



What Should Be in a Food Safety Plan?

Preparation of the Food Safety Plan involves organizing all relevant and required documents into a binder, or readily accessible electronic version, for presentation during an inspection. Below are suggested documents to include.

Hazard Analysis

Flow Diagram(s) of Facility
Hazard Analysis of Processing Steps
Hazard Analysis of Ingredients
Hazard Analysis Scoring Rubric
Justification of Risk Ranking
Supporting Evidence and Literature

Prerequisite Programs

Purchasing and Receiving Feed Ingredients
Approved Supplier Program
Drug Room and/or Concentrated Hand-Add Area
Maintenance
Equipment Calibration and Testing
Clean Out Procedures
Flushing and Scheduling Sequence
Flush Verification
Bulk and Sacked Feed Ingredient Storage
Formulation
Production Records
Labels
Shipment/Distribution Packaging
Recall and Complaint Procedures
Bio-security/Grounds
Personnel and Supervision
Qualified Individual Training
Personal Hygiene GMPs
Quality Control and Laboratory Analysis

Preventive Controls

Preventive Control(s)
Preventive Control Management Components
Monitoring SOPs for those hazards recognized in the Preventive Control
Corrective Action Plan
Recall SOP
Mock Recall SOP

NOTE: SAFE guidance materials are provided for educational purposes only and do not guarantee adequacy of procedures or compliance with regulations.