



Food Safety Plan Reference Chart

In your Food Safety Plan, information in the following chart shown in *Italics* must be replaced by information or directions specific to your operation.

Typical critical control point	Typical critical limits	Typical monitoring procedures	Typical corrective actions
RECEIVING: Potentially hazardous, ready to eat foods Hazard: Bacterial growth	Colder than 4°C (40°F)	Check temperature of food upon delivery	If temperature is greater than 4°C (40°F) then do not accept the food. Return food to the supplier.
REFRIGERATED STORAGE: Hazard: Bacterial growth	Colder than 4°C (40°F)	Check temperature of cooler and/or food (<i>every 2 hours, twice a day, twice per shift?</i>)	If food is warmer than 4°C (40°F) for longer than 2 hours, or for an unknown time, then discard food If food is warmer than 4°C (40°F) for less than 2 hours then transfer food to another cooler which is less than 4°C (40°F)
THAWING: Hazard: Bacterial growth CHOOSE THE MOST APPROPRIATE METHOD:			
In Cooler -OR-	Food must remain in cooler	Observe whether or not food is in cooler	If food is not cooler and if food is still frozen, or if surface temperature is still less than 4°C (40°F) then place food in cooler. If food is not in cooler and surface temperature is > 4°C (40°F), then discard food.
Under cold running water -OR-	Food must remain under cold running water	Observe whether or not food is under cold running water	If food is not under cold running water and if food is still frozen or if surface temperature is still less than 4°C (40°F) then place food under cold running water. If food is not under cold running water and if surface temperature is > 4°C (40°F), then discard food.
In microwave oven	Follow microwave manufacturer's instructions for type and amount of food being thawed (see manual for instructions)	Observe that manufacturer's instructions are being followed	If manufacturer's instructions are not being followed and food is still frozen or if surface temperature is still less than 4°C (40°F), then follow manufacturer's instructions. If manufacturer's instructions are not being followed and food is > 4°C (40°F), then discard food.
PREPARATION: Hazard: Cross contamination			
Washing hands thoroughly before handling food or after handling raw food or (_____)	Wash hands with soap and warm running water and dry with single use towelling	Observe that hands have been washed	If hands have not been washed but no possibility that food was contaminated, then wash hands and continue working. If hands have not been washed and food was likely to be contaminated then discard food, and wash hands.
Use only clean and sanitized dishes, utensils and surfaces	(Describe method used to clean and sanitize dishes, utensils and surfaces)	(Observe that correct method is being used, measure amount of sanitizer, check dishwasher temperatures)	If dishes, utensils and surfaces have not been properly cleaned and sanitized then discard contaminated food and clean and sanitize dishes, utensils and surfaces.
PREPARATION: Hazard: Bacterial growth	Potentially hazardous foods must not be between 4°C (40°F) and 60°C (140°F) (i.e. the Danger Zone) for more than 2 hours	Note time food was removed from temperature control	If food is in Danger Zone for more than 2 hours, discard. If food is in Danger Zone for less than 2 hours then (<i>return food to temperature control, or cook immediately if that's more appropriate</i>).

Typical Critical Control Point	Typical Critical Limits	Typical Monitoring Procedures	Typical Corrective Actions
COOKING: Hazard: Survival of pathogens	(Choose most appropriate temperature/time for type of food being cooked – see reference material)	Check temperature of food at end of cooking time	If food has not reached (<i>the required temperature</i>), then continue cooking until (<i>the required temperature</i>) is reached.
	(Describe temperature settings for cooking equipment and time food must cook for)	Check temperature settings of cooking equipment prior to cooking and note time food started and finished cooking	If temperature settings are incorrect reset temperature settings and recook food. If food has not cooked for correct amount of time, continue cooking until correct time has passed.
	(Describe what the food looks like when it is finished cooking)	Observe appearance of food	If food does not have correct appearance then continue cooking until it does.
HOT HOLDING: Hazard: Bacterial growth	Cover foods and hold hotter than 60°C (140°F)	Check temperature of food every 2 hours	If food is less than 60°C (140°F) for less than 2 hours, reheat food to 74°C (165°F) and increase equipment temperature control until a temperature of greater than 60°C (140°F) is maintained. Reheat food only once. If food is less than 60°C (140°F) for more than 2 hours, discard food.
COOLING: Hazard: Bacterial growth	(Describe the method to be used to cool the food. The method must be specific for the food being cooled and it must cool the food from 60 °C (140 °F) to 20 °C (71 °F) within 2 hours and from 20 °C (71 °F) to 4 °C (40 °F) within 4 hours.)	Observe that the correct method is being used. Check times and temperatures if appropriate.	If the correct method is not being used and the food has not cooled to the correct temperatures within the correct times, discard the food. If the correct method is not being used but the time limits have not been exceeded, then use other methods (<i>describe method*</i>) to speed the cooling to accomplish the cooling within the specified time and temperature limits, checking the time and temperatures during the cooling process. *Other methods may include shallower pan, smaller containers, placing pans on ice, using fans, etc.
COLD HOLDING: Hazard: Bacterial growth	Cover foods and hold colder than 4°C (40°F)	Check cooler or food temperature (every 2 hours, or twice a day, or once per shift?)	If food is greater than 4°C (40°F) for longer than 2 hours, or for an unknown time, discard the food. If food is greater than 4°C (40°F) for less than 2 hours, transfer food to a cooler that is less than 4°C (40°F).
TRANSPORTATION: Hazard: Bacterial growth	Hot foods must maintain greater than 60°C (140°F). Cold foods must maintain less than 4°C (40°F).	Check and record food temperature and time when food leaves commissary and when it arrives at service site.	If food is between 4°C (40°F) and 60°C (140°F) for more than 2 hours, discard food. If food is between 4°C (40°F) and 60°C (140°F) for less than 2 hours then: Hot Foods – reheat rapidly to at least 74°C (165°F) and maintain at hotter than 60°C (140°F) Cold Foods – transfer to a cooler and maintain at less than 4°C (40°F)
TRANSPORTATION: Hazard: Contamination of food	Cover or wrap all foods	Observe that foods are covered or wrapped	If foods are uncovered and there is a possibility they may have become contaminated, then discard. If foods are uncovered and it is unlikely that they have been contaminated, then cover foods.
REHEATING: Hazard: Bacterial growth	Reheat foods to hotter than 74°C (165°F) within 2 hours	Check temperature and time as food reheats	If food has been reheating for less than 2 hours and it is not yet 74°C (165°F) then turn up heat and continue heating to 74°C (165°F). If the food has been reheating for more than 2 hours and it is not yet 74°C (165°F), discard the food.
SELF SERVICE: Hazard: Bacterial growth	See hot and cold holding	See hot and cold holding	See hot and cold holding
SELF SERVICE: Hazard: Contamination of food	Food must be wrapped, covered or held behind a sneeze guard	Observe that food is wrapped, covered or behind a sneeze guard	If food is unprotected and likely to have been contaminated, then discard food. If food is unprotected but not likely to have been contaminated, then wrap or cover food, or place behind a sneeze guard.