

| Hazard | Control Measures | Checks & Records | Action Required |
|---|---|--|---|
| STEP 1. PURCHASING | | | |
| <ul style="list-style-type: none">Contaminated or substandard raw materials | <ul style="list-style-type: none">Purchase only from approved suppliersPurchase plan matches production requirements | <ul style="list-style-type: none">Records of approved suppliers is maintained and followed | <ul style="list-style-type: none"><<insert action>> |
| STEP 2. DELIVERY / RECEIPT OF GOODS | | | |
| <ul style="list-style-type: none">Contaminated or substandard raw materialsPest InfestationPast use-by date goodsDamaged or contaminated packaging | <ul style="list-style-type: none">Inspection before acceptance<ul style="list-style-type: none">1. Appearance /2. size & weight3. date & freshness4. temperature (if applicable)5. packaging6. hygiene (including driver hygiene)Specify acceptable qualityDecant goods into containersLabel & date goods on 'date' | <ul style="list-style-type: none">Delivery Inspection Record on receipt/ delivery docketSupplier feedback | <ul style="list-style-type: none">Reject delivery or return goods to supplier<<insert action>> |

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| STEP 5. CHILLED STORAGE | | | |
| <ul style="list-style-type: none"> Contamination from micro-organisms, staff or foreign bodies Spoilage of food if kept longer than normal Faulty equipment | <ul style="list-style-type: none"> Raw food not to be stored on shelves Date labeling: <ul style="list-style-type: none"> Prepared filling within 48 hours Maintenance | <ul style="list-style-type: none"> Training records Temperature inspection records Maintenance records | <ul style="list-style-type: none"> If food temperature exceeds 8 degrees Celsius food should be discarded. Also, discard filling if > 48 hours since preparation. <<insert action>> |
| STEP 6. PREPARATION | | | |
| <ul style="list-style-type: none"> Contamination from staff or foreign bodies during sandwich preparation Growth of micro-organisms if food temperature rises above 8 degrees Celsius | <ul style="list-style-type: none"> Wash hands before preparing sandwiches Use only clean utensils and change often Wash salad garnishes and remove any damaged portions Minimise time food spends in 'danger zone' | <ul style="list-style-type: none"> Supervision Temperature inspection records Maximum 90 minutes outside of fridge | <ul style="list-style-type: none"> Discard food if prepared dish is left outside of fridge for more than 90 minutes <<insert action>> |
| STEP 7. SERVICE | | | |
| <ul style="list-style-type: none"> Contamination from staff or foreign bodies during service | <ul style="list-style-type: none"> Serve immediately | <ul style="list-style-type: none"> Supervision | <ul style="list-style-type: none"> Discard any sandwiches not served immediately <<insert action>> |

Notes:

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|-----------------|--|-------|--|
| Carried out by: | | Copy: | |
| Signature: | | Re: | |
| Date : | | | |

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