



Food Safety Management Plan



Adapted with permission of Southwestern Public Health
September 2026

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Introduction

The *Food Safety Management Plan* serves as a reference tool for creating Hazard Analysis Critical Control Point (HACCP) systems for menu items in food premises. These plans help operators take necessary precautions to prevent foodborne illnesses in food service environments. It is the responsibility of all operators to regularly evaluate their plans to ensure they are implemented correctly and effectively.

HACCP is a seven-step system:

1. Conduct a hazard analysis
2. Identify critical control points
3. Establish critical limits
4. Monitor critical control points
5. Take corrective action
6. Verify that the system works
7. Keep records

The system looks to identify hazardous (high risk) food items, make changes to reduce or eliminate risks, and monitors overall food handling.

Each plan must be adapted to suit the needs of the food premises and to reflect the complexity and variability of the menu items served.

A certified public health inspector can assist in developing and reviewing food safety management plans. For more information, please call Huron Perth Public Health at 1-888-221-2133, Ext. 3670 or email ehresponse@hpph.ca.

Food Safety Management Plan

Food premises _____

Owner _____ Phone _____

Manager _____ Phone _____

Public health inspector _____ Phone _____

Date program implemented _____

Staffing

Food handler certification is valid for five years. A copy of each certificate must be available on site for a certified public health inspector to review at any time.

Certified food handlers (Name)	Position	Date of certification	Date of expiry

Notes:

Step 1: Recipes and hazard analysis

Write out recipes so that all ingredients can be evaluated, and high risk food items identified.

Example: Casserole

Ingredients	Equipment needed	High risk food item(s)
ground beef, eggs, breadcrumbs, onion, salt, pepper, sage, tomato sauce	bowl, spoon, loaf pan, thermometer	ground beef, eggs

Food sources

Food suppliers are important for recalls or product issues to know when to remove recalled products from sale/use.

Note:

1. Eggs, meat and dairy must come from approved sources (e.g., government inspected premises).
2. Receipts for all food items must be kept on site for one year.
3. Eggs must be either Grade A or Grade B.

Product	Supplier

Steps 2 & 3: Identify critical control points and establish critical limits

Critical control points (CCPs) are measurable markers, such as specific internal cooking temperatures, that must be reached to reduce or eliminate risks associated with foods.

Standard operating procedures (SOPs) are practices that will also contribute to minimizing risks associated with food preparation, but they are not measurable targets.

CCPs and SOPs are noted below (with space to include others) that are specific to a food premises' needs. (Note this list is not inclusive of all CCPs or SOPs. All owners/operators should fully evaluate their food premises.)

Food delivery checklist

All items on this checklist must be satisfied; if they're not, food item(s) must be rejected.

[Template available in appendices, page 12](#)

- Eggs, meat and dairy come from approved sources (e.g., government inspected premises)
- Transport container/vehicle is weatherproof and clean
- Product packaging is undamaged and free of obvious contamination
- Food items can be stored promptly
- Product is within best before or expiration date
- Refrigerated perishable food items are maintained at 4 C (40 F) or lower
- Frozen perishable food items are maintained in frozen state
- Hand hygiene is carried out as required

Storage checklist

- Rotate stock by using old stock first, then the new stock (FIFO - first in , first out)
- All foods are covered and labelled
- Shelving allows food to be stored off the floor
- Shelving is labelled and easily cleanable
- Date product received marked on goods
- Raw foods are stored separately and/or below ready-to-eat foods
- Food grade containers are used
- Hand hygiene is carried out as required

[Poster available in appendices, page 13](#)

Preparation, cooking and hot holding checklist

- Staff are assigned to specific functions (i.e. chef, sous-chef, line cook, prep staff, servers)
- Proper thawing methods and timing (time is required to thaw in refrigerator or under cold running water)
- Verify storage temperatures at the beginning of handling/processing/preparation
- Verify internal cooking temperatures (see chart below)
- Verify hot holding temperatures (60 C/140 F or warmer) and method: stove, steam table
- Verify cooling temperatures: from 60 C to 20 C (140 F to 70 F) within two hours; then from 20 C to 4 C (70 F to 40 F) within four hours
- Hand hygiene is carried out as required

Internal cooking temperatures

Fact Sheet available in appendices, page 14

Food	Temperature
Poultry (whole)	82 C (180 F)
Poultry (products, pieces, ground)	74 C (165 F)
Food mixtures containing poultry, eggs, meat, fish or other hazardous food	74 C (165 F)
Pork (products, ground)	71 C (160 F)
Ground meat (other than poultry)	71 C (160 F)
Fish	70 C (158 F)
Seafood	74 C (165 F)

Reheating checklist

- Hand hygiene is carried out as required
- Reheat to the original cooking temperature within two hours
- Pre-heat hot holding containers (if applicable)
- Verify reheating method: stove, oven, microwave
- Verify temperatures for both cooking and hot holding
- Leftovers must only be reheated one time then must be discarded

Cleaning and sanitizing

Approved chemical sanitizers (for dishwashing and food contact surfaces)

Sanitizer	Regular strength*
Chlorine (bleach)	100 ppm
Quaternary ammonium	200 ppm
Iodine	25 ppm

*Use corresponding test strips to verify sanitizer strengths.

Type of chemical sanitizer(s) used:

Mechanical dishwashers

Dishwasher type	Wash cycle water temperature	Sanitizer
High temperature	60-71 C (140-160 F)	82 C (180 F)
Low temperature	60-71 C (140-160 F)	One of the three approved sanitizers
NSF International certified	As per the NSF certification tag	As per the NSF certification tag

Manual dishwashing steps

[Multi-service utensils poster available in the appendices, page 15](#)

[Pots and oversized utensils poster available in the appendices, page 16](#)

1. Scrape and pre-rinse
2. Wash with water and detergent in water at a minimum temperature of 24 C (75 F)
3. Rinse with clean warm water
4. Sanitize (submerge for 45 seconds) with:
 - hot water (77 C/170 F) or
 - approved chemical sanitizer (as above) at the required concentration

Garbage and waste disposal checklist

Staff responsible _____

- Frequency of removal from premises: _____ times / _____ (frequency)
- Frequency of pick up by contractor:
 - Garbage: _____ times / _____ (frequency)
 - Recycling: _____ times / _____ (frequency)
 - Grease/oil: _____ times / _____ (frequency)
- Clean and sanitize waste receptacles
- Covers available for waste receptacles

Housekeeping

Below are samples of how cleaning schedules could be set up. Tasks should be added to best reflect the premises' individual needs. When a person or a position is assigned to a particular task, it ensures that all staff know what their role is to keep the premises clean and sanitary.

The cleaning schedule should be reviewed regularly to ensure it meets the needs of the restaurant to maintain it in a clean and sanitary manner. Areas of focus should include the kitchen, storage areas, service area, washrooms and exterior of the building. To keep expectations clear, include the required equipment and cleaning supplies, how to use them, where they are stored and the process.

Example: Daily Cleaning Schedule

Template available in appendices, page 17

Date	Time	Task	Person/position responsible	Initials
		Clean refrigerator and freezer doors	Prep cook	
		Empty trash bins	Prep cook	

Example: Weekly Cleaning Schedule

Template available in appendices, page 18

Date	Time	Task	Person/position responsible	Initials
		Clean walk in cooler shelves	Wait staff	
		Clean dry storage shelving units	Wait staff	

Example: Monthly Cleaning Schedule

Template available in appendices, page 19

Date	Time	Task	Person/position responsible	Initials
		Check for pests and record	Kitchen staff	
		Clean behind cooking equipment	Kitchen staff	

Pest control

Template available in the appendices, page 20

Staff responsible _____

- Contract with licensed pest control operator (if applicable):
Name of company _____
Contact at company _____
Phone number of company _____
- Self-inspection for infestations of insects or rodents (if no contract with a pest control company)
- Entry points in structure (holes, cracks, or other openings)
- Screens on doors and windows
- Exterior tidiness

Steps 4 to 7: Monitor, take corrective action, verify the system is working and keep records

Use temperature log sheets to verify that food is being stored, cooked, hot held and reheated to appropriate temperatures. Document corrective actions to remedy any noted issues. Verify temperatures daily and/or as frequently as necessary to ensure foods are not temperature abused.

Refrigerator and freezer temperature log

Refrigerators must be 4 C (40 F) or colder and freezers must keep frozen foods frozen.

If the criteria are not met, **immediately** contact _____

Example: Refrigerator Temperature Log

Template available in appendices, page 21. Freezer temperature log template available, page 22.

Date	Time	Temp	Initials	Time	Temp	Initials	Time	Temp	Initials

Hazardous temperature log for cooking, hot holding and reheating

- Clean and sanitize the probe thermometer before and after each use
- Calibrate the thermometer regularly

Example: Hazardous Food Temperature Log

Template available in appendices, page 23

Date	Time	Hazardous food	Internal food temperature	Initials

Mechanical dishwashing:

High temperature dishwasher log

Required wash temperature _____ Required sanitize temperature _____

Example: High Temperature Dishwasher Log

Template available in appendices, page 24

Date	Time	Wash temperature	Sanitize temperature	Initials	Corrective action/comments

Low temperature dishwasher log

Required wash temperature _____

Type of sanitizer used _____ Required sanitizer concentration (ppm) _____

Example: Low Temperature Dishwasher Log

Template available in appendices, page 25

Date	Time	Wash temperature	Sanitize temperature	Initials	Corrective action/comments

NSF temperature dishwasher log

Required wash temperature _____ Required sanitize temperature (high) _____

Type of sanitizer used _____ Required sanitizer concentration (ppm) _____

Example: NSF Dishwasher Log

Template available in appendices, page 26

Date	Time	Wash temperature	Sanitize temperature	Initials	Corrective action/comments

Food safety plan reviewed by manager

Date	Changes or updates	Signature

Plan reviewed by public health inspector

Date	Changes or updates	Signature

Notes:

[illegible]

Appendices

- Template
 - Food Delivery Checklist
- Poster
 - Wash Your Hands
- Fact Sheet
 - Temperature Requirements for Hazardous Foods
- Posters
 - Manual Dishwashing: Multi-Service Utensils
 - Manual Dishwashing: Pots and Oversized Utensils
- Templates
 - Daily Cleaning Schedule
 - Weekly Cleaning Schedule
 - Monthly Cleaning Schedule
 - Pest Control Monitoring Record
 - Refrigerator Temperature Log
 - Freezer Temperature Log
 - Hazardous Food Temperature Log (Cooking, Hot Holding and Reheating)
 - High Temperature Dishwasher Log
 - Low Temperature Dishwasher Log
 - NSF Dishwasher Log

Food Delivery Checklist

All items on this checklist must be satisfied; if they're not, food item(s) must be rejected.

- Upon arrival, immediately store food products in appropriate storage areas
- Transport container/vehicle is weatherproof and clean
- Product is within best before or expiration date
- Product packaging is undamaged and free of obvious contamination
- Refrigerated perishable food items are maintained at 4 C (40 F) or less
- Frozen perishable food items are maintained in frozen state

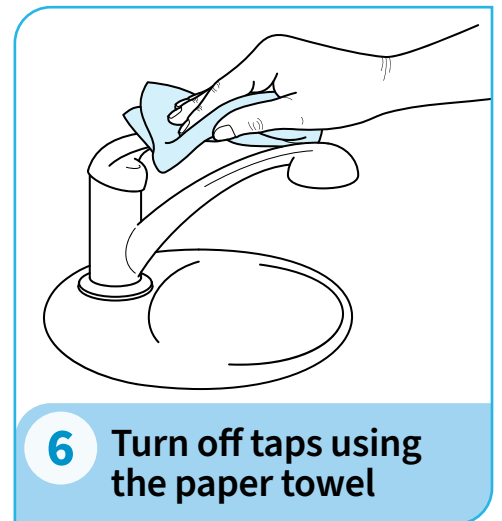
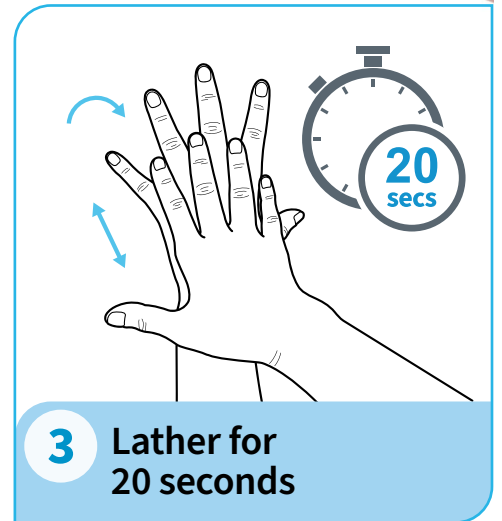
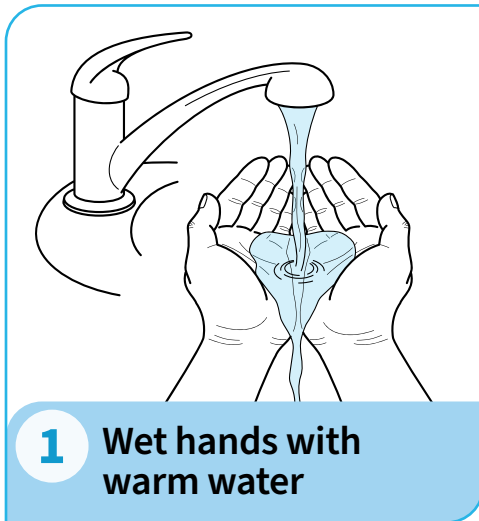
Temperature monitoring chart for perishable food deliveries

A probe thermometer must be used to ensure that the temperature of refrigerated food deliveries is **4 C (40 F) or lower** and frozen food is maintained in a frozen state. Food that is delivered at the wrong temperature **must** be rejected.

Month/Year _____ Temperatures are measured in C F

[illegible]

WASH Your Hands



Always wash your hands

- After using the washroom
- Before preparing food
- After handling raw foods or dirty dishes
- After sneezing, coughing, or blowing your nose.



1-888-221-2133
www.hpph.ca

Temperature Requirements for Hazardous Foods

Process	Description	Temperature
Cold holding	Keep cold foods cold	4 C (40 F) or below
Hot holding	Keep hot foods hot	60 C (140 F) or above
Cooking	Minimum internal cooking temperatures	
	Whole poultry	82 C (180 F) for 15 seconds
	Poultry pieces, ground poultry, stuffing in poultry	74 C (165 F) for 15 seconds
	Food mixtures containing poultry, egg, meat, fish or other hazardous foods (soup, stew, stock, casserole, gravy)	74 C (165 F) for 15 seconds
	Pork/cured ham	71 C (160 F) for 15 seconds
	Ground meat/meat mixtures (burgers, sausages, meatballs, meatloaf, casseroles)	71 C (160 F) for 15 seconds
	Fish/shellfish	70 C (158 F) for 15 seconds
	Other hazardous foods (leftovers, hot dogs)	74 C (165 F) for 15 seconds
Cooling	All food: Improper cooling is the most frequent cause of foodborne illness. Divide into small portions to speed cooling.	60 C (140 F) to 20 C (68 F) within two hours. Then from 20 C (68 F) to 4 C (40 F) within four hours.
Reheating	Reheat quickly	Reheat to the original cooking temperature.

Remember:

Keep foods out of the danger zone – from 4 to 60 C (40 to 140 F). Keep hot foods hot and cold foods cold.

For more information about food safety, visit the Food Premises Operators page of our website at www.hp-ph.ca/foodpremises

June 2026

Huron Perth Public Health

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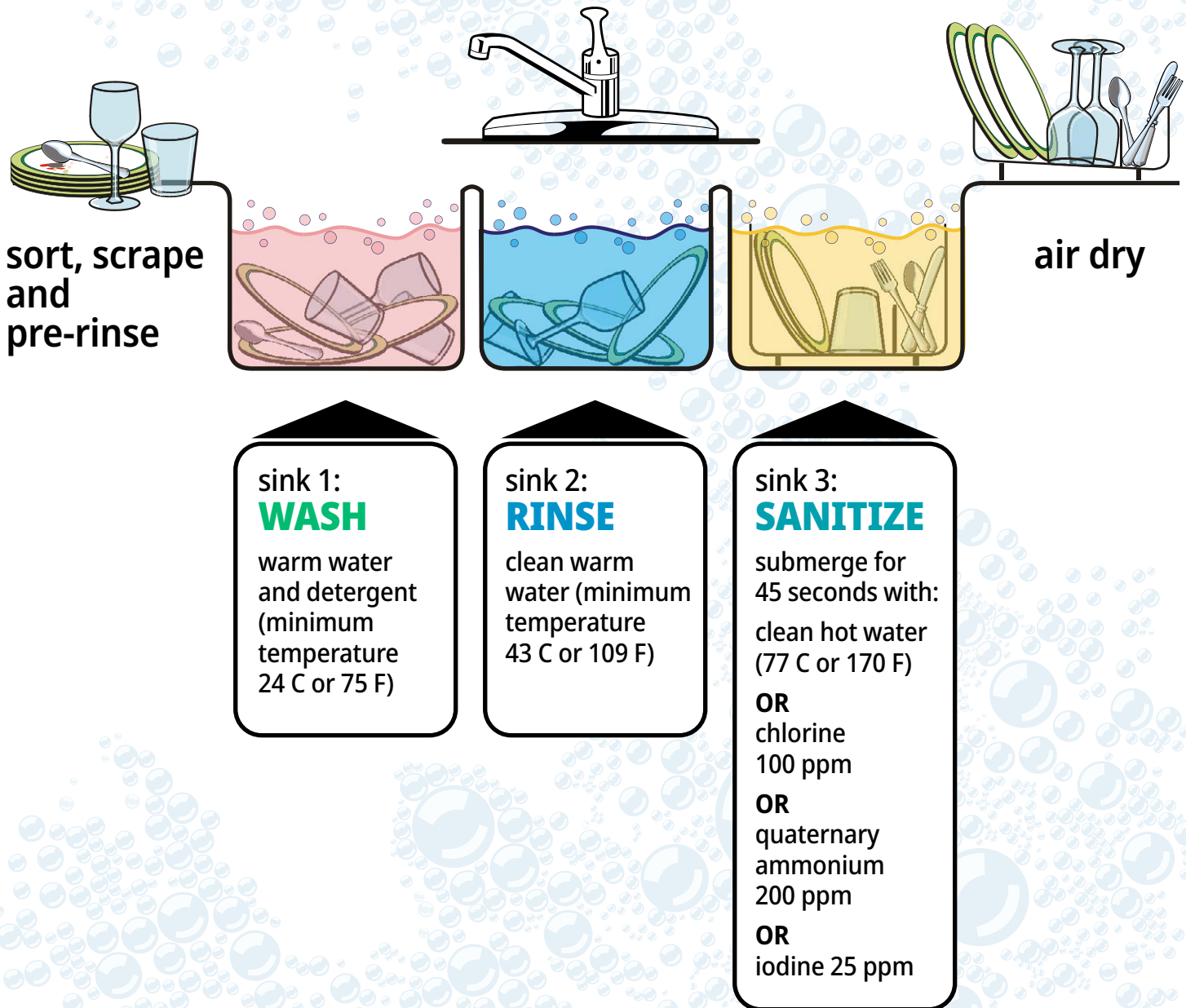
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Manual Dishwashing

Multi-service utensils

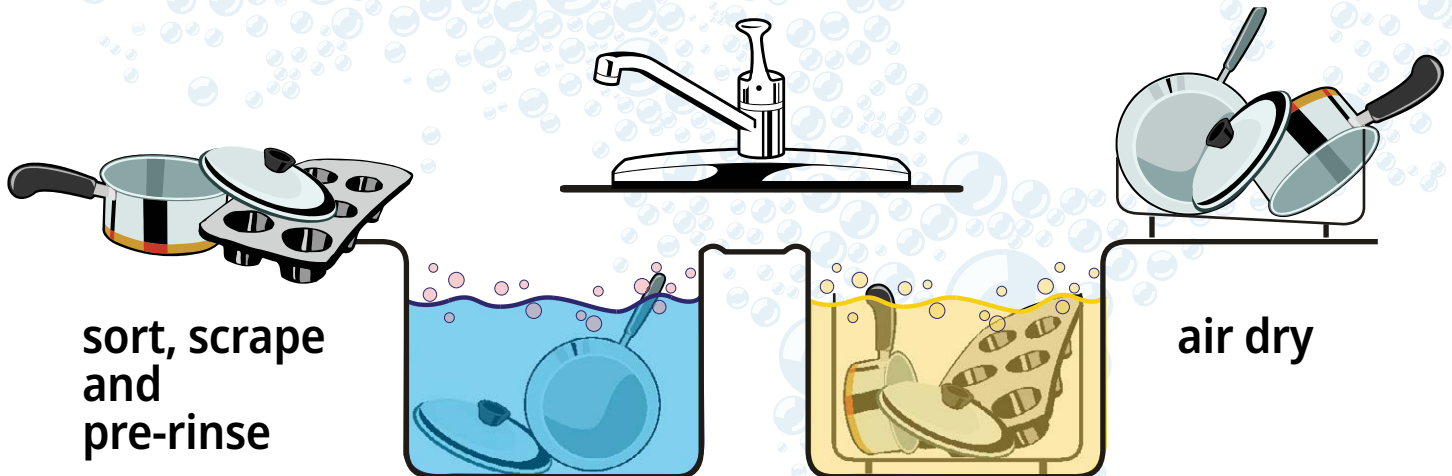
Three Compartment Sink



Manual Dishwashing

Pots and oversized utensils

Two Compartment Sink



sink 1:

WASH

warm water and detergent
(minimum temperature
24 C or 75 F)

RINSE

clean warm water
(minimum temperature
43 C or 109 F)

sink 2:

SANITIZE

submerge for
45 seconds with:
clean hot water
(77 C or 170 F)

OR

chlorine
100 ppm

OR

quaternary ammonium
200 ppm

OR

iodine 25 ppm



Huron Perth
Public Health
Daily Cleaning Schedule

Month/Year _____

Equipment and cleaning supplies required _____

Process

[illegible]

Huron Perth
Public Health
Weekly Cleaning Schedule

Month/Year _____

Equipment and cleaning supplies required _____

Process

[illegible]



Equipment and cleaning supplies required _____

Process _____

[illegible]

Pest Control Monitoring Record

Routinely monitor pest activity.
At minimum, keep a **monthly record**.
Increase monitoring as required.

Year _____

Locations checked _____

Date (MM/DD)	Observations (i.e., ants, rodent droppings, trap captures – include location)	Actions taken (if required)	Initials



Refrigerated perishable food items are maintained at 4 C (40 F) or less.

Temperatures are measured in C F

[illegible]



Temperatures are measured in C F

[illegible]



Food	Temperature	Food	Temperature
Poultry (whole)	82 C (180 F)	Poultry (whole)	74 C (165 F)
Poultry (products, pieces, ground)	74 C (165 F)	Poultry (products, pieces, ground)	74 C (165 F)
Food mixtures containing poultry, eggs, meat, fish or other hazardous food	74 C (165 F)	Food mixtures containing poultry, eggs, meat, fish or other hazardous food	74 C (165 F)
Pork (products, ground)	71 C (160 F)	Pork (products, ground)	71 C (160 F)
Ground meat (other than poultry)	71 C (160 F)	Ground meat (other than poultry)	71 C (160 F)
Fish	70 C (158 F)	Fish	70 C (158 F)

Month/Year _____ Temperatures are measured in C F

[illegible]



Month/Year _____ Temperatures are measured in C F

[illegible]



Month/Year _____ Temperatures are measured in C F Sanitizer: Bleach Quats Iodine

[illegible]

