

Guru Arjan Dev Gurdwara



Food Safety Log

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Policy Statement

The Committee members of the Guru Arjan Dev Gurdwara are responsible for all kitchen arrangements, including the production, supply and service of food to and within the Gurdwara, for consumption of food on its premises. A committee member has been specifically nominated for the management of the kitchen.

The Committee is committed to producing and supplying food that is safe and meets all legal requirements, so it shall ensure that all food supplied to and by the Gurdwara is produced to high standards of safety and wholesomeness. The Gurdwara will comply with the requirements of all appropriate Food Safety legislation;

The Gurdwara shall provide adequate and appropriate resources (i.e. premises, facilities, equipment, protective clothing, staff, supervision, information, instruction and training) to assist in the implementation of the above.

It is the duty of all Gurdwara Sevadars involved with the production and service of food to work in a manner conducive to the above.

The Gurdwara will ensure that this policy is reviewed regularly, in particular where there is a change in committee.

Organisation and Responsibilities

The Gurdwara Committee via the nominated committee member shall monitor and oversee the operation of food safety in the kitchens.

Implementation of this policy is the responsibility of the Committee member responsible for the Kitchen and the Kitchen Supervisors who are responsible for ensuring compliance with the policy within their areas of control.

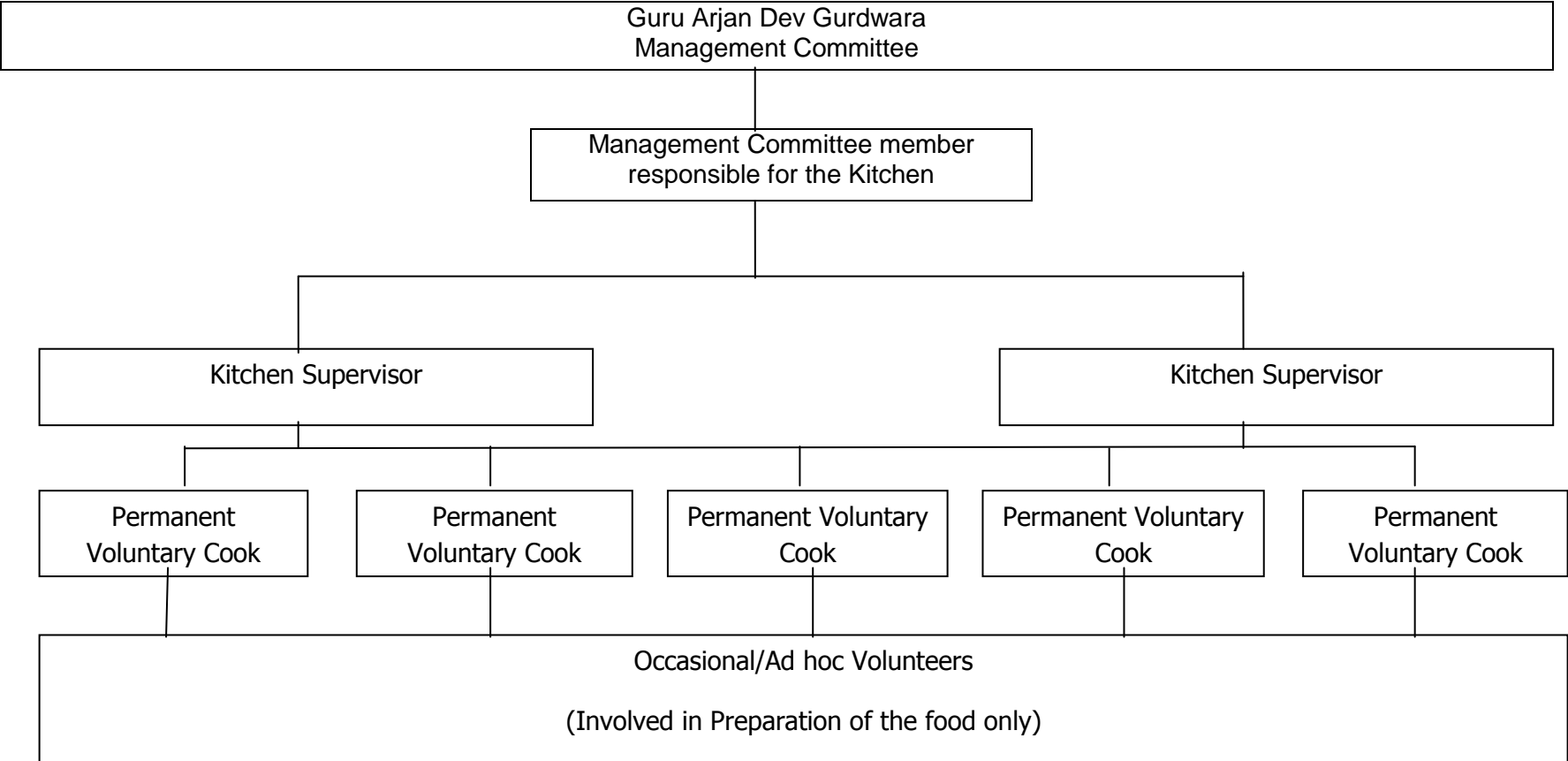
Implementation

Each Unit where a food business is situated shall include a section within its Health and Safety Policy detailing its arrangements for food safety.

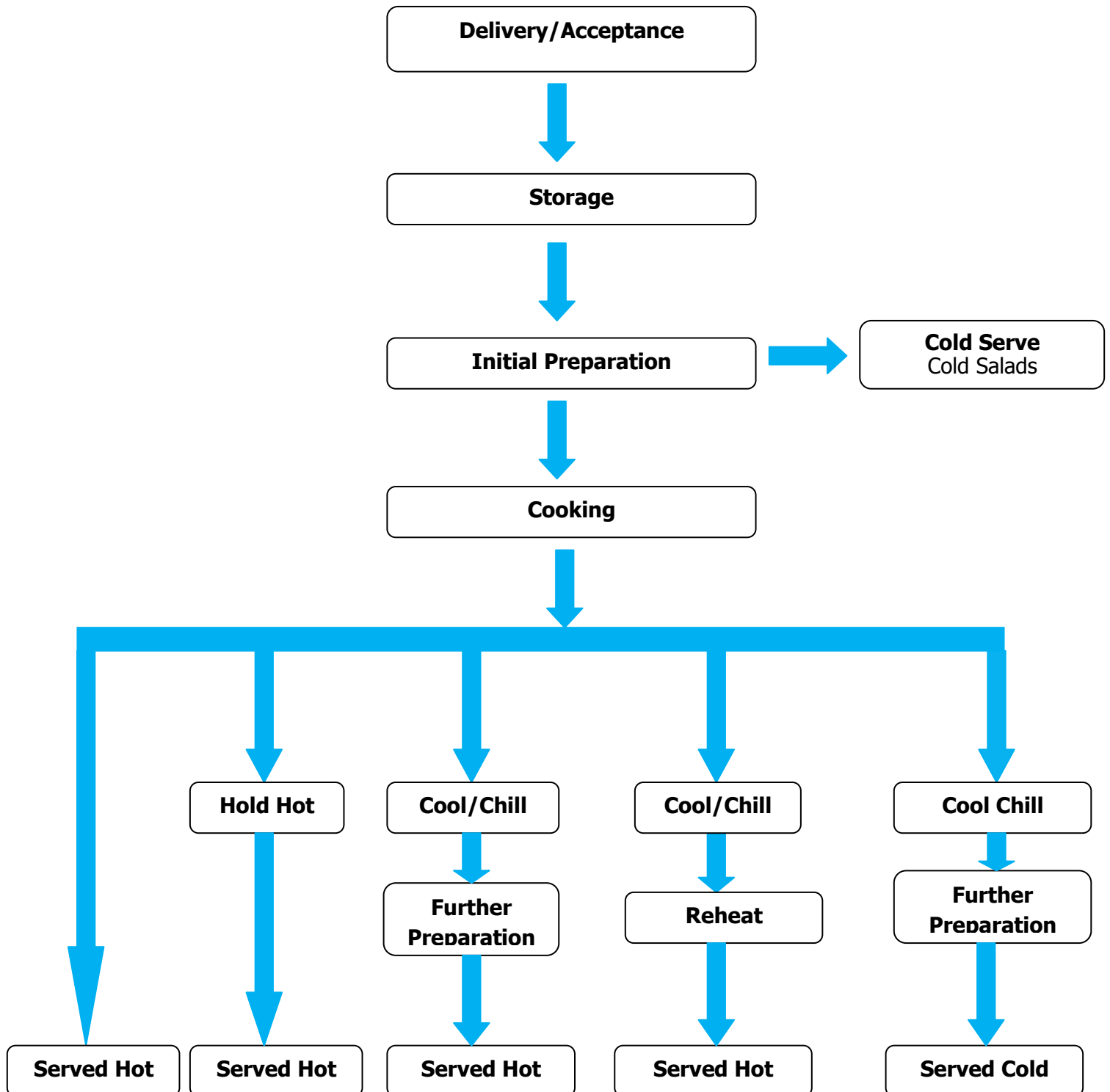
**Guru Arjan Dev Gurdwara
Stanhope Street
Derby**

Dated: April 2011

Management Structure for the Kitchen



Flowchart for the preparation of the Langar



High Risk Foods

The High risk foods prepared at the Gurdwara include:-

- dairy products and dishes made with milk. This includes dairy based desserts, rice pudding, natural yoghurts;
- any ready to eat food, such as prepared salads (e.g. fruit salads);
- flour based chapattis;
- cooked rice; and
- vegetarian based curries both dry and water based (e.g. lentils, chick peas, Aloo Gobi, Saag etc)

Hazard and Critical Control Points

HACCP

HACCP involves the following 7 steps:-

- 1 identify what could go wrong (the **hazards**);
- 2 identify the most important points where things can go wrong (**the critical control points – CCPs**);
- 3 set **critical limits** at each CCP (e.g. cooking temperature/time);
- 4 set up checks at CCPs to prevent problems occurring (**monitoring**);
- 5 decide what to do if something goes wrong (**corrective action**);
- 6 prove that your HACCP process is working (**verification**); and
- 7 keep records of all of the above, including training records (**documentation**).

The template used for HACCP purposes within the Gurdwara includes:-

HACCP CHART (ref: CookSafe Food Safety Assurance System)

HAZARD(S) AT CCP(S) What can go wrong?	CONTROL MEASURES AND CRITICAL LIMITS What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	MONITORING AND RECORDING How are the control measures checked and recorded?	CORRECTIVE ACTION What should be done if the control measure fails and/or the critical limits are not met?
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Presence/Growth/ Survival of Harmful Bacteria			
--	--	--	--

**Guru Arjan Dev Gurdwara
Derby
Food Safety Log**

	What you need to do: Keep to your HOUSE RULES	What you need to do: Complete (INDICATE RECORD FORM)	What you need to do: Refer to your HOUSE RULES
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Cross Contamination			
	What you need to do: Keep to your HOUSE RULES	What you need to do: Complete (INDICATE RECORD FORM)	What you need to do: Refer to your HOUSE RULES

Other Contamination			
	What you need to do: Keep to your HOUSE RULES	What you need to do: Complete (INDICATE RECORD FORM)	What you need to do: Refer to your HOUSE RULES

References

Storage of foods Procedure

When food is received from the main hall the food must be examined and the following checks made before being placed into storage:

1. the condition of packaging and containers (look for blown, rusted, leaking cans; visibly damaged and dirty packaging; evidence of pests, etc).
2. the condition of food (sprouting, soft, mouldy produce; other visible defects).
3. the organize (must be complete for pre-packaged foods. Information to include product description, storage conditions and “use by/best before” dates).
4. the temperatures (Can be taken using a probe thermometer between food packs, or by taking the air temperature reading from the vehicle display) :
5. the signs of thawing (soft, wet food; frozen liquid in packaging; products in a solid mass)

Chilled/Frozen Foods

Chilled foods need to kept at the following temperatures:

- fridges to operate within the 0 to 5 degrees C range
- freezers to operate at or below –18 degrees C.

The walk in refrigerators has a temperature display via an internal thermometer.

Temperatures of all refrigeration storage equipment are recorded in writing at the following frequencies :

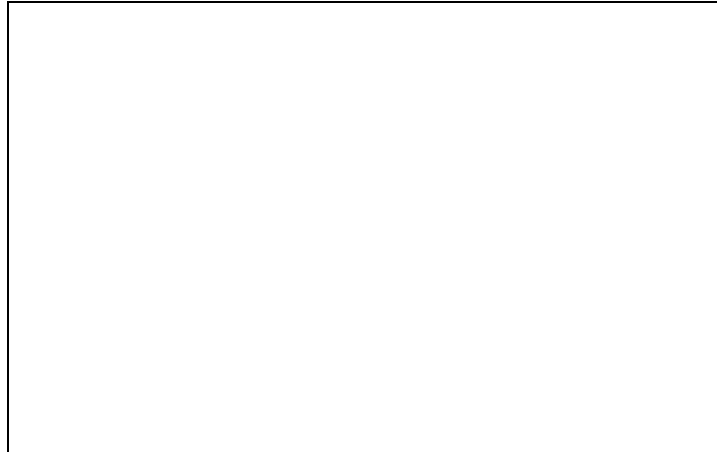
- fridges three times per day
- freezers once per day.

Dry Foods

Where dry foods need to stored in another ensure that a use by food label is used. Ambient stores (e.g. dry goods, produce, bread) to be within 10 to 25⁰c.

In house Labels

Example shown below:



How food should be stored

1. Outer packaging should, wherever possible, be removed from food deliveries before the food is stored away – this is essential where the packaging is soiled.
2. Food must always be stored above floor level and away from contact with walls in store rooms, cupboards and walk-in refrigerators, unless kept in a suitable container – such as a Grundy Bin.
3. Raw and cooked/ready-to-eat foods must be stored separately, ideally in separate fridges. If fully separate facilities are not available, the raw foods must be kept below or otherwise apart from other foods.
4. Non food items should be kept out of food storage and preparation areas – particularly those which may contaminate through leakage or airborne taint – such as cleaning chemicals.

Unsatisfactory conditions of foods

If the food is delivered in an unsatisfactory condition, it must be rejected.

The criteria that needs to be looked into:

2. chilled foods above 8C.
2. frozen foods above – 12C.
3. cans visibly blown, affected by rust, badly dented, with damaged seams, leaking.
4. unlabelled, pre-packed foods.
5. expired date codes.
6. badly soiled packaging/container material.
7. badly damaged packaging.
8. food unfit or of poor, unsaleable quality.

Personal Hygiene Procedure

Sevadars whilst working in the kitchen shall:-

3. wash their hands before the preparation and cooking of foods;
2. wear clean aprons when working with food; Clean aprons are available from the Kitchen Supervisor;
3. ensure that Outdoor clothing such as coats etc are removed before beginning preparation or cooking of food;
4. ensure that their heads are covered at all times;
5. avoid touching their face, nose or coughing or sneezing whilst preparing or cooking foods;
6. ensure where individuals need to leave the kitchen area for what so ever reason, they shall wash their hands before resuming work;
7. ensure that cuts and sores are covered with brightly coloured waterproof dressings available from the first aid box;
8. ensure where any Sevdar has had suffered from organize and/or vomiting they should keep away from the kitchen until they have had no symptoms for 48hrs;
9. Fingernails must be short and clean. Nail varnish and false nails must not be worn.

10. Hands are to be washed in wash hand basins provided only for this purpose and no other. Each basin supplies both hot and cold running water, liquid soap and disposable towels/hand dryers.

Hands should be washed frequently, but in particular on the following occasions :

before starting work AND after any break

after visiting the WC

after handling raw food (vegetables)

after handling dirty equipment (including money)

after handling delivery packaging

after handling refuse

after cleaning surfaces or equipment

Signs have been placed by hand wash basins on how to wash hands correctly.

If you have any queries about Personal Hygiene please contact the Kitchen Supervisor

Cooking Procedure

1. When heating food ensure that it is thoroughly heated. Stir the food thoroughly to ensure that the heat has been able to penetrate the food and that no cold spots are available;
2. If heating lentils ensure that the liquid is simmering, keep stirring. If heating solid foods such as saabji's ensure that the food is stirred for equal spread of heat as well preventing it from sticking or burning to the bottom of the pan;
3. Check the temperature of the food using a clean temperature probe. Insert the probe tip into the centre of the food (or the thickest part);
4. When moving the food from the gas burner to the bain marire ensure that the core temperature of the food is at the following temperatures for the following times:

Temperature	Minimum time food may be kept
80⁰c	For at least 6 seconds
75⁰c	For at least 30 seconds
70⁰c	For at least 2 minutes
65⁰c	For at least 10 minutes
60⁰c	For at least 45 minutes

HOT HOLDING

5. The food in the bain marie should be kept at 65⁰c; All hot and cold holding and service equipment must be pre-heated or pre-chilled for at least one hour before use.
6. The remaining food left in the pan on the gas burners need to be kept piping hot, it may be useful to lower the burners to the temperature of 60⁰c to prevent the food burning or changing the flavor of the food. When the food is required for consumption i.e. needs to be moved to the bain marire then the temperature of the food needs to be brought to 70⁰c for 2 minutes and then transferred.

7. The temperatures whilst the food is heated and whilst in the bains marie need to be measured as well as noted in the food temperature log.

8. Containers must not be “topped up” between service periods, but quantities on display should be kept to a practical minimum. Used containers should be replaced with fresh, refilled containers.

Chilling down hot food Procedure

Food such as 'kheer' (rice pudding) which will be served cold or where food needs to be cooled and reheated for the following day, then food can be chilled in the following way:

1. Once the food has been cooked, switch off the gas from under the pot/pan;
2. Fill the sink to a shallow depth with cold water;
3. Cover the pan/pot of hot food with its lid and careful move and stand in the cold water;
4. Stir the food regularly whilst the food is cooling down;
5. To speed up the cooling process it may be necessary to fill and empty the sink a number of times and refill with cold water;
6. Test the temperature of the food at regular intervals to ensure to determine that the food is being chilled down;
7. Food should be cooled down as soon as possible and should not be left longer than one to two hours before being placed in the fridge or freezer.
8. Once the food has cooled down sufficiently cover and place in the refrigerator.

Another alternative method in the case of solid food it may be necessary to divide the food into smaller portions and then following points 2 to 8 as above.

If the food is to be kept in the refrigerator for more than 48hrs please label the container with the 'use by date'.

WARNING !

Under no circumstances should piping hot food be placed into the refrigerator immediately after cooking!

If you have any queries contact the Kitchen Supervisor

Cleaning Procedure

Disinfection will reduce bacteria to a safe level. This can be done by using very hot water, at about 82°C, or by using a suitable disinfectant. Disinfectants should be left in contact with surfaces for the length of time recommended on the instructions. Equipment and areas which require disinfection include utensils, chopping boards, containers and work surfaces and hand contact surfaces, such as fridge handles.

Wash work surfaces with cleaning detergent and then disinfect with a disinfectant

A range of products suitable for use in a food handling environment are provided in the kitchen. They should leave no toxic or tainting residue and the methods of use should ensure that food and food preparation does not get contaminated;

The following types of cleaning product are recommended for use :

- oven cleaner
- surface degreaser (floors, walls, tiling, cookers, etc.)
- surface sanitiser (work surfaces, fridges and freezers, processing equipment, etc.)
- hand wash up detergent
- machine wash up detergent and rinse aid

Chemical storage should be separate from food where possible, and only sufficient for immediate use should be kept in the food areas.

If stored in the same room, chemicals should all be at low level and food stored above.

Chemicals must be stored in their original, original containers. Decanting must be avoided, but if chemical is diluted into a spray bottle, this is acceptable provided the bottle is original.

Chemical storage must take account of the potential hazards involved

Cleaning frequency:

Work Surfaces Daily

Sinks Daily

Taps Daily

Door Handles Daily

Can Openers Daily

Use of mops, cloths, brushes, etc. must avoid contamination of clean areas and equipment, by ensuring no overlap between low risk and high risk areas. Separate equipment is therefore needed for food and non-food areas

Cleaning cloths should preferably be of the disposable type, but washable cloths are satisfactory if laundered daily.

Equipment should be kept in a suitable store room or cupboard, separate from food and sanitary facilities.

A written cleaning schedule is available in this section, it covers the frequency of the cleaning frequency i.e, daily, weekly, monthly and long-term cleaning practices and it contains the following information as necessary :

1. areas and equipment to be cleaned (every item must be included)

2. frequencies of cleaning
3. materials, methods and equipment to be used
4. persons responsible
5. safety procedures (e.g. personal protective equipment, general instructions).

Cleaning and disinfection should be carried out in the following stages:

1. pre-clean to remove food residue
2. main clean with hot water and detergent
3. rinse to remove traces of detergent
4. disinfection to reduce bacteria
5. final rinse to remove traces of disinfectant
6. drying with disposable cloths or air drying

Disinfectants on their own will not kill germs on surfaces which are not physically clean.

Washing Up

This is carried out by hand by the use of two sinks. One is the wash sink, the other is for rinsing.

Temperatures are limited by the piped hot water supply, but should be at 60 degrees C.

Drying up – rinse temperatures should be high enough to allow rapid air drying of washed items, and an adequate amount of drying rack or tray space is needed to accomplish this.

Stock Control

General Arrangements

Goods with expired date codes should be removed from the premises, as should all unfit and unsaleable items. Items awaiting disposal must be segregated from sound stock and clearly organized or signed "not for use".

As a general rule, new stock should be stored behind old to encourage use of the oldest stock first (i.e. first in – first out), but it is essential to take note of date coding as food is not always delivered in correct chronological order.

Dairy Products e.g Milk

Milk should be put in the Refrigerator as soon as possible. On each milk container label is located the best before date or use date for the milk.

Ensure that when storing milk in the refrigerator that those containers with late best before or use by dates are kept at, moved to the front and those of a later date stored behind;

Where a large quantity of milk may be coming close to its best before or use by date or where large quantities have been made in offerings, it may be necessary to boil the milk and make Paneer for freezing for use at a later date;

Dry Products e.g. Various Lentils, Sugar, Salt, Turmeric, tea, etc

1. Dry Products need to be stored in a dry place;
2. Where dry products need to be stored for use in the future e.g.
 - Confectionary e.g. Sweets, Chocolates,
 - Flours e.g. Wheat or Gram flour;
 - Rice

These must be labeled with a use by date label.

Fresh Fruit must be consumed or issued to the congregation as soon as possible. Try not to keep fresh fruits for long periods.

Fresh Vegetables must be cooked as soon as possible if this is not possible then it needs to be refrigerated.

Duration food can be kept in the refrigerator?

Food prepared and/or frozen in-house should be given the following storage life periods:

- chilled – 48 hours (may be longer, depending on food type);
- frozen – one month (food frozen on delivery, such as fresh meat);
- three months (batch cooked food).

Food should be frozen in as fresh a condition and be of the highest quality possible.

A stock check will be carried out every week.

Refuse Disposal

Internal

The Kitchen has a sufficient number of covered bins and other waste receptacles;

Bins, etc. must be taken to the external refuse bins when full and at the end of each day;

Ensure that the external bins are kept covered;

External

The Refuse containers are pest-proof covered bins with sufficient capacity to contain all the refuse produced;

Lids or covers of refuse containers must always be in place;

Cardboard and other bulky waste should be broken flat to reduce volume.

Collection frequency should be at least once per week, by a licensed waste collector i.e the Council;

Refuse must not be stored on the floor in bags, cardboard boxes or other unsuitable containers;

All refuse collectors, including those companies removing waste oil and food for recycling, must be licensed.

Pest Control

4. The Gurdwara is covered by the pest control service contract organized by the Gurdwara Committee – Rent A Kill.
5. Details of the specification are in enclosed within section;
6. Kitchen Sevadars must be aware of the signs of potential pest infestation and should be encouraged to notify suspicious signs to the Kitchen Supervisors;

Treatment

Any treatment for pests must only be carried out by the Gurdwara's contracted pest control operator and not by Sevadars.

Calibration of the Food thermometer Probe

The purpose of calibrating the thermometer is to ensure that the food thermometer is accurate when giving you the temperature of food. To calibrate the thermometers used in the kitchen the following method can be used:-

The ice water method

Fill a glass with crushed ice;

Add clean tap water to the ice and stir well;

Immerse the food thermometer stem a minimum of 5 cm into the mixture;

Do not touch the sides nor the bottom of the glass;

Wait approximately 30 seconds before taking the reading.

The reading in iced water should be between **-1°C and 1°C**.



Boiling Water method

Bring a pot of clean tap water to a full boil;

Do not touch the sides nor the bottom of the glass;

Immerse the stem of the food thermometer in boiling water a minimum of 5 cm and wait at least 30 seconds before taking a reading;

The readings in boiling water should be between **99°C and 101°C**



Temperature Adjustments

If the readings are outside the range for iced water and boiling water replace the thermometer or adjustments will need to be made to the food temperatures.

For example, if the food thermometer reads 102°C in boiling water, it is reading one degree too high. Therefore one degree must be added to the temperature displayed when taking a reading in food to find out the true temperature. For safety reasons when reheating rice, the core temperature must reach above 75°C for 2mins. If the thermometer is reading one degree too high, one degree would be added to the desired temperature, meaning that the rice must be cooked above 76°C for 2 minutes.

Training and Supervision

Training

The basic food hygiene certificate will be held by the following:-

1. Committee member responsible for the kitchen;
2. Kitchen Supervisors;
3. F/T Cooks i.e. who work in the kitchens on a daily basis;

Supervision

1. The standard of food safety is the responsibility of all within the kitchen;
2. The Kitchen Supervisors and F/T cooks who habitually prepare and cook the food in the kitchen shall ensure that all those who enter the kitchen to do seva are made aware of their responsibilities under food safety;
3. Those Sevadars who come to work in the Kitchen either on an ad hoc basis or on a temporary basis shall be supervised by the Kitchen Supervisors or those cooks who work in the kitchen on a daily basis;
4. Tasks and duties will be assigned to sevadars who want to work in the kitchen by the Kitchen Supervisors;

Attached to this section are the training records for the sevadars

APPENDICES

Cleaning Schedule

Equipment	Frequency of cleaning					Precautions	Method of cleaning
	After Use	Every Shift	Daily	Weekly	Other		
Worktops	✓		✓			Wear Gloves	1. Wipe away any obvious food debris on the surface; 2. Using a scouring pad soaked in detergent clean the worktop and wash away with hot water; 3. Disinfect the area and wait for it to take affect; 4. Rinse away the disinfectant to remove the disinfectant; 5. Using a clean dry tea towel wipe dry;

Equipment	Frequency of cleaning					Precautions	Method of cleaning
	After Use	Every Shift	Daily	Weekly	Other		
Hot Plates	✓		✓			Ensure that the Plate is cold to the touch; Wear gloves	<ol style="list-style-type: none"> 1. Wipe away any obvious food debris on the surface; 2. Using a scouring pad soaked in detergent clean the plate and wash away with hot water; 3. Disinfect the area and wait for it to take affect; 4. Rinse away the disinfectant to remove the disinfectant; 5. Using a clean dry tea towel wipe dry;
Dough mixing machine	✓		✓			Ensure that the dough mixture is stitched off;	<ol style="list-style-type: none"> 1. Pour water into the mixer and allow to soak the any dried dough; 2. Using a scouring pad soaked in detergent clean the sides; 3. wash with hot water;

Equipment	Frequency of cleaning					Precautions	Method of cleaning
	After Use	Every Shift	Daily	Weekly	Other		
Refrigerators					Quarterly	Wear Gloves	<ol style="list-style-type: none"> 1. Turn off power supply, disconnect lead; 2. Wipe the inside of the refrigerator unit with hot, soapy water and wipe away with clean water; 3. Apply disinfectant, following the manufacturer's instructions; 4. Pay particular attention to corners, grilles, and seals 5. Wash and disinfect the outside of the machine; 6. Leave to dry before switching back on.

Equipment	Frequency of cleaning					Precautions	Method of cleaning
	After Use	Every Shift	Daily	Weekly	Other		
Sinks		√				Wear Gloves	1. Using a scouring pad soaked in detergent clean the outer surface of the taps, around the base and the inside of the sink; 2. Wash away the disinfectant with hot water; 3. Allow to air dry;
Pots and Bain Marie food holders	√					Wear Gloves	1. Soak the Pots/Bain Maries in the sink; 2. Using a scouring pad soaked in detergent scour the pots and bain maries; 3. Using hot water wash away the disinfectant with hot water; 4. Allow the items to air, if required as immediately use a dry clean tea towel and use to dry

Equipment	Frequency of cleaning					Precautions	Method of cleaning
	After Use	Every Shift	Daily	Weekly	Other		
Tea Towels/Aprons	√					-	1. After use or contamination of the items, these should be removed and placed into the washing machine; 2. Follow manufacturers instructions on how much detergent to use; 3. Put machine on a 'hot' cycle; 4. Items could either be put out for drying or put on the washing machines drying cycle;

TEMPERATURE RECORD

		COOKING			COOLING		REHEATING	CORRECTIVE ACTION	
Date	Food Items	Time Started Cooking	Time Finished Cooking	Core Temp	Time Started Cooling	Time Finished Cooling	Core Temperature	Action Taken	Initials

Write your Critical Limits here:

	Critical Limit	Notes	Corrective Action Examples:
Cooking	70°C		<ul style="list-style-type: none"> • Continue cooking until your specified temperature is achieved • Consider if food is safe to use/dispose of food which may be contaminated
Cooling	Within 90mins		<ul style="list-style-type: none"> • Consider if food is safe to use/dispose of food which may be contaminated • Revise cooling procedure/review staff training
Reheating	70°C		<ul style="list-style-type: none"> • Continue reheating until your specified temperature is achieved • Review staff training

Have the corrective actions been carried out?
Yes / No / Not Applicable (delete as applicable)

Date checked by Manager/Supervisor

Initials

Refrigeration Temperature Log

Date	Temperature	Time	Name
/ /	⁰ C		
/ /			
/ /	⁰ C		
/ /	⁰ C		
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HOT HOLDING RECORD

Date	Food Items	Core Temp	Time of check	Comments / Corrective Action	Initials

Write your Critical Limits here:

	Critical Limit	Notes
Hot Hold Food	65°C	

Corrective Action Examples:
• Consider if the food is safe to use/Dispose of food which may be contaminated

Have the corrective actions been carried out?
Yes / No / Not Applicable (delete as applicable)

Date checked by Kitchen Supervisor

Initials

MONTHLY PROBE THERMOMETER CHECK

Probe thermometer recording details

Month	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	Jun 2011	Jul 2011	Aug 2011	Sep 2011	Oct 2011	Nov 2011	Dec 2011
Reading in Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

**Fortnightly Monitoring
(Every two week)**

		Yes		No*
1. Refrigerator temperatures have been taken?				
2. Have temperatures been taking whilst cooking?				
3. Have temperatures been taken for Baine Maire ('hot holding')?				
4. Are records available that the temperature probe has been checked?				
5. Are Sewadars wearing clean aprons?				
6. Are Sevadars following good personal hygiene (Head covered, Hands washed, not touching face or wiping brows)?				
7. Generally how is the cleanliness of the kitchen:-				
Substandard				
Satisfactory				
8. Are there adequate cleaning chemicals available in the kitchen?				
9. Are all Sevadars fit and healthy to work in the kitchen e.g. not suffering from colds, flu's ,Diarrhoea and Sickness etc				
10. Other Additional areas checked:-				
Where you have answered no to a question, please state below the action you will be taking to remedy the situation:				

Name of Committee Member:

Signature: Date:

Preparation of Raw Materials
Cooking
Chilling Down
Hot Holding
Refrigeration
Reheating
Storage

HACCP CHART FOR PREPARATION OF FOODS/INITIAL PREPARATIONS

HAZARD(S) AT CCP(S) What can go wrong?	CONTROL MEASURES AND CRITICAL LIMITS	MONITORING AND RECORDING	CORRECTIVE ACTION
	<p>What action has to be taken to effectively reduce or get rid of the hazard?</p> <p>What are the critical limits?</p>	<p>How are the control measures checked and recorded?</p>	<p>What should be done if the control measure fails and/or the critical limits are not met?</p>

Presence/Growth/ Survival of Harmful Bacteria	<p>Dispose of rotten vegetables, or contaminated foods</p> <p>To thoroughly wash the raw vegetables before peeling and then re wash;</p>	<p>Visually check the vegetables/lentils etc</p>	<p>Dispose of the contaminated foods;</p> <p>Dispose of out of date foods;</p> <p>Follow the Procedure for Stock Control;</p> <p>Training & Supervision Sevadars</p>
	<p>What you need to do: Ensure that good cleaning of foods is followed;</p>	<p>What you need to do: Supervision by the Kitchen Supervisor</p>	<p>What you need to do: Refer to Training & Supervision; Stock Control Procedure</p>

References

Training & Supervision Procedures

Stock Control Procedures

HACCP CHART FOR COOKING

HAZARD(S) AT CCP(S) What can go wrong?	CONTROL MEASURES AND CRITICAL LIMITS	MONITORING AND RECORDING	CORRECTIVE ACTION
	What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	How are the control measures checked and recorded?	What should be done if the control measure fails and/or the critical limits are not met?

Presence/Growth/ Survival of Harmful Bacteria	Ensure that the food is cooked to a temperature above 70 ⁰ c, to ensure that microbes are killed	During the preparation ensuring the temperature is measured at least twice during the cooking process	Keep cooking until the temperature has been reached; Consider the training of Sevadars in the Kitchen
	What you need to do: Keep to your safe time/temperature combinations FOOD SAFETY LOG	What you need to do: Complete the Food Temperature Log	What you need to do: Refer to your the Cooking Procedure; Temperature Log in the Food Safety Log

Cross Contamination	Cooking is undertaken as one at a time; Separate Equipment is used; Sevadars follow good hygiene practices	Supervision by the Kitchen Supervisor Committee member to monitor arrangements are being followed	Check training and supervision within the Kitchen
	What you need to do: Keep to your rules set in the FOOD SAFETY LOG	What you need to do: Complete Monitoring form MONITORING FORM	What you need to do: Refer to the FOOD SAFETY LOG

Other Contamination	Keep the Pots and Pans covered; Ensuring that the utensils are kept separate; No loose clothing to be worn near the cooking area;	Supervision by the Kitchen Supervisor	Training & Supervision
	What you need to do: Keep to the Personal Hygiene Rules as specified in the FOOD SAFETY LOG	What you need to do: Complete Monitoring Form for Kitchen	What you need to do: Refer to the FOOD SAFETY LOG

References

FOOD SAFETY LOG:

Monitoring Form, Temperature Log

HACCP CHART FOR CHILLING DOWN FOOD FOR REFRIGERATION

HAZARD(S) AT CCP(S) What can go wrong?	CONTROL MEASURES AND CRITICAL LIMITS	MONITORING AND RECORDING	CORRECTIVE ACTION
	<p>What action has to be taken to effectively reduce or get rid of the hazard?</p> <p>What are the critical limits?</p>	<p>How are the control measures checked and recorded?</p>	<p>What should be done if the control measure fails and/or the critical limits are not met?</p>

Presence/Growth/Survival of Harmful Bacteria	<p>Hot food is cooled as quickly as possible and then refrigerated</p> <p>If possible, cool food in small portions or in shallow containers</p> <p>Avoid placing "hot" food in refrigerators</p> <p>No food should be left at room temperature;</p> <p>Cool rapidly and refrigerate within 90 minutes;</p> <p>Keep covered, do not portion until cold;</p>	<p>Whilst cooling the food the temperature will be monitored during the chilling down process;</p> <p>General Monitoring by the Kitchen Supervisor</p>	<p>Dispose of high risk foods such as rice which has reached room temperature;</p> <p>Re-iterate the need to chill down the food within 90 minutes;</p>
	<p>What you need to do: Keep to the procedure for Chilling down Hot foods FOOD SAFETY LOG</p>	<p>What you need to do: Complete the temperature log; FOOD SAFETY LOG</p>	<p>What you need to do: Refer to Chilling down Hot Foods Procedure FOOD SAFETY LOG</p>

References

Temperature Log

Chilling down Procedure

HACCP CHART FOR HOT HOLDING

HAZARD(S) AT CCP(S) What can go wrong?	CONTROL MEASURES AND CRITICAL LIMITS	MONITORING AND RECORDING	CORRECTIVE ACTION
	<p>What action has to be taken to effectively reduce or get rid of the hazard?</p> <p>What are the critical limits?</p>	<p>How are the control measures checked and recorded?</p>	<p>What should be done if the control measure fails and/or the critical limits are not met?</p>

Presence/Growth/ Survival of Harmful Bacteria	<p>Ensure that the food in the Bain Marie are kept at a temperature of 65^oc and above.</p> <p>When food is put into the bain marie that it is above 65^oc when transferred from the cooking pot.</p>	<p>During the Hot Holding ensure that the temperature is measured and recorded on the Hot Holding Log sheet;</p> <p>Ensure that the core temperature is measured for the food not the bain marie water temperature</p>	<ul style="list-style-type: none"> • Dispose of food if Necessary • Contact Service Engineer to check/repair the Bain Marie Consider the training of Sevadars in the Kitchen
	<p>What you need to do: Follow point 5 in the Cooking Procedure</p> <p>FOOD SAFETY LOG</p>	<p>What you need to do: Complete the Food Temperature Log</p> <p>FOOD SAFETY LOG</p>	<p>What you need to do: Refer to your the Cooking Procedure; Temperature Log in the Food Safety Log</p>

Other Contamination	<p>Keep the Bain Maries covered;</p> <p>Ensuring that the utensils are kept separate;</p>	<p>Observe and supervise cleaning</p> <p>Observe and supervise protection of food</p>	<p>Dispose of food which may be contaminated</p> <p>Review suitability of Equipment</p> <p>Review staff training</p>
	<p>What you need to do:</p>	<p>What you need to do:</p>	<p>What you need to do:</p>

	Keep to the Personal Hygiene Rules as specified in the FOOD SAFETY LOG	Complete Monitoring Form for Kitchen	Refer to the FOOD SAFETY LOG
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References

FOOD SAFETY LOG:

Monitoring Form,

Temperature Log

HACCP CHART FOR REFRIDGERATION STORAGE

HAZARD(S) AT CCP(S) What can go wrong?	CONTROL MEASURES AND CRITICAL LIMITS	MONITORING AND RECORDING	CORRECTIVE ACTION
	What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	How are the control measures checked and recorded?	What should be done if the control measure fails and/or the critical limits are not met?

Presence/Growth/ Survival of Harmful Bacteria	Ensure that the fridges are kept at 5°C and below Ensure food is in use by date	Monitor the temperature Check use by dates	Contact the Service Engineer; Follow Stock Control Procedure Dispose of out of date foods;
	What you need to do: Keep to Temperature control values FOOD SAFETY LOG	What you need to do: Complete the temperature log for the refrigerator FOOD SAFETY LOG	What you need to do: Refer to your Temperature control procedure, refrigerator notices and stock control procedures FOOD SAFETY LOG

Cross Contamination	Ensure that Raw foods are kept on the lower self of the refrigerator unit and ready to eat or re heat are kept on the upper shelves;	Kitchen Supervisor to ensure that these practices are being followed;	Dispose of contaminated foods;
	What you need to do: Keep to the Storage Procedure	What you need to do: Complete the weekly stock check;	What you need to do: Refer to the Stock Control Procedure

Other Contamination	Refrigerator to be kept clean; All food is kept covered; Ensure that there is no excessive storage;	Via Observations;	Staff Training; Dispose of contaminated foods;
	What you need to do:	What you need to do:	What you need to do:

	Keep to the Cleaning Schedule	Monitoring form;	Refer to the procedure on storage of foods;
	HOUSE RULES		HOUSE RULES

References

FOOD SAFETY MANUAL

Cleaning schedule;

Temperature Controls;

Stock control procedure

HACCP CHART FOR REHEATING

HAZARD(S) AT CCP(S) What can go wrong?	CONTROL MEASURES AND CRITICAL LIMITS	MONITORING AND RECORDING	CORRECTIVE ACTION
	<p>What action has to be taken to effectively reduce or get rid of the hazard?</p> <p>What are the critical limits?</p>	<p>How are the control measures checked and recorded?</p>	<p>What should be done if the control measure fails and/or the critical limits are not met?</p>

Presence/Growth/ Survival of Harmful Bacteria	<p>Ensure that the food is reheated to a temperature above 70⁰c, to ensure that microbes are killed</p> <p>In the case of rice this must only be reheated to above 70⁰c once and once only;</p> <p>It must be consumed within the hour</p>	<p>During the preparation ensuring the temperature is measured at least twice during the cooking process;</p>	<p>Keep cooking until the temperature has been reached;</p> <p>Consider the training of Sevadars in the Kitchen</p>
	<p>What you need to do: Keep to your safe time/temperature combinations</p> <p>FOOD SAFETY LOG</p>	<p>What you need to do: Complete the Food Temperature Log</p>	<p>What you need to do: Refer to your the Cooking Procedure; Temperature Log in the Food Safety Log</p>

References

FOOD SAFETY LOG:

Temperature Log

Point No.6 Cooking Procedure in FOOD SAFETY LOG

HACCP CHART FOR STORAGE AT AMBIENT TEMPERATURE

HAZARD(S) AT CCP(S) What can go wrong?	CONTROL MEASURES AND CRITICAL LIMITS	MONITORING AND RECORDING	CORRECTIVE ACTION
	What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	How are the control measures checked and recorded?	What should be done if the control measure fails and/or the critical limits are not met?

Presence/Growth/ Survival of Harmful Bacteria	Keep storage areas clean Make sure that food is protected from pest and covered with lids etc. All open packages must be date marked on the container	Observe and Supervise the cleaning of the Store Room Application of use by labels;	Ensure that stock control is undertaken Consider the training of Sevadars in the Kitchen Dispose of out of date products
	What you need to do: Keep to your safe time/temperature combinations FOOD SAFETY LOG	What you need to do: Follow the cleaning schedule FOOD SAFETY LOG	What you need to do: Refer to the Stock Control Procedure FOOD SAFETY LOG

Other Contamination	Follow the Pest control Procedure	Check for Pest infestation; Contact Pest Control;	Dispose of contaminated foods; Contact Pest Control;
	What you need to do: Keep to the Pest Control Procedure as specified in the FOOD SAFETY LOG	What you need to do: Contact Rent a Kill	What you need to do: Refer to the STOCK CONTROL PROCEDURE, PEST CONTROL in FOOD SAFETY LOG

References

FOOD SAFETY LOG:

Pest Control Procedure;

Stock Control Procedure;

REFERENCES

Cook Safe Food Safety Assurance System
Food Standards Agency