### Process Flow:

1. **SUPPLIER**
2. **STORAGE**
3. **PREPARATION**
4. **COOK**
5. **PACK & LABEL**
6. **STORAGE**
7. **SELL / DESPATCH**

### Questions:

1. Does the process step reduce contamination to an acceptable level? If yes, this is a CCP. If no, move to Question 2.
2. Could the product become contaminated in excess of acceptable levels, or increase to unacceptable levels? If no, this step is not a CCP. If yes, move to Question 3.
3. Will a subsequent process step reduce contamination to an acceptable level? If yes, this step is not a CCP. If no, this step is a CCP.

### Process Step | Hazard | Q1 | Q2 | Q3 | CCP? | Comments: likelihood of occurrence, severity of health effects etc
--- | --- | --- | --- | --- | --- | ---
1. Supplier | Micro | N | Y | Y | No | Low risk ingredients unlikely to support growth of food poisoning bacteria. Risk of contamination of ingredients before supply exists, but is very low. Later cooking / preserving step will destroy any bacteria present.
Physical | N | Y | N | Yes | Risk of dry ingredients such as seeds, spices etc containing foreign bodies.
Chemical | N | Y | N | Yes | Low risk of ingredients containing chemical contamination (e.g. pesticides on fruit /vegetables).
2. Storage | Micro | N | Y | Y | No | Low risk ingredients unlikely to support growth of food poisoning bacteria. Risk of contamination of ingredients in storage exists, but is very low, given type of ingredients & type of packaging supplied & stored in. Later cooking / preserving step will destroy any present.
Physical | N | Y | Y | No | Risk of contamination of ingredients in storage exists, but is very low, given type of ingredients & type of packaging supplied in. Opportunity for visual check during preparation step.
Chemical | N | N | -- | No | No chemical contamination risks identified.
3. Preparation | Micro | N | N | -- | No | Ingredients unlikely to support growth of food poisoning bacteria. Later cooking / preserving step will destroy any present. Separate hand-wash basin will be set up during preparation.
Physical | N | Y | N | Yes | Potential foreign bodies from ingredient packaging, people or preparation environment.
Chemical | N | Y | N | Yes | Potential cross-contamination of products with allergenic ingredients that are not listed as ingredients (e.g. walnuts or mustard in preserves not normally containing this ingredient).
4. Cook | Micro | N | N | -- | No | Ingredients unlikely to support growth of food poisoning bacteria.
Physical | N | Y | N | Yes | Potential foreign bodies from ingredient packaging, people or preparation environment.
Chemical | N | N | -- | No | No chemical contamination risks identified.
5. Pack & Label | Micro | N | N | -- | No | Low risk, hot filled products unlikely to support growth of food poisoning bacteria.
Physical | N | Y | N | Yes | Potential foreign bodies from packaging (e.g. glass chips of damaged jars), people or packing environment. Cross-contamination with allergenic ingredients as step 3 above.
Chemical | N | Y | N | Yes | Low risk of taint from non-food grade packaging.
Physical | N | N | -- | No | All product in sealed jars, so no risk of foreign body contamination exists.
Chemical | N | N | -- | No | Not applicable for product sealed in lidded glass jars.
7. Sell / Despatch | Micro | N | N | -- | No | Low risk product in sealed packaging unlikely to support growth of food poisoning bacteria.
Physical | N | N | -- | No | All product in sealed jars, so no risk of foreign body contamination exists.
Chemical | N | N | -- | No | Not applicable for product sealed in lidded food grade glass jars.
<table>
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<th>CCPs</th>
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<th>Control Measure</th>
<th>Target</th>
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<tr>
<td>1. Supplier</td>
<td>Supply of sub-standard ingredients</td>
<td>Buy from reputable suppliers</td>
<td>Proven past performance and appropriate action if problems arise</td>
<td>Ongoing observations and good management. Record any issues &amp; action in diary.</td>
<td>Seek advice / reject ingredients. Raise any problems with suppliers. Source new suppliers if necessary.</td>
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<td>3. Preparation</td>
<td>Physical contamination from people, equipment or environment.</td>
<td>Ensure thorough clean of preparation area &amp; equipment before starting and potential sources of contamination removed. Ensure good standards of personal hygiene.</td>
<td>No contamination of product. Rugs etc removed &amp; floor swept, product handling surfaces cleared &amp; washed down, closed / screened, hand-wash basin set up, prepared ingredients kept covered etc). Hair tied back, apron on, hands washed often. Use dedicated preparation equipment.</td>
<td>Ongoing observations and good management. Confirm ingredient check &amp; pre-clean in diary. Record any issues &amp; action in diary.</td>
<td>Reject any product likely to be adversely contaminated. Remove any foreign bodies and check no more present. Re-clean as necessary.</td>
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<tr>
<td></td>
<td>Chemical contamination with allergens including walnuts or mustard.</td>
<td>Prepare products containing allergens last / full clean down of area, equipment and hands after preparation complete.</td>
<td>No allergenic ingredients in products that they are not supposed to be in.</td>
<td>Ongoing observations and good management. Confirm order of production in diary. Record any issues &amp; action in diary.</td>
<td>Reject any product likely to be adversely contaminated. Remove any allergens from equipment / area and check no more present. Re-clean as necessary.</td>
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<tr>
<td>4. Cook</td>
<td>Physical contamination from people, equipment or environment.</td>
<td>Ensure thorough clean of cooking area &amp; equipment before starting and potential sources of contamination removed. Ensure good standards of personal hygiene.</td>
<td>No contamination of product. Rugs etc removed &amp; floor swept, area around cooker cleaned, product handling surfaces cleared &amp; washed down, windows closed / screened, hand-wash basin set up etc). Hair tied back, apron on, hands washed. Use dedicated preparation equipment.</td>
<td>Ongoing observations and good management. Confirm pre-clean in diary. Record any issues &amp; action in diary.</td>
<td>Reject any product likely to be adversely contaminated. Remove any foreign bodies and check no more present. Re-clean as necessary.</td>
</tr>
<tr>
<td>5. Pack &amp; Label</td>
<td>Physical contamination from people, equipment or environment.</td>
<td>Ensure thorough clean of packing area &amp; equipment before starting. Ensure good standards of personal hygiene.</td>
<td>No contamination of product. Rugs etc removed &amp; floor swept, product handling surfaces cleared &amp; washed down, windows closed / screened, hand-wash basin set up etc). Hair tied back, apron on, hands washed often in dedicated sink. Use dedicated preparation equipment.</td>
<td>Ongoing observations and good management. Confirm pre-clean in diary. Record any issues &amp; action in diary.</td>
<td>Reject any product likely to be adversely contaminated. Remove any foreign bodies and check no more present. Re-clean as necessary.</td>
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<tr>
<td></td>
<td>Physical or chemical contamination of product from packaging.</td>
<td>Check jars &amp; lids for foreign bodies before filling. Use food grade packaging only.</td>
<td>No contamination of product.</td>
<td>Ongoing observations. Hold food grade declaration for packaging in direct contact with product. Record any issues &amp; action in diary.</td>
<td>Reject any product likely to be adversely contaminated. Remove any foreign bodies and check no more present. Re-clean as necessary.</td>
</tr>
</tbody>
</table>
Food Safety Diary

Date/s:

Ingredient check ok?

Preparation pre-clean of <?? list items> ok?

Cooking pre-clean of <?? list items> ok?

Packing pre-clean of <?? list items> ok?

Products Produced (in order):
Note ingredients & their batch numbers, & dates put on finished products (for traceability).

1.

2.

3.

4.

Any problems or changes? What did you do?