Preventive Control Plan, Cedar Hollow Foods (sample)

Draft prepared with Provision for review. Not CFIA approval.

1. Business and plan identification

SFCR s. 86

Legal business name: Cedar Hollow Foods (sample).

Establishment: Shared commercial kitchen, Calgary AB.

Food safety contact: to be completed.

Products covered by this plan: Roasted tomato pasta sauce, Smoked maple barbecue sauce.

Record the SFC licence number, the date prepared, and a version and revision history here. This written preventive control plan is kept and maintained under SFCR s. 86 and its required contents follow SFCR s. 89.

2. Is a written plan required for you

SFCR s. 86(3)

Confirm whether a written preventive control plan is required for your business. Under SFCR s. 86(3), some businesses with gross annual food sales of $100,000 or less are exempt from the written plan requirement. Dairy, eggs, processed egg, fish, processed fruit or vegetable, and meat operations are never exempt, and every business must still meet the underlying preventive control requirements even if the written plan is not mandatory.

3. Product description and intended use

SFCR s. 47

Cedar Hollow Foods (sample) makes Sauces and condiments, Hot sauce (acidified). For each product, describe the composition, key food safety parameters (pH, water activity, salt, preservatives), packaging, shelf life, storage and distribution conditions, and the intended consumer, noting vulnerable groups such as infants, the elderly, pregnant people, and the immunocompromised. State whether each product is ready to eat or needs further cooking.

Product	Packaging	Ready to eat	Key parameters to confirm
Roasted tomato pasta sauce	To be confirmed	Ready to eat, confirm	Confirm pH, water activity, shelf life
Smoked maple barbecue sauce	To be confirmed	Ready to eat, confirm	Confirm pH, water activity, shelf life

4. Ingredients and incoming materials

SFCR ss. 72 to 74

Key ingredients: Tomatoes, onion, garlic, vinegar, cane sugar, salt, mixed spices.

List all raw materials, ingredients, processing aids, packaging, and water, steam, or ice, and flag every allergen. Approve suppliers and keep certificates of analysis or conformance on file.

Allergens to declare and control: Mustard; made in a shared facility that also handles wheat and tree nuts.

5. Process flow

Conducting a hazard analysis

Process and preservation method: Acidified (vinegar or pH control), hot fill.

This is a step by step flow drafted from your process, from receiving through to shipping, with the likely control points marked. Verify every step against your actual line, add or remove steps to match it, and add a plant schematic showing product, people, and waste flow to find cross contamination and allergen cross contact points.

The control points to watch on this flow are Batch, cook, and acidify; Hot fill into containers.

1. Receiving, produce, acid, and containers

↓

2. Cold and dry storage

↓

3. Wash, sort, and prepare

↓

4. Batch, cook, and acidify
Control point. Equilibrium pH held at or below a validated target, commonly 4.6 or lower. Example only, must be validated by a process authority

↓

5. Hot fill into containers
Control point. Fill and hold temperature and time per a validated thermal process. Example only, must be validated by a process authority

↓

6. Cap, seal, and invert

↓

7. Cool

↓

8. Label and lot code

↓

9. Finished goods storage

↓

10. Shipping

6. Hazard analysis

SFCR s. 47

For each process step, identify the biological, chemical (including allergens), and physical hazards, rate each by likelihood and severity to decide significance, and set a control for each significant hazard. The rows below are starting points for your products and process. Confirm, add, or remove each one against your real operation. Method and categories follow CFIA guidance on conducting a hazard analysis.

Process step	Hazard	Type	Control measure
Formulation and acidification	Clostridium botulinum toxin in low-oxygen packaging	Biological	Acidify so the equilibrium pH stays at or below a validated target; follow a scheduled process
Hot fill and hold	Survival of vegetative pathogens and spoilage moulds and yeasts	Biological	Hot fill and hold per a validated thermal process
Receiving acid (vinegar or citric)	Under-acidification from wrong acid strength	Chemical	Verify acid strength on receipt; supplier certificate of analysis
Filling and jarring	Glass fragments from jars	Physical	Jar inspection and air rinse or invert before filling

7. Critical control points and the HACCP matrix

SFCR s. 89

For each critical control point, set a scientifically supported critical limit, then define monitoring (what, how, when, who), the corrective action when the limit is not met, and the verification that confirms the control works. Every example limit below must be validated by a qualified process authority before use in production. This structure follows the HACCP based contents required by SFCR s. 89 and CFIA guidance on critical control points, monitoring, corrective action, and verification.

CCP / step	Critical limit	Monitoring	Corrective action	Verification
Formulation and acidification	Equilibrium pH at or below 4.6, commonly 4.2 for margin (Example only, must be validated by a process authority)	What, how, when, who, to define	Action on product and on cause	Record review and calibration

CCP / step	Critical limit	Monitoring	Corrective action	Verification
Hot fill and hold	Fill and hold temperature and time per a validated schedule (Example only, must be validated by a process authority)	What, how, when, who, to define	Action on product and on cause	Record review and calibration

8. Prerequisite programs

SFCR s. 89

Describe the operational programs that keep your premises and process under control. These are recorded in the plan under SFCR s. 89 as the measures you use to meet the regulations.

Program	What it covers	Regulation
Sanitation and cleaning	Cleaning and sanitizing schedules, methods, chemicals, and verification of food contact surfaces	SFCR ss. 50 to 52
Pest control	Prevention of pest entry and harbourage, and monitoring	SFCR ss. 50 to 52
Non-food chemical agents	Storage and use of cleaners, sanitizers, and lubricants so they do not contaminate food	SFCR ss. 50 to 52
Equipment and maintenance	Design, condition, preventive maintenance, and calibration of equipment and instruments	SFCR ss. 53 to 55
Establishment conditions	Premises, layout, lighting, ventilation, drainage, water, and waste removal	SFCR ss. 56 to 71
Receiving and storage	Receiving checks and storage that prevent contamination and hold temperature	SFCR ss. 72 to 74
Incoming material and supplier controls	Specifications, supplier approval, and certificates for ingredients and packaging	SFCR ss. 72 to 74
Training and competency	Food safety knowledge and a training program for staff	SFCR s. 75
Employee hygiene and health	Handwashing, clothing, personal effects, illness reporting, and exclusion	SFCR ss. 76 to 81

Program	What it covers	Regulation
Allergen control	Segregation, scheduling, cleanup validation, and label verification to prevent undeclared allergens	SFCR s. 47

9. Complaints and recall

SFCR ss. 82 to 85

Document how you receive, investigate, and respond to food safety complaints, and a recall procedure with a recall team, a way to identify and locate affected lots, customer and consumer communication, immediate notification of the CFIA recall coordinator, effectiveness checks, and records. Run mock recalls to test it. See the CFIA recall guide for the expected steps.

10. Traceability

SFCR Part 5 (ss. 90 to 99)

Keep one step back records for every supplier and one step forward records for every customer, with lot codes for ingredients, packaging, and finished product, so any lot can be traced and removed. This is a standalone requirement under SFCR Part 5 (ss. 90 to 99).

11. Labelling and consumer protection

SFCR s. 89

Describe how you make sure each product is packaged and labelled truthfully, with bilingual labelling, a complete ingredient and allergen declaration, and net quantity, and meets any compositional standard that applies (for example a standard for jam). This is required under SFCR s. 89 and ties to Safe Food for Canadians Act s. 6(1), which prohibits false or misleading labelling.

12. Records, retention, and maintenance

SFCR s. 89(2)

Keep all monitoring, corrective action, verification, sanitation, training, complaint, and recall records, plus the supporting documents used to identify hazards and justify controls. Keep records for two years after they are prepared under SFCR s. 89(2). Longer retention can apply to the thermal processing of low-acid foods, so confirm the period that applies to your process. Reassess this plan at least once a year and whenever your product, process, or premises change or a problem is found.

13. Sources

verified

Every citation in this draft comes from the following verified sources. None are invented.

SFCR s. 47, Identify and analyse biological, chemical, and physical hazards; control with measures shown by evidence to be effective.

SFCR s. 86 and SFCR s. 89, the written plan and its required contents

SFCR Part 5 (ss. 90 to 99), traceability

Safe Food for Canadians Act s. 6(1), labelling

Guide for preparing a preventive control plan for domestic food businesses, https://inspection.canada.ca/en/food-safety-industry/preventive-control-plans/guide

Conducting a hazard analysis, https://inspection.canada.ca/en/preventive-controls/hazard-analysis

Determining critical control points and critical limits, https://inspection.canada.ca/en/food-safety-industry/preventive-control-plans/critical-control-points

Recall procedure, a guide for food businesses, https://inspection.canada.ca/en/food-safety-industry/recall-procedure

Codex Alimentarius, General Principles of Food Hygiene (CXC 1-1969), including HACCP, https://www.fao.org/fao-who-codexalimentarius/