



YOUR GUIDE TO HACCP



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Introduction

Trafford Metropolitan Borough Council's Environmental Health Team has developed this document to help food businesses produce their own HACCP system (Hazard Analysis Critical Control Points).

The examples given in this booklet should be used as a general guide to the type of hazards that should be considered when carrying out your HACCP. Remember every food premises is different and therefore additional hazards may be present in your business so do not use the guide as an exhaustive list.

Persons responsible for developing and maintaining the business's food safety procedures, based on HACCP principles, must have received adequate training.

What is HACCP?

HACCP stands for "Hazard Analysis Critical Control Points". It is an internationally recognised and recommended system of food safety management. It focuses on identifying "critical points" in the process where food safety problems (or hazards) could arise, and putting steps in place to prevent things going wrong.

Why is this different from Hazard Analysis?

EC Regulations have become law in the UK from 1st January 2006. It is the responsibility of food businesses to ensure that they comply with this legislation.

The Food Safety and Hygiene (England) Regulations 2013 apply to ALL food businesses, including caterers, primary producers, manufacturers, distributors and retailers. These replace the existing Food Hygiene and Temperature Control Regulations as well as the Product Specific Regulations, which currently cover those who produce meat, dairy and fish products, for example.

What does the law require?

Food business operators must put in place, implement and maintain a permanent procedure or procedures based on the principles of Hazard Analysis Critical Control Points (HACCP).

Food business operators will have to ensure that they have an appropriate written food safety management system in place, taking into consideration the size and nature of their business.

Using this document

Producing your HACCP food safety management system involves looking at the operations in your business step by step, from the delivery or purchase of ingredients through to service of the food to a customer. At each step hazards will exist that require some form of control. Many of these controls will be simple and will have been in place for years. Other controls might require new procedures putting in place.

Step One – Identify hazards that must be prevented, eliminated or reduced to acceptable levels. It is usually helpful to list the steps in your food business from purchasing raw ingredients through to service or sale of the food and list the hazards at each step.

Step Two – Identify critical control points at the steps which control is essential to prevent or eliminate a hazard or to reduce it to an acceptable level. For example, where this is the final step in the process which would kill or reduce bacteria to an acceptable level. See guidance later in the booklet if you are unsure of what a critical control point is.

Step Three – Establish critical limits at critical control points. For example the minimum temperature at which you are satisfied food has been thoroughly cooked, the maximum temperature your refrigerator can operate at to keep high risk food safe.

Step Four – Establish and implement effective monitoring procedures at critical control points. These could include checking delivery temperatures of high risk food, checking refrigerator and freezer temperatures, and the temperature of cooked and reheated food and food kept in hot holding.

Step Five - Establish corrective action when monitoring indicates the critical control point is not under control. For example, if it is found that a refrigerator is operating at temperatures above the acceptable temperature what action would be taken?

Step Six. – Establish procedures to verify that the above measures are working effectively. For example, temperature monitoring sheets should be signed off by a Manager on a regular basis to ensure they have been completed correctly and probe thermometers should be calibrated regularly to ensure they are working correctly.

Step Seven – Establish documents and records appropriate to the nature and size of the business.

STEP ONE

What is a Hazard?

A hazard is anything that could cause harm.

Hazards must be identified for all steps in the food activities.

The hazards of particular concern when looking at a hazard analysis are:

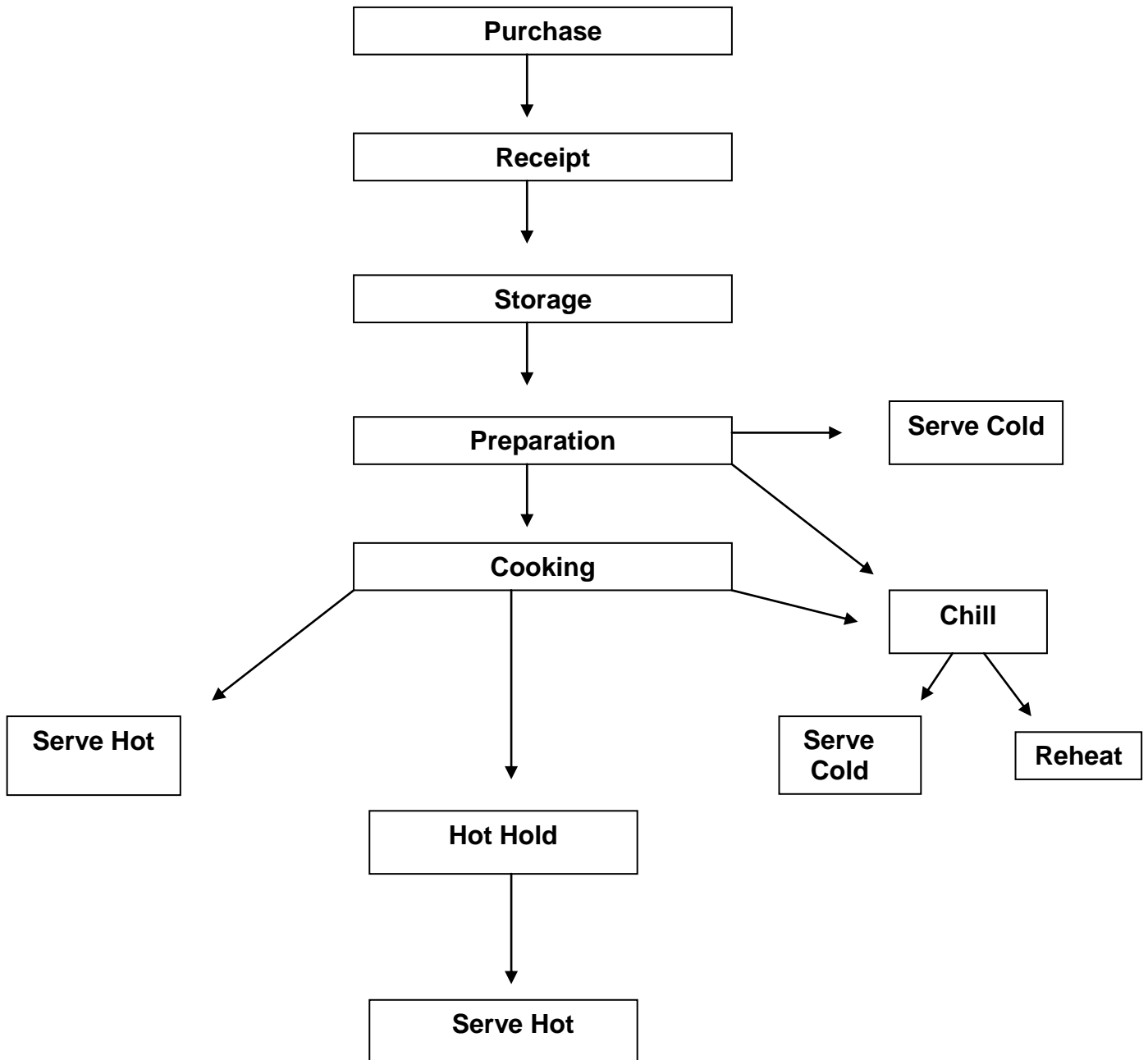
PHYSICAL: (e.g. Foreign objects)

CHEMICAL: (e.g. cleaning material residues, machine oil)

MICROBIOLOGICAL: (e.g. **PRESENCE** of micro-organisms* /toxins
SURVIVAL of micro-organisms / toxins
GROWTH of micro-organisms by –
People
Equipment
Environment)

*Micro-organisms include bacteria, viruses, fungi and moulds. Some of these cause food poisoning either themselves or by forming toxins (poisons) in the food.

Flow Diagram of Operations in a Food Business



STEPS TWO & THREE

What is a Critical Control Point?

Once you have identified the hazards, you then have to decide which of these points, if not controlled, will make the food unsafe to eat. Where you have identified a CCP you will then need to carry out simple checks to ensure that food is always within acceptable limits.

EXAMPLES OF CRITICAL CONTROL POINTS

CRITICAL CONTROL POINT	WHAT	HOW IS MONITORED	CRITICAL LIMITS
CCP 1	READY TO EAT FOOD STORED IN THE REFRIGERATOR	TEMPERATURE OF REFRIGERATOR	0 - 8°C
CCP2	COOKING FOOD TO REQUIRED TEMPERATURE	VALIDATED COOKING METHOD, PROBE THERMOMETER	JUICES RUN CLEAR FOR MEATS OR CENTRE TEMPERATURE ABOVE 75°C
CCP3	HOT HOLDING OF MEAT PIES	TEMPERATURE MONITORING EVERY TWO HOURS	TEMPERATURE MUST BE AT LEAST 63°C. IF FALLS BELOW THIS, THE FOOD MUST BE SOLD WITHIN 2 HOURS

AREAS TO CONSIDER WHEN CARRYING OUT HACCP

Note – The following are suggested questions for you to consider, but it is not meant to be an exhaustive list.

PURCHASE

Are your suppliers reliable?

Do you check that food handlers are observing hygienic practices when you purchase food from shops?

RECEIPT

Food delivered to the premises

Are food deliveries checked for temperature, intact packaging and use by dates?

Is raw meat kept separately to other foods?

What procedures are in place if food is not at the right temperature, out of date or has damaged / dirty packaging?

What records are kept of deliveries? (See attached record sheets)

How quickly must chilled, frozen and dry store food be put away after it arrives on the premises?

Food collected from a shop

How do you ensure that chilled and frozen foods are kept at a safe temperature in the time taken to transport the food to your premises?

What precautions do you take to prevent cross contamination during transit?

DRY STORAGE

How do you ensure good stock rotation?

What rules are in place to prevent contamination of bagged food once opened?

What checks are made to look out for signs of pest infestations e.g. gnawed bags and containers, split items, droppings.

REFRIGERATED / FROZEN STORAGE

What is the maximum temperature your refrigerators and freezers are allowed to operate at?

What checks are made to ensure that the food in refrigerators and freezers remains below the required maximum temperature?

Who is responsible for checking the temperatures?

Is a record made of temperature checks? (See attached record sheets)

What steps are taken if the temperature is too high?

How are raw and cooked / ready to eat foods separated in the refrigerator and freezer?

How do you ensure good stock rotation of the food in the refrigerator and freezer?

Do you set a maximum storage date for foods stored in the refrigerator and freezer, after which it must be thrown away?

DEFROST

Where and how is food defrosted?

What precautions are in place to prevent contamination?

How soon must ready to eat / cooked food be consumed after defrosting?

How soon must raw food be cooked following defrosting?

What special precautions do you take to clean down equipment and contaminated areas after dealing with defrosted raw meats etc...?

Is food dated to show a use by date following defrosting?

PREPARATION

Have you designated separate work areas to prevent cross contamination between raw and cooked foods? If not, what procedures are in place for separation by time?

Do you use different coloured chopping boards, knives etc. to reduce cross contamination of cooked foods by raw foods?

How do you minimise the time that food, which will support bacterial growth, is kept at room temperature?

What personal hygiene rules are in place to prevent staff contaminating food?

Is all equipment suitable and in good repair? Could certain items be replaced with better alternatives (e.g. food grade plastics rather than poor quality glass, commercial rather than domestic equipment)?

Are cleaning chemicals used in preparation areas and stored properly and without risk of contaminating food?

Do sanitisers meet the British Standards? (BS EN 1276 and BS EN 13697)

Are there unnecessary items in the preparation area which could contaminate food (e.g. drawing pins, paper clips etc.)?

SERVE COLD

What rules are in place to ensure cold foods, ready for service, are served quickly from the refrigerator?

What is the maximum time food can be left at room temperature prior to service to customers?

If cold foods are not to be served quickly are they placed in a refrigerator?

What precautions do you take to prevent contamination of cold food during service (e.g. no/minimum hand contact)?

What precautions are taken to prevent customers contaminating ready to eat food on display?

COOK

If a probe thermometer is not used to check hot food temperatures, how do you ensure thorough cooking?

What is the minimum temperature you accept for cooked foods and what rules are in place if the food has not reached that temperature?

If you do not temperature check every food item, which items should be checked?

How do you disinfect the probe thermometer before taking the temperatures?

Who is responsible for taking temperatures of cooked foods?

Do you check the accuracy of the probe thermometer on a regular basis?

Do you record the temperature of cooked foods? (See attached record sheets)

COOL

Which foods are cooked and subsequently cooled?

What is the maximum time you keep cooled food in the refrigerator/freezer before it has to be thrown away? How do you know how old the food is?

Where does cooling take place?

What precautions do you take to prevent food which is cooled from being contaminated?

Do you date code food before placing it in the refrigerator/freezer?

What is the maximum time food is left out before placing it in the refrigerator/freezer?

REHEAT

Have all food handlers been instructed not to reheat food more than once?

What is the minimum temperature you accept for reheating foods, and what rules are in place if the food has not reached the minimum acceptable temperature?

Which reheated food temperatures do you check? Are these temperatures recorded? (See attached record sheets)

Who is responsible for taking these temperatures?

If you do not temperature check every food item, which items should be checked?

HOT HOLD

What foods are held hot after cooking?

What is the minimum temperature of hot held foods?

When and how do you take the temperature of hot held food?

Do you record temperature readings? (See attached record sheets)

Who is responsible for taking the temperature of hot held foods?

What happens to the food if it is found to be below the correct temperature?

SERVE HOT

What is the maximum time food can be left at room temperature before serving to customers?

DELIVERY

Where is high risk food stored before delivery?

What type of food is delivered?

How long is food in the vehicle for?

How is it ensured that hot and cold high-risk foods stay within the correct temperature limits?

OTHER MATTERS

CLEANING

What cleaning chemicals do you use on the premises?

Detergent:

Disinfectant:

Sanitiser:

Where are these chemicals stored?

Do you have a cleaning rota or schedule?

Who checks that the cleaning has been satisfactorily carried out?

Do you use different coloured cleaning cloths for raw and cooked processes to prevent cross contamination whilst cleaning?

How do you prevent your cloths causing contamination of food surfaces?

How do you ensure the contact time is being applied and the product is being used correctly?

You can check whether your sanitiser product complies with the British Standards, (BS EN 1276 and BS EN 13697), and the correct usage and contact times by visiting www.disinfectant-info.co.uk

STAFF TRAINING

Do you set a minimum training requirement for food handling staff within a specified time scale?

Do new staff undertake induction training?

Do you keep a record of staff training?

What arrangements have/will be made to draw this document to your food handlers' attention?

WASTE

Are waste containers in the premises suitable?

Is waste stored outside in rigid bins with close fitting lids in a clean area awaiting regular collection?

PEST CONTROL

Are your premises adequately pest proofed?

Do you regularly check all your premises and equipment on a regular basis for signs of pests?

Can staff recognise signs of pest problems? Would these be reported to management immediately?

Do you use the services of a professional pest control company to bait your premises and help you monitor for signs of pest problems?

If you have an "insectocutor" is it emptied and serviced on a regular basis?

FITNESS TO WORK

Are staff screened, prior to employment, for any illness or condition that may give rise to food related illness?

Do staff sign a "Fitness To Work" screening questionnaire? (See Annex)

Do you maintain a staff sickness log?

Are staff made aware of conditions of ill health in which they should not handle food?

STEP	HAZARD	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Purchase of raw ingredients	Food could be contaminated with pathogens, toxins, spoilage organisms, chemicals or foreign bodies	Select foods which are not hazardous Only use reputable suppliers (if food is not available from usual supplier, only use another one from the approved supplier list)	Audit supplier's premises (if applicable) If local producers /suppliers ask for HACCP documentation Use historical data, have ongoing problems been identified, are they still outstanding or have they been rectified.	Avoid /replace unsatisfactory suppliers Send letters to suppliers regarding on going issues.

STEP	HAZARD	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Receipt of raw ingredients High risk food Dry food Frozen food Low risk food	Delivery of contaminated food. e.g. raw & cooked food not separated Delivery of food from unapproved sources Food not delivered in suitable containers or not covered, at risk of contamination from physical contaminants	Delivery specification Food delivered in a suitable clean vehicle and be stored in suitable containers and are adequately covered. Packaging should not be contaminated by anything and raw food should have been stored away from high risk food and packaging.	Food handler Visual checks Appearance Fitness Absence of pests Check approved supplier Check & record temperature of delivery vehicle Record time of delivery Check date code Report any problems to manager	Reject any contaminated food, e.g., blown cans, badly damaged packaging, evidence of pests, thawing food Reject deliveries of food out of specified temperature limits Report rejected food to the manager.

	<p>Food delivered in damaged packaging</p> <p>High risk food delivered above 8C</p> <p>Delivery vehicle dirty, risk of contamination</p> <p>Growth of pathogenic bacteria due to prolonged unloading</p> <p>Food delivered past its use by date</p>	<p>Visual checks</p> <p>If probing raw meats use a designated raw meat probe</p> <p>Food should be delivered at the correct temperature. High risk food 0-8°C, unless specified lower temp on the label. Frozen food -18°C or lower.</p> <p>Visual checks</p>	<p><u>The Manager</u></p> <p>Check documented checks have been carried out, on a daily basis</p>	<p>Consider historical data, should you change supplier</p> <p>Reject any out of date food</p> <p>Reject food which has been subjected to cross contamination from raw food.</p>
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STEP	HAZARD	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Storage chilled food	Cross contamination of bacteria from raw food, chemicals and foreign bodies, to cooked and ready to eat foods	<p>Ensure food is stored properly. Raw food stored at the bottom of the refrigerator, cooked and ready to eat food stored at the top.</p> <p>Ensure that food is stored in suitable food grade containers and are covered to prevent contamination of foreign bodies. Store raw meat in designated containers where</p>	<p><u>Food Handlers</u></p> <p>Check food is stored correctly</p> <p>Check and record the temperature of refrigerator</p> <p>Check packaging and date codes, record daily observation</p> <p>Periodic hygiene audits</p>	<p>Remove & destroy out of date, contaminated or unsatisfactory food.</p> <p>Adjust temperature of equipment if outside the limit set</p> <p>If chiller broken arrange for alternative storage arrangements.</p>

	Growth of pathogenic bacteria/ toxin production, due to storage of food outside temperature limits set.	possible, especially if containers are not cleaned in a dishwasher. Store food at the correct temperature below 8°C or lower if stated on the packaging. Maintenance contract for chiller.	Check temperature/ date code records.	
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STEP	HAZARD	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Storage Frozen food	Contamination of high risk food from raw foods Storage of food at temperatures which result in spoilage, mould growth and multiplication of food poisoning bacteria. Bacterial growth in thawed foods.	Store ready to eat foods & raw foods such as meat, separately Ensure food is stored in food grade containers Store at -18°C or lower. Maintenance contract for freezer. Ensure food which is not stored in original packaging is labelled with a date by which it should be used by.	Food handlers Check satisfactory packaging/storage Check and record temperature of freezer daily Advise manager of issues Manager Hygiene audits Check temperature records	Food below -5°C and -12°C use immediately, or cook and serve Remove and destroy high risk thawed food Call maintenance engineer/ replace freezer.

STEP	HAZARD	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Storage Dry food	<p>Contamination from pests, foreign bodies or dirty foods such as root vegetables</p> <p>Damaged/ rusty cans</p> <p>Growth of food spoilage bacteria/moulds</p> <p>Spoilage due to failings in stock rotation</p> <p>Greening/ sprouting of potatoes</p> <p>Tainting due to storage near to chemicals</p>	<p>Pest control, pest proof containers, lidded containers, house keeping, storage of food off the floor.</p> <p>Care with deboxing/ opening foods to ensure no foreign body contamination</p> <p>Keep storage areas dry and well ventilated</p> <p>Adequate stock rotation</p> <p>Store food in a dark room</p> <p>Store food away from chemicals</p>	<p>Food handlers</p> <p>Check for signs of pests, dampness, damaged packaging, stock rotation, damaged cans</p> <p>Record observations</p> <p>Report any problems to manager</p> <p>Check records and integrity of proofing</p> <p>Manager</p> <p>Hygiene audit.</p>	<p>Employ a reputable pest control contractor</p> <p>Discard infested or contaminate food</p> <p>Building maintenance to remove dampness/improve ventilation.</p>

STEP	HAZARD	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Preparation	<p>Contamination of high risk food from raw food (direct or indirect)</p> <p>Contamination from contaminated work surfaces/utensils</p> <p>Contamination from wiping cloths</p> <p>Growth of food poisoning bacteria due to prolonged time at ambient temperature. Contamination from pests, such as flying insects</p> <p>Contamination from foreign bodies, e.g. Jewellery, plasters, boxing material</p>	<p>Effective design of kitchen layout. Consideration should be given to the preparation of raw and cooked foods in different areas of the kitchen using different chopping boards (colour coded)</p> <p>Effective cleaning & disinfection of cloths Use disposable paper towel in raw meat areas.</p> <p>Prepare minimum amount of food, only take food from refrigerator when it is needed, to minimise the time at room temperature</p> <p>Ensure dress code and policy are adhered to</p> <p>Maintenance of surfaces, walls and ceilings Clean as you go policy, using antibacterial surface cleaner</p>	<p>Food handler Minimise and monitor the time food is at ambient temperature</p> <p>Adhere to cleaning schedule</p> <p>Manager Check records & cleaning schedule adhered to</p> <p>Reputable pest control</p> <p>Observe practices of food handlers, identify ongoing training issues – record.</p> <p>Hygiene audit</p> <p>Equipment maintenance</p>	<p>Consider reducing the risks of cross contamination by purchasing cooked meats or precut raw meats</p> <p>Issue up date training to food handlers</p> <p>Remove and destroy potentially contaminated food.</p>

	<p>Contamination from flaking paint on walls/ceilings</p> <p>Contamination of food due to inadequate cleaning of surfaces.</p>	<p>Do not wash raw meats or poultry. Any items used for raw meats (e.g. boards, knives, utensils, containers etc.) should be designated for raw meat only if they are not washed in a dish washer.</p> <p>Use a designated area for preparation of raw meats Try to prepare raw meats at different times to other foods If possible, designate staff for the task of raw meat preparation Wash hands before handling other foods or touching other surfaces or equipment.</p> <p>Wear a separate apron designated for raw meat preparation over existing work wear.</p>	<p>Staff training Observe practices Management audit</p> <p>Staff training Observe practices Management audit</p>	<p>Re-train staff Dispose of potentially contaminated food. Clean and Sanitise sinks and surrounding areas</p> <p>Clean and sanitise the area. Re-train staff</p> <p>Destroy and potentially contaminated foods and clean and sanitise any potentially contaminated surfaces or equipment</p> <p>If uniform is heavily soiled,</p>
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<p>Preparation – Raw meat</p>	<p>Cross contamination with bacteria from equipment being used for both raw and cooked / ready to eat foods</p> <p>Cross contamination with bacteria from surfaces or by preparing at the same time as other foods</p> <p>Cross contamination with bacteria by staff handling practices or poor hygiene</p> <p>Cross contamination with bacteria from staff clothing</p>	<p>Do not wash raw meat or poultry. Any items used for raw meat (boards, knives, utensils, containers) should be designated for raw meat only or cleaned in a dishwasher.</p> <p>Use a designated area for preparation of raw meats or prepare at a different time to other foods. Clean and sanitise raw meat areas immediately afterwards and before using area for other foods, using a 2 stage clean (hot soapy water first and then a British Standards approved sanitiser. Ensure contact time of sanitiser is applied.</p> <p>If possible, designate staff to deal with raw meat preparation only. If not, prepare raw meat at a separate time and thoroughly wash hands with hot soapy water before handling other foods.</p> <p>Wear a designated raw meat apron or over clothing whilst</p>	<p>Staff training Observe practices Management audit</p> <p>Cleaning schedule</p>	<p>Re-train staff</p> <p>Destroy any potentially contaminated food Undertake a 2 stage clean</p> <p>Re-wash any potentially contaminated food equipment</p>
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	Cross contamination from inadequately washed raw meat equipment	<p>preparing raw meat. Remove before handling other foods</p> <p>Wash all raw meat items in a dishwasher where possible Where this is not possible, use anti-bacterial cleaning liquids. Wash raw meat equipment separately and after other equipment. Clean and sanitise the sink afterwards.</p>		
STEP	HAZARD	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Preparation (Thawing)	<p>Inadequate time for thawing resulting in undercooking and survival of bacteria</p> <p>Contamination of high risk ready to eat food from thawing raw meats</p> <p>Multiplication of food poisoning bacteria because of thawed food being left at ambient temperature</p>	<p>Follow manufacturer's instructions for thawing (Advice from supplier on joints of meat)</p> <p>Ensure thawing of raw meat is carried out away from high risk food</p> <p>Allow sufficient time, remove from freezer the day before and store at the bottom of refrigerator if raw product. Stored thawed ready to eat products appropriately to avoid cross contamination.</p>	<p>Food handlers Check meat is thawed adequately and is pliable</p> <p>Manager Audit the system Competency of food handlers Observe practices</p>	<p>Continue thawing until thawing is complete</p> <p>Issue instructions to food handlers</p> <p>Use a separate thawing cabinet</p>

		Do not thaw raw meats or poultry in sinks or buckets of water. Training of food handlers in correct procedures	Staff Training Observe practices	Clean and sanitise sinks, surrounding areas and equipment where raw meat has been thawed or contaminated water has been disposed of. Dispose of any potentially contaminated food.
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STEP	HAZARDS	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Cooking	Survival of food poisoning bacteria due to inadequate cooking/processing Multiplication of food poisoning bacteria due to prolonged time at room temperature Contamination introduced from tasting Chemical contamination from unsatisfactory equipment Physical contamination	Ensure food is cooked for appropriate time & to appropriate core temperature above 75°C (Include special cooking instructions or see recipe). Ensure frozen joints/ poultry is completely thawed Use clean spoons for tasting Keep lids on pans and stir foods in pans regularly to distribute the heat	Food handlers Use disinfected probe to check core temp & record Visual check Manager Check cooking records Periodic audit Maintenance of equipment at regular intervals	Issue instructions to food handlers Continue cooking until core temperature reaches 75, reject any unsafe product Review cooking times/ recipes Carry out cooking trials.

Cooking of Raw meats	Cross contamination with bacteria from incorrect use of utensils or inadequate handwashing	<p>If handling raw meats ensure you wash your hands, or use designated raw meat utensils such as tongs.</p> <p>To turn the partly cooked meat, ensure the underside is cooked, then use a designated utensil such as a flat spatula which does not touch the raw (top) side of the meat.</p> <p>Meats which are thoroughly cooked on both sides should be removed with designated cooked meat tongs or the flat spatula.</p>		<p>Dispose of any potentially contaminated foods.</p> <p>Re-train staff</p> <p>Provide correct equipment</p>
STEP	HAZARDS	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Cooling	<p>Growth of food poisoning bacteria not destroyed during cooking</p> <p>Germination of spores</p>	<p>Minimise weight & thickness of joints</p> <p>Cool food rapidly, within 1½ hours or use a blast chiller.</p> <p>Portion food or slice to cool quicker</p>	<p><u>Food Handlers</u></p> <p>Check cooling times for high risk food</p> <p>Record cooling times</p>	<p>Purchase a blast chiller (ideally)</p> <p>Issue new instructions for food handlers</p> <p>Reject unsatisfactory or contaminated product</p>

	Contamination from food poisoning bacteria, foreign bodies, chemicals or insects especially flying insects.	Decant sauces/ stews into shallow containers Use iced water baths to speed up cooling process Place in the chiller as soon as possible Cool rice with running water or decant into shallow trays Keep food covered & separate from raw food.	Managers Check records Visual observations	Reduce size & weight of the product Carry out cooling trials Purchase pre cooked cold meats.
STEP	HAZARD	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Serving / Display	Growth of food poisoning bacteria, due to prolonged time at ambient temperature	Keep hot food hot above 63°C Keep cold food cold below 8°C Cold food on offer for sale can be displayed unrefrigerated for 4 hours and hot food displayed for 2 hours. At the end of this time food must be disposed of or cold food placed in the fridge and served. Colour code with time appropriately	Food Handlers Check & record temperatures of refrigerated display or hot holding temperatures Managers Equipment maintenance Check temperatures	Adjust temperature (Call maintenance engineer if necessary) Replace equipment/ utensils Hot food: remove & destroy food in danger zone for over 2 hours Refrigerate food which has

	<p>Contamination from equipment/ utensils</p> <p>Contamination from servers</p> <p>Contamination from packaging</p>	<p>Sell food within shelf life</p> <p>Minimise time buffet is at ambient</p> <p>Use clean tongs</p> <p>Provide sneeze screens</p> <p>Personal hygiene (handwashing)</p> <p>Separation raw & cooked</p> <p>Keep food covered.</p>	<p>Periodic audit</p>	<p>been at the danger zone for 4hrs (Note: only one such period allowed).</p> <p>Issue instructions for food handlers.</p>
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Example of an E Coli HACCP System

STEP	HAZARD	CONTROLS	MONITORING & RECORDING	CORRECTIVE ACTION
Purchase / Receipt	Cross Contamination	<p>Raw foods and ready to eat foods are delivered separately by dedicated suppliers</p> <p>Raw meat is delivered with other foods but is adequately segregated within the delivery vehicle</p> <p>If probing raw meats, have a designated probe for raw meat only</p> <p>Immediately dispose of raw meat packaging such as boxes to prevent re-use for ready to eat foods</p>	<p>Selection of reputable suppliers</p> <p>Visual checks on receipt to ensure adequate segregation</p>	<p>Change suppliers</p> <p>Address issue with supplier. Change supplier if necessary</p> <p>Dispose of potentially contaminated food</p>
Storage	Cross Contamination	<p>Raw meat is stored in a dedicated refrigerator or freezer</p> <p>Raw meat is stored separately in a freezer and separately at the bottom of a refrigerator, to other foods</p>		<p>Dispose of any contaminated food</p> <p>Ensure correct unit used</p> <p>Re-train staff</p> <p>Clean and Sanitise the unit</p>

Defrosting/ Washing	Cross Contamination via use of sinks	<p>Raw meat should not be washed as it can spread bacteria</p> <p>Raw meats are not to be defrosted directly in sinks (place in designated food container)</p> <p>Raw meats are not to be defrosted in containers of water</p>		<p>Dispose of any contaminated food</p> <p>Defrost meats slowly at the bottom of a refrigerator</p> <p>Do not dispose of water used for defrosting in food sinks</p> <p>Clean and sanitise the sink</p>
Preparation	Cross contamination - surfaces and boards	<p>Minimise the risk by buying pre prepared raw meats</p> <p>Use a designated raw meat preparation area if possible. If not, have a system for separation by time</p> <p>Use a designated chopping board for raw meat only</p> <p>Equipment not to be dual used, particularly if not being cleaned in a dish washer</p> <p>Store raw meat equipment separately</p>		<p>Dispose of any contaminated food</p> <p>Clean and Sanitise</p> <p>Re-train staff</p>

	Cross contamination – Utensils and food containers	<p>Sanitise the preparation area using a two stage cleaning method – hot soapy water followed by a British Standard approved sanitiser. Apply correct contact time.</p> <p>Designate knives, utensils and food storage equipment for raw meats only. This is essential if they are not cleaned in a dishwasher. Do not dual use.</p>		
Cooking	Cross contamination during cooking	<p>Ensure designated cooking utensils are used for raw and cooked items</p> <p>Keep raw and cooked items separated when cooking</p> <p>Ensure probe thermometers are adequately disinfected if an item is probed when not fully cooked (using either alcoholic probe wipes or by placing probe in boiling water for minimum of 2 minutes)</p> <p>Ensure food items that are cooked on one side and raw on the other, such as burgers, steak, chicken etc. are turned using appropriate equipment such as a spatula and not tongs, to prevent cross contamination via utensils</p>		Dispose of any potentially contaminated food

Slicing/ Packaging/ Weighing/ wrapping etc.	Cross contamination due to dual use of machinery	<p>Ensure designated equipment is used, e.g. slicers, vacuum packers, weighing scales, one for raw meat and another for cooked and ready to eat foods</p> <p>Store packaging for cooked and ready to eat foods away from raw meat areas</p> <p>Use a designated cling film dispenser for wrapping raw meats</p>		Dispose of any potentially contaminated food
Washing Up Cleaning Hand contact surfaces	<p>Cross contamination via washing raw and cooked equipment together</p> <p>Spread of bacteria from inadequate cleaning processes</p> <p>Spread of bacteria via cloths</p> <p>Spread of bacteria from touching contaminated surfaces</p>	<p>Use a dishwasher. If you don't have a dishwasher, wash cooked and ready to eat equipment separately and before raw meat equipment. Clean and sanitise sinks and washing up bowls when finished. Ensure a two stage clean is undertaken.</p> <p>Avoid use of re-usable cloths if possible. Launder or replace cloths frequently if not possible. Use designated cloths for raw meat areas. Use disposable paper towel for sanitising</p> <p>Wash hands after handling raw meats</p> <p>Non hand operated taps where possible</p> <p>Clean and sanitise surfaces in raw meat areas after touching, e.g. taps, handles to equipment, light switches etc.</p> <p>Use of non-touch techniques</p>		Clean any surfaces/equipment touched Dispose of any potentially contaminated food

Advice for Complex Foods/Processes

This page directs you to sources of advice for more complicated food processes/types.

Sous Vide

Sous vide is a process which must be carefully controlled in order to ensure that the finished product is safe. This low temperature cooking method holds foods at temperatures which can allow the growth of bacteria, and therefore a time and temperature combination which is adequate to destroy bacteria, or an end point control must be applied, to ensure the safety of the food. Please call us on 0161 912 4509 or 1377 to request an information leaflet.

Vacuum Packaging

Vacuum packing is a process which can help reduce growth of bacteria which require oxygen and allow a longer shelf life to be given to products. However it must be carefully controlled in order to ensure that conditions are not created which allow the growth of bacteria such as Clostridium Botulinum, which thrives without oxygen.

Vacuum packing of any products needs careful consideration in a HACCP plan in order to ensure you have the correct control measures to produce safe food.

A simple fact sheet on vacuum packing can be found here:

<https://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/vacpack0708.pdf>

Detailed guidance on vacuum packing can be found here:

<https://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/vacpacguide.pdf>

Rare Burgers

You must not serve burgers which are pink or less than fully cooked unless you can validate that your process is safe. This involves the production of a specific HACCP system for the process. It should include procedures for selection of appropriate suppliers and their procedures to provide you with a carefully controlled raw product, your procedures for handling, preparing and cooking the product and your validation that the product complies with the Food Standards Agency Guidelines (i.e. either a 4 or 6 log reduction in bacteria in the end product).

Detailed advice can be found at:

<https://www.food.gov.uk/sites/default/files/beef-burger-advice-industry.pdf>

Managerial Responsibilities

Opening Checks

	Signed	Notes
Equipment : Are refrigerators & freezers working correctly Have temperatures been monitored & recorded.		
Staff Are staff fit for work Uniforms worn Uniforms clean		
Food preparation areas Are surfaces clean and disinfected Are utensils/equipment clean Floors & walls clean		
Handwashing/Cleaning Are there adequate antibacterial soap Is there hand towels Are cloths clean Is there enough surface cleaner / disinfectant		
Other opening checks		

Closing Checks

	Signed	Notes
Food All food has been stored correctly, covered in suitable containers		
All food past its use by date has been disposed off.		
All dirty cloths have been removed for cleaning and replaced with clean ones		
Waste has been removed from the premises in sealed bags		
Floors have been swept & food debris removed.		
Other closing checks		
Extra checks		

These checks may not need to be carried out daily, but on a less frequent basis

Check	What to do		Details	When
Example Deep clean	See cleaning schedule	See cleaning schedule	Deep clean the whole kitchen	Every weeks Usually on a Monday
Maintenance	Check Drains, grease traps, extractor fans, filters, fridge, freezers,			
Equipment	Cookers, microwaves, hot holding, chilled display			
Calibration	Thermometers			
Pest control	Look for signs of infestation.			

Traceability

Suppliers

List of suppliers are required to ensure you can trace where you purchased products from.

Chilled food suppliers

Who	What	When	Audit?

Frozen Food Suppliers

Who	What	When	Audit?

Ambient food Supplier

Who	What	When	Audit?

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Groceries

Who	What	When	Audit?

Stock Control

If you do not have enough food in stock, then you could run out. However, if you have too much, you could end up losing money by wasting the food. Therefore you should ensure that you have an adequate system for controlling stock.

Food may already have a use by date on the pack. If you do any of the following you may need to introduce additional stock control checks to ensure that the food you are serving is not sold past the date by which it should be used by.

1. Open packs of food and do not use it all at once

You need to establish a day dot system. This may include decanting food into another suitable container and putting a label on it with the date by which it should be used by. This date, for example, may not be the date on the original packaging, as it may state "once opened use within 3 days). A usual guide is that high risk food should ideally be used within 3 days of opening.

2. Prepare food in advance

Preparing food in advance of using it, is quite safe as long as it is cooked and cooled safely and then stored in a safe manner. This type of food should be stored in a suitable container and either labelled with the date it was prepared, and staff informed about how long this food can be safely kept for, or a date by which it should be used by. When determining this time, you should consider the safety and quality of the food at the end of the time period set. You could label food with both these dates.

3. Prepare food and freeze it.

Food should be labelled with the date it was prepared, the date it was frozen and the date it should be used by.

Once taken from the freezer and defrosted another date should be given to the product, which should be the date it should be used by once it has been defrosted.

Important

It is vital that staff are trained in the system chosen, and that responsibility is given to everyone to check for use by dates. You should also ensure that staff are aware of what they should do if they find food past its use by date.

It is useful to document date code checks.

Opening checks

	Signed	Notes
Equipment		
Staff		
Food preparation area's		
Personal Hygiene		
Other checks		

Closing checks

	Signed	Notes
Food		
Stock Rotation		
Equipment		
Floors/walls		
Other		

Management Audit

Weekly Audit

	Satisfactory	Signed	Comments
Temperature records completed			
Cleaning schedule completed			
Pest control checks done			
Stock control system working			
Probe calibration			
Personal Hygiene			
Follow up, complaints			
Waste removal			
Staff instruction up to date			
Replacement of faulty equipment			

Comments & follow up work required:

Signed

Date

DAILY CHECK SHEET

DATE

Incoming Goods		
Company	Temperature	Comments

Storage Temperatures		
	Am	pm
Fridge 1		
Fridge 2		
Fridge 3		
Fridge 4		
Freezer 1		
Freezer 2		
Freezer 3		
Display 1		
Display 2		
Display 3		

Cleaning	
Scheduled items completed	<input type="checkbox"/>

Pest Control	
Checks completed	<input type="checkbox"/>

Probe Thermometer	
Calibrated	<input type="checkbox"/>

Issues with staff, equipment, complaints

Cooking	
Product	Temp

Re-heating	
Product	Temp

Hot Holding	
Product	Temp

Outgoing Products	
Destination	Temp

Comments

Signed

Date

Verification

FOOD DELIVERY RECORDS
(use for Cooked/Ready to Eat Food)

DATE	FOOD ITEM	SUPPLIED BY	USE BY DATE	TEMP. * °C	CONDITION	SIGN

For large deliveries, monitor one or two food products from that delivery. * Chilled food: max. 8°C: Hot Food: minimum 63°C

Dates checked by Manager/Owner	/ /	/ /	/ /	/ /	/ /
Initials					

FRIDGE/COLD ROOM/DISPLAY CHILL TEMPERATURE RECORDS

MONTH : _____

UNIT DATE	TEMPERATURE OF FRIDGE/COLD ROOM/DISPLAY CHILL (insert name or number of units in shaded boxes)										COMMENTS/ ACTION	SIGNED
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
1 st												
2 nd												
3 rd												
4 th												
5 th												
6 th												
7 th												
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29 th												
30 th												
31 st												

TEMPERATURE OF FOOD MUST NOT EXCEED 8°C

Dates checked by Manager/Owner	/ /	/ /	/ /	/ /
Initials				

Thermometer calibrated	Date / /	Hot <input type="checkbox"/>	Cold <input type="checkbox"/>
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Hot - check the temperature with boiling water. 99°C to 101°C is acceptable.
 Cold – check the temperature of water containing melting ice. -1°C to 1°C is acceptable.

COOKING/REHEATING RECORDS

COOKING Core temperature above 75°C (or see Note 1 below)					WARM PORTIONING (see Note 2)		COOLING			COLD PORTIONING 8°C or below (see Note 2)		REHEATING		
DATE	FOOD	TIME FINISHED COOKING	CORE TEMP.	SIGN (initials)	YES (tick)	NO (tick)	DATE	TIME INTO FRIDGE/ CHILL	SIGN (initials)	YES (tick)	NO (tick)	DATE	CORE TEMP.	Sign (Initials)

NOTE 1: Other possible safe cooking times and core temperatures: 65°C for 10 minutes or 75°C for 2 minutes

NOTE 2: Strict hygiene precautions are necessary when handling food. Cold portioning is recommended.

Dates checked by Manager/Owner	/	/	/	/	/	/	/	/	/	/	/	/	/
Initials													

HOT HOLDING RECORDS
 (For Food To Be Held Hot For More Than 2 Hours)

DATE	FOODSTUFF	CORE TEMP after 2 hrs on display	CORE TEMP after 4 hours on display	COMMENTS (action taken if unsatisfactory)	SIGNED

Keep hot food above 63°C

Dates checked by Manager / Owner	/ /	/ /	/ /	/ /	/ /
Initials					

BASIC CLEANING SCHEDULE

EQUIPMENT OR WORKTOP AREA TO BE CLEANED/DISINFECTED	FREQUENCY OF CLEANING/DISINFECTING	METHOD OF CLEANING/DISINFECTING	PERSON RESPONSIBLE FOR CLEANING

NOTES ON CLEANING

DETERGENT – a chemical used to remove grease, dirt and other soiling such as food particles. Detergents may remove large numbers of micro-organisms but will not kill them

DISINFECTANTS – something which will reduce micro-organism numbers to a level which is safe and will not cause premature spoilage of food. Disinfection may be brought about by “disinfectant chemicals” or simply by applying heat e.g. by using very hot water

STERILISER – a chemical designed to kill micro-organisms

SANITISER – a chemical which combines the properties of detergents and disinfectants. It will therefore clean and disinfect surfaces.

WIPING CLOTHS

- Cloths can carry bacteria so it is essential that they are clean and changed frequently. Remember a cloth is only as clean as the last thing it was used on. Wherever possible, disposable cloths should be used.
- Where both raw and cooked foods are handled, different colour-coded cloths should be used.
- If you cannot avoid using re-usable cloths they must be disinfected (e.g. by boiling) at regular intervals.

DEEP CLEAN

- Periodically, you will need to make special arrangements to carry out an intensive deep clean of difficult to access areas and equipment.

GENERAL

- Your Environmental Health Officer will be pleased to consider any draft document you produce to comment on its suitability or provide assistance.

Cleaning Schedule

Item	Frequency of Cleaning	Method (e.g. products / procedures)	Signature
Surfaces / Worktops	Daily		
Floors	Daily		
Microwaves	Daily		
Chopping boards	Daily		
Sinks	Daily		
Door Handles (inc. fridges / freezers)	Daily		
Switches / Controls / Telephones	Daily		
Cloths / Tea Towels	Daily		
Uniforms	Daily		
Rubbish bins and lids	Weekly		
Fridges	Weekly		
Walls	Weekly		
Extraction System	Weekly		
Freezers	Monthly		
Oven	Monthly		
Dry Storage Areas	Monthly		
Ceilings	Monthly		

FITNESS TO WORK

ASSESSMENT FORM FOR USE BY EMPLOYERS

This form may be used on recruitment of food handlers or return of food handlers to work after illness.

NAME OF EMPLOYEE:

DATE OF ASSESSMENT:

REASON FOR ASSESSMENT: (Tick Box) Pre-employment assessment
Return to work after illness

1. Do you suffer now, or have you over the last *48 hours* suffered from diarrhoea and/or vomiting? YES/NO
- If **no**, have you in the last *48 hours* taken any medication to control 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 conditions? YES/NO
- ii) a recurring bowel disorder? YES/NO
4. Have you ever had, or are you 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 or allowed to handle open food until medical advice has been taken.

Is further action required? YES/NO

If YES, please state:

 Employment refused

 Excluded from work

 Referred to GP

 Moved to low risk food handling

From
Date:

Owner/Manager

Date:

GOOD HYGIENE PRACTICE FOR FOOD HANDLERS

1. Wash and dry your hands:
 - before and after handling food: and
 - after going to the toilet
 - after coughing into the hand or using a handkerchief
 - after touching the face or hair
 - after carrying out any cleaning that could contaminate the hands with bacteria or unsuitable chemicals
2. Report any of the following illnesses which you suffer to your Manager;
 - All cases of diarrhoea and/or vomiting
 - Enteric fever – i.e. Typhoid or Paratyphoid
 - VTEC – Escherichia coli (usually E.coli 0157)
 - Hepatitis A
 - Skin condition – i.e. lesions on exposed areas of the skin that are actively weeping or discharging
 - Infections of eyes, ears or mouth
3. Do not work if you are suffering from diarrhoea and/or vomiting and report this to your Manager immediately.
4. Do not handle food if you have scaly or infected lesions on your skin which cannot be totally covered during food handling.
5. Ensure cuts and abrasions on exposed areas are totally covered with a distinctively coloured waterproof dressing
6. Do not spit in food handling areas
7. Do not smoke in food handling areas.
8. Do not eat or chew gum in food handling areas
9. Wear clean protective over-clothing, including headgear.
10. Ensure work surfaces and utensils are clean.

Taken from: Food Handlers: Fitness to Work
Guidance for Food Business Managers
Published by the Department of Health 1996



Practical Tips

- ❖ High risk food being stored in the fridge or freezer and must be kept covered to avoid contamination
- ❖ Food which has been frozen and then defrosted must be re-dated with a date on which it was defrosted or a revised use by date
- ❖ You must ensure that you check packaging for specific storage temperatures. It is vital that fish such as fresh tuna is stored at or below 4°C to minimise the risk of food poisoning toxins. Some vacuum-packed cooked meats also specify that the meat must be kept at or below 5°C.
- ❖ Sauces such as mayonnaise must be kept refrigerated once they have been opened. If you are unsure check on the labelling
- ❖ Opened cans must not be stored in the fridge. Food must be decanted into a container with a lid or covered with cling film etc. before being placed in the fridge.
- ❖ Vacuum packs of meat once opened must be used within 3 days. The use by date printed on the pack refers to the unopened pack.

THE MOST COMMON HAZARDS RELATING TO FOOD POISONING

HAZARD	CONTROL
Preparation of food too far in advance and storage at room temperature leading to multiplication of bacteria	<ul style="list-style-type: none"> ➤ Store food below 8°C or above 63°C ➤ Prepare minimum amount of food ➤ Minimise time the food is at room temperature during preparation ➤ Staff training on personal hygiene ➤ Cleaning and disinfection of food contact surfaces prior to preparation
Cross contamination	<ul style="list-style-type: none"> ➤ Raw and high risk food to be segregated at all stages from delivery to service ➤ Separate food contact surfaces/equipment (colour coded) ➤ Effective cleaning and disinfection ➤ High standard of personal hygiene ➤ Effective pest control
Undercooking	<ul style="list-style-type: none"> ➤ Centre temperature at least 75°C ➤ Frozen meat thawed prior to cooking ➤ Training of staff
Inadequate cooling leading to multiplication of bacteria	<ul style="list-style-type: none"> ➤ Food to be cooled to below 8°C within 1.5 hours ➤ After cooling, store food in a refrigerator below 5°C
Inadequate reheating	<ul style="list-style-type: none"> ➤ Reheat to greater than 75°C
Improper hot holding	<ul style="list-style-type: none"> ➤ All food maintained above 63°C ➤ Prepare minimum amount of food ➤ Prevent contamination
Infected food handlers	<ul style="list-style-type: none"> ➤ Pre-employment medical questionnaire/ screening ➤ Prohibited from handling food for at least 48 hours after symptoms have cleared ➤ High standards of personal hygiene ➤ Staff training, especially reporting of illness (sickness/diarrhoea) and handwashing

TRAINING

It is a legal requirement for the proprietor of a food business to ensure that all food handlers engaged in the food business are supervised and instructed and/or trained in food hygiene matters appropriate with their work activities. Those responsible for the development and maintenance of the HACCP food safety management system must also now receive adequate training in the application of HACCP principles.

The appropriate level of knowledge required to meet the legal requirements will vary depending upon what level of work activity is carried out by the food handler and should be in fitting with the level of knowledge and competence required to perform the activity safely. Further guidance on appropriate levels of supervision, instruction and training is given within the various industry guides listed in of this publication.

Examples of the Training Required for Different Types of Job:

Who?	When?	What Training?
All food handlers	Before starting work for the first time	Introductory Training including: <ul style="list-style-type: none"> - personal hygiene; - how to carry out their duties hygienically - what to do if they have an illness such as a stomach upset New employees should work under close supervision until they have received more detailed training.
Staff who handle wrapped/pre-packed or “low risk” food only	Within 4 weeks of starting a job (8 weeks for part-time staff)	Hygiene Awareness Instruction , this should include: <ul style="list-style-type: none"> - the importance of food hygiene, cleanliness, etc. - the causes of food poisoning; - personal hygiene, reporting illness, etc. - food storage, temperature control and stock rotation; - foreign body contamination; - awareness of pests (rats, mice and insects)
Food handlers who prepare or serve high risk “open” food, e.g. cook, baker, shop assistant handling cooked meats or serving unwrapped cream cakes, person working in a café or takeaway	Within 4 weeks of starting a job	Hygiene Awareness Instruction , this should include: <ul style="list-style-type: none"> - the importance of food hygiene, cleanliness, etc. - the causes of food poisoning; - personal hygiene, reporting illness, etc. - food storage, temperature control and stock rotation; - foreign body contamination; - awareness of pests (rats, mice and insects) Level 2 (Foundation Certificate in Food Hygiene Course or equivalent) Duration approximately 6 hours

Who?	When?	What Training?
Managers and Supervisors	Within 3 months	Level 2 (Catering Certificate in Food Hygiene course or equivalent). Duration approximately 6 hours. In larger businesses more detailed training to Level 3 (Intermediate – 12 to 24 hours) or

Food Hygiene Courses

The Level 2 Food Hygiene Course is a 6-hour course usually completed in one day. This is an ideal introduction into food hygiene for all food handlers. The course can be tailored to suit the individual client's needs. Candidates who successfully complete a multiple-choice questionnaire are awarded the Foundation Certificate in Food Hygiene.

Refresher training for food hygiene, a half-day course strongly recommended for anyone who completed the Foundation Food Hygiene Course more than 3 years ago. This is to ensure food handlers are kept up to date in the latest developments and good practices. Candidates who successfully complete the course will receive a certificate.

The Level 3 Intermediate Food Hygiene Course is designed for supervisors or managers who require further training in Food Hygiene. It comprises of 18 hours of training and candidates who achieve at least 60% from the 2-hour multi-choice exam are awarded the Intermediate Food Hygiene Certificate.

Hazard Analysis – Principles and Practice. This is a 1½-day course designed for Supervisors/Managers who are required to carry out Hazard Analysis as part of their duties. Successful candidates will be awarded an accredited qualification in Hazard Analysis.

Training records

List details of staff, roles, responsibilities and training received and required.

Name	Training received	Role	Responsibility	Comments

If you are experiencing problems or do not understand what you must do in order to comply with the HACCP requirement, contact your inspecting officer to discuss your progress. We would be pleased to provide further assistance.