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

Single Menu Item Template

Menu Item: _____

Flowchart	Potential Hazard	CCP	Critical Limits	Monitoring Steps	Corrective Actions

"No – Cook" Plan - for potentially hazardous foods / menu items

Step	Critical Control	Critical Limit	Monitoring Method	Corrective Action
Receiving ⇓	**Yes**	**4 °C max., good condition**	check food temp	Reject food
Storing ⇓	**Yes**	**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 ⇓	**Yes**	**Clean hands; use of clean/sanitized equipment*; no cross- contamination**	observe practices	Modify practices; discard food if contamination occurs
Cold Holding ⇓	**Yes**	**4 °C maximum**	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

Step	Critical Control	Critical Limit	Monitoring Method	Corrective Action
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 ⇓	**Yes**	**74 °C min. or proper temp for food type**	check food temp or use visual indicator	Adjust cooking time and/or temperature
Hot Holding	**Yes**	**60 °C minimum**	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

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

If leftovers, then:

Step	Critical Control Point	Critical Limit	Monitoring Method	Corrective Action
Cooling ⇓	**Yes**	**cool quickly to 20 ℃ in 2 hrs. & to 4℃ in 4 hrs.**	check food temp in warmest spot at 2 and 4 hours	Discard Food; alter cooling methods
Reheating* ⇓	**Yes**	**quickly to 74 ℃**	check food temp	Adjust reheating time and/or temperature
Hot holding ⇓	**Yes**	**60 ℃ minimum**	check food temp	Discard if food less than 60℃ for more than 2 hrs.
Discard				

This Plan applies to the following menu items:

_____

_____

_____

"Cook – Chill - Serve" Plan - for potentially hazardous foods / menu items

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

This Plan applies to the following menu items:

_____

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"Cook – Chill - Reheat - Serve" Plan - for potentially hazardous foods / menu items

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

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:

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_____

_____

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														
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31														

Monitoring:
Required temperatures are as follows:
- coolers: at or below 4°C
- freezers: at or below -18°C
- reheat/cook: above 74°C or as per food safety plan
- hot holding: above 60°C

Corrective Action:
Apply following action as appropriate:
- Adjust temperature setting
- Have unit serviced
- Move food to alternate storage unit
- Discard food held above 4°C for more than 2 hours

Temperature Monitoring Log (Single Unit with Corrective Action)

Month: _____

Unit			
Date	**°C**	**initials**	**Corrective Action**
1			
2			
3			
4			
5			
6			
7			
8			
9			
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11			
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13			
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Monitoring:
Required temperatures are as follows:
- coolers: at or below 4°C
- freezers: at or below -18°C
- reheat/cook: above 74°C or as per food safety plan
- hot holding: above 60°C

Corrective Action:
Apply following action as appropriate:
- Adjust temperature setting
- Have unit serviced
- Move food to alternate storage unit
- Discard food held above 4°C for more than 2 hours

Cooling Log

Date	Food Item	Temperature (°C)			Total cooling complete in 6 hours or less (Y/N)	Corrective Actions (if total cooling not complete in 6 hours or less)
		Initial	After 2 hours	After 6 hours		

Cooling Procedure
Cool foods as follows:

60°C to 20°C in **2 hours**; then from **20°C to 4°C** in **4 hours**; (Total cooling time should be **6 hours or less**)

Good practices include:
- Shallow storage containers
- Use an ice bath
- Use an ice wand

Wait until food is cold before covering

Monitoring:
- Check cooling methods every 2-3 months or when Food Safety Plan is first started

Corrective Actions:
- Discard food held above 20°C but less than 60°C for more than 2 hours
- Discard food held above 4°C but at or below 20°C for more than 4 hours

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

Transportation	**Hot Holding**	**Cold Holding**
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: **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)	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	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).