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1. **Management’s Responsibility**

Important to any restaurant business is the management’s active contribution in achieving smooth business operations as well as in providing great service to its customers. With [SPECIFY YOUR RESTAURANT NAME], the management has laid out its relevant policies when it comes to food safety and to the relevant disciplinary actions the management of [SPECIFY YOUR RESTAURANT NAME] will impose in the instance that any of the staff and employees fails to comply.

* 1. Food Safety Policy

For [SPECIFY YOUR RESTAURANT NAME], having food safety policies is essential since it is as important to serve customers with fresh and clean dishes from your menu as to the betterment and the progress of the restaurant business.

 Thus, the management of [SPECIFY YOUR RESTAURANT NAME] are committed to the fulfillment of the following food safety policies to better serve and gain the loyalty of the customers:

* [INSERT COMPLETE DETAIL ON ONE FOOD SAFETY POLICY THAT YOU AND YOUR EMPLOYEES MUST FOLLOW IN THE COURSE OF YOUR RESTAURANT’S DAILY BUSINESS OPERATIONS].
* [INSERT COMPLETE DETAIL ON ONE FOOD SAFETY POLICY THAT YOU AND YOUR EMPLOYEES MUST FOLLOW IN THE COURSE OF YOUR RESTAURANT’S DAILY BUSINESS OPERATIONS].
* [INSERT COMPLETE DETAIL ON ONE FOOD SAFETY POLICY THAT YOU AND YOUR EMPLOYEES MUST FOLLOW IN THE COURSE OF YOUR RESTAURANT’S DAILY BUSINESS OPERATIONS].

(you can add more statements on this section of the plan with regards to the food safety policy you strictly follow in your restaurant business.)

* 1. Disciplinary Actions

In the circumstance that any of the staff and/or employees fails to comply with the food safety policies presented, the following disciplinary actions and procedures are being done:

* [INSERT COMPLETE DETAIL ON DISCIPLINARY ACTION THAT YOU AND YOUR EMPLOYEES MUST FOLLOW AS A RESULT OF THE FAILURE TO COMPLY AND ABIDE WITH THE FOOD SAFETY POLICIES SET BY THE RESTAURANT AND ITS MANAGEMENT AS AFOREMENTIONED ON THIS PLAN].
* [INSERT COMPLETE DETAIL ON DISCIPLINARY ACTION THAT YOU AND YOUR EMPLOYEES MUST FOLLOW AS A RESULT OF THE FAILURE TO COMPLY AND ABIDE WITH THE FOOD SAFETY POLICIES SET BY THE RESTAURANT AND ITS MANAGEMENT AS AFOREMENTIONED ON THIS PLAN].
* [INSERT COMPLETE DETAIL ON DISCIPLINARY ACTION THAT YOU AND YOUR EMPLOYEES MUST FOLLOW AS A RESULT OF THE FAILURE TO COMPLY AND ABIDE WITH THE FOOD SAFETY POLICIES

SET BY THE RESTAURANT AND ITS MANAGEMENT AS AFOREMENTIONED ON THIS PLAN].

 (you can add more statements on this section of the plan with regards to the disciplinary actions you are given with as a result of non-compliance with the food safety policies in your restaurant business.)

1. **Restaurant Activities**

To better understand the food safety plan as presented on this plan, knowing these restaurant activities is a must for all employees and staff as it involves their workload for the daily business operations of [SPECIFY YOUR RESTAURANT NAME]. The following are the restaurant activities as is the standard for any restaurant just like [SPECIFY YOUR RESTAURANT NAME]:

* The first restaurant activity, which is very important when it comes to inventory and storage for each restaurant, is the **receiving of food ingredients and supplies** from suppliers. [INSERT YOUR ELABORATION AND INFORMATION RELEVANT TO THIS RESTAURANT ACTIVITY AND ITS IMPORTANCE TO THE RESTAURANT BUSINESS].
* Secondly, after the receipt of the food ingredients and supplies, is the **storing of these received items** from delivery. [INSERT YOUR ELABORATION AND INFORMATION RELEVANT TO THIS RESTAURANT ACTIVITY AND ITS IMPORTANCE TO THE RESTAURANT BUSINESS].
* Following the receipt and the storage of food ingredients and supplies to be used by the restaurant is the **preparation of the food ingredients** to properly and to perfectly cook the dishes to be served to the customers. [INSERT YOUR ELABORATION AND INFORMATION RELEVANT TO THIS RESTAURANT ACTIVITY AND ITS IMPORTANCE TO THE RESTAURANT BUSINESS].
* The fourth restaurant activity pertains to **cooking of the dishes** in preparation to the rush of orders by the customers in the register. [INSERT YOUR ELABORATION AND INFORMATION RELEVANT TO THIS RESTAURANT ACTIVITY AND ITS IMPORTANCE TO THE RESTAURANT BUSINESS].
* Fifth, the restaurant **stores the cooked food or dishes** **in a hot holding area** ready to be served to the customer. [INSERT YOUR ELABORATION AND INFORMATION RELEVANT TO THIS RESTAURANT ACTIVITY AND ITS IMPORTANCE TO THE RESTAURANT BUSINESS].
* This second to the last restaurant activity which [INSERT NAME OF YOUR RESTAURANT BUSINESS] involves **cooling the food** at a certain time for the purpose of [INSERT PURPOSE FOR THIS ACTIVITY]. [INSERT YOUR ELABORATION AND INFORMATION RELEVANT TO THIS RESTAURANT ACTIVITY AND ITS IMPORTANCE TO THE RESTAURANT BUSINESS].
* The very last restaurant activity with which [INSERT NAME OF YOUR RESTAURANT BUSINESS] works on [INSERT WHEN THIS ACTIVITY IS DONE] is the reheating of the food and/or dishes served. [INSERT YOUR ELABORATION AND INFORMATION RELEVANT TO THIS RESTAURANT ACTIVITY AND ITS IMPORTANCE TO THE RESTAURANT BUSINESS].
1. **Food Safety Plan in the Preparation Process**

In every restaurant activity explained in the prior section on this plan, there are items, points, or processes with which the management, the staff and the employees of [SPECIFY YOUR RESTAURANT NAME] must be cautious of and must be mindful of in the course of the restaurant’s business operations to ensure that all the food or dishes you served are not, in any way, harmful to the customers who ordered them.

In this regard, let us look into the food handling procedures and processes to be followed by the management as well as the staff and employees of [SPECIFY YOUR RESTAURANT NAME] as part of this food safety plan.

* 1. Receiving
* Potentially Hazardous Items: The following items must be identified at the receipt of the food ingredients and supplies from suppliers:

 [INSERT ITEMS WITH WHICH FOOD INGREDIENTS MAY TAKE UPON THE RECEIPT OF THE STAFF AND EMPLOYEES ON THE FOOD INGREDIENTS AND SUPPLIES UPON DELIVERY].

* Critical Control Points: These points aid in the prevention of the existence of the aforementioned hazardous items:

 [INSERT COMPLETE DETAILS ON HOW YOU CONTROL THE POTENTIAL HAZARDOUS ITEMS YOU HAVE AFOREMENTIONED IN ORDER TO PREVENT THE OCCURRENCE OF THESE ITEMS ON THE RECEIVED FOOD INGREDIENTS AND SUPPLIES].

* Critical Limit: Checking the food ingredients and following these limits as set by management is necessary in order to prevent the occurrence and/or existence of such hazardous items in the receiving process. These limits are as follows:

 [INSERT INFORMATION ON THE LIMITS NEED TO BE FOLLOWED BY THE STAFF AND EMPLOYEES IN THE PREVENTION OF THE AFOREMENTIONED HAZARDOUS ITEMS IN THE COURSE OF THE RECEIVING PROCESS].

* Monitoring Process: The staff and employees assigned for receipt of the suppliers’ delivery of the food ingredients and supplies must follow these monitoring procedures as a way of control and prevention:

 [INSERT SUFFICIENT DETAILS ON THE MONITORING PROCESS THE ASSIGNED STAFF AND/OR

EMPLOYEES MUST FOLLOW AND DO ACCORDINGLY AS A WAY OF CONTROL AND PREVENTION

IN THE RECEIVING PROCESS].

* Corrective Actions: In the instance that the aforementioned potential hazardous items exist, these actions must be done to correct the mistake or the lapses that resulted to the occurrence of these items:
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE RECEIVING PROCESS].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE RECEIVING PROCESS].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE RECEIVING PROCESS].
	1. Storage
* Potentially Hazardous Items: The following items must be identified in storing the food ingredients and supplies after receipt from suppliers:

 [INSERT ITEMS WITH WHICH FOOD INGREDIENTS MIGHT GET UPON THE STORAGE DONE BY THE STAFF AND EMPLOYEES ON THE FOOD INGREDIENTS AND SUPPLIES AFTER RECEIPT OF DELIVERY].

* Critical Control Points: These points aid in the prevention of the existence of the aforementioned hazardous items:

 [INSERT COMPLETE DETAILS ON HOW YOU CONTROL THE POTENTIAL HAZARDOUS ITEMS YOU HAVE AFOREMENTIONED IN ORDER TO PREVENT THE OCCURRENCE OF THESE ITEMS ON THE STORED FOOD INGREDIENTS AND SUPPLIES].

* Critical Limit: Checking the stored food ingredients and following these limits as set by management is important in order to prevent the occurrence and/or existence of such hazardous items in the storing process. These limits are as follows:

 [INSERT INFORMATION ON THE LIMITS NEED TO BE FOLLOWED BY THE STAFF AND EMPLOYEES IN THE PREVENTION OF THE AFOREMENTI

 ONED HAZARDOUS ITEMS IN THE COURSE OF THE STORING PROCESS].

* Monitoring Process: The staff and employees assigned to the storage of the suppliers’ food ingredients and supplies received must follow these monitoring procedures as a way of control and prevention:

 [INSERT SUFFICIENT DETAILS ON THE MONITORING PROCESS THE ASSIGNED STAFF AND/OR EMPLOYEES MUST FOLLOW AND DO ACCORDINGLY AS A WAY OF CONTROL AND PREVENTION IN THE STORING PROCESS].

* Corrective Actions: In the instance that the aforementioned potential hazardous items exist, these actions must be done to correct the mistake or the lapses that resulted to the occurrence of these items:
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE STORING PROCESS].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE STORING PROCESS].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE STORING PROCESS].
	1. Preparation
* Potentially Hazardous Items: The following items must be identified at the preparation of the food ingredients and supplies before dishes are cooked with the use of these ingredients:

 [INSERT ITEMS WITH WHICH FOOD INGREDIENTS MAY TAKE UPON AFTER STORAGE THAT MAY AFFECT THE WAY THESE INGREDIENTS AND/OR SUPPLIES WILL BE USED IN THE COOKING PROCESS].

* Critical Control Points: These points aid in the prevention of the existence of the aforementioned hazardous items:

 [INSERT COMPLETE DETAILS ON HOW YOU CONTROL THE POTENTIAL HAZARDOUS ITEMS YOU HAVE AFOREMENTIONED IN ORDER TO PREVENT THE OCCURRENCE OF THESE ITEMS IN THE PREPARATION OF FOOD INGREDIENTS AND SUPPLIES].

* Critical Limit: Checking the food ingredients and supplies to be prepared and following these limits as set by management is essential in order to prevent the occurrence and/or existence of such hazardous items in the preparation process. These limits are as follows:

 [INSERT INFORMATION ON THE LIMITS NEED TO BE FOLLOWED BY THE STAFF AND EMPLOYEES IN THE PREVENTION OF THE AFOREMENTIONED HAZARDOUS ITEMS IN THE COURSE OF THE PREPARATION PROCESS].

* Monitoring Process: The staff and employees assigned to the preparation of the food ingredients and supplies must follow these monitoring procedures as a way of control and prevention:

 [INSERT SUFFICIENT DETAILS ON THE MONITORING PROCESS THE ASSIGNED STAFF AND/OR EMPLOYEES MUST FOLLOW AND DO ACCORDINGLY AS A WAY OF CONTROL AND PREVENTION IN THE PREPARATION PROCESS].

* Corrective Actions: In the instance that the aforementioned potential hazardous items exist, these actions must be done to correct the mistake or the lapses that resulted to the occurrence of these items:
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE PREPARATION PROCESS].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE PREPARATION PROCESS].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE PREPARATION PROCESS].
	1. Cooking
* Potentially Hazardous Items: The following items must be identified in the cooking of the dishes with the use of the food ingredients and supplies as prepared:

 [INSERT ITEMS WITH WHICH FOOD INGREDIENTS AND SUPPLIES PREPARED MAY GET BEFORE IT IS COOKED BY THE RESPONSIBLE PERSONNEL].

* Critical Control Points: These points aid in the prevention of the existence of the aforementioned hazardous items:

 [INSERT COMPLETE DETAILS ON HOW YOU CONTROL THE POTENTIAL HAZARDOUS ITEMS YOU HAVE AFOREMENTIONED IN ORDER TO PREVENT THE OCCURRENCE OF THESE ITEMS ON THE PREPARED FOOD INGREDIENTS AND SUPPLIES AS IT IS COOKED FOR THE CUSTOMERS].

* Critical Limit: Checking the prepared food ingredients ready for cooking and following these limits as set by management is a way for the restaurant in order to prevent the occurrence and/or existence of such hazardous items in the cooking process. These limits are as follows:

 [INSERT INFORMATION ON THE LIMITS NEED TO BE FOLLOWED BY THE STAFF AND EMPLOYEES IN THE PREVENTION OF THE AFOREMEN

 TIONED HAZARDOUS ITEMS IN THE COURSE OF THE COOKING PROCESS].

* Monitoring Process: The staff and employees assigned to the cooking of the prepared food ingredients and supplies must follow these monitoring procedures as a way of control and prevention:

 [INSERT SUFFICIENT DETAILS ON THE MONITORING PROCESS THE ASSIGNED STAFF AND/OR EMPLOYEES MUST FOLLOW AND DO ACCORDINGLY AS A WAY OF CONTROL AND PREVENTION IN THE COOKING PROCESS].

* Corrective Actions: In the instance that the aforementioned potential hazardous items exist, these actions must be done to correct the mistake or the lapses that resulted to the occurrence of these items:
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE COOKING PROCESS].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE COOKING PROCESS].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE COOKING PROCESS].
	1. Hot Holding
* Potentially Hazardous Items: The following items must be identified after cooking the dishes and putting them in a hot holding area:

 [INSERT ITEMS WITH WHICH FOOD OR DISHES MAY GET WHEN IT IS PUT IN THE HOT HOLDING AREA OF THE RESTAURANT].

* Critical Control Points: These points aid in the prevention of the existence of the aforementioned hazardous items:

 [INSERT COMPLETE DETAILS ON HOW YOU CONTROL THE POTENTIAL HAZARDOUS ITEMS YOU HAVE AFOREMENTIONED IN ORDER TO PREVENT THE OCCURRENCE OF THESE ITEMS ON THE FOOD OR DISHES SITUATED IN THE HOT HOLDING AREA].

* Critical Limit: Checking the food or dishes in the hot holding area and following these limits as set by management in order to prevent the occurrence and/or existence of such hazardous items in this process. These limits are as follows:

 [INSERT INFORMATION ON THE LIMITS NEED TO BE FOLLOWED BY THE STAFF AND EMPLOYEES IN THE PREVENTION OF THE AFOREMENTIONED HAZARDOUS ITEMS IN THE TIME FOOD OR DISHES ARE LOCATED IN THE HOT HOLDING AREA].

* Monitoring Process: The staff and employees assigned to look into the food or dishes in the hot holding area must follow these monitoring procedures as a way of control and prevention:

 [INSERT SUFFICIENT DETAILS ON THE MONITORING PROCESS THE ASSIGNED STAFF AND/OR EMPLOYEES MUST FOLLOW AND DO ACCORDINGLY AS A WAY OF CONTROL OF THE FOOD AND/OR DISHES IN THE HOT HOLDING AREA].

* Corrective Actions: In the instance that the aforementioned potential hazardous items exist, these actions must be done to correct the mistake or the lapses that resulted to the occurrence of these items:
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE FOOD OR DISHES IN THE HOT HOLDING AREA].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE FOOD OR DISHES IN THE HOT HOLDING AREA].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE FOOD OR DISHES IN THE HOT HOLDING AREA].
	1. Cooling
* Potentially Hazardous Items: The following items must be identified after cooling some of the food and/or dishes for the customers:

 [INSERT ITEMS WITH WHICH FOOD OR DISHES MAY GET WHEN IT IS PUT IN THE COOLING AREA OF THE RESTAURANT].

* Critical Control Points: These points aid in the prevention of the existence of the aforementioned hazardous items:

 [INSERT COMPLETE DETAILS ON HOW YOU CONTROL THE POTENTIAL HAZARDOUS ITEMS YOU HAVE AFOREMENTIONED IN ORDER TO PREVENT THE OCCURRENCE OF THESE ITEMS ON THE FOOD OR DISHES SITUATED IN THE COOLING AREA].

* Critical Limit: Checking the food or dishes in the cooling area and following these limits as set by management is essential in order to prevent the occurrence and/or existence of such hazardous items in this process. These limits are as follows:

 [INSERT INFORMATION ON THE LIMITS NEED TO BE FOLLOWED BY THE STAFF AND EMPLOYEES IN THE PREVENTION OF THE AFOREMENTIONED HAZARDOUS ITEMS IN THE TIME FOOD OR DISHES ARE LOCATED IN THE COOLING AREA].

* Monitoring Process: The staff and employees assigned to look into the food or dishes in the cooling area must follow these monitoring procedures as a way of control and prevention:

 [INSERT SUFFICIENT DETAILS ON THE MONITORING PROCESS THE ASSIGNED STAFF AND/OR EMPLOYEES MUST FOLLOW AND DO ACCORDINGLY AS A WAY OF CONTROL OF THE FOOD AND/OR DISHES IN THE COOLING AREA].

* Corrective Actions: In the instance that the aforementioned potential hazardous items exist, these actions must be done to correct the mistake or the lapses that resulted to the occurrence of these items:
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE FOOD OR DISHES IN THE COOLING AREA].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE FOOD OR DISHES IN THE COOLING AREA].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE FOOD OR DISHES IN THE COOLING AREA].
	1. Reheating
* Potentially Hazardous Items: The following items must be identified after reheating some of the food and/or dishes for the customers:

 [INSERT ITEMS WITH WHICH FOOD OR DISHES MAY GET WHEN IT IS PUT IN THE REHEATING AREA OF THE RESTAURANT].

* Critical Control Points: These points aid in the prevention of the existence of the aforementioned hazardous items:

 [INSERT COMPLETE DETAILS ON HOW YOU CONTROL THE POTENTIAL HAZARDOUS ITEMS YOU HAVE AFOREMENTIONED IN ORDER TO PREVENT THE OCCURRENCE OF THESE ITEMS ON THE FOOD OR DISHES SITUATED IN THE REHEATING AREA].

* Critical Limit: Checking the food or dishes in the reheating area and following these limits as set by management is to be taken into account in order to prevent the occurrence and/or existence of such hazardous items in this process. These limits are as follows:

 [INSERT INFORMATION ON THE LIMITS NEED TO BE FOLLOWED BY THE STAFF AND EMPLOYEES IN THE PREVENTION OF THE AFOREMENTIONED HAZARDOUS ITEMS IN THE TIME FOOD OR DISHES ARE LOCATED IN THE REHEATING AREA].

* Monitoring Process: The staff and employees assigned to look into the food or dishes in the reheating area must follow these monitoring procedures as a way of control and prevention:

 [INSERT SUFFICIENT DETAILS ON THE MONITORING PROCESS THE ASSIGNED STAFF AND/OR EMPLOYEES MUST FOLLOW AND DO ACCORDINGLY AS A WAY OF CONTROL OF THE FOOD AND/OR DISHES IN THE REHEATING AREA].

* Corrective Actions: In the instance that the aforementioned potential hazardous items exist, these actions must be done to correct the mistake or the lapses that resulted to the occurrence of these items:
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE FOOD OR DISHES IN THE REHEATING AREA].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE FOOD OR DISHES IN THE REHEATING AREA].
	+ [INSERT DETAILS ON THE CORRECTIVE ACTION TO BE APPLIED WITH ON THE FOOD OR DISHES IN THE REHEATING AREA].
1. **Staff Education and Training**

Spreading the information as laid on this food safety plan to the staff and employees working in [INSERT NAME OF YOUR RESTAURANT BUSINESS] is essential to be done on a [INSERT NUMBER OF PERIOD] basis so as to avoid any mishaps that may cause to harm the reputation of your restaurant in your area. These education and training programs include the following:

* [INSERT WHAT EDUCATION AND/OR TRAINING PROGRAM YOU ARE GOING TO CONDUCT, WHEN IT WILL BE CONDUCTED, AND WHAT THIS TRAINING PROGRAM IS ABOUT].
* [INSERT WHAT EDUCATION AND/OR TRAINING PROGRAM YOU ARE GOING TO CONDUCT, WHEN IT WILL BE CONDUCTED, AND WHAT THIS TRAINING PROGRAM IS ABOUT].
* [INSERT WHAT EDUCATION AND/OR TRAINING PROGRAM YOU ARE GOING TO CONDUCT, WHEN IT WILL BE CONDUCTED, AND WHAT THIS TRAINING PROGRAM IS ABOUT].
1. **Kitchen and Food Equipment**

Essential factors which aid all the staff and employees of [SPECIFY YOUR RESTAURANT NAME] includes the kitchen and the food equipment used in food preparation process. In this regard, control and maintenance of the equipment is also needed to achieve food safety in the preparation of the food for the customers. Take a look at the following procedures relevant to kitchen and food equipment.

* 1. Measuring Temperatures

 [INSERT INFORMATION ON HOW TEMPERATURES ARE MEASURED AND CONTROLLED ON THE KITCHEN AND FOOD EQUIPMENT USED PARTICULARLY EQUIPMENT IN THE COOKING, HOT HOLDING, COOLING, AND REHEATING AREAS].

* 1. Equipment Maintenance

 [INSERT HOW THE KITCHEN AND FOOD EQUIPMENT IN THE RESTAURANT WILL BE MAINTAINED FOR IT TO WORK ON ITS OPTIMUM PERFORMANCE FOR THE RESTAURANT TO ACHIEVE SMOOTH BUSINESS OPERATIONS DAILY].

1. **Appendices**

 [INSERT THE SUPPLEMENTARY SCHEDULES AND DOCUMENTS YOU HAVE REFERRED INTO OR YOU ARE GOING TO USE IN MAKING THIS FOOD SAFETY PLAN AND ALL THE FOOD SAFETY REGULATIONS YOU FOLLOW IN YOUR RESTAURANT].