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| **Company logo** | **Company name** | | |
| **FOOD SAFETY PLAN** | | |
| **Issued:** 08/08/2022 | **Version:** 1 | **Code:** SOP-01 |

**Objective**

To have a consistent and documented food safety plan that monitors and verifies compliance with food safety practices in all the procedures within the facility.

**Control measurements**

**Responsibility for the food safety plan**

The facility has technical personnel responsible for implementing and monitoring the food safety plan.

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| **TECHNICAL RESPONSIBLE PERSONNEL** | | |
| **Name** | **Position** | **Telephone 24 hrs/7 days/week** |
| Indicate the name of the responsible personnel | Manager/supervisor | Indicate the phone number available 24 hrs and 7 days a week |
| Indicate the name of the substitute | Substitute/supervisor | Indicate the phone number available 24 hrs and 7 days a week |

The manager and the substitute have the required experience and training to perform all the activities, controls and monitoring necessary for compliance with the food safety plan.

Once changes to the food safety plan are approved, the company owner or manager signs and dates it. Copies of the outdated plan, and all blank records, are removed and destroyed to avoid their use. However, one copy of the plan, marked “cancelled” is kept for archiving and subsequent consultation. Digital files of the outdated food safety plan must be properly marked, specifying the version, and safeguarded to prevent their use. All completed records must be kept for the established period.

**Documentation**

There are records and Standard Operating Procedures (SOP) describing the operations performed at the company. The policies required by the “USDA GAP” Food Safety Standard are in writing.

The documents and records used in the company´s operations and procedures are kept and controlled for a minimum of XX years.

**Traceability and product recall**

There is a traceability and product recall system (SOP-02) that allows for the identification, location, and recovery of the product if necessary.

**Personal health and hygiene**

Hygiene practices are monitored for all employees working in areas where (name of produce) is handled. The facilities meet the hygiene objectives, such as having adequate sinks and toilets. This is in accordance with the personal health and hygiene, hand washing and toilet facilities procedure (SOP-03) which also applies to visitors and contractors.

**Chemical products**

The control of potentially hazardous chemicals used at the facility includes pesticides, cleaners, sanitizers, fuels, paints, and solvents.

All chemicals are correctly identified with a label according to the manufacturer´s specifications. They are safely stored to prevent the contamination of the (name of produce). All government requirements and regulations regarding the application, use or storage of such products are observed as explained in the procedure; and in the event of a chemical spill or leak, the appropriate procedure is followed (SOP-04).

**Washing process of (name of produce)**

(Name of produce) is washed prior to its packaging according to the procedures (SOP-05), taking the necessary care so that this process does not become a source of contamination.

**Water use**

Agricultural water is free of microorganisms that could affect human health and impact the safety of the product.

Water care and control is documented according to the procedure in water usage and control

(SOP-05).

**Cleaning equipment and utensils**

Equipment, utensils, and tools used for cleaning and sanitizing are maintained sufficiently to prevent them from becoming a source of product contamination and are stored away from produce handling areas as indicated in the procedure for maintaining utensils used for cleaning and sanitizing (SOP-06).

**Cleaning and sanitizing of food contact surfaces**

The facility keeps produce containers as clean as possible to prevent cross-contamination (SOP-10).

There is a cleaning program for harvesting utensils and containers in direct contact with (name of produce) according to the sanitation procedures (SOP-06).

**Post-harvest activities**

The post-harvest activities procedures establish good practices to reduce the risk of produce contamination at the facility (SOP-13).

**Pest control**

A pest control program is in place to reduce the risk of contamination by rodents and other animals. The pest control program is performed by an external company and the procedures and inspections are documented (SOP-14).

**Training**

New and temporary employees and contractors receive training in good hygiene and health practices (SOP-16).

**Food defense**

A food defense program is in place to protect food from intentional contamination by biological, chemical, or physical means (SOP-17).

**Use of the USDA GAP and GHP logo**

(Name of the person) is responsible for control of inventory bearing the logo.

In case the company uses the USDA logo, there is a list of approved suppliers that have passed a GAP & GHP third party audit.

* The USDA logo is used in accordance with the style specifications listed at: <https://www.usda.gov/style-guide/logo>
* All packaging or labels bearing the logo are countable items.
* The person responsible for inventory control keeps it updated and verifies it at least annually.
* The packages in which the logo is used are new, or if they are reusable, they are clean and sanitized without evidence of previous use such as stains, marks or traces of glue.
* The logo is only used on products, processes and packaging material as approved in SC-652 found at: <https://www.ams.usda.gov/resources/sc652>

Owner or supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_