

## **Risk Based Food Safety Plan Checklist**

- Flow diagram
  - Ingredients and drug traceability
  - Bulk grain traceability from bin to bin
  - Finished product traceability (Identify whose ingredients are in the load)
- Building and Grounds
  - Pest Management Plan- Record Keeping
  - Policy on loose grain and ground maintenance
  - Chemical management plan (i.e. oil, lubricants, cleaning agents)
- Sanitation
  - Policies on how to clean bins, trucks, trains, wagons (Is sweeping enough?)
  - Policy on cleaning the ground and facility
  - Pest waste management (Birds, mice droppings)
  - Record Keeping of when, by who, and frequency of sanitation
- Personnel
  - Personal hygiene standards (i.e. clothing and shoes not on another farm)
  - Training on quality and safety standards
- Biosecurity (Intentional/Unintentional Contamination)
  - Security on bins, buildings, and processing areas
  - Previous load record keeping logs
  - Visitor policy (Potential to bring hazards onto farm)
- Allergen Control (Wheat, Soy, Eggs are main allergens)
  - Harvesting protocol for growers (i.e. soy doesn't mix with corn)
  - Plan on how to prevent cross contamination during processing (flush cycle between allergen and non-allergen batches)
- Policy on Foreign Material Control (i.e. glass, wood, metal, and stones)
- Recall Plan of Action (Mock recall every year)
- Customer Complaint Policy