

# Use this form to make your risk analysis

## Help with your risk analysis

### You should review:

- The food-related activities in your business
- The risks associated with these activities
- Your possibilities for controlling the risks - i.e., what are you doing to prevent that customers get sick from eating your food?

You should describe all of the activities in your business and identify the food-related activities that can pose a risk to food safety. This means you should identify what the Danish Veterinary and Food Administration (DVFA) calls 'critical activities'. These activities must be addressed in your own control procedures.

### Identify critical activities

'Critical activities' are activities where you can control the process and prevent bacterial growth in or contamination of the food, etc.. For example, this could be through heating, hot holding or cooling the food.

Identify the critical activities by ticking them off in the form below. You should also describe how you will control your critical activities. A thorough description will help prevent problems with food safety. If you tick off a critical activity in the form, it should be reflected in your own control procedures.

### Your risk analysis must be accessible

Your risk analysis must always be accessible in your business - either in a physical or digital form. You are required to present it to the Danish Veterinary and Food Administration during an inspection.

### Use this form for your risk analysis.

You may adapt the form to the activities in your business. Only fill in the cells that are relevant to your situation. Not all the areas may apply to your activities. There may be some areas that you don't have to fill out and where you have no critical activities.

## Briefly describe your business

Name and address of business:

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Brief description of your business:

The business has been registered with the DVFA (Fødevarestyrelsen) on (date):

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Business owner:

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CVR number (business registration) :

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# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Receipt of goods

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I receive or buy packaged/unpackaged food that must be kept in refrigerated storage - e.g. dairy products, cold cuts, fresh meat, fresh fish, eggs, etc.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> I receive packaged food that must be kept in frozen storage - e.g. frozen vegetables, frozen meat, frozen fish, frozen baked goods, etc.				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Receipt of goods - continued

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I receive packaged/unpackaged food that may be stored at room temperature - e.g. canned tuna, spices etc., rice, pasta, wine, vegetables, fruit or products that require special attention with regard to allergens.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> Other				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Storing/storage

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I store packaged/ unpackaged food that must be kept in refrigerated storage - e.g. dairy products, cold cuts, fresh meat, fresh fish, mixed salads, eggs, etc.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> I store packaged/ unpackaged food that must be kept in frozen storage - e.g. vegetables, meat, fish, baked goods, etc.				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Storing/storage - continued

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I store packaged/unpackaged food at room temperature - e.g. canned tuna, spices etc., rice, pasta, beer kegs, wine, vegetables, fruit, etc.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> Other				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Preparation and handling

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I prepare hot food - e.g. soups, casseroles, pies, roasts, meat balls, grilled steak, etc.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> I prepare cold food - e.g. sandwiches, open sandwiches, muesli yogurt, salads, etc.				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Preparation and handling - continued

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I keep food hot for later serving - e.g. roasts, casseroles and sauces for serving, warm dishes for buffets, etc.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> I cool down hot prepared food for later serving - e.g. large servings of casserole, stock, etc.				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Preparation and handling - continued

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I handle different types of food that require separation - e.g. ready-to-eat salads, raw vegetables and raw meat.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> I prepare foods that are on the list of allergens, e.g. nuts, sesame seeds, shellfish, eggs, etc.				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Selling and serving

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I sell packaged food displayed in refrigerated or frozen storage - e.g. dairy products, cold cuts, ice cream, etc.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> I sell packaged food displayed at room temperature - e.g. chocolate bars, candy, etc.				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Selling and serving - continued

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I sell unpackaged food displayed in refrigerated storage - e.g. eggs, fish, meat, cheese, etc.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> I sell unpackaged food displayed at room temperature - e.g. fruit, vegetables, etc.				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Selling and serving - continued

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I sell foods that contain allergens - e.g. peanuts, shellfish, eggs.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> Other				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Transport

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I transport food in refrigerated and frozen storage - e.g. dairy products, fresh meat, etc.				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> I transport food that may be stored at room temperature - e.g. fruit, vegetables, etc.				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Transport - continued

Tick the box if yes, and if you have a critical activity	Explain what you do/make?	What could go wrong and what is the associated risk?	What process controls do you have to ensure food safety?	What do you do if something goes wrong? <b>NOTE: Follow own control procedures! (Get form at fvst.dk)</b>
<input type="checkbox"/> I transport hot food (takeaway).				
<input type="checkbox"/> Critical activity				
<input type="checkbox"/> Other				
<input type="checkbox"/> Critical activity				

# Risk analysis form

- What do you do - and what can you do - if something goes wrong?



## Other - here you can add other activities not mentioned above

Tick the box if yes, and if you have a critical activity

Other

Critical activity

Other

Critical activity

Explain what you do/make?

What could go wrong and what is the associated risk?

What process controls do you have to ensure food safety?

What do you do if something goes wrong?  
**NOTE: Follow own control procedures! (Get form at fvst.dk)**