

Appendix

HACCP PLAN for CANNING PROCESS

Premises			
Address			
Operator		Contact Info	

STEP ONE: FOOD ITEM INFORMATION

Food Product(s):

High Acid Foods:

- Jams/Jellies/Marmalades
- Tomato sauces
- Other:

Acidified Foods:

- Pickled products
- Other:

Low Acid Foods:

- Soups
- Other:

✓ **Must attach recipe(s) for which canning process will be followed.**

Equipment used:

Jars

- Glass jar size:
- Lids are mason type with two pieces (thread and plate)
 - ✓ Ensure lids are not damaged or rusted.

Canner

- Pressure Canner (required for low acid foods).
 - ✓ Must contain an accurate pressure gauge. Must be checked yearly by following manufacturer's instructions.

OR

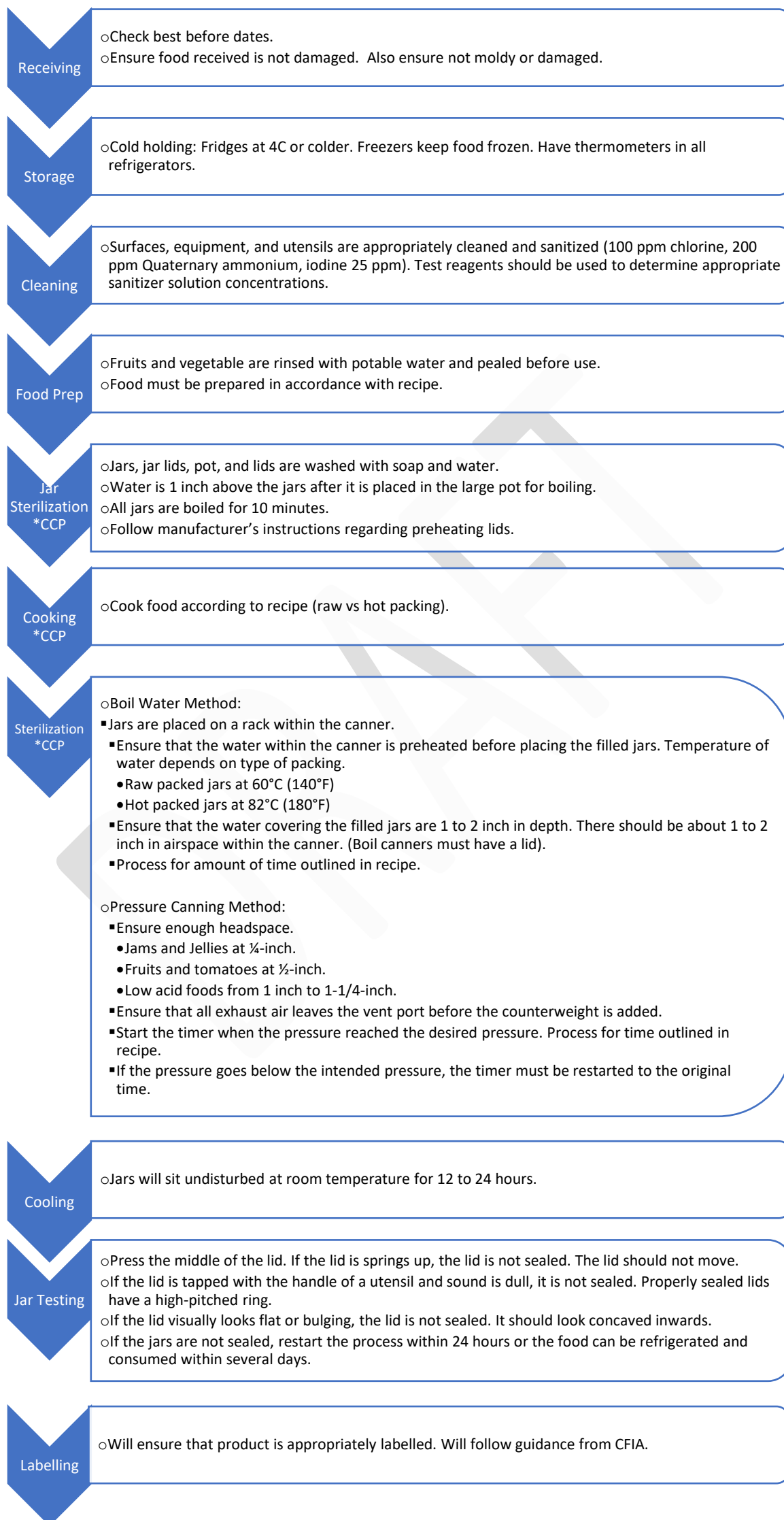
- Large pot for boiling water method.
 - ✓ Pots used as a boiling canner must be large enough to fully immerse jars into water with 1-2 inches above the jars.

Other useful Equipment

- Accurate probe thermometer
- Accurate measuring cups and spoons
- Long handled spoons and spatulas
- Ladle or handled cup to transfer recipe to jars
- Jelly Bags (for jelly)
- Wide mouth funnel
- Jar lifter
- Magnetic Wand to lift metal closures
- Weight scale
- Hand protection - oven gloves and rubber gloves
- Other:

PRODUCTION FLOW

Example diagram:



STEP 2: CRITICAL CONTROL POINTS

A critical control point (CCP) is a step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Identify the CCPs where hazard can be controlled i.e., prevented, reduced, or eliminated. Steps in the process above with an asterisk are critical control points. **Note in chart on next page.**

STEP 3: CRITICAL LIMITS

Critical limits are A maximum and/or minimum value to which a biological, chemical or physical parameter must be controlled at a CCP to prevent, eliminate or reduce to an acceptable level the occurrence of a food safety hazard.

Identify critical limits for each CCP. **Note in chart on next page.**

i.e., time, temperature, water activity, pH.

STEP 4: MONITORING

For each CCP, there must be monitoring procedures – chart recorders, thermometers, time / temperatures gauges etc. Note how often measurements are to be recorded. **Note in chart on next page.**

STEP 5: CORRECTIVE ACTIONS

Identify Corrective Actions for each CCP when it is shown that the CCP is not in control. **Note in chart on next page.**

STEP 6: RECORD KEEPING

Note in chart on next page what record keeping is being completed, if any.

STEP 7: VERIFICATION:

Verification ensures the HACCP plan is adequate and is working as intended. Verification procedures may include such activities as review of HACCP plans, CCP records, critical limits and microbial sampling and analysis.

List all verification procedures premises has in place:

- 1.
- 2.
- 3.
- 4.
- 5.

STEPS 2-6:

Critical Control Point	Critical Limit	Monitoring	Corrective Action	Record Keeping, if applicable
Example: Sterilization of jars	All jars are boiled for 10 minutes if at sea level (add one minute for each 305 m in elevation above sea level) with the boiling pot lid on.	Set timer for 10 minutes once jars are in boiling water.	Continue to have jars remain in boiling water until 10 minutes has elapsed.	Keep record for batch made. Note in record that jars were sterilized.
Example: Pressure canning	Low Acid Foods: Sterilized at a temperature between 116-121°C/240-250°F for 20-100 minutes with pressure between 5-15 psi.	Start the timer when the pressure reached the desired pressure. Check pressure gauge on canner to ensure between 5-15 psi.	If the pressure goes below the intended pressure, the timer must be restarted to the original time.	Keep record of batch #, date produced, time start and finish, and pressure reading.