Recently, a number of foodborne illnesses occurred worldwide have aroused the concern and anxiety of the public about food safety. Most of these foodborne illnesses are caused by mishandling or improper preparation/storage of food by food handlers *(Appendix 1)*. In order to ensure food safety and prevent food poisoning, all food businesses including food service organisations should comply with the existing food regulations as well as prepare their own **Food Safety Plan (FSP)** based on the principles of Hazard Analysis and Critical Control Point (HACCP) system.

HACCP adopts a proactive approach to anticipate the occurrence of potential problems during the food production process and to implement measures designed to prevent the occurrence of these problems.

HACCP system has been adopted worldwide by many food manufacturing companies. However, a "classical" HACCP system is generally considered not feasible in the food service organisations due to the multiplicity of food products, lack of standardised methods, lack of systematic production planning as well as lack of expertise to develop the system. This document contains an FSP based on the principles of HACCP in order to assist managers of food service organisations to tackle the above problems and ensure food safety, including:

1. an outline of the stages involved in developing an FSP;

2. a list of potential problems that may occur during food production in catering operations; and

3. a list of control measures that can be applied generally to most catering operations and advices on when and how these control measures can be applied.