

Hazard	Control Measures	Checks & Records	Action Required
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#### STEP 1. PURCHASING

<ul style="list-style-type: none"><li>Contaminated or substandard raw materials</li></ul>	<ul style="list-style-type: none"><li>Purchase only from reputable approved suppliers</li><li>Purchase plan matches production requirements</li></ul>	<ul style="list-style-type: none"><li>Approved suppliers is used and followed</li></ul>	<ul style="list-style-type: none"><li>Reject delivery or return goods to supplier</li><li>&lt;&lt;insert action&gt;&gt;</li></ul>
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#### STEP 2. DELIVERY/ RECEIPT OF GOODS

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<ul style="list-style-type: none"> <li>Contaminated or substandard raw materials</li> <li>Pest Infestation</li> <li>Past use-by date goods</li> <li>Damaged or contaminated packaging</li> </ul>	<ul style="list-style-type: none"> <li>Inspection before acceptance               <ol style="list-style-type: none"> <li>appearance/smell</li> <li>size &amp; weight</li> <li>date &amp; freshness</li> <li>temperature</li> <li>packaging</li> <li>hygiene (include vehicle &amp; driver hygiene)</li> </ol> </li> <li>Specify acceptable delivery conditions</li> <li>Decant goods into resealable containers</li> <li>Label &amp; date goods with 'use by' or 'best before' date</li> </ul>	<ul style="list-style-type: none"> <li>Inspection Record</li> <li>Feedback</li> </ul>	<ul style="list-style-type: none"> <li>Reject delivery or return goods to supplier</li> <li>&lt;&lt;insert action&gt;&gt;</li> </ul>

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STEP 3. STORAGE

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<ul style="list-style-type: none"> <li>• Out of date or unlabelled goods</li> <li>• Contamination from chemicals or raw foods</li> <li>• Growth of micro-organism from storage at incorrect temperature</li> <li>• Pest infestation</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained in stock rotation procedures</li> <li>• Separate storage of raw foods and vegetables/fish</li> <li>• Twice daily check of fridge/freezer temperatures</li> <li>• Pest control procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection records</li> <li>• Temperature records</li> <li>• Control records</li> </ul>	<ul style="list-style-type: none"> <li>• Discard food if contaminated or if storage temperature limits are exceeded</li> <li>• &lt;&lt;insert action&gt;&gt;</li> </ul>

#### STEP 4. PREPARATION & COOKING

<ul style="list-style-type: none"> <li>• Contamination from other raw foods, staff, or foreign bodies</li> <li>• Growth of micro-organisms and production of spores</li> <li>• Survival of micro-organisms in cooking process</li> <li>• Faulty equipment e.g. oven thermostat</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of utensils</li> <li>• Staff training &amp; supervision</li> <li>• Regular maintenance</li> <li>• Slow cooking in oven at correct cooking temperature (&gt;75°C)</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection records</li> <li>• Training records</li> <li>• Temperature record &amp; verification of probe</li> <li>• Maintenance records</li> </ul>	<ul style="list-style-type: none"> <li>• If cook temperature below 75°C; re-heat until correct temperature is achieved</li> <li>• &lt;&lt;insert action&gt;&gt;</li> </ul>
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#### STEP 5. CHILLING

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Hazard	Control Measures	Checks & Records	Action Required
<ul style="list-style-type: none"> <li>Contamination from micro-organisms, staff or foreign bodies</li> <li>Spores regenerate if cooling is too slow</li> <li>Faulty equipment</li> </ul>	<ul style="list-style-type: none"> <li>Staff training in chilling</li> <li>Store in fridge within 90 minutes</li> <li>Maintenance of equipment</li> </ul>	<ul style="list-style-type: none"> <li>Chilling records</li> <li>Temperature and time records</li> <li>Maintenance records</li> </ul>	<ul style="list-style-type: none"> <li>Discard food if not chilled within 90 minutes</li> <li>&lt;&lt;insert action&gt;&gt;</li> </ul>

## STEP 6. STORAGE

<ul style="list-style-type: none"> <li>Growth of micro-organisms from storage at incorrect temperatures</li> <li>Out of date food</li> </ul>	<ul style="list-style-type: none"> <li>Twice daily monitoring of food temperatures</li> <li>Discard any meals/meals components that are not consumed within 72 hours</li> </ul>	<ul style="list-style-type: none"> <li>Temperature records</li> <li>Records of discarded meals</li> </ul>	<ul style="list-style-type: none"> <li>If food temperature exceeds 8°C but is less than 10°C; food should be reheated and consumed immediately or if greater than 10°C discarded</li> <li>&lt;&lt;insert action&gt;&gt;</li> </ul>
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## STEP 7. REHEATING TO ORDER

<ul style="list-style-type: none"> <li>Survival of micro-organisms if re-heat temperature not achieved</li> </ul>	<ul style="list-style-type: none"> <li>Staff training</li> <li>Re-heat temperature must reach 75°C minimum</li> </ul>	<ul style="list-style-type: none"> <li>Chilling records</li> <li>Temperature records</li> </ul>	<ul style="list-style-type: none"> <li>If food temperature is below 75°C then extend reheating time until 75°C is achieved – and amend procedures as necessary.</li> <li>&lt;&lt;insert action&gt;&gt;</li> </ul>
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## STEP 8. SERVICE

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Hazard	Control Measures	Checks & Records	Action Required
<ul style="list-style-type: none"> <li>Contamination from raw foods, staff or foreign bodies</li> <li>Growth of micro-organisms</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning of utensils</li> <li>Staff training &amp; supervision</li> <li>Food handlers wash hands</li> <li>Food temperature monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Temperature records</li> <li>Probe calibration records</li> <li>Temperature records &amp; calibration of probe</li> </ul>	<ul style="list-style-type: none"> <li>If food temperature is below 63°C; food should be discarded. (If food not previously re-heated, it may be re-heated to 75°C and consumed immediately.)</li> <li>&lt;&lt;insert action&gt;&gt;</li> </ul>

Carried out by:			
Signature:			
Date :			