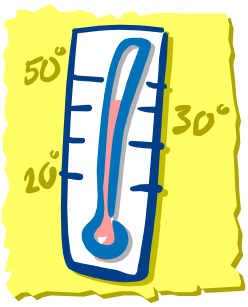

Powys

Guidance on preparing a

HACCP

(Hazard Analysis Critical Control Points)

This guidance contains an outline HACCP document aimed at small businesses, including a Food Safety and Hygiene Policy Statement with accompanying records and forms.

CONTENTS

Introduction – how to use this document

This document is designed to help you comply with the requirements of Regulation 4(3) of the Food Safety (General Food Hygiene) Regulations 1995.

It is divided into four sections:

Yellow Section - introduces HACCP and takes you through the logical steps involved in the process. It is important that you read this section to understand what is involved in the process.

Green Section - lays out four examples of HACCP documents. You should look at any parts of this section that are relevant to your business. You are welcome to copy any parts of these documents but must alter them to ensure that they relate to your business.

Pink Section - provides you with master copies of blank record sheets that will be required as part of your HACCP document. You can freely copy or alter any of these sheets and use them where applicable. You are recommended to leave the master copies in this file and copy the sheets to place in a separate file.

Blue Section - includes details of other contacts and sources of information.

It is intended that this file will give you all the information you need to undertake and implement your HACCP. If you find you need further assistance, please do not hesitate to contact your local Environmental Health Office.

and finally, Good Luck….

Powys County Council
Environmental Health.

This document has been produced by the Environmental Health Section of Powys County Council. Funding was awarded jointly by the Food Standards Agency and Powys County Council.

The HACCP Requirement.

The Food Safety (General Food Hygiene) Regulations 1995, require you to identify potential food hazards, decide which of these hazards need to be controlled to ensure food safety, and put into place effective control and monitoring procedures to prevent the hazards causing harm to consumers.

One system that food businesses, large and small, have used to ensure that food is safe is known as **Hazard Analysis and Critical Control Point (HACCP)** and can be carried out in a series of logical steps:

DECIDE WHO WILL DEVELOP THE HACCP SYSTEM

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DRAW A FLOW CHART OF WHAT YOU DO

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IDENTIFY WHEN FOOD SAFETY HAZARDS CAN OCCUR

↓

IDENTIFY WHAT CAN BE DONE TO CONTROL THE HAZARDS

↓

DECIDE WHICH STEPS ARE CRITICAL POINTS AND WHICH ARE GOOD PRACTICE

↓

SET STANDARDS (CRITICAL LIMITS) FOR THE CONTROLS

↓

IDENTIFY MONITORING PROCEDURES (CHECKS) FOR CRITICAL POINTS

↓

IDENTIFY CORRECTIVE ACTION WHEN MONITORING SHOWS THAT THE CONTROLS ARE NOT WORKING

↓

IMPLEMENT THE HACCP SYSTEM AND ENSURE THAT IT IS WORKING EFFECTIVELY

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REVIEW THE HACCP SYSTEM

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KEEP DOCUMENTATION AND RECORDS

Looking at how you work and the practices you have in place will help you to identify what can go wrong and what could cause potential harm to your customer. By knowing what could go wrong you can put into place effective measures to avoid these problems. Checking that what should be done is actually being done in practice and keeping records of this is good practice and will support a defence of “due diligence” should you ever need one.

What next?

To develop your HACCP system follow these steps:

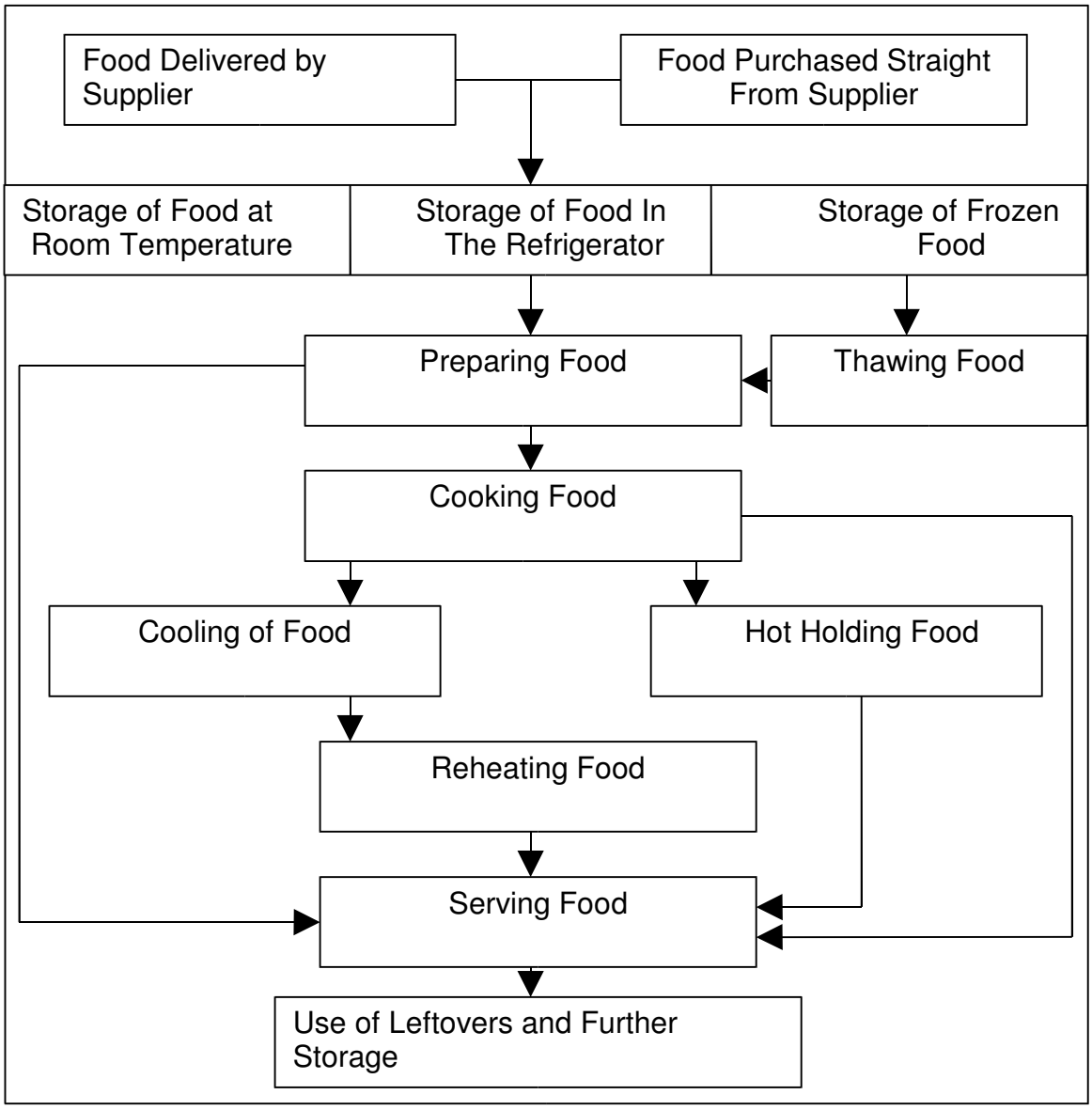
DECIDE WHO WILL DEVELOP THE HACCP SYSTEM

It is the responsibility of the proprietor of the business to develop the HACCP system. Other staff in the business should be involved, particularly as all staff will be involved in making sure that the food is safe.

DRAW A FLOW CHART OF WHAT YOU DO

Identify each step in the preparation of each product, or group of similar products, or the activities in your business, starting with the purchase and receipt of the food or ingredient and ending with sale to the customer.

(Some examples are included in the green section.



(Ref: Environment and Resources Division of Flintshire County Council, 2003)

Are there any other steps that you undertake within your business for example, a delivery service, which is not included in the flowchart above?

If yes, then include them by extending the flow chart.

IDENTIFY WHEN FOOD SAFETY HAZARDS CAN OCCUR

At each step identify what can possibly go wrong, which will result in a safety hazard to the customer. Food safety hazards are those things which will cause injury or illness if not removed from the food before the food is eaten. Hazards may be:

- **Bacteria,** which cause food poisoning illness and may:

  - be naturally associated with the food,
  - contaminate the food by use of dirty utensils, contact with dirty surfaces, lack of segregation between raw and cooked foods, poor personal hygiene or from pests,
  - multiply in the food if the food is not kept chilled.
  - survive or remain in the food if the cooking has not been thorough

- **Foreign bodies,** which cause injury to the customer and occur due to poorly maintained equipment, poor structural standards, poor personal hygiene, or pests that could get into the food, if it is left uncovered e.g. glass, metal, wood, plastic shards.

- **Chemical contaminants**, for example, from cleaning materials, chemical spillages or incorrect amounts of preservatives used in the product, which may cause harm.

List the safety hazards alongside the step at which they could occur.
Consider in particular the possibility of cross-contamination (raw to cooked foods).

STEP	HAZARD AND CAUSE
	What could go wrong?
Purchase & Receipt Raw Meat (Chicken, Pork, Beef, Pies, Faggots, etc.)	**Contamination with bacteria from supplier.**

IDENTIFY WHAT CAN BE DONE TO CONTROL THE HAZARDS

Action must be taken to control hazards and reduce the chances of causing a problem. Consider what controls are suitable and list these alongside the hazards at each step. Controls may include separation of raw and cooked foods to avoid cross-contamination, adherence to personal hygiene rules to avoid contamination by bacteria and correct cooking to avoid survival of bacteria.

STEP	HAZARD AND CAUSE	CONTROL
	What could go wrong?	**What can be done to prevent or reduce the hazard?**
Purchase & Receipt Raw Meat (Chicken, Pork, Beef, Pies, Faggots etc.)	Contamination with bacteria from supplier.	**Use reputable supplier as stated on Suppliers List: Chilled Delivery <5°C (Good Practice) <8°C (Legal Requirement).**
	Foreign body contamination from supplier	**Use reputable supplier as stated on Suppliers List.** **Outer packaging undamaged.**
	Chemical contamination from suppliers.	**Use reputable supplier as stated on Suppliers List.** **Not delivered with cleaning chemicals.**
* Dried Ingredients For faggots, pies, lasagne, sausage rolls, scotch eggs, quiche, pâte, etc.	Contamination with bacteria from supplier.	**Use reputable supplier, as stated on suppliers lists.**
	Foreign body contamination	**Use reputable supplier, as stated on suppliers list.** **Outer packaging undamaged.**

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DECIDE WHICH STEPS ARE CRITICAL POINTS AND WHICH ARE GOOD PRACTICE

You must consider whether or not the customer will be harmed if nothing is done at the step where you have identified a potential hazard. For products, which are to be cooked later on (either by you or the customer), the step where the hazard occurs is not likely to be a critical point, where bacteria are concerned.

Even if the step is not a critical point, it is **Good Practice (GP)** to control these steps so that the storage quality of the product is maintained. Where foreign bodies or chemical hazards are concerned, there are no further steps where the hazard can be removed, therefore the step under consideration will be a **Critical Control Point (CCP).**

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT
	What could go wrong?	What can be done to prevent or reduce the hazard?	**CCP or Good Practice?**
Purchase & Receipt Raw Meat (Chicken, Pork, Beef, Pies, Faggots etc.)	Contamination with bacteria from supplier.	Use reputable supplier as stated on Suppliers List: Chilled Delivery <5°C (Good Practice) <8°C (Legal Requirement).	**Good Practice**
	Foreign body contamination from supplier	Use reputable supplier as stated on Suppliers List. Outer packaging undamaged.	**CCP**
	Chemical contamination from suppliers.	Use reputable supplier as stated on Suppliers List. Not delivered with cleaning chemicals.	**CCP**
* Dried Ingredients For faggots, Pies, lasagne, sausage rolls, scotch eggs, quiche, pâte, etc.	Contamination with bacteria from supplier.	Use reputable supplier, as stated on suppliers lists.	**Good Practice**
	Foreign body contamination	Use reputable supplier, as stated on suppliers list. Outer packaging undamaged.	**CCP**

SET STANDARDS (CRITICAL LIMITS) FOR THE CONTROLS

To enable the process/activity to be controlled effectively, standards (critical limits) must be set which specify the conditions, which must be met to ensure that the food will be safe for the customer e.g. cooking to a centre temperature of 75°C for 30 seconds. The standards set for the controls will be subsequently checked e.g. centre temperature checked with a probe.

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	**What is the standard?**
Purchase & Receipt Raw Meat (Chicken, Pork, Beef, Pies, Faggots etc.)	Contamination with bacteria from supplier.	Use reputable supplier as stated on Suppliers List: Chilled Delivery <5°C (Good Practice) <8°C (Legal Requirement).	Good Practice	**Delivery temperature: <5°C (Good Practice), <8°C (Legal Requirement).**
	Foreign body contamination from supplier	Use reputable supplier as stated on Suppliers List. Outer packaging undamaged.	CCP	**Only reputable suppliers used.** **No damaged outer packaging.**
	Chemical contamination from suppliers.	Use reputable supplier as stated on Suppliers List. Not delivered with cleaning chemicals.	CCP	**Only reputable suppliers used. Not delivered with chemicals.**
* Dried Ingredients For faggots, pies, lasagne sausage rolls, scotch eggs, quiche, pâte, etc.	Contamination with bacteria from supplier.	Use reputable supplier, as stated on suppliers lists.	Good Practice	
	Foreign body contamination	Use reputable supplier, as stated on suppliers list. Outer packaging undamaged.	CCP	**Only reputable suppliers used. Not delivered with chemicals.**

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IDENTIFY MONITORING PROCEDURES (CHECKS) FOR CRITICAL POINTS

Monitoring checks need to be done at critical points to show that the standards (critical limits) are still being met. Checks will need to be done at a specified time and records kept to show that the controls are working and therefore that the customer will receive a safe product.

Checks at steps which are not critical points for food safety, may be useful for monitoring quality.

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	**What can be checked?**
Purchase & Receipt Raw Meat (Chicken, Pork, Beef, Pies, Faggots etc.)	Contamination with bacteria from supplier.	Use reputable supplier as stated on Suppliers List: Chilled Delivery <5°C (Good Practice) <8°C (Legal Requirement).	Good Practice	Delivery temperature: <5°C (Good Practice), <8°C (Legal Requirement). .	**Check and record each delivery for:** * **Temperature** * **Condition** * **Date Code**
	Foreign body contamination from supplier	Use reputable supplier as stated on Suppliers List. Outer packaging undamaged.	CCP	Only reputable suppliers used. No damaged outer packaging.	**Check and record each delivery for foreign body contamination. Damaged packaging.**
	Chemical contamination from suppliers.	Use reputable supplier as stated on Suppliers List. Not delivered with cleaning chemicals.	CCP	Only reputable suppliers used. Not delivered with chemicals.	**Check each delivery for chemical contamination**

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IDENTIFY CORRECTIVE ACTION WHEN MONITORING SHOWS THAT THE CONTROLS ARE NOT WORKING

If monitoring shows that the standards (critical limits) for the controls are not being met, a responsible person must take action to put things right (corrective action) and record the action taken.

For example:

- stop potentially unsafe product being sold (e.g. re-cook or destroy food)
- rectify the situation (e.g. repair or replace equipment)
- avoid the problem arising again (e.g. improve the practice or procedure)

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Purchase & Receipt Raw Meat (Chicken, Pork, Beef, Pies, Faggots etc.)	Contamination with bacteria from supplier.	Use reputable supplier as stated on Suppliers List: Chilled Delivery <5°C (Good Practice) <8°C (Legal Requirement)	Good Practice	Delivery temperature: <5°C (Good Practice), <8°C (Legal Requirement) .	Check and record each delivery for: * Temperature * Condition * Date Code	Reject if: * temp. <8°C * damaged * out of date Re-consider / change supplier.
	Foreign body contamination from supplier	Use reputable supplier as stated on Suppliers List. Outer packaging undamaged.	CCP	Only reputable suppliers used. No damaged outer packaging.	Check and record each delivery for foreign body contamination. Damaged packaging.	Reject damaged deliveries. Change /re-consider supplier.

	Chemical contamination from suppliers.	Use reputable supplier as stated on Suppliers List. Not delivered with cleaning chemicals.	CCP	Only reputable suppliers used. Not delivered with chemicals.	Check each delivery for chemical contamination	Reject contaminated delivery. Change/re-consider supplier

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IMPLEMENT THE HACCP SYSTEM AND ENSURE THAT IT IS WORKING EFFECTIVELY

Put into practice the control and monitoring procedures and make sure that any equipment used is working properly. Make sure that you are doing what you say you are doing.

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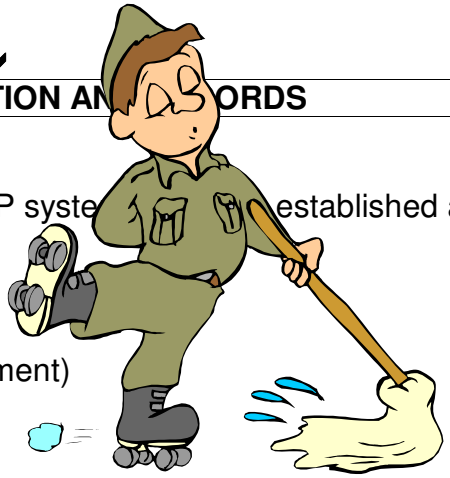
REVIEW THE HACCP SYSTEM

Whenever there is a change to the recipe, an addition to the product range, a new activity is introduced or the structure or layout of the premises changes, you must review your HACCP system. You must consider if any of the changes or proposed changes could have an adverse effect on what you are doing and the safety of the customer. A record of the changes must be kept. Above all, the HACCP system must reflect the current situation.

Even if no changes take place, a review of the HACCP system to determine how well it is working should take place at least once a year. This review will include a consideration of the results of the checks done, whether or not corrective actions have to be taken repeatedly for the same issue, the clarity of the instructions and forms being used and whether or not the system can be improved. Even if no changes are identified in the review, a record that a review has taken place must be kept.

KEEP DOCUMENTATION AND RECORDS

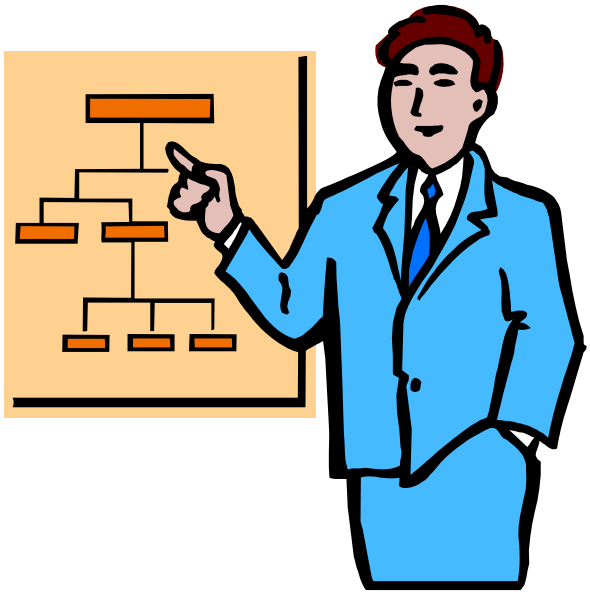


Records need to be kept to show that a HACCP system is established and that it is working. Records may include:

- the hazard analysis itself (the HACCP document)
- instructions, rules and procedures
- monitoring (e.g. temperature checks)
- corrective actions
- reviews

Records will be useful to show that the HACCP system is working and can be used to support a defence of due diligence should a complaint be made against the business. Records must be kept for at least one year.

- ooOoo -



KEY TERMS USED:

Cleaning material	A chemical used to remove grease and debris and or disinfect the surface/equipment.
Control	The action to be taken to reduce the chances of any hazards causing a problem.
Corrective Action	The action taken by a nominated person to avoid unsafe food being sold to the customer and the incorrect situation to be rectified.
Critical Limit	The standards which must be met to avoid the hazard occurring.
Critical Point (CCP)	The step in the process at which action must be taken. If nothing is done, the customer will be harmed.
Food poisoning bacteria	Bacteria which, if present on the food when eaten will cause illness. Examples include *Salmonella, E.coli* 0157*, Campylobacter, Staph. aureus.* (Note: *Staph. aureus* can form a harmful toxin which is not destroyed by heating).
HACCP	Hazard Analysis and Critical Control Point, a system for providing safe food.
Hazard	Hazards may be bacteria, foreign bodies or chemicals which will cause illness, injury and/or harm to the customer.
Monitoring	A sequence of observations or measurements to determine whether a critical point is under control.
Step	An activity or process in making the product.

HACCP EXAMPLE 1

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Purchase & Receipt Raw Meat (Chicken, Pork, Beef, Pies, Faggots etc.)	Contamination with bacteria from supplier.	Use reputable supplier as stated on Suppliers List: Chilled Delivery <5°C (Good Practice) <8°C (Legal Requirement).	Good Practice	Delivery temperature: <5°C (Good Practice), <8°C (Legal Requirement). .	Check and record each delivery for: * Temperature * Condition * Date Code	Reject if: * temperature>8°C * damaged * out of date Re-consider / change supplier.
	Foreign body contamination from supplier	Use reputable supplier as stated on Suppliers List. Outer packaging undamaged.	CCP	Only reputable suppliers used. No damaged outer packaging.	Check and record each delivery for foreign body contamination. Damaged packaging.	Reject damaged deliveries. Change/re-consider supplier.
	Chemical contamination from suppliers.	Use reputable supplier as stated on Suppliers List. Not delivered with cleaning chemicals.	CCP	Only reputable suppliers used. Not delivered with chemicals.	Check each delivery for chemical contamination	Reject contaminated delivery. Change/re-consider supplier
* Dried Ingredients For faggots,	Contamination with bacteria from supplier.	Use reputable supplier, as stated on suppliers lists.	Good Practice			

pies, lasagne, sausage rolls, scotch eggs, quiche, pâte, etc.	Foreign body contamination	Use reputable supplier, as stated on suppliers list. Outer packaging undamaged.	CCP	Only reputable suppliers used. Not delivered with chemicals.	Check each delivery for: - damaged packaging - foreign body contamination	Reject affected product. Reconsider/change supplier.

Cooked Meat and Meals Containing Meat eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Storage upon Receipt from suppliers	Growth of bacteria due to wrong temperature or too long in storage.	Chill storage: <5°C (Good Practice) <8°C (Legal Requirement). Stock rotation.	Good Practice.	Chill store: <5°C (Good Practice), <8°C (Legal Requirement). Use product with minimum date code first.	Check and record chill store temperature twice daily. Check date code before display	Adjust/repair storage unit. Relocate product to alternative cold room.
Raw meat	Contamination by bacteria from dirty chill store.	Use clean chill store. Cleaning Schedule. Staff training.	Good Practice.	Clean store. Follow cleaning and disinfection procedure. Trained in food safety up to minimum of basic food hygiene.	Check store is clean before use. Visual check daily of cleaning and checklist Staff training record.	Reject affected product. Re-clean store. Further training or re-training, where determined appropriate.

	Foreign body contamination from badly maintained storage area.	Keep in clean and well-maintained fridge.	CCP	Well-maintained area.	Visual check before use.	Improve maintenance of area. Remove contamination if possible and appropriate, or reject affected product.
	Chemical contamination from mishandling cleaning materials.	Correct handling of cleaning materials. Keep in designated area.	CCP	Follow cleaning and disinfection procedure. (Cleaning Schedule)	Visual check of area for spillages daily.	Reject affected meat. Re-clean storage area.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Preparation	Contamination by bacteria from: * poor hygiene * dirty equipment/ utensils/surfaces etc. * addition of water	Staff hygiene rules. Staff training. Cleaning Schedule. Ensure water used is potable.	Good Practice	Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene. Correct cleaning and disinfection procedure. Use freshly drawn water.	Visual check of staff. Check staff training record. Visual check of cleaning and checklist. Visual check of water before use.	Reject contaminated product. Further training or re-training. Re-clean. Stop using water if contamination is suspected.
	Growth of bacteria if kept too long at room temperature.	Minimise time at room temperature, ie maximum time 2 hours. Prepare in cool area.	Good Practice			

	Foreign body contamination from: * people * faulty equipment * addition of water	Staff hygiene rules. Staff training. Equipment maintenance. Ensure water is free from contamination.	CCP	Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene. Equipment maintained. Use freshly drawn mains water.	Visual check of staff. Check staff training record. Visual check of equipment before use. Visual check of water before use.	Remove contamination if possible and appropriate or reject affected product. Further training or re-training, where determined appropriate. Repair equipment. Stop using the water if contamination is suspected.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Preparation (cont'd)	Chemical contamination from: * dirty equipment/ utensils/surfaces etc	Cleaning and disinfection Schedule.	CCP	Correct cleaning and disinfection.	Visual check of cleaning and checklist.	Reject affected product. Stop preparation until clean. Further training or re-training, where determined appropriate.
	* addition of water.	Ensure water is free from contamination.		Use freshly drawn mains water.	Visual check. Absence of unusual odours.	Stop using the water if contamination suspected.
	Incorrect amount preservative added due to staff error or wrong recipe	Staff training. Correct recipe (Refer to recipe sheets).	CCP	Trained. Follow recipe sheets.	Check staff training record. Check usage of ingredients each batch.	Further training or re-training, where determined appropriate. Stop preparation. Scrap batch.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Cooking	Survival of bacteria from inadequate cooking as result of insufficient cooking time or temperature.	Correct cooking: 1. <u>Chickens</u> (3½-4lbs) - pre heat oven. - Cook at °C for hours. 2. <u>Chicken Drum Sticks</u> - pre heat oven. - Cook at °C for hour. 3. <u>Beef (10lbs)</u> - pre heat oven. - Cook at °C for hours. 4. <u>Pork (6-7lbs)</u> - pre heat oven. - Cook at °C for hours. 5. <u>Belly Pork (3-4lbs)</u> - pre heat oven. - Cook at °C for hr 6. <u>Hams (12-15lbs)</u> - boil on stove for hrs	CCP	Centre temperature of 75°C for chickens, cooking procedure followed. 75°C for chicken drum sticks, cooking procedure followed. 75°C for beef, cooking procedure followed. 75°C for pork, cooking procedure followed. 75°C for belly pork, cooking procedure followed. 75°C for Hams, cooking procedure followed.	Check and record centre temperature of each load/batch.	Return to cooker until correct centre temperature is reached.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?

Cooking (cont'd)	Survival of bacteria from inadequate cooking as result of insufficient cooking time or temperature.	Correct cooking: 7. <u>Pies & Cottage Pies</u> - pre heat oven. - Cook at °C for minutes. - (After 20 mins., cross over products & cook for a further 10 mins.). To cook products from frozen, cook at °C for minutes. 8. <u>Lasagne</u> - pre heat oven. - Cook at °C for minutes. 9. <u>Sausage Rolls</u> - pre heat oven. - Cook at °C for minutes. 10. <u>Scotch Eggs</u> - Bring water to boil. - Place eggs into boiling water for 15 mins. - Deep fat fry final product at °C for mins.	CCP	Centre temperature of 75°C for pies, cooking procedure followed. 75°C for lasagne, cooking procedure followed. 75°C for sausage rolls, cooking procedure followed. 75°C for scotch eggs, cooking procedure followed.	Check and record centre temperature of each load/batch.	Return to cooker until correct centre temperature is reached.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE: _____**

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?

Cooking (Cont'd)	Survival of bacteria from inadequate cooking as result of insufficient cooking time or temperature.	Correct cooking: 11. <u>Quiche</u> - pre heat oven. - Cook at °C for minutes. 12. <u>Patê</u> - pre heat oven. - Cook at °C for hours. (Cook for hours with foil on, then for one hour with foil off). 13. <u>Faggots</u> - pre heat oven. - Cook at °C for minutes.	CCP	Centre temperature of 75°C for quiche, cooking procedure followed. 75°C for patê, cooking procedure followed. 75°C for faggots, cooking procedure followed.	Check and record centre temperature of each load/batch.	Return to cooker until correct centre temperature is reached.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Cooling	Contamination of cooked food by bacteria from: * raw food * poor hygiene * dirty equipment/ utensils/surfaces	Keep cooked food separate from raw food. Staff hygiene rules. Staff training. Cleaning schedule. Separate equipment/ utensils for raw and cooked foods	CCP	Clear separation of raw and cooked foods. Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene. Correct cleaning and procedure disinfection.	Visual check daily of separation. Staff training record. Visual check of staff. Visual check of cleaning and checklist. Visual check of equipment etc before use.	Reject contaminated product. Further training or re-training, where determined appropriate. Re-train staff. Re-clean. Further training or re-training, where determined appropriate.
	Growth of bacteria during cooling.	Rapid cooling - leave out for maximum period of 2 hours, then place into cooked meat fridge or designated display..	CCP	Cool to below 8ºC as quickly as possible.	Check centre temperature of each load/batch.	Reject load. Reduce size of product on next batch.
	Foreign body contamination from: * people * faulty equipment	Staff hygiene rules. Staff training. Equipment maintenance.	CCP	Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene. Equipment maintained.	Visual check of staff. Staff training record Visual check of equipment.	Reject contaminated product. Further training or re-training, where determined appropriate. Repair or re-clean equipment.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Cooling (cont'd)	Chemical contamination from poorly cleaned equipment/ utensils/surfaces.	Thorough cleaning carried out. Cleaning schedule	CCP	Correct cleaning and disinfection.	Visual check of cleaning and checklist. Visual check of equipment, etc before use.	Reject contaminated product. Re-clean if necessary. Further training or re-training, where determined appropriate.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Storage	Growth of bacteria.	Chill storage: <5°C (Good Practice) <8°C (Legal Requirement).	CCP	Store: <5°C (Good Practice) <8°C (Legal Requirement). .	Check and record chill storage temperature twice daily.	Adjust or repair equipment. Move to another chill storage area. If >8°C, reject product.
	Contamination by bacteria from: * raw food	Keep cooked food separate from raw food.	CCP	Clear separation of raw and cooked foods (place cooked meat in cooked meat fridge or designated display). Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene.	Visual check daily of separation.	Reject contaminated product.
	* poor staff hygiene	Staff hygiene rules. Staff training.		Correct cleaning and disinfection procedure.	Visual check of staff. Staff training record.	Further training or re-training, where determined appropriate.
	* dirty equipment/ utensils/surfaces	Cleaning schedule. Separate equipment/ utensils for raw and cooked foods.			Visual check of cleaning and checklist. Visual check of equipment, etc before use.	Re-clean.
	Foreign body contamination from: * people	Staff hygiene rules. Staff training.	CCP	Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene.	Visual check of staff. Staff training record.	Reject affected product. Further training or re-training, where determined appropriate.
	* faulty equipment	Equipment maintenance.		Equipment maintained.	Visual check of equipment.	Repair or re-clean equipment.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Storage (cont'd)	Chemical contamination from poorly cleaned equipment/ utensils/surfaces.	Cleaning schedule	CCP	Correct cleaning and disinfection.	Visual check of cleaning and checklist. Visual check of equipment etc, before use.	Reject affected product. Re-clean if necessary. Further training, or re-training, where determined appropriate.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Display	Contamination by bacteria from: * raw food	Keep cooked food separate from raw food.	CCP	Clear separation of raw and cooked foods (place cooked meats in designated cooked meat display).	Visual check daily for separation.	Reject affected cooked product. Clean area.
	* poor hygiene	Staff hygiene rules. Staff training.		Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene.	Visual check of staff. Staff training record.	Further training or re-training, where determined appropriate.
	* dirty equipment/ utensils/surfaces.	Thorough cleaning. Cleaning schedule. Separate equipment for raw and cooked foods.		Correct Cleaning. Use designated equipment/ utensils.	Visual check of cleaning and checklist. Visual check daily of equipment separation.	Re-clean.
	Growth of bacteria due to wrong display temperature or out of date code.	Chill display: <5°C (Good Practice), <8°C (Legal Requirement). Within date code.	CCP	Display: <5°C (Good Practice) <8°C (Legal Requirement). 3 – 4 days maximum display period for all cooked products after cooking, unless stated otherwise by laboratory analysis.	Check and record temperature twice daily. Visual check of stock date codes.	Adjust or repair equipment. Return product to chill storage if needed. If <8°C reject product. If out of date reject product.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Display (Cont'd)	Foreign body contamination from: * people	Staff hygiene rules. Staff training.	CCP	Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene.	Visual check of staff. Staff training record.	Reject affected product. Further training or re-training, where determined appropriate.
	* faulty equipment	Equipment maintenance		Equipment maintained.	Visual check of equipment.	Repair or re-clean equipment.
	Chemical contamination from poorly cleaned equipment/ utensils/surfaces.	Thorough cleaning. (Cleaning schedule)	CCP	Correct cleaning and disinfection procedure. (Cleaning schedule adhered to).	Visual check of display Visual check of cleaning and checklist.	Reject affected product. Re-clean if necessary. Further training or re-training, where determined appropriate.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Sale	Contamination by bacteria from: * equipment/ utensils/ surfaces, etc	Product remains separated between raw produce using separate, scales, utensils and bags etc.	CCP	Separation of product at all times	Visual inspection of separation.	Contaminated food discarded.
	* hygiene	Staff do not handle food if they are suspected of suffering from a food borne illness.	CCP	Training of food handlers. Food handlers only return to work when they have consulted the Shire Environmental Health Department	Sickness record form.	Contaminated food or food suspected of being contaminated is discarded.
	* people	Members of the public are prevented from accidentally or intentionally contaminating foodstuffs. They do not have access to any food, until served.	CCP	No contamination	Visual inspection	Contaminated food or food suspected of being contaminated is discarded.
	* Growth of bacteria due to out of date code.	Effective stock rotation is observed.	CCP	No food product is sold or given for human consumption if passed use-by date.	Regular inspection made to ensure removal of out of date stock.	Out of date food discarded.
	*Equipment / utensils / surfaces, etc	All holding receptacles and implements are effectively cleaned and sanitised prior to use.	Good Practice	Cleaning schedule adhered to.	See cleaning schedule.	Cleaning schedule reviewed.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Sale (Cont'd)	Growth of bacteria due to inadequate temperature control	Product served immediately and not kept out of refrigeration.	CCP	Product out of refrigeration for maximum time of 5 minutes.	No monitoring.	Place product under refrigeration as soon as possible.
	Chemical contamination from inadequate storage.	Chemicals are stored away from food service areas and packaging storage areas.	CCP	No chemical contamination.	Visual inspection.	Do not sell affected product. Contaminated packaging must be discarded.
	Chemical contamination from poorly cleaned utensils.	Cleaning schedule.	CCP	Correct cleaning and disinfection procedure.	Visual check of utensils before use.	Stop preparation until utensils clean. Reject affected product.

HACCP EXAMPLE 2

Roasting Meats **Date: _____** **SIGNATURE: _____**

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	MONITORING PROCEDURE	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice	What can be checked?	What if things are not correct?
Raw meat supply	Bacterial contamination	Good suppliers. Store and deliver at <5°C (Good Practice) <8°C (Legal Requirement) Properly date marked.	GP.	Check supplier if possible. Check all deliveries for temp, date mark and condition.	Avoid bad suppliers. Reject bad deliveries.
Storage.	Growth of Bacteria Contamination from store.	Store below <5°C (Good Practice) <8 °C (Legal Requirement) Clean fridges.	GP	Check and record fridge temperatures. Visual check against cleaning schedules.	Adjust or repair. Re-clean storage area.
Preparation for cooking.	Growth of bacteria if too long at room temperature. Contamination from people, equipment etc.	Prepare quickly in cool area. Good cleaning and sanitising. Staff hygiene.	GP	Visual checks. Visual checks against cleaning schedules. Visual checks.	Move food to fridges. Clean immediately. Wash hands & clean clothing.
Cooking.	Survival of bacteria	Cook to centre – temperature above 75°C.	CCP	Check temperature.	Put back in cooker until 75°C achieved.
Hot holding.	Growth of bacteria.	Keep at 63°C or hotter.	CCP	Check food temperature in holding box or on serving deck.	Adjust or repair.

HACCP EXAMPLE 3

Casserole or Stew **Date: _____** **SIGNATURE: _____**

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	MONITORING PROCEDURE	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice	What can be checked?	What if things are not correct?
Raw meat supply	Bacterial contamination	Good suppliers. Store and deliver at: <5℃ (Good Practice) <8℃ (Legal Requirement) Properly date marked.	. GP	Check supplier. Check all deliveries for temp, date mark and condition.	Avoid bad suppliers. Reject deliveries that do not meet standards.
Storage.	Growth of bacteria. Contamination from store	Store below: <5℃ (Good Practice) <8℃ (Legal Requirement) Clean fridges.	GP	Check fridge temps. Visual check against Cleaning schedules.	Adjust or repair. Re-clean storage area.
Preparation for cooking.	Growth of bacteria if too long at room temperature. Contamination from people, equipment, etc.	Prepare quickly in cool area. Good cleaning and sanitising. Staff hygiene.	GP	Visual checks. Visual checks against cleaning schedules Cleaning schedules.	Move food to fridges. Clean immediately. Wash hands & clean clothing.
Cooking	Survival of bacteria e.g. Salmonella & Campylobacter.	Cook well. Meat must reach centre temperature above 75°C.	CCP	Check temperature. Difficult to check small slices of meat.	Keep cooking until centre temperature is achieved.
Cooling	Growth of surviving spores e.g. Clostridia	Cool to below 8℃ as quickly as possible	CCP	Check and record cooling time/temp.	Keep chilling until 8℃ is achieved. Repair or adjust.

HACCP EXAMPLE 3, continued

Casserole or Stew **Date: _____** **SIGNATURE: _____**

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	MONITORING PROCEDURE	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice	What can be checked?	What if things are not correct?
Portioning	Contamination from people, equipment etc. Growth of bacteria	Staff hygiene Effective cleaning. Portion quickly in cool area.	CCP	Visual checks. Cleaning schedules. Visual check.	Train or re-train staff where necessary Re-clean dirty area. Move to refrigerated storage immediately.
Storage	Growth of bacteria.	Temperature below <5°C (Good Practice) <8°C (Legal Requirement. Use within date code (within 3 – 4 days unless stated otherwise by laboratory analysis)	CCP	Check and record temperature. Visual checks of date codes	Adjust or repair. Discard if out of date.
Reheat.	Survival of bacteria.	Reheat thoroughly to 75°C or hotter.	CCP	Check temperature.	Return to heat if not hot enough.

HACCP EXAMPLE 4

Storage & Preparation of Cooked Meat

Date: _____

SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURE	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice	What is the standard?	What can be checked?	What if things are not correct?
Cooked ham supply.	Contaminated.	MUST have good suppliers. Store and deliver at: <5℃ (Good Practice) <8℃ (Legal Requirement). Properly date marked.	CCP	Check supplier	Check supplier. Check and record delivery for temperature & date mark and condition.	Avoid bad suppliers. Reject bad deliveries.
Storage.	Growth of bacteria. Contamination from people, equipment.	Store: <5℃ (Good Practice) <8℃ (Legal Requirement) Clean fridges. Store raw and cooked foods separately.	CCP	<8℃	Check and record fridge temps. Visual check against cleaning schedules. Visual checks.	Adjust or repair. Re-clean storage area. Separate raw foods from cooked foods.
Preparation/ slicing	Contamination. Growth of bacteria.	Equipment and staff must be clean. Prepare quickly in cool area.	CCP	Visual checks <8℃	Visual checks. Cleaning schedules. Check temperature	Clean before displaying food. Retrain staff. Return to Chiller.
Display/ Service	Growth of bacteria. Cross contamination from raw foods	Display at 8°C Clean equipment and handling.	CCP	<8℃	Check temperature. Control time out of temperature. Visual checks. Cleaning schedule.	Repair or adjust. Discard if time exceeded. Clean immediately.

HACCP EXAMPLE 1

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Purchase & Receipt Raw Meat (Chicken, Pork, Beef, Pies, Faggots etc.)	Contamination with bacteria from supplier.	Use reputable supplier as stated on Suppliers List: Chilled Delivery <5°C (Good Practice) <8°C (Legal Requirement).	Good Practice	Delivery temperature: <5°C (Good Practice), <8°C (Legal Requirement). .	Check and record each delivery for: * Temperature * Condition * Date Code	Reject if: * temperature>8°C * damaged * out of date Re-consider / change supplier.
	Foreign body contamination from supplier	Use reputable supplier as stated on Suppliers List. Outer packaging undamaged.	CCP	Only reputable suppliers used. No damaged outer packaging.	Check and record each delivery for foreign body contamination. Damaged packaging.	Reject damaged deliveries. Change/re-consider supplier.
	Chemical contamination from suppliers.	Use reputable supplier as stated on Suppliers List. Not delivered with cleaning chemicals.	CCP	Only reputable suppliers used. Not delivered with chemicals.	Check each delivery for chemical contamination	Reject contaminated delivery. Change/re-consider supplier
* Dried Ingredients For faggots,	Contamination with bacteria from supplier.	Use reputable supplier, as stated on suppliers lists.	Good Practice			

pies, lasagne, sausage rolls, scotch eggs, quiche, pâte, etc.	Foreign body contamination	Use reputable supplier, as stated on suppliers list. Outer packaging undamaged.	CCP	Only reputable suppliers used. Not delivered with chemicals.	Check each delivery for: - damaged packaging - foreign body contamination	Reject affected product. Reconsider/change supplier.

Cooked Meat and Meals Containing Meat eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Storage upon Receipt from suppliers	Growth of bacteria due to wrong temperature or too long in storage.	Chill storage: <5°C (Good Practice) <8°C (Legal Requirement). Stock rotation.	Good Practice.	Chill store: <5°C (Good Practice), <8°C (Legal Requirement). Use product with minimum date code first.	Check and record chill store temperature twice daily. Check date code before display	Adjust/repair storage unit. Relocate product to alternative cold room.
Raw meat	Contamination by bacteria from dirty chill store.	Use clean chill store. Cleaning Schedule. Staff training.	Good Practice.	Clean store. Follow cleaning and disinfection procedure. Trained in food safety up to minimum of basic food hygiene.	Check store is clean before use. Visual check daily of cleaning and checklist Staff training record.	Reject affected product. Re-clean store. Further training or re-training, where determined appropriate.

	Foreign body contamination from badly maintained storage area.	Keep in clean and well-maintained fridge.	CCP	Well-maintained area.	Visual check before use.	Improve maintenance of area. Remove contamination if possible and appropriate, or reject affected product.
	Chemical contamination from mishandling cleaning materials.	Correct handling of cleaning materials. Keep in designated area.	CCP	Follow cleaning and disinfection procedure. (Cleaning Schedule)	Visual check of area for spillages daily.	Reject affected meat. Re-clean storage area.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Preparation	Contamination by bacteria from: * poor hygiene * dirty equipment/ utensils/surfaces etc. * addition of water	Staff hygiene rules. Staff training. Cleaning Schedule. Ensure water used is potable.	Good Practice	Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene. Correct cleaning and disinfection procedure. Use freshly drawn water.	Visual check of staff. Check staff training record. Visual check of cleaning and checklist. Visual check of water before use.	Reject contaminated product. Further training or re-training. Re-clean. Stop using water if contamination is suspected.
	Growth of bacteria if kept too long at room temperature.	Minimise time at room temperature, ie maximum time 2 hours. Prepare in cool area.	Good Practice			

	Foreign body contamination from: * people * faulty equipment * addition of water	Staff hygiene rules. Staff training. Equipment maintenance. Ensure water is free from contamination.	CCP	Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene. Equipment maintained. Use freshly drawn mains water.	Visual check of staff. Check staff training record. Visual check of equipment before use. Visual check of water before use.	Remove contamination if possible and appropriate or reject affected product. Further training or re-training, where determined appropriate. Repair equipment. Stop using the water if contamination is suspected.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Preparation (cont'd)	Chemical contamination from: * dirty equipment/ utensils/surfaces etc	Cleaning and disinfection Schedule.	CCP	Correct cleaning and disinfection.	Visual check of cleaning and checklist.	Reject affected product. Stop preparation until clean. Further training or re-training, where determined appropriate.
	* addition of water.	Ensure water is free from contamination.		Use freshly drawn mains water.	Visual check. Absence of unusual odours.	Stop using the water if contamination suspected.
	Incorrect amount preservative added due to staff error or wrong recipe	Staff training. Correct recipe (Refer to recipe sheets).	CCP	Trained. Follow recipe sheets.	Check staff training record. Check usage of ingredients each batch.	Further training or re-training, where determined appropriate. Stop preparation. Scrap batch.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Cooking	Survival of bacteria from inadequate cooking as result of insufficient cooking time or temperature.	Correct cooking: 1. <u>Chickens</u> (3½-4lbs) - pre heat oven. - Cook at °C for hours. 2. <u>Chicken Drum Sticks</u> - pre heat oven. - Cook at °C for hour. 3. <u>Beef (10lbs)</u> - pre heat oven. - Cook at °C for hours. 4. <u>Pork (6-7lbs)</u> - pre heat oven. - Cook at °C for hours. 5. <u>Belly Pork (3-4lbs)</u> - pre heat oven. - Cook at °C for hr 6. <u>Hams (12-15lbs)</u> - boil on stove for hrs	CCP	Centre temperature of 75°C for chickens, cooking procedure followed. 75°C for chicken drum sticks, cooking procedure followed. 75°C for beef, cooking procedure followed. 75°C for pork, cooking procedure followed. 75°C for belly pork, cooking procedure followed. 75°C for Hams, cooking procedure followed.	Check and record centre temperature of each load/batch.	Return to cooker until correct centre temperature is reached.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?

Cooking (cont'd)	Survival of bacteria from inadequate cooking as result of insufficient cooking time or temperature.	Correct cooking: 7. <u>Pies & Cottage Pies</u> - pre heat oven. - Cook at °C for minutes. - (After 20 mins., cross over products & cook for a further 10 mins.). To cook products from frozen, cook at °C for minutes. 8. <u>Lasagne</u> - pre heat oven. - Cook at °C for minutes. 9. <u>Sausage Rolls</u> - pre heat oven. - Cook at °C for minutes. 10. <u>Scotch Eggs</u> - Bring water to boil. - Place eggs into boiling water for 15 mins. - Deep fat fry final product at °C for mins.	CCP	Centre temperature of 75°C for pies, cooking procedure followed. 75°C for lasagne, cooking procedure followed. 75°C for sausage rolls, cooking procedure followed. 75°C for scotch eggs, cooking procedure followed.	Check and record centre temperature of each load/batch.	Return to cooker until correct centre temperature is reached.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE: _____**

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?

Cooking (Cont'd)	Survival of bacteria from inadequate cooking as result of insufficient cooking time or temperature.	Correct cooking: 11. <u>Quiche</u> - pre heat oven. - Cook at °C for minutes. 12. <u>Patê</u> - pre heat oven. - Cook at °C for hours. (Cook for hours with foil on, then for one hour with foil off). 13. <u>Faggots</u> - pre heat oven. - Cook at °C for minutes.	CCP	Centre temperature of 75°C for quiche, cooking procedure followed. 75°C for patê, cooking procedure followed. 75°C for faggots, cooking procedure followed.	Check and record centre temperature of each load/batch.	Return to cooker until correct centre temperature is reached.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Cooling	Contamination of cooked food by bacteria from: * raw food * poor hygiene * dirty equipment/ utensils/surfaces	Keep cooked food separate from raw food. Staff hygiene rules. Staff training. Cleaning schedule. Separate equipment/ utensils for raw and cooked foods	CCP	Clear separation of raw and cooked foods. Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene. Correct cleaning and procedure disinfection.	Visual check daily of separation. Staff training record. Visual check of staff. Visual check of cleaning and checklist. Visual check of equipment etc before use.	Reject contaminated product. Further training or re-training, where determined appropriate. Re-train staff. Re-clean. Further training or re-training, where determined appropriate.
	Growth of bacteria during cooling.	Rapid cooling - leave out for maximum period of 2 hours, then place into cooked meat fridge or designated display..	CCP	Cool to below 8ºC as quickly as possible.	Check centre temperature of each load/batch.	Reject load. Reduce size of product on next batch.
	Foreign body contamination from: * people * faulty equipment	Staff hygiene rules. Staff training. Equipment maintenance.	CCP	Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene. Equipment maintained.	Visual check of staff. Staff training record Visual check of equipment.	Reject contaminated product. Further training or re-training, where determined appropriate. Repair or re-clean equipment.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Cooling (cont'd)	Chemical contamination from poorly cleaned equipment/ utensils/surfaces.	Thorough cleaning carried out. Cleaning schedule	CCP	Correct cleaning and disinfection.	Visual check of cleaning and checklist. Visual check of equipment, etc before use.	Reject contaminated product. Re-clean if necessary. Further training or re-training, where determined appropriate.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Storage	Growth of bacteria.	Chill storage: <5°C (Good Practice) <8°C (Legal Requirement).	CCP	Store: <5°C (Good Practice) <8°C (Legal Requirement). .	Check and record chill storage temperature twice daily.	Adjust or repair equipment. Move to another chill storage area. If >8°C, reject product.
	Contamination by bacteria from: * raw food	Keep cooked food separate from raw food.	CCP	Clear separation of raw and cooked foods (place cooked meat in cooked meat fridge or designated display). Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene.	Visual check daily of separation.	Reject contaminated product.
	* poor staff hygiene	Staff hygiene rules. Staff training.		Correct cleaning and disinfection procedure.	Visual check of staff. Staff training record.	Further training or re-training, where determined appropriate.
	* dirty equipment/ utensils/surfaces	Cleaning schedule. Separate equipment/ utensils for raw and cooked foods.			Visual check of cleaning and checklist. Visual check of equipment, etc before use.	Re-clean.
	Foreign body contamination from: * people	Staff hygiene rules. Staff training.	CCP	Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene.	Visual check of staff. Staff training record.	Reject affected product. Further training or re-training, where determined appropriate.
	* faulty equipment	Equipment maintenance.		Equipment maintained.	Visual check of equipment.	Repair or re-clean equipment.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Storage (cont'd)	Chemical contamination from poorly cleaned equipment/ utensils/surfaces.	Cleaning schedule	CCP	Correct cleaning and disinfection.	Visual check of cleaning and checklist. Visual check of equipment etc, before use.	Reject affected product. Re-clean if necessary. Further training, or re-training, where determined appropriate.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ **SIGNATURE:** _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Display	Contamination by bacteria from: * raw food	Keep cooked food separate from raw food.	CCP	Clear separation of raw and cooked foods (place cooked meats in designated cooked meat display).	Visual check daily for separation.	Reject affected cooked product. Clean area.
	* poor hygiene	Staff hygiene rules. Staff training.		Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene.	Visual check of staff. Staff training record.	Further training or re-training, where determined appropriate.
	* dirty equipment/ utensils/surfaces.	Thorough cleaning. Cleaning schedule. Separate equipment for raw and cooked foods.		Correct Cleaning. Use designated equipment/ utensils.	Visual check of cleaning and checklist. Visual check daily of equipment separation.	Re-clean.
	Growth of bacteria due to wrong display temperature or out of date code.	Chill display: <5°C (Good Practice), <8°C (Legal Requirement). Within date code.	CCP	Display: <5°C (Good Practice) <8°C (Legal Requirement). 3 – 4 days maximum display period for all cooked products after cooking, unless stated otherwise by laboratory analysis.	Check and record temperature twice daily. Visual check of stock date codes.	Adjust or repair equipment. Return product to chill storage if needed. If <8°C reject product. If out of date reject product.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Display (Cont'd)	Foreign body contamination from: * people	Staff hygiene rules. Staff training.	CCP	Hygiene rules followed. Trained in food safety up to minimum of basic food hygiene.	Visual check of staff. Staff training record.	Reject affected product. Further training or re-training, where determined appropriate.
	* faulty equipment	Equipment maintenance		Equipment maintained.	Visual check of equipment.	Repair or re-clean equipment.
	Chemical contamination from poorly cleaned equipment/ utensils/surfaces.	Thorough cleaning. (Cleaning schedule)	CCP	Correct cleaning and disinfection procedure. (Cleaning schedule adhered to).	Visual check of display Visual check of cleaning and checklist.	Reject affected product. Re-clean if necessary. Further training or re-training, where determined appropriate.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Sale	Contamination by bacteria from: * equipment/ utensils/ surfaces, etc	Product remains separated between raw produce using separate, scales, utensils and bags etc.	CCP	Separation of product at all times	Visual inspection of separation.	Contaminated food discarded.
	* hygiene	Staff do not handle food if they are suspected of suffering from a food borne illness.	CCP	Training of food handlers. Food handlers only return to work when they have consulted the Shire Environmental Health Department	Sickness record form.	Contaminated food or food suspected of being contaminated is discarded.
	* people	Members of the public are prevented from accidentally or intentionally contaminating foodstuffs. They do not have access to any food, until served.	CCP	No contamination	Visual inspection	Contaminated food or food suspected of being contaminated is discarded.
	* Growth of bacteria due to out of date code.	Effective stock rotation is observed.	CCP	No food product is sold or given for human consumption if passed use-by date.	Regular inspection made to ensure removal of out of date stock.	Out of date food discarded.
	*Equipment / utensils / surfaces, etc	All holding receptacles and implements are effectively cleaned and sanitised prior to use.	Good Practice	Cleaning schedule adhered to.	See cleaning schedule.	Cleaning schedule reviewed.

Cooked Meat and Meals Containing Meat
eg. Lasagne, Curry, Meat Pies, Casseroles etc.

DATE: _____ SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURES	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice?	What is the standard?	What can be checked?	What if things are not correct?
Sale (Cont'd)	Growth of bacteria due to inadequate temperature control	Product served immediately and not kept out of refrigeration.	CCP	Product out of refrigeration for maximum time of 5 minutes.	No monitoring.	Place product under refrigeration as soon as possible.
	Chemical contamination from inadequate storage.	Chemicals are stored away from food service areas and packaging storage areas.	CCP	No chemical contamination.	Visual inspection.	Do not sell affected product. Contaminated packaging must be discarded.
	Chemical contamination from poorly cleaned utensils.	Cleaning schedule.	CCP	Correct cleaning and disinfection procedure.	Visual check of utensils before use.	Stop preparation until utensils clean. Reject affected product.

HACCP EXAMPLE 2

Roasting Meats **Date: _____** **SIGNATURE: _____**

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	MONITORING PROCEDURE	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice	What can be checked?	What if things are not correct?
Raw meat supply	Bacterial contamination	Good suppliers. Store and deliver at <5°C (Good Practice) <8°C (Legal Requirement) Properly date marked.	GP.	Check supplier if possible. Check all deliveries for temp, date mark and condition.	Avoid bad suppliers. Reject bad deliveries.
Storage.	Growth of Bacteria Contamination from store.	Store below <5°C (Good Practice) <8 °C (Legal Requirement) Clean fridges.	GP	Check and record fridge temperatures. Visual check against cleaning schedules.	Adjust or repair. Re-clean storage area.
Preparation for cooking.	Growth of bacteria if too long at room temperature. Contamination from people, equipment etc.	Prepare quickly in cool area. Good cleaning and sanitising. Staff hygiene.	GP	Visual checks. Visual checks against cleaning schedules. Visual checks.	Move food to fridges. Clean immediately. Wash hands & clean clothing.
Cooking.	Survival of bacteria	Cook to centre – temperature above 75°C.	CCP	Check temperature.	Put back in cooker until 75°C achieved.
Hot holding.	Growth of bacteria.	Keep at 63°C or hotter.	CCP	Check food temperature in holding box or on serving deck.	Adjust or repair.

HACCP EXAMPLE 3

Casserole or Stew **Date: _____** **SIGNATURE: _____**

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	MONITORING PROCEDURE	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice	What can be checked?	What if things are not correct?
Raw meat supply	Bacterial contamination	Good suppliers. Store and deliver at: <5℃ (Good Practice) <8℃ (Legal Requirement) Properly date marked.	. GP	Check supplier. Check all deliveries for temp, date mark and condition.	Avoid bad suppliers. Reject deliveries that do not meet standards.
Storage.	Growth of bacteria. Contamination from store	Store below: <5℃ (Good Practice) <8℃ (Legal Requirement) Clean fridges.	GP	Check fridge temps. Visual check against Cleaning schedules.	Adjust or repair. Re-clean storage area.
Preparation for cooking.	Growth of bacteria if too long at room temperature. Contamination from people, equipment, etc.	Prepare quickly in cool area. Good cleaning and sanitising. Staff hygiene.	GP	Visual checks. Visual checks against cleaning schedules Cleaning schedules.	Move food to fridges. Clean immediately. Wash hands & clean clothing.
Cooking	Survival of bacteria e.g. Salmonella & Campylobacter.	Cook well. Meat must reach centre temperature above 75°C.	CCP	Check temperature. Difficult to check small slices of meat.	Keep cooking until centre temperature is achieved.
Cooling	Growth of surviving spores e.g. Clostridia	Cool to below 8℃ as quickly as possible	CCP	Check and record cooling time/temp.	Keep chilling until 8℃ is achieved. Repair or adjust.

HACCP EXAMPLE 3, continued

Casserole or Stew **Date: _____** **SIGNATURE: _____**

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	MONITORING PROCEDURE	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice	What can be checked?	What if things are not correct?
Portioning	Contamination from people, equipment etc. Growth of bacteria	Staff hygiene Effective cleaning. Portion quickly in cool area.	CCP	Visual checks. Cleaning schedules. Visual check.	Train or re-train staff where necessary Re-clean dirty area. Move to refrigerated storage immediately.
Storage	Growth of bacteria.	Temperature below <5°C (Good Practice) <8°C (Legal Requirement. Use within date code (within 3 – 4 days unless stated otherwise by laboratory analysis)	CCP	Check and record temperature. Visual checks of date codes	Adjust or repair. Discard if out of date.
Reheat.	Survival of bacteria.	Reheat thoroughly to 75°C or hotter.	CCP	Check temperature.	Return to heat if not hot enough.

HACCP EXAMPLE 4

Storage & Preparation of Cooked Meat

Date: _____

SIGNATURE: _____

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURE	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice	What is the standard?	What can be checked?	What if things are not correct?
Cooked ham supply.	Contaminated.	MUST have good suppliers. Store and deliver at: <5℃ (Good Practice) <8℃ (Legal Requirement). Properly date marked.	CCP	Check supplier	Check supplier. Check and record delivery for temperature & date mark and condition.	Avoid bad suppliers. Reject bad deliveries.
Storage.	Growth of bacteria. Contamination from people, equipment.	Store: <5℃ (Good Practice) <8℃ (Legal Requirement) Clean fridges. Store raw and cooked foods separately.	CCP	<8℃	Check and record fridge temps. Visual check against cleaning schedules. Visual checks.	Adjust or repair. Re-clean storage area. Separate raw foods from cooked foods.
Preparation/ slicing	Contamination. Growth of bacteria.	Equipment and staff must be clean. Prepare quickly in cool area.	CCP	Visual checks <8℃	Visual checks. Cleaning schedules. Check temperature	Clean before displaying food. Retrain staff. Return to Chiller.
Display/ Service	Growth of bacteria. Cross contamination from raw foods	Display at 8°C Clean equipment and handling.	CCP	<8℃	Check temperature. Control time out of temperature. Visual checks. Cleaning schedule.	Repair or adjust. Discard if time exceeded. Clean immediately.

POLICY STATEMENT

Business Name: ……..……

Address: ……..……

……...

……...

Telephone No: ……...

has a policy to supply safe food, ensure high standards of hygiene at all times, and ensure customer satisfaction.

In order to achieve this policy, a risk assessment has been undertaken, a hazard analysis of the operations has been conducted and controls designed to reduce or eliminate food safety hazards have been implemented.

The above company are committed to the implementation and maintenance of the HACCP Plan.

Staff are aware of this policy and have received appropriate training in hygiene and food handling.

All current procedures and processes are monitored against the requirements of current legislation and the standards set out in the HACCP
Plan, which will be reviewed and updated as necessary.

SIGNED:……SIGNED:……

NAME:…… NAME:……..……

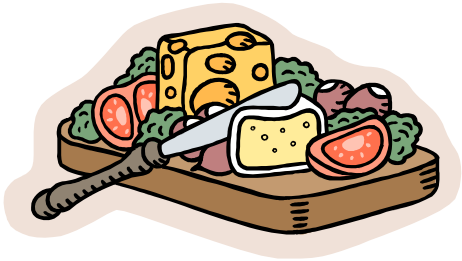
DATE:……DATE:……

POSITION COMPANY:……

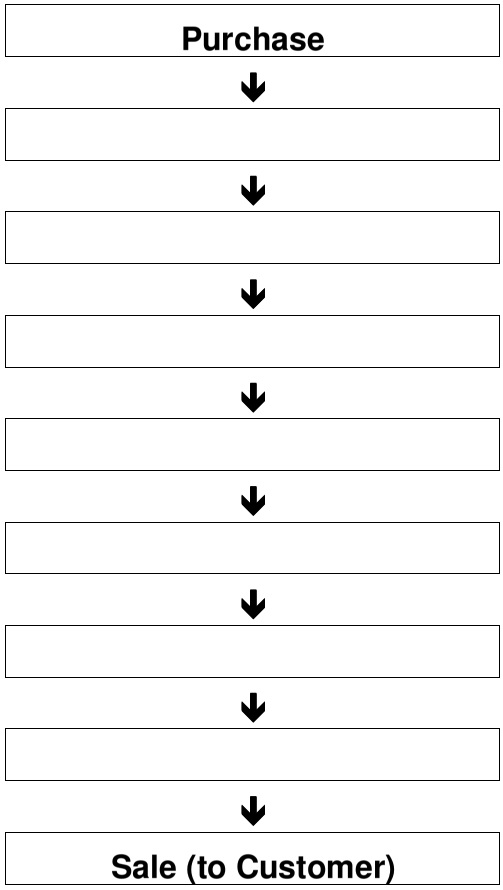
POSITION COMPANY:……

PRODUCT LIST/MENU

(Foods bought in ready to eat, cooked on site etc.)



FLOWCHART FOR: .....



HACCP FOR: ……

Date…… **Signature**……

STEP	HAZARD AND CAUSE	CONTROL	CRITICAL POINT	CRITICAL LIMIT	MONITORING PROCEDURE	CORRECTIVE ACTION
	What could go wrong?	What can be done to prevent or reduce the hazard?	CCP or Good Practice	What is the standard?	What can be checked?	What if things are not correct?

SUPPLIERS LIST

Name & Address of Supplier	Product

PURCHASERS LIST

Name and Address of Purchaser	Products Supplied

MAINTENANCE LIST

Equipment	Name of Supplier / Engineer

MAINTENANCE RECORD LOG

Date	Area or Equipment Details	Maintenance Performed	Signature

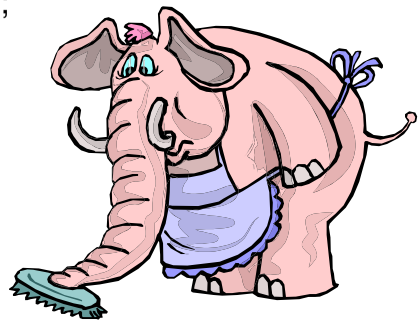
PEST REPORT LOG

Date	Details of Pest Sighting or signs of Pest Activity	Reported by	Action Taken	Date	Signature

CLEANING SCHEDULES

It is strongly recommended that you draw up a cleaning schedule. This will help you ensure that all aspects of your operation are covered by:

(a) Allocating specific tasks to your staff;
(b) Specifying what cleaning materials should be used and the method;
(c) Specifying how often items/areas should be cleaned;
(d) Specifying any safety precautions for staff.



What Chemicals Should be Used?

All cleaning chemicals that you use must be:

- Easy to apply
- Effective at removing the dirt present
- Easily rinsed
- Food safe and compatible with other cleaning or disinfection process.

Detergents or **Degreasers** are required to clean items or areas that are greasy or oily. These materials do not kill bacteria.

Disinfectants should be used on surfaces that come into contact with food or hands, and must be of a 'food safe' type. They kill bacteria but do not have cleaning properties. It is important to clean items or areas with detergent before using disinfectants.

Sanitizers are chemicals that have detergent and disinfectant properties. When used in food preparation areas they must be of a 'food safe' variety.

For advice on the most appropriate materials for your needs it is recommended that you contact your chemical supplier.

Care must be taken with the use of cleaning materials. The manufacturers instructions must always be followed.

How do I draw up a Cleaning Schedule?
There is no right or wrong way of drawing up a cleaning schedule, however all staff must understand it and follow it. It is advisable to have cleaning schedules for daily, weekly and monthly jobs.

Examples of cleaning jobs and their frequencies are as follows:

Daily: Floors, walls behind work surfaces, work surfaces, sinks, microwave ovens, cleaning cloths

Weekly: Walls high & low level, fridges, shelves, oven, bins, door handles, tap heads

Monthly: Ceilings, doors, windows, freezers

The following page contains a specimen cleaning schedule for your guidance.

EXAMPLE CLEANING SCHEDULE

Area/ Item	Frequency	Responsibility	Cleaning Materials	H&S Precautions	Method of Cleaning
Walls	Daily	Kitchen Porter & 2nd Chef	Detergent & cloth	None required	1) Pre-clean 2) Clean apply detergent with hand held spray, leave for 2 mins. 3) Rinse 4) Air dry
Floors	Daily	Kitchen Porter	Detergent & Mop & Bucket	None required	1) Pre-clean 2) Clean, apply detergent with mop 3) Rinse 4) Air dry
Work surface	Daily	Chefs	Sanitizer & cloth	None required	1) Pre-clean 2) Apply sanitizer with trigger spray, leave for 2mins 3) Wipe over 4) Air dry
Oven	Weekly	Kitchen Porter	Oven Cleaner	Rubber Gloves	1) Ensure oven is turned off & cool 2) Pre-clean 3) Clean, apply oven cleaner leave for 30mins 4) Rinse 5) Allow to air dry
Fridges	Weekly	Kitchen Porter & 2nd Chef	Hot water & detergent	None required	1) Pre-clean 2) Clean apply detergent with hand held spray, leave for 2 mins. 3) Rinse 4) Dry
Bins	Weekly	Kitchen Porter & 2nd Chef	Hot water & detergent	None required	1) Pre-clean 2) Clean apply detergent with hand held spray, leave for 2 mins. 3) Rinse 4) Dry
Freezer	Monthly	Kitchen Porter & 2nd Chef	Hot water & detergent	None required	1) Pre-clean 2) Clean apply detergent with hand held spray, leave for 2 mins. 3) Rinse 4) Dry

CLEANING SCHEDULE

DAILY / WEEKLY / MONTHLY (DELETE AS APPROPRIATE)

Area/ Item	Frequency	Responsibility	Cleaning Materials	H&S Precautions (Refer to product label)	Method of Cleaning

CLEANING CHECKLIST

DAILY / WEEKLY / MONTHLY (DELETE AS APPROPRIATE)

Week Commencing_____

Area/ Item of equipment	SUN	MON	TUE	WED	THU	FRI	SAT
Checked By (Manager/Supervisor)							

Comments of Checker:

FOOD TEMPERATURE CONTROL & MONITORING

Good temperature control is essential to keep certain foods safe. Certain high risk foods must by law be kept hot or chilled until they are served to the customer. If they are not, harmful bacteria could grow or toxins (poisons) could form in the food and make your customers ill.

Chill Temperatures

It is a legal requirement to ensure perishable foods are maintained at 8°C or below. To enable this the air temperature in the unit should ideally be between 0°C and 5°C.
It is advisable to vary the position of the thermometer to ensure the temperature is acceptable throughout the fridge.

It is strongly recommended you monitor and record your fridge temperatures daily to enable you to demonstrate you are complying with this requirement.

Serving food – high risk food can be held at higher temperature for a maximum of 4 hours for example when serving a buffet. At the end of this time, the temperature must be lowered to below 8°C until the food is sold or discarded.
Records should be kept to show the time the product was brought out of refrigeration and the time it was returned to chilled storage or discarded.

Refrigerated food deliveries – the temperature of food deliveries should be checked and recorded, from time to time, to ensure they are within the legal requirement. If you are not satisfied, do not accept the consignment .

Freezer temperatures - It is recommended that you maintain freezers at -18°C or below and record freezer temperatures.

Cooking & Reheating

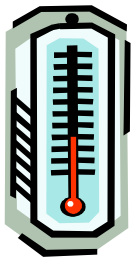
High-risk foods, for example meat and dairy products should reach a core temperature of 75°C or above. At this temperature food poisoning bacteria will be destroyed.

It is strongly advisable to monitor and record the core temperature of cooked food to enable you to prove your high-risk food is cooked thoroughly.

Cooling of Foods

It is a legal requirement to cool food after cooking as quickly as possible.
It is good practice to cool hot food and place within the refrigerator within 90 minutes from cooking.
The following steps can speed up the cooling process -

- Transfer food from hot pans or trays to cool ones.
- Cut large joints of meat into smaller joints.
- Divide liquids such as soup or casserole into smaller dishes.
- Stand pans or container in sinks filled with cold water or ice.



Hot Holding

It is a legal requirement to maintain hot-held food at 63°c or above. It is strongly advisable to monitor and record the core temperature of hot food to enable you to prove you are complying with this requirement. You can use the blank form on page 54.

Hot Buffets – hot food maybe held at a lower temperature for up to a maximum of 2 hours, for example when serving a hot buffet. After 2 hours the food temperature must either be raised to above 63°C until sold, or discarded**.**
You should record the time the temperature of the hot food was lowered below 63°C an the time it was increased or discarded.

How do I check Temperatures?

The only way of accurately monitoring temperatures is by using a thermometer.
Be careful not to monitor fridge temperature during a defrost cycle.

Where do I Find Thermometers?

Fridge thermometers can be found in supermarkets, cook shops and specialist catering suppliers they cost anything between £1 and £15 depending on type.

Probe thermometers which allow you to check core temperatures are available in two types:

- meat probe, available from supermarkets and cook shops,
- digital probe which are more accurate. These are available from catering suppliers they cost between £10 and £ 50. Digital probes can be used to check both hot and cold temperatures and will measure both air and food temperatures.

Is my Thermometer Probe Accurate?

Probe thermometers should be checked regularly for accuracy. These checks can be done yourself by using ice or boiling water:

- pure water and ice mixture should measure between -1°C to +1°C.
- pure boiling water should measure between 99°C and 101°C.

It is suggested that you check your probe at a frequency of once per month and record these checks using the form on page 55.

If your thermometer appears not to be working correctly it should be replaced or sent for service. For further advice refer to the manufacturers instructions.

Cleaning the Probe Thermometer

It is very important that your thermometer probe is kept clean & disinfected before use with food. It is advisable to use anti bacterial probe wipes to clean the probe. These are available from catering suppliers.

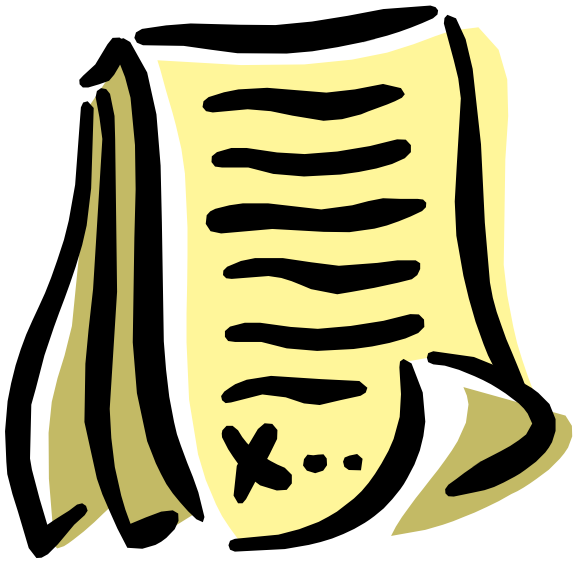
How Often Should I keep Temperature Records?

It is suggested that you monitor and record your fridge temperatures at least daily.
Hot holding temperatures should be taken every day you use the hot held area and approximately 2 hours into its use.

You should randomly record at least 3 final cooking & reheated food core temperature a day in addition to any food items that are cooked or reheated and will serve a lot of customers e.g. Roast meat joint or lasagne.

How Should I keep my Records?

There is no wrong or right way of displaying records as long as you include details of the date, temperature and which fridge or food items the record relates to.
Example records are included on pages 52 and 53 which you may photocopy.



FOOD DELIVERY CHECKS

Date	Product	Supplier	Use-By Date	Temp ℃	Pack Damage Y / N	Accepted? Y/N	Comments	Checked By

TEMPERATURE LOG SHEET

Food Must Be Kept at **8°C** or Below.

Fridges Must Therefore Operate Between **0 and 5°C**

The Recommended Freezer Temperature Is **-18°C**

Date / Time	Unit	Unit	Unit	Unit	Unit	Action If higher temp	Initials
	°C	°C	°C	°C	°C		
	°C	°C	°C	°C	°C		
	°C	°C	°C	°C	°C		
	°C	°C	°C	°C	°C		
	°C	°C	°C	°C	°C		
	°C	°C	°C	°C	°C		
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	°C	°C	°C	°C	°C		
	°C	°C	°C	°C	°C		
	°C	°C	°C	°C	°C		
	°C	°C	°C	°C	°C		

WEEKLY TEMPERATURE LOG SHEET

Week Commencing:_____

Chiller	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Action **	Signed

NOTES:

The Target storage temperature should be less than or equivalent to **5°C.**

** If action is required report to the Manager and call an engineer and write the action taken in this column.

COOKING / HOT HOLDING TEMPERATURE LOG SHEET

All hot held food must be kept at **63℃** or above

Cooked and reheated products must reach a Core Temperature of **75℃** or above

Date	Product	Temp	Comments	Initials
		℃		
		℃		
		℃		
		℃		
		℃		
		℃		
		℃		
		℃		
		℃		
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		℃		
		℃		
		℃		

PROBE/THERMOMETER CHECKING LOG

Probe/Thermometer details: _____

Date:					
Reading in iced water					
Reading in boiling water					
Signature					

Note: The readings in iced water should be **-1°C to +1°C**; if outside this range the unit should be repaired.
The readings in boiling water should be between **99°C and 101°C**; if outside this range the unit should be repaired.

Probe/Thermometer details: _____

Date:					
Reading in iced water					
Reading in boiling water					
Signature					

Note: The readings in iced water should be **-1°C to +1°C**; if outside this range the unit should be repaired.
The readings in boiling water should be between **99°C and 101°C**; if outside this range the unit should be repaired.

GUIDANCE SHEET ON FOOD HYGIENE SUPERVISION AND INSTRUCTION AND/OR TRAINING

It is now a legal requirement that food handlers must receive adequate supervision, instruction and/or training in food hygiene. Each business must decide for themselves the level of training or supervision their food handlers need dependant on the type of food they handle. This guidance indicates how proprietors comply with the legal requirement.

Training Instruction for all Food Handlers

All food handlers before commencing work for the first time **must** receive written or verbal instruction in the essentials of food hygiene, which should include the following if relevant to your business:

- Keep yourself clean and wear clean clothing.
- Always wash your hands thoroughly: before handling food, after using the toilet, handling raw foods or waste, before starting work, after every break, after blowing your nose.
- Tell your supervisor, before commencing work, of any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you do not.
- Ensure cuts and sores are covered with a waterproof, high visibility dressing.
- Avoid unnecessary handling of food.
- Do not smoke, eat or drink in a food room, and never cough or sneeze over food.
- If you see something wrong - tell your supervisor.
- Do not prepare food too far in advance of service.
- Keep perishable food either refrigerated or piping hot.
- Keep the preparation of raw and cooked food strictly separate.
- When reheating food, ensure it gets piping hot.
- Clean as you go. Keep all equipment and surfaces clean.
- Follow any food safety instructions either on food packaging or from your supervisor.

Food handlers can be classed into three categories, A, B or C depending on their job and the type of food they handle.

Category A - those who handle low risk or wrapped foods
Category B - those who prepare open high-risk foods
Category C - those who have a supervisory role

Each category of staff will require a different level of training/supervision dependant on their actual job. The following information acts as a guide to each category of staff and the level of training required.

GENERAL POINTS

New Employees

All new employees **must** be told how to do their specific job hygienically. New employees may claim that they have already been trained. If they cannot provide documentation to support this, the employer should assume that they have **NOT** been trained.

Training Plan & Records

It is good practice for a business to have a training plan to identify the training needed for each member of staff.
In addition, it is good practice to keep records of the training completed by every member of staff. **Records are not needed to comply with the law.** However, written evidence of hygiene training may be very important in demonstrating compliance with the requirement. Records may also be relevant when attempting to establish a 'due diligence' defence.
You may use the form on page 62.
Training needs should be reviewed on a regular basis. Refresher or update training may be necessary at intervals.

Vocational Courses

Food hygiene training does **NOT** have to be conducted as a separate exercise. Many vocational courses will include food hygiene training. Food handlers do not have to take additional hygiene training if their vocational training (e.g. NVQ/SVQ) has provided hygiene training to the appropriate level.

CATEGORY A - FOOD HANDLERS

These are food handlers who are in contact with only low risk or wrapped foods, such as wrapped confectionary, food that does not require refrigeration to keep it safe, and drinks of any sort.

Likely Job Title

Store man, waiter/waitress, bar staff (serving food and drink but not involved in food preparation), counter staff, servery assistant, cellar man, food delivery staff.

Level of Training

Staff need to have **HYGIENE AWARENESS INSTRUCTION** which can be dealt with in-house. The overall aim is to develop a knowledge of the basic principles of food hygiene. The topics covered should be appropriate to the job of the individual, and may include:

- The business's policy - priority given to food hygiene,
- "Germs" and their potential to cause illness,
- Personal health and hygiene – the need for high standards, reporting illness, rules on smoking,
- Cross contamination - causes, prevention,
- Food storage - protection, temperature control,
- Waste disposal, cleaning and disinfection - materials, methods and storage,
- 'Foreign body' contamination,
- Awareness of pests,

In addition, staff must be told how to do their particular job hygienically. The duration of the instructions will depend upon the particular job requirement and degree of risk involved in the activity.

This level of training/instruction must be undertaken within 4 weeks of employment (8 weeks if part-time).

CATEGORY B - FOOD HANDLERS

These are food handlers who are involved in the preparation and handling of high risk open (unwrapped) foods such as sandwiches, hot & cold meals & desserts.

Likely Job Title

Chef, cook, catering supervisor, kitchen assistant and bar staff who prepare food.

Level of Training

Staff need to have formal training (Level 1), usually covering a duration of 6 hours, with an overall aim to develop a level of understanding of the basic principles of food hygiene based on the following criteria:

- Food poisoning micro-organisms types and sources
- Simple microbiology, toxins, spores, growth & death
- Premises and equipment
- Common food hazards - physical, chemical, microbiological
- Personal hygiene - basic rules and responsibilities
- Preventing food contamination
- Food poisoning, symptoms and causes
- Cleaning & disinfection
- Legal obligations
- Pest control
- Effective temperature control of food, e.g. storage, thawing, reheating and cooking

In some larger organizations, in-house training may be used, however, Environmental Health Departments, or local colleges run standard food hygiene courses, which are accredited, these are usually entitled Basic / Essential Food Hygiene.

This training must be undertaken within 3 months of employment.

CATEGORY C - FOOD HANDLERS

This category of food handlers includes Managers or Supervisors who handle any type of food.

Likely Job Title

Unit Manager, Unit Supervisor, Chef Manager, Bar or Pub Managers, Chef, Operations or General Manager (e.g. staff based on site with a direct management role and handling food). Owner/operator of home catering or mobile catering business.

Level of Training

Staff **must** have formal training as specified in Category B food handler's level of training. This training must be undertaken within 3 months of appointment.

However, it is good practice for staff in these grades to undertake further training as their career and management responsibilities progress (levels 2 & 3). This type of further training can be delivered in-house in large organizations, however, most proprietors will need to look at recognized courses run locally by Environmental Health Departments and colleges. These are usually entitled Intermediate / Advanced Food Hygiene.

Level 2 will involve courses of 12-24 hours in duration.

Level 3 will involve courses of 24-40 hours in duration.

PRE-EMPLOYMENT QUESTIONNAIRE FOR USE BY EMPLOYERS

Employee Name: _____

1. Have you now, or have you over the last seven days, suffered from diarrhoea and/or vomiting? YES / NO

2. At present, are you suffering from:
   - i) skin trouble affecting hands, arms or face? YES / NO
   - ii) boils, styes or septic fingers? YES / NO
   - iii) discharge from eye, ear or gums/mouth? YES / NO

3. Do you suffer from:
   - i) recurring skin or ear trouble? YES / NO
   - ii) a recurring bowel disorder? YES / NO

4. Have you ever had, or are you now known to be a carrier of, typhoid or paratyphoid? YES / NO

5. In the last 21 days have you been in contact with anyone, at home or abroad, who may have been suffering from typhoid or paratyphoid? YES / NO

If the answer to any question is "yes" the individual should not be employed as a food handler until medical advice has been obtained.

Signed:

_____

STAFF TRAINING RECORD

STAFF NAME	DATE STARTED		
PREVIOUS TRAINING UNDERTAKEN			
TRAINING PERFORMED	**DATE PERFORMED**	**SIGNED EMPLOYEE**	**SIGNED MANAGER**

STAFF HYGIENE AND WORK RULES

1. All staff must wear clean overalls and hats when handling food.
2. Overalls and hats must not be worn outside the premises.
3. Staff must not wear watches or jewellery, except a plain band wedding ring and small sleeper earrings.
4. Staff must not wear strong perfume or aftershave.
5. Food and drink must not be consumed in food rooms or store rooms. This includes chewing gum or any other sweets. Smoking is prohibited.
6. Hands must be washed thoroughly with soap and water:-
    - before starting work
    - after breaks
    - after visiting the toilet or on return to the workplace
    - after coughing into the hand or using a handkerchief
    - before handling cooked meat
    - after eating, drinking or smoking
    - after touching face or hair
    - after carrying out any cleaning

7. Staff must not lick fingers when handling wrapping materials.
8. Staff must not blow their nose, or cough or sneeze over food.
9. Hair and fingernails must be kept clean. Nail varnish must not be worn.
10. Staff must inform the manager if they are suffering from vomiting, diarrhoea, other stomach upsets, skin complaints, or cuts. Cuts and abrasions must be covered by an easily detectable waterproof dressing, e.g. blue in colour.
11. Food should be handled as little as possible.

I have read the Staff Hygiene and Work Rules, and agree to abide to them.

Signed: _____ Date: _____

Print Name: _____

STAFF SICKNESS RECORD

1. Staff will report to the Manager as soon as possible if they are suffering from:

   - vomiting
   - diarrhoea
   - septic skin lesions (boils, infected cuts, etc.)
   - discharge from ear, nose and any other site.

   And after returning, and before commencing work.

2. If any member of their household is suffering from diarrhoea and/or vomiting.
3. After returning from a holiday during which they suffered an attack of vomiting and/or diarrhoea.
4. After returning from a holiday during which any member of the party had an attack of vomiting and/or diarrhoea.

Date	Staff Name	Illness	Date Sick	Date Returned

Contacts and Other Sources of Information

1. **Powys County Council.**
Public Protection Services (Environmental Health)
Community Services Directorate:

Radnorshire	**Montgomeryshire**	**Brecknockshire**
The Gwalia	Neuadd Maldwyn	Neuadd Brycheiniog
Ithon Road	Severn Road	Cambrian Way
Llandrindod Wells	Welshpool	Brecon
Powys	Powys	Powys
LD1 6AA	SY21 7AS	LD3 7HR
Tel: 01597 827167	01938 551121	01874 612262
Fax: 01597 827275	01938 551248	01874 612323

2. **Food Standards Agency**

Website: www.food.gov.uk

3. **Documents:**

Industry Guide to Good Practice
Catering Guide: ISBN: 0900 103 000, Price £3.60
HMSO Publications PO Box 276, London SW8 5DT, Tel: 0171 873 9090

Assured Safe Catering
Department of Health ISBN: 011 3216882, Price £6.50
HMSO Publications PO Box 276, London SW8 5DT, Tel: 0171 873 9090

SAFE (Systematic Assessment of Food Environment)
Available from British Hospitality Association, Queens House,
55-56 Lincolns Inn Fields, London, WC2A 3BH. Tel: 0171 404 7744, Price £5.50

Industry Guides: A Template
Department of Health, Food Safety and Public Health Branch, Skipton House,
Room 630B London Road, London, SE1 6LW. Tel: 0171 972 5080

Food Handlers – Fitness to Work
Department of Health £2.50
BAPS, Health Publications Unit, DSS Distribution Centre, Heywood Stores,
Manchester Road, Heywood, Lancashire. OL10 2PZ.