

Food Safety Guidelines



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Food Safety Guidelines

An effective set of food safety guidelines is a **tool to achieve wholesome products without risking consumers' health.** Food preparation shelters several food safety risks.

Therefore, proper handling and food processing are prerequisites to serving delicious dishes and keeping food safe for consumption. Food businesses, including manufacturers, food service, and retail businesses, must always be concerned with food safety, as this can predict the fate of their food service establishments.

Contamination of food is not new to mankind. It has been a problem that widely afflicted the industry. Most foodborne illness outbreaks have been attributed to poor food-handling practices.

This food handlers study guide can be a valuable resource for food workers in various ways. Every food handler requires an orientation and basic food safety training to help them understand the ins and outs of food production or service.

This guideline was made by the FoodDocs' food safety experts to help orient food handlers on the essential information about safe food handling. The guideline contains basic information on food safety and key practices that will help strengthen your team's food safety system.

Definitely consult our valuable free template hub to download essential tools, posters, templates, posters, and charts that work as trustworthy training material in food businesses.



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What is the importance of food safety in food businesses?

Food safety refers to the proper food handling procedures applied during food preparation, processing, storage, and distribution of the products you deal with in your food business.

The concern for the integrity of food safety remains within all parts of a food supply chain as it is a sophisticated and long process. The food safety production life cycle starts from agriculture to the packaging of finished products and delivery to the consumer's table.

The importance of food safety can be seen through the following:

- Protection from foodborne illnesses and other food-related injuries
- · Reduced cost from food safety issues
- Reduced waste
- Sustainable food production
- Safer food globalization

Food safety is essential to provide adequate access to safe, nutritious, and delicious food to all community members. The consequences of food safety issues may have fatal outcomes for both food business owners and consumers.



What is the biggest threat to food safety?

Food contamination is a global concern that significantly affects all other industries and is the biggest threat to food safety.

The term food contamination refers to the presence of unwanted materials or substances in food that may harm public health.

The presence of unwanted substances in food can lead to foodborne illnesses and other related injuries depending on the type of food contaminant present.

Three types of food contaminants

- 1. Biological contaminants
- 2. Chemical contaminants
- 3. Physical contaminants

Biological contaminants

Biological contamination refers to the event wherein any other living organism, mostly microorganisms, contaminates a food product.

The term food contamination refers to the presence of unwanted materials or substances in food that may harm public health. The most common **types of biological contaminants** include the following:

1. Bacteria, such as *E.coli, Staphylococcus, Listeria monocyto*genes, and Salmonella

- 2. Viruses, such as Norovirus and Hepatitis
- 3. Parasites, such as Trichinella spiralis, Tapeworms, and flukes
- 4. Mold or Fungi, such as Aspergillus and Penicillium
- 5. Yeasts, such as Candida and Saccharomyces



What is the biggest threat to food safety?

Chemical contaminants

Chemical contaminants are inorganic or organic compounds that are toxic to humans and can cause harm in foods.

The term food contamination refers to the presence of unwanted materials or substances in food that may harm public health.

Some of the most common chemical food contaminant examples include:

1. Inorganic contaminants, such as heavy metal contamination (e.g., mercury, lead, cadmium, and arsenic)

2. Mycotoxins (natural toxins from fungi, may come as a by-product of bacterial food contamination)

3. Acrylamide (a chemical produced from overcooking foods) Unintentionally present preservatives to improve shelf life or food quality (e.g., sulfites, benzoates, and nitrites)

4. Food contact chemicals/ cleaning solutions (e.g., bleach and detergent)

5. Industrial chemicals (e.g., Pesticides, dry soil enhancers, herbicides, and fertilizers)

6. Veterinary drug residues (e.g., antibiotic residues)

Physical contaminants

Biological contamination refers to the event wherein any other living organism, mostly microorganisms, contaminates a food product.

Physical contaminants are any unwanted foreign material in food that can cause injury or cuts to consumers. They can be synthetic materials and sharp substances from the environment of the food being produced, such as metal, plastic, glass fragments, or stones.

To give you an idea, here is a **list of physical hazard examples in food:**

1. **Metal fragments,** such as chipped equipment for processing, blades, tools, staple wires, jewelry, or loose clips

2. **Glass**, such as broken light fixtures, windows, overhead structures, glass guards, and containers

- 3. Plastic from equipment wrappers, plastic seals, gaskets, or pens
- 4. Stone from raw materials or improperly cleaned footwear
- 5. Wood from wooden pallets, crates, parts of raw materials, pencil

6. **Naturally occurring materials**, such as bones from meat, pieces of shell from seafood, a feather from poultry, and seeds from fruits

Critical food safety guidelines and practices

In the food industry, food safety practices can be implemented throughout the whole food supply chain. These practices can become very technical, especially when used for a critical control point.

Most food safety practices are based on four basic tasks. The 4 C's of food safety are as follows:

- Cleaning
- Cooking
- (Avoiding) Cross-contamination
- Chilling

You can find more detailed explanations of critical tasks about the 4 C's of food safety in this detailed article. Orient all food handlers about the importance of these four principles of food safety and ensure complete control over your operations.

Four basic rules of safe food preparation



Cook

Cook the food to the recommended internal temperature.
Follow the required time for cooking different ingredients.
Use a calibrated thermometer to ensure proper cooking.
Serve food hot.



Clean

Practice frequent and proper handwashing.
Clean and sanitize food contact surfaces before and after use.
Follow the manufacturer's instructions in using sanitizing solutions.
Regularly dispose of food waste properly.



Store

Keep hot foods hot 135°F or above and cold foods cold 41°F or below.
 Maintain at least 40°F during refrigeration and 0°F for freezing temperatures.

Follow proper organization of food in the fridge.
Clean storage area regularly.

Separate

 Use separate utensils for preparing raw and ready-to-eat foods.
 Sanitize food equipment in between use for raw and ready-to-eat foods.

Store cleaning materials away from the food preparation area.
 Store raw and cooked foods in airtight containers to avoid cross-contamination.

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How to manage food allergens in food businesses?

In cases of food allergy reactions, **the immune system mistakes a distinct protein from allergens as a foreign, harmful component and aggressively attacks it.**

Food businesses are responsible for ensuring the safety and well-being of customers with food allergies. They should be knowledgeable about common allergens, clearly label the list of ingredients, prevent cross-contact, and provide accurate allergen information.

Food allergens in the US

- 10% of the population is affected by food allergies
- Allergies cause 30 000 emergency cases
- More than **170** ingredients have caused allergies
- 90% of food allergies are caused by

Fish

- Milk
 Wheat
 Soybeans
 - Sesame
 Tree nuts
 - Sesame free nuts
- Eggs Peanuts Shellfish



Food manufacturers are required to declare **any** potential allergy-causing ingredient in the food labels.

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What are the 9 major food allergens in the US?

In the US, the Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA) declared the nine most common allergenic foods.

1. Eggs, including egg products

2. Fish

3. Crustacean shellfish (e.g., crab, shrimp, and lobster)

4. Tree nuts (e.g., almond, cashew, and chestnut)

5. Peanuts

6. Soybeans

7. Wheat (gluten)

8. Milk

9. Sesame

In other countries, at least 14 foods are considered major food allergens. This mandate is enforced through Natasha's Law in the UK.

In addition to the big nine allergens previously stated, Natasha's Law recognizes these 5 ingredients as part of the list:

1. Lupin

2. Molluscs

3. Mustard

4. Celery

5. Sulfites (or Sulphur dioxide)

Physical contaminants

Effective allergen management contributes to the **strict implementation of high food safety standards** for protecting customers from unwanted allergic reactions.

Below are some **steps needed when starting a food allergen management process:**

1. Identify allergen hazards.

2. Conduct an allergen risk assessment.

3. Review suppliers for allergenic ingredients.

4. Implement handling and storage controls for allergenic ingredients.

5. Develop corrective action plans.

6. Provide employee training.

In addition to the components of an allergen management plan, a food business must have a comprehensive food safety management system that will ensure compliance with food safety laws when controlling pathogens.

At FoodDocs, our team of food safety specialists developed digital smart solutions that can provide a comprehensive allergen management plan and more in approximately 15 minutes. Incorporating smart solutions into a comprehensive allergen management plan can enhance the efficiency and accuracy of food businesses' practices.

What are the 9 major food allergens in the US?

Explore our digital Food Safety Management System Software.

Guide food safety teams on which products contain food allergens through **the automatically generated Food Allergy Chart from our software.** The chart is generated based on the provided information after uploading recipes and product specifications. When setting up our smart software, users can efficiently **mass-upload all digital recipes into our system.** Our smart system recognizes priority food allergens for a food business, highlights all present allergens on the specification page, and assembles the information in a detailed Food Allergy Chart.



How can following food safety guidelines help you pass inspections?

A food safety audit is a **highly structured activity that aims to document evaluations of a food business's food safety system.** It helps determine if all practices follow appropriate food laws and regulations.

In addition to verifying the level of food safety management systems of food businesses, **food safety audits include other objectives**, such as the following:

- Certification audit for certain food safety standards
- Assessment of premises condition and food business performance
- Ensure legal compliance
- · Inspection in response to a complaint
- Regulatory requirement
- Food supplier request
- Promote business objectives

Conducting regular food safety audits helps control and prevent the risk of food safety issues. They can also help food businesses improve their operations for better performance.

EHO checklist for inspection



Food handling and basic kitchen hygiene rules

- Foods are stored in the correct order and temperature.
- Storage temperature is regularly monitored
- Foods are labelled properly.
- Separate utensils and chopping boards are used for preparing foods
- Food handlers follow correct hand washing procedures and follow good personal hygiene practices.
- Foods must always be cooked to the correct internal temperature
- Monitoring records are organized.



Business premises

- Walls, floors, and ceilings are made out of easily cleanable materials and will not harbour dirt.
- Basin for washing hands is present.
- Pest control measures and a waste management system are in place
- All lighting and other fixtures are well-maintained.
- Food handlers follow the cleaning process schedule
- All equipment and measuring tools are calibrated.



Food safety management

- Appropriate monitoring procedures and forms are in place for each food safety operation.
- Checklists and schedules are followed and documented.
- Adequate food hygiene training for employees is complete and regularly refreshed.

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How can following food safety guidelines help you pass inspections?

Key areas of a food safety audit and inspection

Generally, a food safety audit will observe and **evaluate your operations** and then **identify areas for improvement**. These key areas have been well-established over the years and are recognized to be important in keeping food operations safe.

Food laws and regulations are set for these key areas for inspection.

- 1. Food safety management system
- 2. Food storage
- 3. Food preparation
- 4. Sanitation and cleaning
- 5. Facility design
- 6. Waste management
- 7. Employee hygiene

During an audit, your food safety **auditor will make remarks about these key areas.** These points for improvement may either be urgent and need immediate action or points that can be done without haste.

Essential food safety audit preparation steps

Whether a food safety audit is conducted by your in-house committee or a third-party organization, a food safety audit follows a specific structure and a set of key areas to evaluate.

Below are some steps that describe how a food safety audit is planned and executed.

Use this structure for internal audits:

1. **Planning**. In this step, an internal auditor or an audit team must identify the clear objective of the food safety audit process.

2. **Execution**. If an auditor sees fit that an onsite inspection is needed, then one will follow soon after the evaluation of your food safety documents.

3. **Corrective and preventative actions.** In this stage of the audit process, the auditor evaluates your preparedness to address breaches in standards through properly established preventive and corrective actions.

4. **Verification**. The process would assess whether the preventive and corrective actions are appropriate and effective.

How can following food safety guidelines help you pass inspections?

5. **Audit evaluation**. During the actual audit, auditors need to evaluate their progress. Evaluating the audit process ensures that it is still on track and the objectives are being met.

To help you with routine evaluations, use a health inspection checklist covering most food safety areas to improve your focus on achieving a great score.

You can use FoodDocs' Food Safety Management System Software to help you **ace a food safety audit any time of the day.**

Create, schedule, and manage food safety audits using our smart software.

Perform internal audits with digital Food Safety Audit Log templates that are customizable to fit your operations.

Users can also create **personalized audit checklists** from scratch that can be used internally to maintain food safety and prepare for a third-party or government-mandated food safety audit.



A food handler is any individual working in a food business facility. They are involved in preparing and handling raw foods, operating food equipment, cleaning food contact surfaces, and any food operation with direct contact with food.

Food handlers can be cooks, chefs, dishwashers, cleaning aids, and servers.

In particular, here are some of the principal responsibilities of a food handler:

- 1. Receiving
- 2. Storage and organization
- 3. Preparation and cooking
- 4. Packaging of cooked foods
- 5. Cleaning and sanitation

Receiving

Includes tasks related to receiving supplier ingredients and ensuring food safety.

1. Monitor and record all receiving tasks.

2. Carefully inspect all incoming deliveries of unpackaged food supplies for quality and storage conditions.

3. Check the holding temperature and actual product temperature.

4. Check the integrity of food packaging.

5. Request for important documents regarding the shipment and document all transactions.

Food receiving procedure checklist

Upon receiving food shipment, make sure that a properly trained employee-in-charge is present to perform a thorough inspection. Follow this checklist to ensure that the shipped food products abide by minimum food safety standards.



Check the holding temperature and actual product temperatures

- TCS food must be received chilled at 40°F or below.
- Raw eggs in shell and milk must be received at 45°F or below
- · Frozen foods must be received frozen solid with no signs of thawing and exposure to air (e.g., large ice crystals at the bottom of the packaging).
- Delivered hot foods must be at 135°F and above.



Check the integrity of food packaging Reject packaging with punctures, holes, and broken seals.





Inspect food quality

Reject shipments with the following observations:

- Discoloration on fruits. vegetables, and meats Presence of condensation
 - Visible evidence of pests
 - Visible yeast or mold growth
 - Mushy texture



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- Require food safety documentation
- Specifications of shipment

in dry foods

Freezer burn

 Certificate of analyses Manufacturing details

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Storage and organization

Includes tasks on ensuring proper food storage and cleanliness of storage areas.

1. **Properly organizing foods** inside the storage area, including the freezer and refrigerator.

- 2. Labeling foods for their production and expiration dates.
- 3. Monitoring the storage conditions of raw materials.

4. Monitoring the level of food supply and immediately communicating low stocks or the need for alternative supplies.

- 5. Monitoring the shelf-life of food products.
- 6. Monitoring the temperature of the storage area.
- 7. Ensuring proper food rotation of supplies.

Proper Food Storage Chart

The following information consists of recommended safe time limits for a variety of food before they spoil a particular storage condition.

Eggs	Ambient	Refrigerator	Freezer
Fresh, in shell	7 days	3 to 5 weeks	Does not freeze well
Raw, out of shell		2 to 4 days	1 year
Cooked	Not safe	1 week	Does not freeze well
USDA Dried Egg Mix		12-15 months	
Dried egg whites	2 years (cool, dry place)	1 month	
Canned goods	Ambient	Refrigerator	Freezer
Low-acid	2 to 5 years	Not applicable	Not applicable
High-acid	1 - 1.5 years		
Deli & Vacuum-packed product	Ambient	Refrigerator	Freezer
Salads (egg, chicken, ham, tuna, and macaroni)	Ambient	3 to 5 days	riddzor
Stuffed pork, lamb, or chicken	Not safe	1 day	Not applicable
RTE meals	2 hours	3 to 4 days	
Vacuum-packed USDA dinners, sealed	210015	2 weeks	
Hamburger, raw (e.g. beef, turkey, veal, pork, lamb)	Not safe	2 weeks 1 to 2 days	3 to 4 months
Corned beef, in pouch with pickling juice	Not sare	5 to 7 days	3 to 4 months 1 month (must be drained
Ham, canned unopened	2 years	5 to 7 days Not applicable	Not applicable
Ham, canned unopened Ham, canned opened	2 years Not safe	3 to 4 days	Not applicable
	NOT Sate		
Fully cooked ham, whole Fully cooked ham, half	2 hours	7 days 3 to 5 days	1 to 2 months
	2 hours		
Fully cooked ham, slices		3 to 4 days	
Jerky, commercially packaged	12 months	Not applicable	Not applicable
Hot dogs packed, unopened	Not safe	2 weeks	1 to 2 months
Hot dogs packed, opened		1 week	
Canned vegetables soup (with or without meat; low acid)	2 to 5 years	3 to 4 days after opening	Not applicable
Bacon		1 week	1 month 1 to 2 months
Sausage, raw	Not safe	1 to 2 days	
Sausage, cooked		1 week	
Fresh meat	Ambient	Refrigerator	Freezer
Steak		3 to 5 days	6 to 12 months
Chop			4 to 6 months
Roast			4 to 12 months
Variety meat (innards, tongue, etc)	Not safe	1 to 2 days	3 to 4 months
Leftover cooked meat dishes		3 to 4 days	
Gravy		1 to 2 days	2 to 3 months
,			
Fresh poultry	Ambient	Refrigerator	Freezer
Whole		1 to 2 days	1 year
Parts	Not safe		9 months
Giblets			3 to 4 months
On-land anythm	Ambient	Defeirmenter	F
Cooked poultry	Ambient	Refrigerator	Freezer
Fried		3 to 4 days	4 months
Cooked poultry	2 hours		4 to 6 months
Parts			4 months
Chicken nuggets			1 to 3 months
Seafood	Ambient	Refrigerator	Freezer
Lean fish		1 to 2 days	6 to 8 months
Fatty fish		1 to 2 days	2 to 3 months
Cooked fish	Not safe	3 to 4 days	4 to 6 months
		1 to 2 days	3 to 6 months
Fresh shellfish and squid			2 months after opening
Fresh shellfish and squid Ganned seafood	1 year		
Fresh shellfish and squid Canned seafood Tuna and other seafood in retort pouches	1 year Not safe	3 to 4 days after opening 18 months	2 months after opening Does not freeze well

Preparation and cooking

Includes tasks on properly cooking foods and preparing ingredients while minimizing contamination.

1. Cleaning raw materials and preparing them for cooking (e.g., peeling, chopping, and washing).

- 2. Ensuring that no cross-contact of allergen occurs.
- 3. Monitoring the internal cooking temperature of foods.
- 4. **Operating** cooking equipment and **machines**.
- 5. Calibrating food thermometers and other machines.

6. Applying corrective actions in case cooking conditions are not met.

How to use a food thermometer?

When using a food thermometer, always make sure that the unit is regularly calibrated to ensure accurate temperature readings. Use the ice point or boiling point method for calibration depending on the intended use of your food thermometer. Accurate temperature readings are critical for maintaining food safety.

In using a food thermometer, follow these steps:





the food, avoiding fat po B. For liquid foods: Insert the

thermometer probe up until ¼ above the bottom of the vessel.



Make sure that the sensor of the thermo meter probe is inside





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Packaging of cooked foods

Includes tasks that involve repacking products and ingredients to be delivered to customers.

1. **Neatly preparing foods** for packaging without cross-contamination.

2. **Storing ready-to-eat foods** in airtight containers and labeling them.

3. Performing technical storage preparation, such as vacuum-sealing products.

4. Storing packed foods in a **clean area with a controlled temperature.**

5. Organizing food products inside a refrigerating unit.

Fridge organization chart

Arrange shelves by cooking temperature – highest cooking temperature on the bottom.

Ready-to-Eat Foods (top shelf)

Lowest cooking temperature

57°C/135°F Any food that will be hot held that is not in other categories

63°C/145°F

Whole seafood; beef, pork, veal, lamb (steaks and chops); roasts; eggs that will be served immediately

68°C/155°F

Ground, injected, marinated, or tenderized meats; eggs that will be hot held

74°C/165°F

All poultry (chicken, turkey, duck, fowl); stuffing made with foods that require temperature control; dishes with previously cooked foods (casseroles)

Highest cooking temperature

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Cleaning and sanitation

Includes general tasks related to maintaining a sanitized condition in the food establishment.

- 1. Properly cleaning and sanitizing food contact surfaces.
- 2. Promptly cleaning spills or food incidents.

3. Cleaning and sanitizing all tools, utensils, and equipment in the food facility.

- 4. Monitoring the availability of cleaning supplies.
- 5. Ensuring the safe storage of cleaning supplies and chemicals.
- 6. Discarding spoiled and contaminated food.

Food preparation table sanitation procedure

Table sanitation refers to any operation in a food establishment performed to create a more conducive environment for food preparation. It aims to remove all potential sources of contamination and helps ensure that the foods served in your establishment is safe.





1. Scrape food Manually remove all excess food waste and obstacles on the surface

2. Wash the surface Wash the surface with warm, soapy water **110°F (43°C)** to remove any oil

3. Rinse the surface Rinse the surface with clean water, making sure that there is no soap residue





residue.

4. Soak in sanitizer Soak the surface in your chosen sanitizer following the manufacturer's instructions. You can wash counter with bleach water or use hot water 180°F (82°C) for sanitation

5. Air-drv Allow the sanitized surface to air dry

Important things to consider in sanitation:

- You can use a suitable brush to remove hard stains on surfaces.
- Use chlorine solution at 50 to 100 ppm or quaternary ammonium at 200ppm for sanitizing food contact surfaces.
- If you prefer to use hot water as a sanitizer, secure a source of hot water at 180°F (82°C).
- If using a sanitizer solution, follow the manufacturer's suggested contact time.
- Never use a towel to dry food contact surfaces.
- Sanitize surfaces before and after every shift

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How to help food handlers keep all the food safety tasks in mind?

Ensuring food safety is a critical task for every food business. To do this it may mean having to do multiple tasks all at once. In this scenario, food handlers are likely to forget something, and that could cause your non-compliance.

To help every food handler remember every task, you can use our smart Food Safety Management System with detailed instructions and a notification system.

Step-by-step instructions

Our software system is capable of automatically generating comprehensive monitoring tasks and checklists equipped with detailed instructions.

These instructions can be used to help manager train their employees or as a reference during food business hours. Employees can refer to the instructions to ensure that food safety tasks are done accurately and in compliance with food standards.

Moreover, managers can upload their versions as images or videos for a more tailored experience.

Smart notification system

To help every food handler remember all food safety tasks, use our smart notification system. Using this feature, employees will receive intuitive alerts whenever a task needs to be done. With such a feature, no task will ever be forgotten.



FoodDocs' smart Food Safety System is the key to compliance

Chemical contaminants

Every food business must have a systematic approach to controlling food safety hazards. Managing these hazards is critical to keep a food business running.

Fulfilling management tasks means building a comprehensive food safety management system that will protect public health from harmful food handling practices and prevent the occurrence of a foodborne illness outbreak.

Food Safety Management System (FSMS) is a comprehensive and systematic program used in the food industry for managing food safety hazards.

Combining the efficiency of technology and food safety, food safety software programs are gaining more popularity and credibility in establishing food safety management systems.

The best example of this innovation is FoodDocs' smart Food Safety Management System.

Food businesses can **create a smart Food Safety Management System in 15 minutes** using FoodDocs. Our software has smart tools, such as intuitive task notifications and detailed instructions, to help food handlers ensure accurate and safe food handling.

Powered by artificial intelligence (AI), food businesses can get **pre-set tasks and checklists** that can be further customized to fit unique operations.

Our software ticks off the boxes for the following food safety tasks:

- 1. Monitoring food handling practices
- 2. Integrations with smart appliances
- 3. Team management
- 4. Food safety audits and inspections
- 5. Recipe management
- 6. Allergen management
- 7. Traceability and recalls
- 8. Food safety plan

Get a flexible food safety system at FoodDocs. All monitoring logs and checklists generated by our intuitive Food Safety Management System can be further customized to fit unique operations. Business owners can also easily apply comments from food safety auditors and immediately comply with their directions.

FoodDocs' smart Food Safety System is the key to compliance

Our impressive system **does not only create a digital FSMS monitoring program for you**. We also feature a built-in HACCP plan template builder to create a complete HACCP plan within 1 hour. Get a comprehensive HACCP plan based on the key principles of the food safety program.

When you use our digital FSMS, you not only become more efficient, but you also become more **sustainable**. With our food safety software, you can ditch the pen-and-paper system and use a completely digital food safety system—no more piles of papers for your team while your business contributes to saving trees.

Experience the benefits of our digital Food Safety Management System first-hand by using our free **14-day trial.**

