

Chapter 6

PRELIMINARY STEPS IN DEVELOPING A FOOD SAFETY PLAN FOR HUMAN FOOD

Preliminary Steps Objectives

In this module you will learn:

- Preliminary steps necessary for developing a Food Safety Plan including:
 1. Assemble the food safety team
 2. Describe the product and its distribution
 3. Describe the intended use and consumers of the food
 4. Develop a flow diagram and describe the process
 5. Verify the flow diagram on-site

Assemble the Food Safety Team

- Management commitment to resources
 - Supports realistic and executable plan
- Team approach:
 - Reduces risk of missing key food safety considerations
 - Encourages ownership of the plan
- Individuals with different specialties and experiences
 - Provides knowledge of daily operations
 - QA, production, sanitation, maintenance, etc. as applicable
- “Preventive controls qualified individual” required
 - Someone within the firm and/or an outside expert
 - Successfully completed training or otherwise qualified

Food Safety Team's Responsibilities



Develops, documents,
maintains and reviews the
Food Safety Plan



Oversees implementation of
the Food Safety Plan



Ensures personnel are trained
to carry out their
responsibilities

E.G. Food Company Example

E.G. Food Company is a fictitious enterprise used as an example throughout this course.

Company Overview

E.G. Food Company's ~150 employees produce egg-based products, including plain omelets, cheese omelets and cheese omelet biscuits. Product is made 5 days a week in one 8 hour production shift, followed by 4 hours for sanitation. Cleaning and sanitizing of all processing equipment is conducted per a master sanitation schedule, which also includes cleaning and sanitizing between different products if needed for allergen control. Municipal water, which is treated and tested per EPA requirements by the city, is used throughout the facility. The company practices hygienic zoning to prevent cooked product exposure to environmental pathogens and employees working in the high hygiene areas wear color coded smocks and dedicated footwear. These employees are instructed on proper hand washing procedures, glove use, and importance of zoning.

E.G. Food Company Example

Food Safety Team

Name	Position	Applicable Training (Records are in personnel file)
I.N. Charge	Plant Manager	In plant training
F.S. Leader*	QA Manager	FSPCA class
E.F. Ency	Production Supervisor	In plant training
I.M. Clean	Sanitation Supervisor	In plant training
P.H. Books*	Consultant, PH Books Consulting Service	M.S. & Ph.D. in Food Science and FSPCA lead instructor

*Preventive controls qualified individual

Describe the Product and Its Distribution

- The Product Description should include:
 - The product names(s)
 - Important food safety characteristics of the product, if any (e.g., pH, a_w , preservatives)
 - Ingredients
 - Packaging type
 - Shelf life
 - Storage and distribution

Describe the Intended Use and Consumers

- This may be combined with product description information and should include:
 - Intended use and reasonably foreseeable unintended use
 - Intended consumers (e.g., general public, infants, elderly)
 - Labeling instructions relevant to food safety

At-risk Populations

- These groups are more susceptible to foodborne illness:
 - Infants and young children
 - Elderly persons
 - Pregnant women
 - Immune-suppressed persons
- Additional controls may be necessary if your product is designed specifically for these populations, e.g.,
 - Infant formula
 - Special diets for medical settings
 - Foods prepared for nursing homes
 - Foods targeted toward young children

PRODUCT(S) Omelet – Plain, Cheese and Cheese Biscuit	PAGE X of Y	
PLANT NAME: E.G. Food Company	ISSUE DATE	09/20/2015
ADDRESS: 360 Culinary Circle, Mytown, USA	SUPERSEDES	08/06/2015

Product Description, Distribution, Consumers and Intended Use

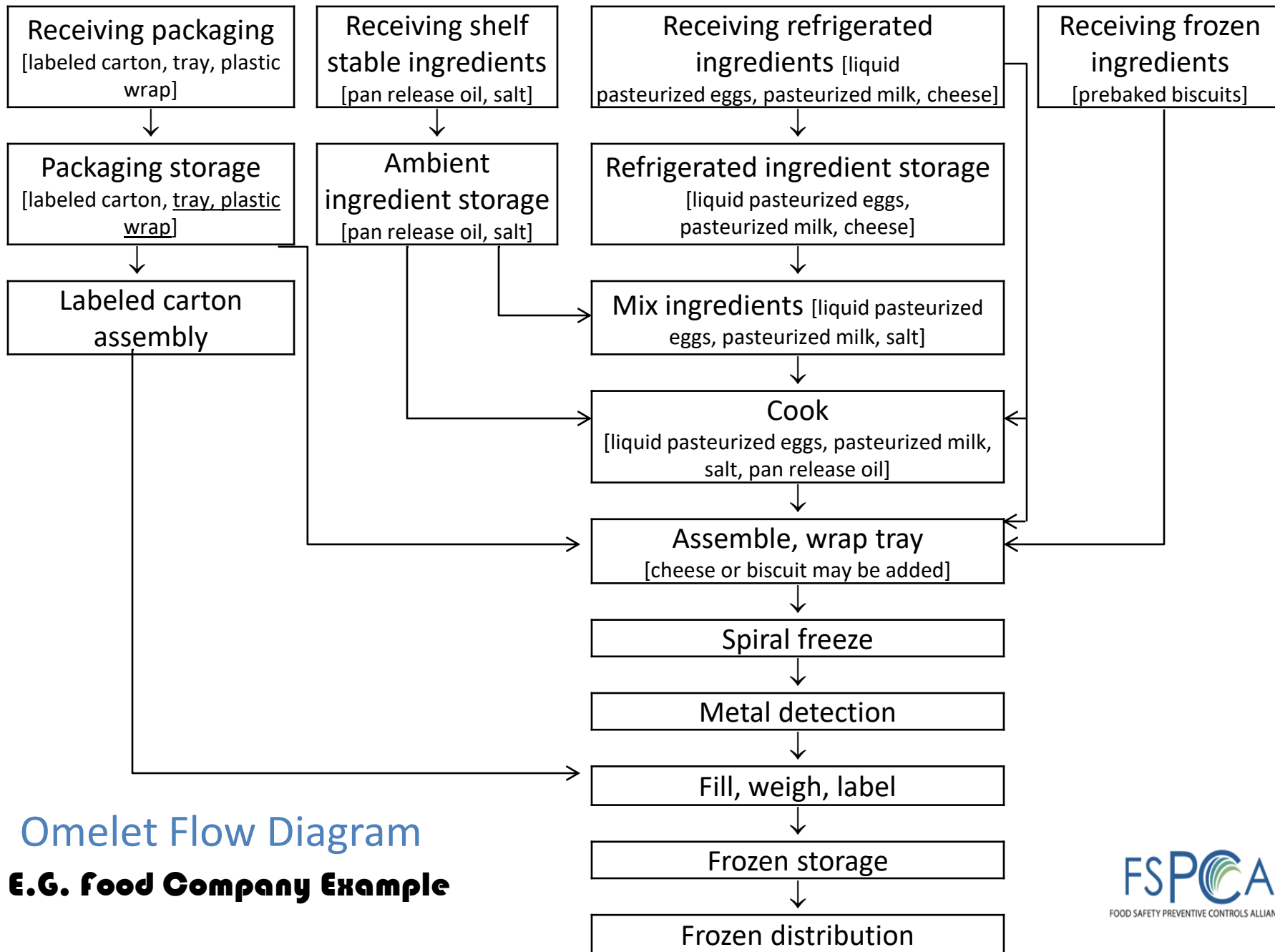
Product Name(s)	Omelet – Plain, Cheese and Cheese Biscuit
Product Description, including Important Food Safety Characteristics	Frozen, cooked egg omelet, with or without cheese filling and a wheat biscuit bun pH 7.1 - 7.9, water activity >0.98, no preservatives
Ingredients	Plain: Eggs, milk, pan release oil, salt Cheese: Eggs, milk, cheese, pan release oil, salt Cheese Biscuit: Eggs, milk, cheese, biscuit, pan release oil, salt
Packaging Used	Paperboard trays wrapped with plastic wrap and inserted in a corrugated case.
Intended Use	The product is considered ready-to-eat, but is typically heated to hot holding temperatures (135°F (57°C)) or above for palatability. Heating is typically conducted using microwaves, convection oven, or induction. End user may thaw at refrigeration temperatures overnight to reduce cooking time. End users may also add toppings or fillings. Sold for foodservice applications. <i>Potential abuse:</i> Some establishments may hold thawed product for longer than the recommended 24 hours.
Intended Consumers	General public
Shelf Life	1 year frozen
Labeling Instructions	Keep frozen or thaw under refrigeration (<41°F (5°C)) for <24 hours before cooking.
Storage and Distribution	Frozen
Approved: Signature: F.S. Leader Print name: F.S. Leader	Date: April 11, 2015

E.G. food Company Example

Preliminary Task #4:

Develop a Flow Diagram and Describe the Process

- Flow diagram is an important tool to describe the process
- Include all the process steps within the facility's control
- Include reworked product, by-product and diverted product, if applicable
- Develop a written description for each step in the flow diagram



Omelet Flow Diagram

E.G. Food Company Example

E.G. Food Company Example

Process Description – Plain, Cheese and Cheese Biscuit Omelet

Receiving Ingredients and Packaging:

Ingredients and raw materials are purchased from reputable suppliers that comply with internationally recognized food safety and quality systems. For each ingredient, the same brand is used consistently to minimize variation. Ingredients are stored according to manufacturers' recommendations when specified.

Receiving packaging: Corrugated shippers, paperboard trays and plastic wrap are received in bulk. Specifications require food grade material for trays and plastic wrap that is compatible with frozen storage of food products.

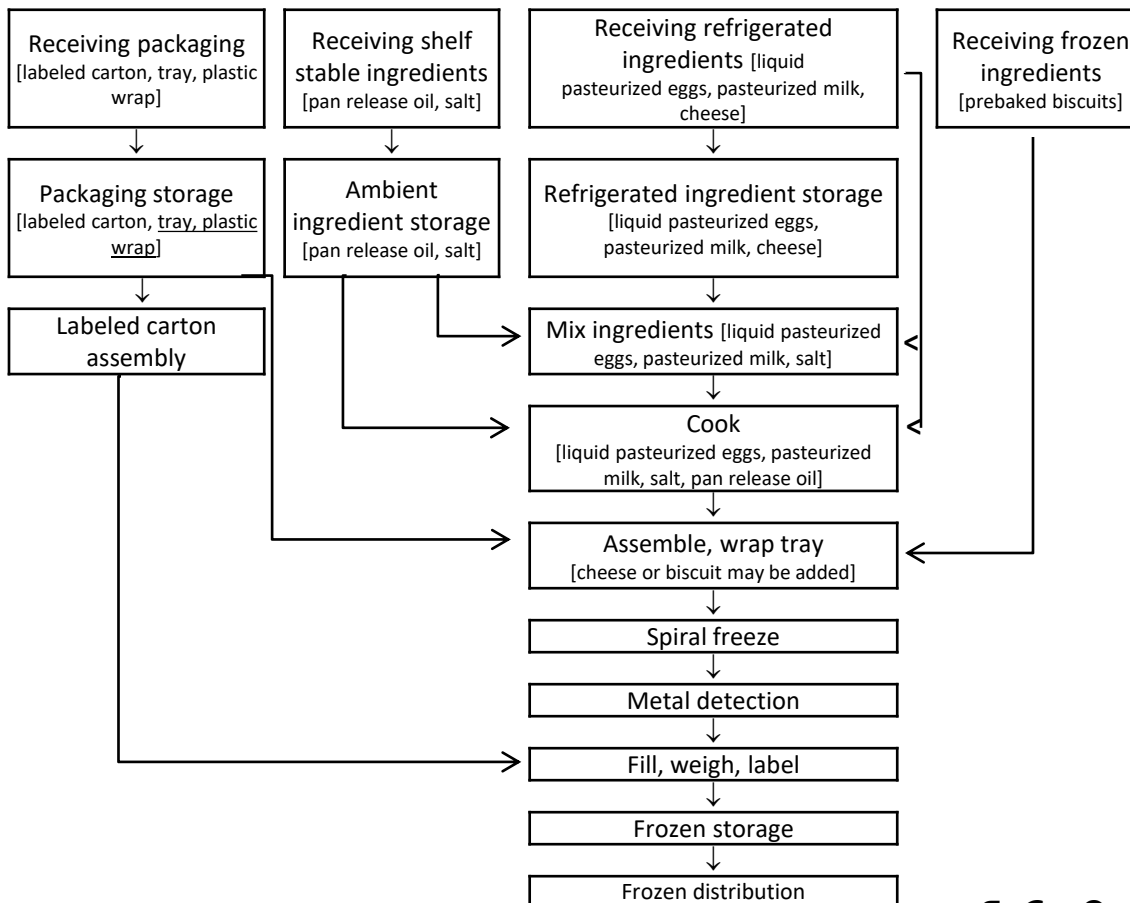
Receiving shelf stable ingredients:

Salt: Received in 10-pound bags from our distributor. Specifications require food grade salt.

Pan release oil: The pan release oil contains soybean oil, soy lecithin and natural flavor. It is received from our distributor in 10-gallon jugs.

See Appendix 3: Food Safety Plan for full information

Preliminary Task #5: Verify the Flow Diagram



E.G. Food Company Example

NOTE: Text in [square brackets] optional and for teaching purposes

Verified by: F.S. Leader April 11, 2015



Preliminary Steps Summary

Activity	Outcome
1. Assemble the food safety team	Management commitment for resources and training
2. Describe the product and its distribution	Information for hazard analysis
3. Describe the intended use and consumers of the food	
4. Develop a flow diagram and describe the process	Organizing framework for hazard analysis
5. Verify the flow diagram	Essential to assure accuracy

EXERCISE

Objective: Become familiar with your product for subsequent exercises.

1. Review the preliminary steps information for your model food product.
 1. Would you group or separate the products in your sample plan? Why?
2. Discuss your responses at your table.
3. Pick a spokesperson to summarize the discussion to the rest of the class.