

Process Log for Small Volume Food Processors

Effective traceability is about being able to track and locate all products you produce and ship. You should be able to trace all inputs/ingredients used in your product back to the supplier.

You are required to keep records of your process.

Name of Product: _____

Ingredients:

Water/ice supply sampled (if yes date and result) _____

Safety/traceability of ingredients: ****name of product and lot and batch number recorded****

Ingredient	Lot/batch number/code	Recall notice	Comments
<i>Example:</i> Selection brand mandarin oranges	L36 01 601 PROD 161237 3302/01007	no	

Temperature check of potentially hazardous ingredients in refrigerated/freezer storage:

Cold Holding Unit Type	Actual Temperature <i>(4°C min for refrigeration -18°C for freezers)</i>	Comments: Actions Taken
<i>Example:</i> Walk-in cooler	8°C	Food moved call service technician

Facility Sanitation Check Prior to Start of Production:

Item	Satisfactory/Unsatisfactory	Comments/Corrective Action Taken
All personal items removed from work area		
Food handlers wearing clean uniform and hair restraints		
Sanitizers on site and tested		
Equipment checked, cleaned and sanitized before use		
All surfaces cleaned and sanitized		
Area assessed for any food safety hazards including pests, contaminants etc.		
Process verification tools in place i.e. thermometer, pH meter calibrated		
Hand wash station stocked with supplies and used		
Food containers checked, washed and sanitized as needed		

Process Checks Critical to Food Safety (i.e. heating temperature required, time, pH, cooling temperatures, processing after filling)

Critical Process Parameter	Reading	Time	Required parameter to reach	Comments
<i>Example:</i> pH	5		4.6	Add more vinegar and recheck pH

Notes:

Date: _____

Name of Person completing checks: _____