



Mushroom Food Manufacturer

Food Safety

Management Plan

Template for small food manufacturers of mushroom products

COMPLETED EXAMPLE



Template Developed by [Melisa Cavallaro](#)

PROGRESSING FOOD SAFETY

0413M 660 355

melisa@progrressingfoodsafety.com.au

**Hort
Innovation** MUSHROOM
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Food Safety Management Plan for My Mushroom Business

Purpose

This plan identifies food safety risks in My Mushroom Business operations and shows how they are controlled using HACCP principles, such as cleaning schedules (**PRPs**), inspections (**CPs**) and monitoring important steps like cooking temperatures (**CCPs**).

Ongoing routine records are completed during normal production.

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EXAMPLE NOTES:

- Remove or change the first page.
- Note edits on this table of contents page have been edited from the template

How to Complete This Food Safety Management Plan (10 Steps)

Follow the ten (10) steps below to complete the plan.

Step 1 – Business Overview 📄

Fill in your business details, products made by the business and HACCP team.

Step 2 – Process Flow 📄

Use the flow chart to show how your product is made, step by step, from receiving ingredients to dispatch.

Step 3 – Understand Typical Hazards 📄

Use the hazard table as a guide to common food safety risks and controls.

Step 4 – Complete Risk Assessments 📄

Work through the 5 risk assessments. If you answer **YES** to any question:

- identify the control required
- classify the control as **PRP, CP or CCP**

Step 5 – Hazard Control Plan 📄

Record the hazards and controls in the Hazard Control Plan.

Step 6 – Confirm PRPs 📄

Tick which Prerequisite Programs (PRPs) are in place (cleaning, hygiene, supplier control, etc).

Step 7 – Review Procedures 📄

Use the example procedures as a guide for how key food safety controls are carried out.

Step 8 – Complete PRP Plans 📄

Fill in simple plans for areas such as cleaning, pest control, equipment maintenance, allergens and product recall.

Step 9 – Use the Records 📄

Use the record templates to document food safety activities, such as supplier approval, ingredient receipt, batch production, cleaning, temperature checks.

Step 10 – Review the Plan 🔍

Once completed, the plan only needs to be updated if processes or products change, or reviewed at least once per year.

EXAMPLE NOTES:

- Remove this page from your completed plan

1. BUSINESS OVERVIEW

Describe who has this plan been developed for, who is involved and responsible for development, implementation and management of the plan, the product being produced and their intended use.

Business Name:	<i>Reed Mushroom Co.</i>
Address:	<i>1 Wild Rd, Reed SA 5118</i>
Contact Name:	<i>Alex Farmer</i>
Phone:	<i>0400 123 456</i>
Email:	<i>info@reedmushroomco.com.au</i>
Type of Business:	<i>Small-scale food manufacturer (mushroom growing and value-added products)</i>
Council:	<i>Adelaide City Council</i>
Purpose of the Food Safety Plan:	<i>To identify food safety risks and document the controls in place to ensure safe production of mushroom products</i>

HACCP TEAM

Name:	Position:	Role:
<i>Alex Farmer</i>	<i>Owner / Operator</i>	<i>HACCP team leader / Quality / Food safety</i>
<i>Jane Doe</i>	<i>Production Assistant</i>	<i>Production</i>
<i>Food Safety Advisors</i>	<i>Consultant</i>	<i>External advisor</i>

PRODUCT GROUPS – Describe the finished product conditions

Product Group Name:	Recommended storage condition:	Shelf life of product:	Allergens* Y/N:	Packaging Type:	Intended Customer:
<i>Dehydrated mushrooms</i>	<i>Ambient (cool, dry place)</i>	<i>12 months</i>	<i>No</i>	<i>Sealed pouches</i>	<i>Retail customers / markets</i>
<i>Mushroom chips</i>	<i>Ambient</i>	<i>3 months</i>	<i>Yes (milk in seasoning)</i>	<i>Sealed food-grade bags</i>	<i>Retail customers / markets</i>
<i>Mushroom powder</i>	<i>Ambient</i>	<i>12 months</i>	<i>No</i>	<i>Jars</i>	<i>Retail / Cafes</i>

*Allergens include:

Nuts (walnut, pistachio, peanuts, almond, cashew, brazil nut, hazelnut, pecan, macadamia, pine nut), sesame seeds, soybean, milk, egg, lupin, fish, mollusc, crustacea, barley, wheat and its hybrids, oats and rye and their hybrids (when gluten is present), added sulphites in concentrations of 10mg/kg or more

2. OPERATIONS FLOW CHART

This flow chart helps you describe the steps used to produce your product, from receiving ingredients through to sale or dispatch. The process flow will later be used to identify food safety hazards and control points.

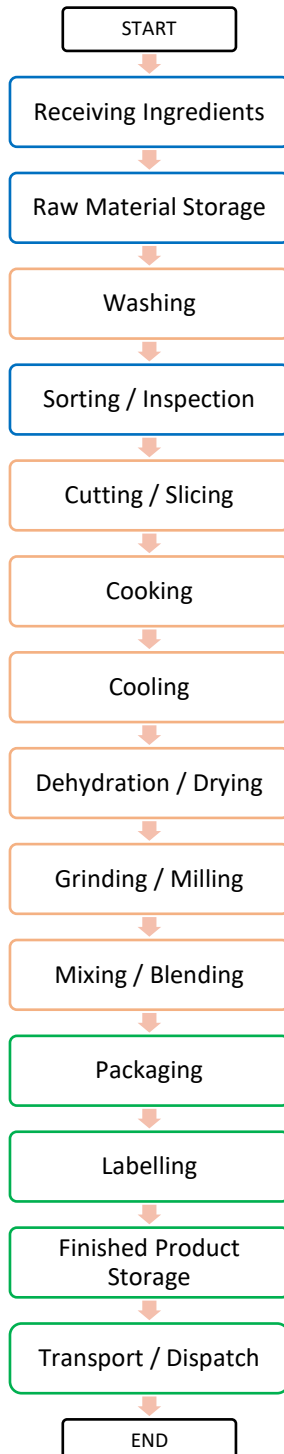
Instructions

1. Click the **flow chart diagram (on the next page)**.
2. Use the Text Pane to type **or** edit each process step.
3. Press **Enter** to add a new step.
4. Use the **Up / Down arrows** to move steps into the correct order.
5. Use the **Delete icon** to remove steps that do not apply.

Blue – Raw ingredients / preparation

Orange – Processing steps

Green – Finished product handling



Below is a description of each step. Use these descriptions as a guide to decide if the step is applicable for your operation.

PROCESS STEP	DESCRIPTION
Receiving Ingredients	Receiving mushrooms, packaging materials, or other ingredients.
Storage (Raw Materials)	Storing mushrooms or ingredients before processing.
Washing	Cleaning mushrooms using potable water.
Sorting / Inspection	Visually checking mushrooms to remove damaged, contaminated, or poor-quality product before further processing.
Cutting / Slicing	Preparing mushrooms for processing.
Cooking	Heat treatment such as frying or roasting.
Cooling	Reducing temperature after cooking.
Dehydration	Drying mushrooms using dehydrators or ovens.
Grinding / Milling	Grinding dried mushrooms into powder.
Mixing / Blending	Combining mushrooms with other ingredients.
Packaging	Packing product into bags, jars, or containers.
Labelling	Applying labels and product information.
Finished Product Storage	Storing finished product before sale.
Transport / Dispatch	Moving product to markets or customers.

Note: You may need to fill this in for each product group if the process is significantly different for each group.

2a. OPERATIONS FLOW CHART – MULTIPLE PROCESSES



3. TYPICAL HAZARDS AND CONTROLS

Use this table as a guide to identify common hazards and the type of control required at each step. Then classify the control type as a control point (CP), critical control point (CCP) or prerequisite program (PRP).

Process Step	Typical Hazard	Examples of Controls to Implement	Control Type
Receiving ingredients	Contaminated raw materials	Approved supplier program, Inspection on receipt. Temperature of raw materials (e.g. chilled or frozen ingredients)	CP
Raw material storage	Bacterial growth	Temperature control records, stock rotation	PRP
Washing	Cross contamination from water	Clean water, clean equipment	PRP (sometimes CCP if there is no cook step)
Sorting / inspection	Contaminated or spoiled product	Remove damaged or contaminated items	CP
Cutting / slicing	Cross contamination from equipment or handlers	Equipment / environment cleaning and personal hygiene procedures.	PRP
Cooking	Survival of harmful bacteria	Minimum cooking temperature	CCP
Cooling	Bacterial growth during cooling	Controlled cooling times	CCP
Dehydration / drying	Incomplete drying allowing microbial growth	Dehydration time and temperature	CP (sometimes CCP depending on product)
Grinding / milling	Physical contamination or cross contamination	Equipment inspection and cleaning	PRP
Mixing / blending	Allergen cross contact	Ingredient control and labelling	CP
Packaging	Contamination during handling	Clean packaging area and hygiene	PRP
Labelling	Incorrect allergen or product information	Label verification	CP
Finished product storage	Microbial growth or contamination	Appropriate storage conditions	CP
Transport / dispatch	Contamination or temperature abuse	Clean transport and temperature control	PRP

4. CONTROL TYPE DEFINITIONS

Control Type	Description	Examples
<i>PRP (Prerequisite Program)</i>	Basic food safety practices that prevent contamination across the operation. These are usually things you are already doing as part of your normal daily routine.	Cleaning, hygiene, pest control, training
<i>CP (Control Point)</i>	A step where a hazard can be controlled but is not critical to food safety.	Visual inspection, supplier approval
<i>CCP (Critical Control Point)</i>	A step where control is essential to prevent or eliminate a food safety hazard. A record is required.	Cooking temperature, cooling time

5. RISK ASSESSMENTS

Instructions:

Complete the five (5) risk assessments below to identify potential food safety hazards in your process. You may need to complete these for each product group if the process flow differs.

The 5 risk assessments are:

1. **RAW MATERIALS** – To identify hazards from ingredients, packaging and incoming materials.
2. **PROCESSING** – To identify processing steps that may require control points or CCPs.
3. **CONTAMINATION** – To identify potential cross contamination risks.
4. **TEMPERATURE CONTROL** – To identify where temperature control is applied (storage, cooking, cooling and transport) and determine which steps are critical to maintaining food safety.
5. **SHELF LIFE** – To identify product conditions that may allow growth of pathogens after production.

If you answer **NO**, move to the next question. **THERE IS NO CONTROL PLAN REQUIRED.**

If you answer **YES** to any question, follow the **Determine Control Point (Q1–Q3)** questions to classify the control as a **PRP, CP or CCP**.

Any controls identified (by answering YES) must be recorded in the **Hazard Control Plan (Section 6)**.

1. Raw Materials Risk Assessment

Purpose: Identify hazards from ingredients, packaging and incoming materials.

In this example, all product groups have similar raw materials therefore they have all been risk assessed together

Product/s Assessed	<i>Dehydrated mushrooms, Mushroom chips, Mushroom powder</i>							
Date Assessed:	12/3/2026				Assessed By	A Farmer & J Doe		
Questions	Answer		Determine Control Point Questions					
	No	Yes	Q1 Is this step designed to eliminate or significantly reduce the hazard (e.g. cooking, treatment of water)?		Q2 Is the hazard controlled by general food safety practices (cleaning, hygiene, training)?		Q3 Is control required at this step to prevent contamination?	
			Yes	No	Yes	No	Yes	No
Are ingredients purchased from another supplier?		✓		Go to Q2		Go to Q3	CP	
Could raw ingredients carry harmful bacteria (e.g. fresh produce)?	X							
Are allergens present in any ingredients?		✓		Go to Q2		Go to Q3	CP	
Are chemicals used on raw materials before receipt (e.g. pesticides)?	X							
Are packaging materials in direct contact with food?		✓		Go to Q2		Go to Q3	CP	

If YES → Controls may include

- Approved supplier program including supplier certificates / specifications
- Visual inspection on receipt
- Allergen identification
- Food-grade packaging

PRP = routine food safety practice

CP = control required

CCP = critical step requiring monitoring

Once you have determined if there are any potential hazards, you will need to implement a control plan to manage the hazard. This can be documented in the **Hazard Control Plan (Section 6)**.

2. Processing Risk Assessment

Purpose: Identify processing steps that may require control points or CCPs.

In this example, mushroom chips and powders follow a similar process, so they have been risk assessed together. But dehydrated mushrooms have been assessed on the next page

Product/s Assessed	<i>Mushroom chips, Mushroom powder</i>							
Date Assessed:	<i>12/3/2026</i>				Assessed By	<i>A Farmer & J Doe</i>		
Questions	Answer		Determine Control Point Questions					
	No	Yes	Q1 Is this step designed to eliminate or significantly reduce the hazard (e.g. cooking, treatment of water)?		Q2 Is the hazard controlled by general food safety practices (cleaning, hygiene, training)?		Q3 Is control required at this step to prevent contamination?	
			Yes	No	Yes	No	Yes	No
Is food washed or rinsed during processing?		✓		Go to Q2	PRP	Go to Q3	CP	PRP
Does the process include cooking or heat treatment?		✓	CCP					
Is product cooled after cooking?		✓	CCP					
Is food dehydrated or dried		✓		Go to Q2		Go to Q3	CP	
Is the product handled again after it has been cooked or dried?		✓			PRP			

The answer is No because this product is cooked. Cooking is the step designed to eliminate the hazard.

If YES → Controls may include

PRP = routine food safety practice
CP = control required
CCP = critical step requiring monitoring

- cooking temperature records
- cooling time records
- moisture control records
- hygiene controls

Once you have determined if there are any potential hazards, you will need to implement a control plan to manage the hazard. This can be documented in the **Hazard Control Plan (Section 6)**.

2. Processing Risk Assessment

Purpose: Identify processing steps that may require control points or CCPs.

In this example, the dehydrated mushrooms are NOT cooked before dehydrating therefore there is no step to eliminate microbial hazards. Because there is no cooking step, dehydration becomes the main food safety control

Product/s Assessed	<i>Dehydrated mushrooms</i>							
Date Assessed:	<i>12/3/2026</i>			Assessed By	<i>A Farmer & J Doe</i>			
Questions	Answer		Determine Control Point Questions					
	No	Yes	Q1 Is this step designed to eliminate or significantly reduce the hazard (e.g. cooking, treatment of water)?		Q2 Is the hazard controlled by general food safety practices (cleaning, hygiene, training)?		Q3 Is control required at this step to prevent contamination?	
			Yes	No	Yes	No	Yes	No
Is food washed or rinsed during processing?		✓	CCP					
Does the process include cooking or heat treatment?	X							
Is product cooled after cooking?	X							
Is food dehydrated or dried		✓	CCP					
Is the product handled again after it has been cooked or dried?		✓		Go to Q2	PRP			

The answer is YES because this product is not cooked. There is no other step designed to eliminate the hazard.

If YES → Controls may include

PRP = routine food safety practice
CP = control required
CCP = critical step requiring monitoring

- cooking temperature records
- cooling time records
- moisture control records
- hygiene controls

Once you have determined if there are any potential hazards, you will need to implement a control plan to manage the hazard. This can be documented in the **Hazard Control Plan (Section 6)**.

3. Contamination Risk Assessment

Purpose: Identify potential cross contamination risks.

In this example, all product groups are processed in the same area therefore they have all been risk assessed together

Product/s Assessed	<i>Dehydrated mushrooms, Mushroom chips, Mushroom powder</i>							
Date Assessed:	<i>12/3/2026</i>			Assessed By	<i>A Farmer & J Doe</i>			
Questions	Answer		Determine Control Point Questions					
	No	Yes	Yes	No	Yes	No	Yes	No
			Q1 Is this step designed to eliminate or significantly reduce the hazard (e.g. cooking, treatment of water)?		Q2 Is the hazard controlled by general food safety practices (cleaning, hygiene, training)?		Q3 Is control required at this step to prevent contamination?	
Are raw and cooked foods handled in the same area?		✓		Go to Q2	PRP			
Are shared utensils or equipment used?		✓		Go to Q2	PRP			
Could workers contaminate food through handling?		✓		Go to Q2	PRP			
Could foreign objects enter the product?		✓		Go to Q2	PRP			

If YES → Controls may include

- cleaning procedures
- separation of raw and processed food
- PPE (hair nets, gloves, aprons)
- equipment inspection

PRP = routine food safety practice

CP = control required

CCP = critical step requiring monitoring

Once you have determined if there are any potential hazards, you will need to implement a control plan to manage the hazard. This can be documented in the **Hazard Control Plan (Section 6)**.

4. Temperature Control Risk Assessment

Purpose: Identify where temperature control is applied (storage, cooking, cooling and transport) and determine which steps

In this example, all products include temperature control at different stages. This assessment helps identify which steps (cooling after cooking, storage or transport) require critical control.

Product/s Assessed	<i>Dehydrated mushrooms, Mushroom chips, Mushroom powder</i>							
Date Assessed:	<i>12/3/2026</i>			Assessed By	<i>A Farmer & J Doe</i>			
Questions	Answer		Determine Control Point Questions					
	No	Yes	Q1 Is this step designed to eliminate or significantly reduce the hazard (e.g. cooking, treatment of water)?		Q2 Is the hazard controlled by general food safety practices (cleaning, hygiene, training)?		Q3 Is control required at this step to prevent contamination?	
			Yes	No	Yes	No	Yes	No
Is food stored under refrigeration at any stage (raw materials or finished product)?	X							
Is food stored frozen at any stage (raw materials or finished product)?	X							
Is food cooked during production?		✓	CCP					
Is food cooled before packaging?		✓	CCP					
Is product transported under temperature control?	X							

If YES → Controls may include

PRP = routine food safety practice
CP = control required
CCP = critical step requiring monitoring

- temperature monitoring records
- refrigeration logs / records
- cooling procedures

Once you have determined if there are any potential hazards, you will need to implement a control plan to manage the hazard. This can be documented in the **Hazard Control Plan (Section 6)**.

5. Shelf Life / Storage Risk Assessment

Purpose: Identify product conditions that may allow growth of pathogens after production.

Note: These risks relate to the finished product itself, not a processing step. Control types (PRP or CP) are assigned directly.

This section looks at conditions that can increase risk after production, such as storage time, temperature and moisture. These are not processing steps, so the decision tree is not used.

Product/s Assessed	<i>Dehydrated mushrooms, Mushroom chips, Mushroom powder</i>		
Date Assessed:	<i>12/3/2026</i>		Assessed By <i>A Farmer & J Doe</i>
Questions	No	Yes	Control Type
Is the finished product stored for more than 24 hours?		✓	CP
Is the finished product ready-to-eat? (i.e no further preparation required to consume)		✓	CP
Does the product contain moisture?		✓	CP
Is the finished product stored at ambient (room) temperature?		✓	PRP
Is the finished product stored under refrigeration?	X		
Is the finished product frozen?	X		

If YES → Controls may include

- Shelf-life records (e.g. use-by or best-before date)
- Use packaging that protects the product (e.g. sealed bags, containers)
- Store products under the correct conditions (e.g. cool, dry, frozen or refrigerated)
- Keep products clean and protected from contamination
- Rotate stock (first in, first out)

PRP = routine food safety practice
CP = control required
CCP = critical step requiring monitoring

Once you have determined if there are any potential hazards, you will need to implement a control plan to manage the hazard. This can be documented in the **Hazard Control Plan (Section 6)**.

6. HAZARD CONTROL PLAN

For any hazard identified in the risk assessments, record the control measures below.

Date Assessed		12/3/2026		Assessed By:		A Farmer & J Doe	
Process Step	Type of hazard (chemical, physical, microbial)	Control Measure	Control Type (PRP / CP / CCP)	Monitoring / Records	Responsibility		
Receiving ingredients	Contaminated raw materials Allergen cross contact	Approved supplier program Inspection on receipt. Segregation in storage areas	CP	Supplier certificates / specifications Food grade packaging Raw Material Receival Record	A Farmer J Doe		
Washing	Cross contamination from water	Use potable water, clean equipment	CCP	Water testing / treatment record	J Doe		
			CP	Cleaning records	J Doe		
Cooking	Survival of harmful bacteria	Cook to $\geq 75^{\circ}\text{C}$	CCP	Batch Production Record	J Doe		
Cooling	Bacterial growth during cooling	$60^{\circ}\text{C} \rightarrow 21^{\circ}\text{C}$ within 2 hrs $21^{\circ}\text{C} \rightarrow 5^{\circ}\text{C}$ within 4 hrs	CCP	Batch Production Record	J Doe		
Dehydration / drying	Incomplete drying allowing microbial growth	Dry at $55\text{--}60^{\circ}\text{C}$ until product is fully dry	CCP	Batch Production Record – Dehydrated mushrooms	J Doe		
			CP	Batch Production Record	J Doe		
Labelling	Incorrect allergen or product information	Label verification	CP	Visual inspection of label	A Farmer		
Finished product storage	Microbial growth or contamination	Appropriate storage conditions	CP	Store under correct conditions (e.g. cool, dry or refrigerated) and follow shelf life	A Farmer		

7. PREREQUISITE PROGRAM (PRP) CHECKLIST

Prerequisite Programs (PRPs) are the basic food safety practices that support the HACCP system and help prevent contamination during food production.

Review the checklist below and confirm which programs are in place for your operation.

Note: PRPs may be documented as a procedure (see Section 8) or as a plan (see Section 9).

Program	In Place (Yes / No)	Notes / Reference
Personal hygiene practices	Yes	<i>Sec 8 / 3) Personal Hygiene Procedure Staff Training Record</i>
Cleaning and sanitation procedures	Yes	<i>Sec 9 / 1) Cleaning Plan Cleaning Record</i>
Pest control program	Yes	<i>Sec 9 / 2) Pest Management Plan</i>
Waste management	Yes	<i>Sec 9 / 1) Cleaning Plan</i>
Equipment maintenance	Yes	<i>Sec 9 / 3)Equipment Maintenance Plan</i>
Approved supplier program	Yes	<i>Sec 8 / 2) Approved Supplier Program Procedure</i>
Raw material receival inspection	Yes	<i>Sec 8 / 1) Raw Material Receival Procedure Receival Record</i>
Allergen management (if applicable)	Yes	<i>Sec 9 / 4) Allergen Management Plan</i>
Staff training and supervision	Yes	<i>Staff Training Record</i>
Temperature monitoring	Yes	<i>Batch Production Record</i>
Product traceability	Yes	<i>Batch Production Record</i>
Product recall procedure	Yes	<i>Sec 9 / 5) Product Recall Plan</i>

8. PROCEDURES

The following procedures provide examples of common food safety controls. Businesses should review these procedures and adapt them to suit their specific operation.

A procedure should be developed for each CCP.

1) Raw Material Receiving Procedure

Date: 10/3/2026

Approved By: A Farmer

Purpose

To ensure all ingredients, mushrooms and packaging materials received are suitable for food production and do not introduce contamination into the product.

Scope

This procedure applies to all raw materials received at the premises including mushrooms, ingredients and packaging materials.

Procedure

1. All deliveries must be inspected at the time of receipt.
2. Check that the delivery matches the order and supplier details.
3. Inspect the product for the following:
 - signs of contamination
 - damaged packaging
 - spoilage or mould
 - foreign objects
 - incorrect product
4. If temperature-controlled products are received, check that they are within the acceptable temperature range.
5. Record the inspection on the *Raw Material Receiving Record* or *daily diary*.
6. If any product does not meet requirements:
 - reject the product, or
 - clearly identify and separate the product from usable stock until a decision is made.
7. Store accepted materials in the appropriate storage area.

Records

The following records must be completed:

- Raw Material Receiving Record or
- Daily Diary

2) Approved Supplier Program Procedure

Date: 10/3/2026

Approved By: A Farmer

Purpose

To ensure ingredients, packaging and materials are sourced from suppliers that provide safe and suitable products.

Scope

My Mushroom Business | FOOD SAFETY MANAGEMENT PLAN

This procedure applies to all suppliers of raw materials, ingredients and packaging used in production.

Procedure

1. All suppliers must be assessed before being approved.
2. Approved suppliers must be recorded on the *Approved Supplier List*.
3. Supplier approval may be based on one or more of the following:
 - history of reliable supply
 - food safety certification (e.g. HACCP, Freshcare, HARPS)
 - supplier specifications or product information
 - completed supplier questionnaire
 - visual inspection of products upon receipt
4. Raw materials must only be purchased from suppliers listed on the *Approved Supplier List*.
5. Deliveries must be checked using the *Raw Material Receiving Record* to confirm that the product is acceptable.
6. If a supplier repeatedly provides unsuitable product, the supplier should be reviewed and may be removed from the *Approved Supplier List*.
7. The *Approved Supplier List* should be reviewed periodically to ensure supplier details remain current.

Records

- Approved Supplier List
- Raw Material Receiving Record

3) Personal Hygiene

Date: 10/3/2026

Approved By: A Farmer

Purpose

To ensure food handlers maintain a high standard of personal hygiene to prevent contamination of food products.

Scope

This procedure applies to all persons handling food or entering food processing areas.

Procedure

1. Hands must be washed before starting work and after:
 - using the toilet
 - handling waste
 - eating or drinking
 - touching face, hair or phone
 - handling raw materials
2. Food handlers must wear clean clothing and appropriate protective equipment where required.
3. Jewellery that may contaminate food should not be worn during food handling.
4. Cuts or wounds must be covered with a clean waterproof dressing.
5. Anyone suffering from illness that could contaminate food (e.g. vomiting, diarrhoea) must not handle food.
6. Eating, drinking and smoking are not permitted in food processing areas.
7. Hands must be washed using:
 - warm water
 - soap
 - single use towels or air dryer.

Records

Staff Training Record.

4) Cooking Procedure

Date: 10/3/2026

Approved By: A Farmer

Purpose

To ensure food is cooked to a temperature sufficient to reduce harmful bacteria to safe levels.

Scope

This procedure applies to all products that undergo cooking or heat treatment during processing.

Procedure

1. Ensure cooking equipment is clean and functioning correctly before use.
2. Cook the product according to the established cooking process.
3. Where cooking is used as a food safety control step, the product must reach the required internal temperature.
4. Use a clean, calibrated thermometer to check the temperature of the product where applicable.
5. Record cooking temperatures and times on the *Batch Production Record or Cooking Record*.
6. If the required cooking temperature is not achieved:
 - continue cooking until the required temperature is reached, or
 - discard the affected product.
7. Maintain good hygiene practices during cooking to prevent contamination.

Records

- Batch Production Record or Cooking Record

9. PREREQUISITE PROGRAM (PRP) PLANS

1) Cleaning Plan

Area / Equipment	Frequency	Person responsible	Details (e.g. chemical, sanitiser, method)
<i>Slicing equipment</i>	<i>After each use</i>	<i>A. Farmer</i>	<i>Wash all equipment with water to remove debris, then clean with a food grade detergent. Spray on the SANITISER solution and leave to air dry.</i>

2) Pest Management Plan

Area / Equipment	Frequency	Person responsible	Details (e.g. chemical used, method)
<i>Check rodent bait stations</i>	<i>Monthly</i>	<i>A. Farmer</i>	<i>Check wax blocks in bait stations, replace if necessary</i>

4) Allergen Management Plan

DATE:	10/3/2026							REVIEWED BY:	A Farmer		
Raw Material / Ingredient	Allergen Present								Person responsible	Control measures to prevent cross contamination	
	¹ Wheat & it's hybrids	Milk	Egg	² Fish	Lupin	³ Nuts	Sesame	⁴ Sulphites			
Milk powder		✓							A. Farmer	Store on separate shelving away from other ingredients. Use gloves when adding into mixture. Wash hands thoroughly after handling.	

¹Wheat and its hybrids includes oats and barley, rye and their hybrids (when gluten is present)
²Fish includes mollusc, crustacea
³Nuts = walnut, pistachio, peanuts, almond, cashew, brazil nut, hazelnut, pecan, macadamia, pine nut
⁴Sulphites = added sulphites in concentrations of 10mg/kg or more.

5) Product Recall Plan

Purpose

To ensure any product that may be unsafe can be quickly identified, removed from sale and traced to customers.

Scope

This procedure applies to all products produced by the business.

RECALL PROCEDURE

If a product is suspected to be unsafe or contaminated, the following steps must be taken.

1. Stop Sale

- Immediately stop selling or distributing the affected product.

2. Identify the Product

- Use batch records, dispatch records and invoices to identify:
 - product name
 - batch number
 - production date
 - customers who received the product.

3. Notify Customers

- Contact customers who received the product and advise them to:
 - stop selling or using the product
 - return or dispose of the product.

4. Notify Authorities (if required)

- If the product may pose a risk to public health, contact the local council Environmental Health Officer.

Recall Contacts

Organisation	Contact	Phone	Email
Local Council			
Food Safety Supervisor			
Major Customers			

Recall Records

The following records should be used during a recall:

- Batch Production Record
- Dispatch Record
- Raw Material Receiving Record

These records allow the business to trace the product **from supplier to customer**.

10. RECORDS

1) Staff Training Record

Record food safety training provided to staff involved in food handling.

Name	Training	Date	Signature - trainee	Trainer
<i>Jane Doe</i>	<i>Cleaning and personal hygiene</i>	<i>5/1/2026</i>	<i>Jane Doe</i>	<i>A Farmer</i>
<i>Jane Doe</i>	<i>Food Safety Supervisor</i>	<i>25/2/2026</i>	<i>Jane Doe</i>	<i>Food Safety Specialists P/L</i>

2) Approved Supplier List

List suppliers approved to provide ingredients or packaging materials used in production.

Company name	Address	Phone	Contact person	Certifications	Products supplied
<i>Packaging 101</i>	<i>27 Straw St, Summerville North, Vic</i>	<i>03 0000 1111</i>	<i>Jane Doe</i>	<i>BPI Certified compostable</i>	<i>Punnets Plastic wrap</i>
<i>Salty Supplier</i>	<i>581 Redgum Dr., Mt Wallalong NSW</i>	<i>02 1000 2222</i>	<i>John Smith</i>	<i>HACCP (Jan 2026)</i>	<i>Salt Flavour enhancer</i>
<i>Infection Protection</i>	<i>2 Safer Way, Adelaide SA</i>	<i>08 3333 4444</i>	<i>Bob Bilby</i>	<i>N/A</i>	<i>PPE, Hand sanitiser, First aid kits</i>

3) Raw Materials Receival Record

Check incoming ingredients and packaging for damage, contamination or spoilage and record the inspection.

Date	Item	Batch / Lot / Invoice	Supplier	Inspection		If not OK, action taken	Checked by
				OK	Not OK		
25/2/2026	Paper Bags	INV 1234	Packaging 101	✓			A. Farmer
1/3/2026	Salt	Batch 98765	Salty Supplier		X	Bag received damaged. Returned and asked for credit	A. Farmer

4) Batch Production Record

Record batch details and key processing steps to verify processing targets are achieved and to support traceability of finished products.

BATCH DETAILS			
Date	Product	Batch No.	Name
10/03/26	Mushroom Chips	MC-001	A Farmer

RAW MATERIALS			
Ingredient	Supplier	Batch / Lot / Date / Invoice	Checked By
Salt	Salty Supplier	Batch 11110	A Farmer
Mushrooms	Simply Mushroom Growers	B5678	A Farmer
Oil	Local Oil Supplier	INV1111	A Farmer

PROCESSING STEPS					
Process Step	Target	Actual Result	Time	Checked By	Corrective Action
Cooking	≥75°C	72°C	10:15am	A Farmer	Continued cooking until ≥75°C reached
Cooking	≥75°C	78°C	10:20	A Farmer	
Cooling	≤5°C before next step	4°C	11:30	A Farmer	
Cooking	≥75°C	80°C	12:15	A Farmer	
Cooling	60°C → 21°C within 2 hrs	Achieved	1pm	A Farmer	
Cooling	21°C → ≤5°C within 4 hrs	Not achieved (7°C)	4:30pm	A Farmer	Product returned to fridge, temp reached ≤5°C at 17:15
Drying	55-60°C until fully dry	Pass, no visible moisture	6:30pm	A Farmer	

PACKAGING		
Packaging Type	Label Verified	Checked By:
Paper pouches ABC	Yes	J Doe

DISPATCH				
Date	Customer	Quantity	Transport Method	Checked By
12/3/2026	First in Line	24	Picked up by customer	J Doe
13/3/2026	Taken to Sunday Market	56	Car	A Farmer

Targets:

Cooking = ≥75°C

Cooling = 60°C → 21°C within 2 hrs, then 21°C → 5°C within 4 hrs

Dehydration = Dry at 55–60°C until product is fully dry

8) Food Safety Plan Review

This Food Safety Management Plan should be reviewed:

- at least once per year, or
- when new products are introduced, or
- when processes change.

During the review confirm that:

- the process flow is still correct
- hazards and controls are still appropriate
- records are being completed and are relevant
- PRP programs are still in place
- Staff training is still relevant or is a refresher required

Review Record

Date	Reviewed By	Changes Required	Notes