



Interior Health  
*Every person matters*

Food Safety

# Food Safety Plan Template

*For Food Service Operators*

## Appendix A – Beef Stew Recipe Based Food Safety Plan

<b>Beef Stew Recipe Based Food Safety Plan</b>	
<b>Ingredients</b>	<b>Weights and Measures</b>
Stewing beef (pre-cooked)	2.5 kilograms
Beef stew base, Beef consommé, Beef gravy	1 can (each)
Vegetables (frozen)	2 packages
Seasoning	1 packet
Water	5 litres
	<p style="text-align: center;"><b>PREPARING</b></p> <p>1. Pour beef stew base, beef consommé, and beef gravy into stockpot. Add water and seasoning. Stir with wire whisk until all seasoning is dissolved.</p> <p style="text-align: center;"><b>COOKING</b></p> <p>2. Preheat stove. Begin heating beef stew mix.</p> <p>3. Break up any clumps in the frozen vegetables. Add to the beef stew mix. Stir with long-handled spoon.</p> <p><b>Critical Step</b> 4. Add cooked stewing beef and stir. <b>Continue heating beef stew until 74°C (165°F) or hotter is reached for at least 15 seconds.</b> Simmer for 30 minutes.</p> <p style="text-align: center;"><b>SERVING AND HOLDING</b></p> <p>5. Serve immediately, or</p> <p><b>Critical Step</b> 6. <b>Hold beef stew at 60°C (140°F) or hotter in hot hold unit, and cover if possible. Do not mix new product with old. Reheat to 74°C (165°F) if stew is less than 60°C (140°F) for 2 hours or less. If more than 2 hours, discard.</b></p> <p style="text-align: center;"><b>COOLING</b></p> <p><b>Critical Step</b> 7. Cool in shallow pans with a product depth not to exceed 2 inches. <b>Product temperature must reach 20°C (70°F) within 2 hours and then reach 4°C (40°F) within 4 hours (6 hours total).</b> Stir frequently. <i>Discard product that is not cooled to 4°C in 6 hours.</i></p> <p>8. Store at a product temperature of 4°C (40°F) or colder in the cooler. Cover.</p> <p style="text-align: center;"><b>REHEATING</b></p> <p><b>Critical Step</b> 9. <b>Reheat beef stew to a product temperature of 74°C (165°F) or hotter for at least 15 seconds within 2 hours - one time only.</b></p> <p><b>Sanitation Instructions:</b></p> <p>Measure all temperatures with a cleaned and sanitized thermometer. Wash hands before handling food, after handling raw foods, and after any activity that may contaminate hands. Wash, rinse, and sanitize all equipment and utensils before and after use. Return all ingredients to refrigerated storage if preparation is delayed or interrupted.</p>

## Appendix B - Beef Stew Flowchart Style Food Safety Plan

Flowchart	Potential Hazard	CCP	Critical Limits	Monitoring Steps	Corrective Actions
Receiving ↓	Contamination; Growth of pathogens	No	PHFs must be below 4°C (40°F).	Check temperature Visual inspection.	<i>Reject load if above 4°C (40°F), or if contamination is seen.</i>
Refrigeration ↓	Growth of pathogens	No	Maintain below 4°C (40°F).	Check food and air temperature every 4 hours.	<i>Lower the cooler temperature setting.</i>
Preparing ↓	Contamination	No	Use of clean utensils.	Ensure all utensils and mixing pots are clean before use.	<i>Inform dishwasher if any utensils/pots are not clean.</i>
Cooking ↓	Pathogen survival	<b>Yes</b>	<b>Heat to 74°C (165°F) or hotter and hold for at least 15 seconds</b>	Check stew temperature (sanitized thermometer) before serving/holding.	<i>Continue heating until 74°C (165°F) or hotter for 15 seconds.</i>
Holding ↓	Growth of pathogens	<b>Yes</b>	<b>Minimum temperature of 60°C (140°F)</b>	Check stew temperature in hot hold unit every 2 hours (sanitized thermometer).	<i>Reheat to 74°C (165°F) if stew is less than 60°C (140°F) for 2 hours or less. If more than 2 hours, discard.</i>
Cooling ↓	Growth of pathogens	<b>Yes</b>	<b>60°C (140°F) to 20°C (70°F) within 2 hours AND then 20°C (70°F) to 4°C (40°F) within 4 hours</b>	Check temperature (sanitized thermometer) of cooling stew.	<i>Discard if time/temperature standards not met.</i>
Reheating	Pathogen survival	<b>Yes</b>	<b>Heat to 74°C (165°F) or hotter and hold for at least 15 seconds.</b> Heating must be done within 2 hours	Check temperature (sanitized thermometer) of heating stew every hour.	<i>Discard if time/temperature standards not met.</i>

## Appendix C: Food Safety Plan Templates and Log Sheets

### Food Safety Plan Templates

- Single Menu Item Template
- “No – Cook” Plan - for potentially hazardous foods / menu items
- “Cook – (Hold) - Serve” Plan - for potentially hazardous foods / menu items
- “Cook – (Hold) - Serve” Plan with Leftovers - for potentially hazardous foods / menu items
- “Cook – Chill - Serve” Plan - for potentially hazardous foods / menu items
- “Cook – Chill - Reheat - Serve” Plan - for potentially hazardous foods / menu items

### Log Sheets

- Temperature Monitoring Log (Multiple Units)
- Temperature Monitoring Log (Single Unit with Corrective Action)
- Cooling Log

Menu Item: \_\_\_\_\_

Flowchart	Potential Hazard	CCP	Critical Limits	Monitoring Steps	Corrective Actions

**“No – Cook” Plan - for potentially hazardous foods / menu items**

<b>Step</b>	<b>Critical Control Point</b>	<b>Critical Limit</b>	<b>Monitoring Method</b>	<b>Corrective Action</b>
Receiving ↓	<b>Yes</b>	<b>4 ° C max., good condition</b>	check food temp	Reject food
Storing ↓	<b>Yes</b>	<b>4 ° C max., good condition</b>	check cooler & food temp daily	Adjust cooler, discard food if above 4 ° C for more than 2 hrs. or unknown time. If food is warmer than 4 ° C for less than 2 hours transfer food to another cooler which is less than 4 ° C
Preparation ↓	<b>Yes</b>	<b>Clean hands; use of clean/sanitized equipment*; no cross-contamination</b>	observe practices	Modify practices; discard food if contamination occurs
Cold Holding ↓	<b>Yes</b>	<b>4 ° C maximum</b>	check cooler & food temp	Adjust cooler, discard food if above 4 ° C for more than 2 hrs.

***\*Sanitation Steps: clean and sanitize food contact surfaces and display units after use. Clean and sanitize cooler surfaces weekly or more often, as necessary. See Sanitation Plan for more details.***

**This Plan applies to the following menu items:**

---



---



---

**“Cook – (Hold) - Serve” Plan - for potentially hazardous foods / menu items**

<b>Step</b>	<b>Critical Control Point</b>	<b>Critical Limit</b>	<b>Monitoring Method</b>	<b>Corrective Action</b>
Receiving ↓	No	4 ° C max., good condition	check food temp	Reject food
Storing ↓	No	4 ° C max., good condition	check cooler & food temp daily	Adjust cooler, discard food if above 4 ° C for more than 2 hrs. or unknown time. If food is warmer than 4 ° C for less than 2 hours transfer food to another cooler which is less than 4 ° C
Preparation ↓	No	Good hygiene; use of clean/sanitized equipment	observe practices	Modify practices; discard food if contamination occurs
Cooking ↓	<b>Yes</b>	<b>74 ° C min. or proper temp for food type</b>	check food temp or use visual indicator	Adjust cooking time and/or temperature
Hot Holding ↓	<b>Yes</b>	<b>60 ° C minimum</b>	check food temp	Discard food after 2 hours

**This Plan applies to the following menu items:**

---



---



---

**“Cook – (Hold) - Serve” Plan with Leftovers - for potentially hazardous foods / menu items**

<b>Step</b>	<b>Critical Control Point</b>	<b>Critical Limit</b>	<b>Monitoring Method</b>	<b>Corrective Action</b>
Receiving ↓	No	4 °C max., good condition	check food temp	Reject food
Storing	No	4 °C max., good condition	check cooler & food temp daily	Adjust cooler, discard food if above 4 °C for more than 2 hrs. or unknown time. If food is warmer than 4 °C for less than 2 hours transfer food to another cooler which is less than 4 °C
Preparation ↓	No	Good hygiene; use of clean/sanitized equipment	observe practices	Modify practices; discard food if contamination occurs
Cooking ↓	<b>Yes</b>	<b>74 °C min. or proper temp for food type</b>	check food temp or use visual indicator	Adjust cooking time and/or temperature
Hot Holding ↓	<b>Yes</b>	<b>60 °C minimum</b>	check food temp	Discard food after 2 hours
<i>If leftovers, then:</i>				
Cooling ↓	<b>Yes</b>	<b>cool quickly to 20 °C in 2 hrs. &amp; to 4°C in 4 hrs.</b>	check food temp in warmest spot at 2 and 4 hours	Discard Food; alter cooling methods
Reheating* ↓	<b>Yes</b>	<b>quickly to 74 °C</b>	check food temp	Adjust reheating time and/or temperature
Hot holding ↓	<b>Yes</b>	<b>60 °C minimum</b>	check food temp	Discard if food less than 60 °C for more than 2 hrs.
Discard				

**This Plan applies to the following menu items:**

**“Cook – Chill - Serve” Plan - for potentially hazardous foods / menu items**

<b>Step</b>	<b>Critical Control Point</b>	<b>Critical Limit</b>	<b>Monitoring Method</b>	<b>Corrective Action</b>
Receiving ↓	No	4 ° C max., good condition	check food temp	Reject food
Storing ↓	No	4 ° C max., good condition	check cooler & food temp daily	Adjust cooler, discard food if above 4 ° C for more than 2 hrs. or unknown time. If food is warmer than 4 ° C for less than 2 hours transfer food to another cooler which is less than 4 ° C
Preparation ↓	No	good hygiene; use of clean/sanitized equipment	observe practices	Modify practices; discard food if contamination occurs
Cooking ↓	<b>Yes</b>	74 ° C min. (or proper temp for food type)	check food temp or use visual indicator	Adjust cooking time and/or temperature
Cooling ↓	<b>Yes</b>	cool quickly to 20 ° C in 2 hrs. & to 4 ° C in 4 hrs.	check food temp in warmest spot at 2 and 4 hours	Discard Food; alter cooling methods
Preparation ↓	<b>Yes</b>	Clean hand/gloves; clean equipment; no cross-contamination	observe practices	Modify practices
Cold Storage ↓	<b>Yes</b>	4 ° C maximum	check food temp	Discard if food less than 60 ° C for more than 2 hrs.

**This Plan applies to the following menu items:**

---



---



---



**“Cook - Chill - Reheat - Serve” Plan - for potentially hazardous foods / menu items**

<b>Step</b>	<b>Critical Control Point</b>	<b>Critical Limit</b>	<b>Monitoring Method</b>	<b>Corrective Action</b>
Receiving ↓	No	4 ° C max., good condition	check food temp	Reject food
Storing ↓	No	4 ° C max., good condition	check cooler & food temp daily	Adjust cooler, discard food if above 4 ° C for more than 2 hrs. or unknown time. If food is warmer than 4 ° C for less than 2 hours transfer food to another cooler which is less than 4 ° C
Preparation ↓	No	good hygiene; use of clean/sanitized equipment	observe practices	Modify practices; discard food if contamination occurs
Cooking ↓	<b>Yes</b>	<b>74 ° C min. (or proper temp for food type)</b>	check food temp or use visual indicator	Adjust cooking time and/or temperature
Cooling ↓	<b>Yes</b>	<b>cool quickly to 20 ° C in 2 hrs. &amp; to 4 ° C in 4 hrs.</b>	check food temp in warmest spot at 2 and 4 hours	Discard Food; alter cooling methods
Reheating* ↓	<b>Yes</b>	<b>quickly to 74 ° C</b>	check food temp	Adjust reheating time and/or temperature

**Note:**

\* Ensure leftovers are reheated only once – remaining product to be discarded. Do not mix leftovers with fresh foods.

**This Plan applies to the following menu items:**

---



---



---

# Temperature Monitoring Log (Multiple Units)

Month: \_\_\_\_\_

Unit														
Date	°C	initials	°C	initials	°C	initials	°C	initials	°C	initials	°C	initials	°C	initials
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														

<p><b>Monitoring:</b>                  Required temperatures are as follows:</p> <ul style="list-style-type: none"> <li>• coolers: at or below 4°C</li> <li>• freezers: at or below -18°C</li> <li>• reheat/cook: above 74°C or as per food safety plan</li> <li>• hot holding: above 60°C</li> </ul>	<p><b>Corrective Action:</b>                  Apply following action as appropriate:</p> <ul style="list-style-type: none"> <li>• Adjust temperature setting</li> <li>• Have unit serviced</li> <li>• Move food to alternate storage unit</li> <li>• Discard food held above 4°C for more than 2 hours</li> </ul>
---	---

# Temperature Monitoring Log (Single Unit with Corrective Action)

Month: \_\_\_\_\_

Unit			
Date	°C	initials	Corrective Action
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

<p><b>Monitoring:</b>                  Required temperatures are as follows:</p> <ul style="list-style-type: none"> <li>• coolers: at or below 4°C</li> <li>• freezers: at or below -18°C</li> <li>• reheat/cook: above 74°C or as per food safety plan</li> <li>• hot holding: above 60°C</li> </ul>	<p><b>Corrective Action:</b>                  Apply following action as appropriate:</p> <ul style="list-style-type: none"> <li>• Adjust temperature setting</li> <li>• Have unit serviced</li> <li>• Move food to alternate storage unit</li> <li>• Discard food held above 4°C for more than 2 hours</li> </ul>
---	---



# Time/Temperature Log for Catered Events

Catering Company: \_\_\_\_\_

Event Location: \_\_\_\_\_

Name of Event \_\_\_\_\_ Date of Event: \_\_\_\_\_

Address: \_\_\_\_\_

**Record all potentially hazardous foods served at the event. Indicate times as am/pm and temps as either F or C**

Food or Beverage Item	Departure Time	Temp	Arrival Time	Serving Time	Temp.	Comments

<p><b>Transportation</b>                  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:  <b>Hot Foods</b> – reheat rapidly to at least 74° C (165° F) and maintain at hotter than 60° C (140° F)  <b>Cold Foods</b> – transfer to a cooler and maintain at less than 4 ° C (40° F)</p>	<p><b>Hot Holding</b>                  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</p>	<p><b>Cold Holding</b>                  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).</p>
---	---	--