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Hygiene Hazard

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Mixed or Green Salads

Hazard

Control Measures

Checks & Records

Action Required

STEP 1. PURCHASING

- Contaminated or substandard vegetables, dressings, mayonnaise

- Purchase only from approved suppliers
- Purchase plan matches production requirements

of approved suppliers is maintained and followed

- <<insert action>>

STEP 2. DELIVERY/ RECEIPT OF GOODS

- Contaminated or substandard vegetables or mayonnaise
- Pest Infestation
- Past use-by date goods
- Damaged or contaminated packaging

- Inspection before acceptance
 1. appearance /
 2. size & weight
 3. date & freshness
 4. temperature (°C)
 5. packaging
 6. hygiene (including driver hygiene)
- Specify acceptable quality
- Decant goods into containers
- Label & date goods with 'use by' date

Delivery Inspection Record
Supplier feedback

- Reject delivery or return goods to supplier
- Advise suppliers if goods are 'borderline'
- <<insert action>>

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Hazard	Control Measures	Checks & Records	Action Required
STEP 3. STORAGE			
<ul style="list-style-type: none">• Out of date or unlabelled goods• Contamination from chemicals or raw foods• Growth of micro-organisms from storage at incorrect temperature• Pest infestation	<ul style="list-style-type: none">• Staff trained in storage procedures• Separate storage for raw and cooked vegetables• Twice daily checking of storage temperatures• Inspect vegetables for signs of pest infestation• Supervision of storage	<ul style="list-style-type: none">• Staff training records• Quarterly inspection records• Temperature records• Pest Control records	<ul style="list-style-type: none">• Discard food if contaminated or if storage temperature limits are exceeded• <<insert action>>
STEP 4. PREPARATION			
<ul style="list-style-type: none">• Contamination from other raw foods, staff, or foreign bodies• Growth of micro-organisms	<ul style="list-style-type: none">• Thorough washing of vegetables before use• Cleaning of utensils• Personal hygiene training	<ul style="list-style-type: none">• Supervision of staff• Staff training records• Cleaning inspection records	<ul style="list-style-type: none">• Discard any vegetables which have signs of infestation or spoilage• <<insert action>>

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Hazard	Control Measures	Checks & Records	Action Required
STEP 5. CHILLING			
<ul style="list-style-type: none"> Contamination from micro-organisms, staff or foreign bodies 	<ul style="list-style-type: none"> Prepared Salads chilled to less than 5 degrees Celsius immediately after washing and draining Cover before storage and date 	<ul style="list-style-type: none"> Staff training records Chill temperature 	<ul style="list-style-type: none"> Discard salad if left at room temperature for more than 4 hours <<insert action>>
STEP 6. STORAGE			
<ul style="list-style-type: none"> Growth of micro-organisms from storage at incorrect temperatures Out of date food 	<ul style="list-style-type: none"> Twice daily monitoring of food temperatures Discard Salad when consumed with 	<ul style="list-style-type: none"> Temperature records Inspection of fridges 	<ul style="list-style-type: none"> If food temperature exceeds 8 degrees Celsius it should be discarded <<insert action>>
STEP 7. SERVICE			
<ul style="list-style-type: none"> Contamination from unwashed raw foods, staff or foreign bodies 	<ul style="list-style-type: none"> Cleaning of utensils Staff training & supervision Food handlers Serve immediately with dressing 	<ul style="list-style-type: none"> Cleaning records Staff training & supervision 	<ul style="list-style-type: none"> Food stored at room temperature should be discarded, unless consumed within 4 hours <<insert action>>

Carried out by:		by:	
Signature:		e:	
Date :			

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