphere, etc.) and what packaging materials do you use?	Individual cakes are packaged using collar wrap, cardboard boards, plastic trays and lids. Packaged cake boxes are packed in corrugated 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?	Two options: 1. Keep frozen. Frozen cakes are shipped in a clean, temperature-controlled truck (less than or equal to -18°C). 2. Keep refrigerated. Fresh cakes are shipped in a clean, temperature-controlled truck (less than or equal to 4°C).

Product Description	
9. What is the shelf-life of your product under proper storage conditions?	Dependent on the storage option used: 1. Frozen cake 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) 2. Fresh cake shelf life is 5 days 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)
11. Who will consume your product (e.g., the general public, the elderly, the immunocompromised, infants)?	Ready to eat for the general population. **Note:** Iced carrot sponge cake is not suitable for people with egg, milk, soya, sulphite or wheat allergies or gluten intolerance. Iced raspberry sponge cake is not suitable for people with milk, egg, 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.

Product Description	
14. What information is on your product label?	Individual product label contains information such as product name, weight, ingredients listing including allergens, nutritional table, claim, 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	Butter
Cake flour	Pasteurized milk
Sugar	Fresh or frozen raspberries
Icing sugar	Shredded carrot
Salt	Lemon juice
Vanilla flavour	Vegetable shortening
Corn starch	Fondant
Chocolate icing	Cake decorative items
Liquid pasteurized eggs	Water
Food contact processing aid materials	
Cardboard collar wraps	Plastic trays and lids
Cardboard boards	Pre-printed cardboard boxes
Food contact packaging materials	
Baking spray	
Non-food contact packaging materials	
Corrugated boxes	Plain labels
Ink	Shrink wrap
Tape	Wooden pallets
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., *Clostridium botulinum, Staphylococcus aureus, Clostridium perfringens, Bacillus cereus*)	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

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)
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 4.0 mm ferrous, 4.0 mm non-ferrous, and 4.5 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 4.0 mm ferrous, 4.0 mm non-ferrous, and 4.5 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 & 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

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)
			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.	

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	Iced sponge cake	87°C	87°C	86°C	CC
2015/11/02	13:04	2	Iced sponge cake	82.5°C	88°C	89°C	CC
2015/11/02	16:00	3	Iced sponge cake	87°C	89°C	85°C	CC

Record non-conformance and corrective actions here:

2015/11/02: Batch 2:

The internal temperature of cake on top rack did not reach 85°C. Cakes 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 4.0 mm ferrous, 4.0 mm non-ferrous, and 4.5 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	4.0 mm Ferrous	4.0 mm Non-ferrous	4.5 mm Stainless Steel	Initials
2015/11/02	12:00 (start)	1	Iced sponge cake	✓	✓	✓	SM
	13:05	1	Iced sponge cake	✓	✓	✓	SM
	14:07	1	Iced sponge cake	✓	✓	X	SM
	15:37	1	Iced sponge cake	✓	✓	✓	SM
	16:04	1	Iced sponge cake	✓	✓	✓	SM
	17:05	1	Iced sponge cake	✓	✓	✓	SM
	17:44 (finish)	1	Iced sponge cake	✓	✓	✓	SM

Record non-conformance and corrective actions here:

At 14:07, a 4.5 mm stainless steel 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