Food Safety Plan

Food Safety Plan Template

When a RIDOH Food Business Application is submitted to the Center for Food Protection, several additional documents are also usually required. One such document is a Food Safety Plan (FSP).

An FSP is a written document that shows how a food business operates safely and helps ensure compliance with the Rhode Island Food Code. The food safety elements in this plan should be considered in the daily operation of your establishment in order to produce safe food for your consumers.

RIDOH has developed a very simple FSP template that can be used to create a unique plan for your business *if needed*.

Most likely, some questions in this template will not apply to your business model—that’s ok. Use “NA” for questions that are not applicable to your operation.

This template may not cover all required information for more complex and/or special processes. Applicants can choose to develop their own FSP from scratch. Be sure to address the main food safety elements, such as those included in this template.

Good luck! Please call 401-222-2749 if you still have questions.



08/23

**Rhode Island Department of Health, Center for Food Protection**

**For more information, call 401-222-2750**

**Food Safety Plan for:** [Your Business Name Here]

*Complete the following information and customize this template as needed to create a unique Food Safety Plan for your business. Click on the link in each section header for more information. Select “NA” if the question does not apply to your business model. Elements that do not have “NA” must be completed.*

 [Food Employee Reporting Agreement](https://health.ri.gov/forms/agreements/FoodEmployeeReporting.pdf)

|  |
| --- |
|  All employees understand and have signed an employee illness agreement: Yes☐ No☐  |
|  Sick employees are instructed to: |

[Responding to Vomiting and Diarrhea in Food Establishments](https://health.ri.gov/publications/guidelines/RespondingToVomitingAndDiarrheaInFoodEstablishments.pdf)

|  |
| --- |
| Clean up kit assembled and available: Yes☐ No☐ |
| The establishment has a written procedure for cleaning vomit and diarrhea: Yes☐ No☐ |

[Personal Cleanliness and Hygienic Practices](https://health.ri.gov/publications/factsheets/Handwashing.pdf)

|  |
| --- |
|  Employees will wash their hands whenever:  |
| When handling ready-to-eat food, employees will wear gloves and avoid bare hand contact: Yes☐ No☐ NA☐ |

Employees Break Area

|  |
| --- |
| Employee personal belongings will be kept:  |
| Employee will only eat in: |

[RIDOH-Certified Food Safety Managers](https://health.ri.gov/applications/FoodSafetyManager.pdf) NA☐

|  |  |  |
| --- | --- | --- |
| Name  | FMC number  | Expiration (MM-DD-YYYY) |
|  |  |  |
|  |  |  |
|  |  |  |

[Food Product Receiving](https://health.ri.gov/publications/guidance/FoodProtectionApprovedSource.pdf)

|  |
| --- |
| This establishment sources food from the following:  |
| Cold foods must be received at:  |  °F NA☐ |
| Hot foods must be received at:  |  °F NA☐ |
| Corrective action at Receiving if food is damaged, temperature abused, or otherwise not safe:  |

[Cold Holding](https://health.ri.gov/publications/factsheets/TimeTemperatureControlForSafetyFood.pdf) NA☐

|  |
| --- |
| Refrigerated units include walk-in coolers, reach-in refrigerators, sandwich prep units, etc.  |
| Refrigerated units are maintained at:  °F or below. |
| All refrigerated units are provided with accurate thermometers: Yes☐ No☐  |
| Corrective action if refrigeration temperature is above 41°F:  |

Date Marking NA☐

|  |
| --- |
| All cold prepared food is marked as follows:  |
| Cold prepared foods stored will be disposed of after: |  days |

Thawing NA☐

|  |
| --- |
| Frozen foods will be thawed by: |

[Cooking Temperatures](https://health.ri.gov/publications/factsheets/MinimumInternalCookingTemperatures.pdf) NA☐

Foods will be cooked to the following minimum internal temperatures:

|  |  |
| --- | --- |
| Poultry, stuffed meats: | °F |
| Ground meats/sausages: | °F |
| Fish, solid portions of meats: ­­­­­­­­­­­­­­­­­ | °F |

|  |  |
| --- | --- |
| Foods will be reheated to a minimum temperature of:  |  °F  |

[Reheating method](https://health.ri.gov/publications/factsheets/TimeTemperatureControlForSafetyFood.pdf) NA☐

Hot Holding [Time / Temperature Control for Safety (TCS) Foods](https://health.ri.gov/publications/factsheets/TimeTemperatureControlForSafetyFood.pdf)  NA☐

|  |  |
| --- | --- |
| Once properly reheated, hot foods are held at: | °F  |
| Corrective action: |

[Cooling](https://health.ri.gov/publications/factsheets/CoolFoodsRapidly.pdf) NA☐

|  |
| --- |
| This establishment will cool foods by: |
| Corrective action: |

[Consumer Advisories](https://health.ri.gov/publications/factsheets/FoodConsumerAdvisories.pdf) / [Allergen Statement](https://health.ri.gov/publications/guides/FoodAllergiesWhatYouNeedToKnow.pdf) NA☐

|  |
| --- |
| Consumer warning identifies undercooked / raw foods: Yes☐ No☐ NA☐ |
| Allergen statement present: Yes☐ No☐ NA☐ |

Sanitation NA☐

|  |
| --- |
| Chemicals properly labeled and stored: Yes☐ No☐ |
| Cleaning schedule developed and posted: Yes☐ No☐ |

[Warewashing of Equipment and Utensils](https://health.ri.gov/publications/posters/ManualDishwashingProcedure.pdf) NA☐

|  |
| --- |
| Manual dishwashing method: |
| Sanitizer chemical type: (select one) Quaternary ammonia ☐ / Chlorine bleach ☐ / Other ☐: |
| Sanitizer concentration: parts per million (ppm)  |
| How to test:  |
| How often to change:  |
| Test Strips: Yes☐ No☐ |

Dishwashing Machine NA☐

|  |
| --- |
| ☐ Chemical or ☐ heat sanitizer (select one) |
| High temp heat sanitizer minimum temperature: |
| Sanitizer chemical type: | Minimum concentration in ppm: | How to test: |

Shellstock NA☐

|  |
| --- |
| Shellfish will be obtained from: |
| Shellfish tags will be kept in chronological order for: days. |

Pest Control NA☐

|  |  |
| --- | --- |
| Company name: |  |
| Address: |  |
| Phone number: |  |