

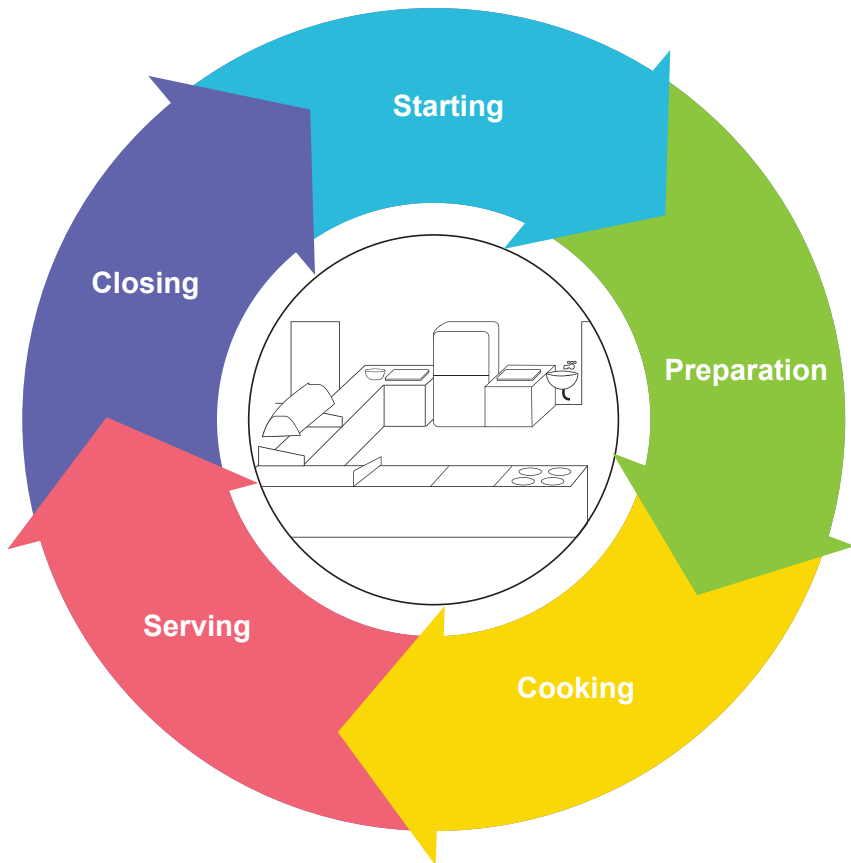


Template Food Control Plan

You can use this template if you are a:

- Food retail business that prepares or makes and sells food – such as a butcher, fishmonger, retail baker, deli or supermarket
- Food service business, such as restaurant, café, takeaway or on- or off-site caterer
- Operator of residential care facilities.

Day cycle



Contents

1 Setup

- 2 Day cycle
- 5 Business details
- 11 Business layout
- 13 Training and competency
- 15 Water supply: Registered supplier
- 17 Water supply: Surface or ground water
- 20 Water supply: Roof water

2 Starting

- 23 Clean hands
- 25 Wearing clean clothing
- 27 Record Keeping
- 28 Keeping food safe from sick people
- 30 Keeping food cold
- 32 Checking for pests
- 33 Temperature danger zone

3 Preparation

- 35 Separation
- 37 Food preparation areas
- 38 Sourcing, receiving and storing food

4 Cooking

- 40 Using ingredients safely
- 41 Cooking poultry and meat
- 43 Proving your cooking method safely cooks poultry, liver, and minced meat
- 45 Reheating food
- 47 Cooling freshly cooked food
- 49 Defrosting food

Contents

5 Serving

- 51 Keeping food hot
- 53 Transporting your food
- 55 Displaying food and customers serving themselves
- 57 Knowing what's in your food
- 59 Packaging and labelling your food

6 Closing

- 61 Cleaning up
- 63 Maintaining equipment and facilities

7 Troubleshooting

- 64 When something goes wrong
- 66 Template — when something goes wrong
- 67 Customer complaints
- 69 Traceability
- 72 Recalls

8 Specialist sections

- 74 Making sushi with acidified rice
- 78 Making Chinese style roast duck
- 81 Proving a drying method for Chinese style roast duck
- 84 Making doner kebabs
- 87 Cooking using sous-vide

Business details

Fill out your business details below

Business details	
Legal name	
Trading name	
Legal status [tick as appropriate]	<input type="checkbox"/> sole trader <input type="checkbox"/> partnership <input type="checkbox"/> limited liability company <input type="checkbox"/> other [specify]: _____ _____ _____ _____
Type of business [tick as appropriate]	<input type="checkbox"/> single outlet <input type="checkbox"/> franchise <input type="checkbox"/> managed branch of company <input type="checkbox"/> other [specify]: _____ _____ _____ _____

Activity [tick as appropriate]	Food Service: <input type="checkbox"/> dine in <input type="checkbox"/> takeaway <input type="checkbox"/> on-site catering <input type="checkbox"/> off-site catering <input type="checkbox"/> other [specify]: <hr/> <hr/> <hr/> <hr/> Food Retail: <input type="checkbox"/> butcher <input type="checkbox"/> delicatessen <input type="checkbox"/> bakery <input type="checkbox"/> fishmonger <input type="checkbox"/> fresh produce <input type="checkbox"/> grocery <input type="checkbox"/> transport/delivery <input type="checkbox"/> mobile food service or retail <input type="checkbox"/> supply other businesses <input type="checkbox"/> transport/logistics <input type="checkbox"/> other [specify]: <hr/> <hr/> <hr/>
Postal address	
Telephone	
Fax	
Email	

Location(s)	
Street address (1) (premises where food business operates)	
Water supply	
Additional sites [continue on a separate sheet if needed and attach] List below any other premises that are used in connection with the food business (e.g. premises used for storage or preparation of food). These activities and sites will also be covered by this FCP. If water is used for food purposes, identify the source of the water supply.	
Street address (2)	
Activities/water supply source	
Street address (3)	
Activities/water supply source	
Street address (4)	
Activities/water supply source	

Operator: The operator is the owner or other person in control of the food business. If the food control plan applies to more than one food business, the operator is the person responsible for the food control plan*

Name	
Physical address (Business or Residential)	
Email	
Telephone	

***Operator of each food business** (if plan applies to more than one food business) Add additional rows as necessary.

Name	
Physical address (Business or Residential)	
Email	
Telephone	

Day-to-day manager [write 'as above' if the day-to-day manager is the operator] The day-to-day manager is the person who has the overall responsibility to make sure that the FCP is being followed and the appropriate checks and records are completed.

Name and/or position	
Telephone	
<p>Delegated responsibilities In some cases, specific tasks maybe undertaken by someone other than the day-to-day manager. Delegated tasks and the people responsible are identified below (unless otherwise stated, the back-up person for these tasks is the day-to-day manager).</p>	
Name and/or position	
Delegated duty [write name of procedure or task that is delegated]	
Name and/or position	
Delegated duty [write name of procedure or task that is delegated]	
Name and/or position	
Delegated duty [write name of procedure or task that is delegated]	

Registration authority (this will be your local council unless your FCP covers premises situated in more than one council jurisdiction or you have a third-party verifier in which case it will be MPI)

Registration authority	
Contact person)	
Address	
Telephone	
Fax	
Email	

Verifier (if not local council)

Registration authority	
Contact person)	
Address	
Telephone	
Fax	
Email	

Business layout

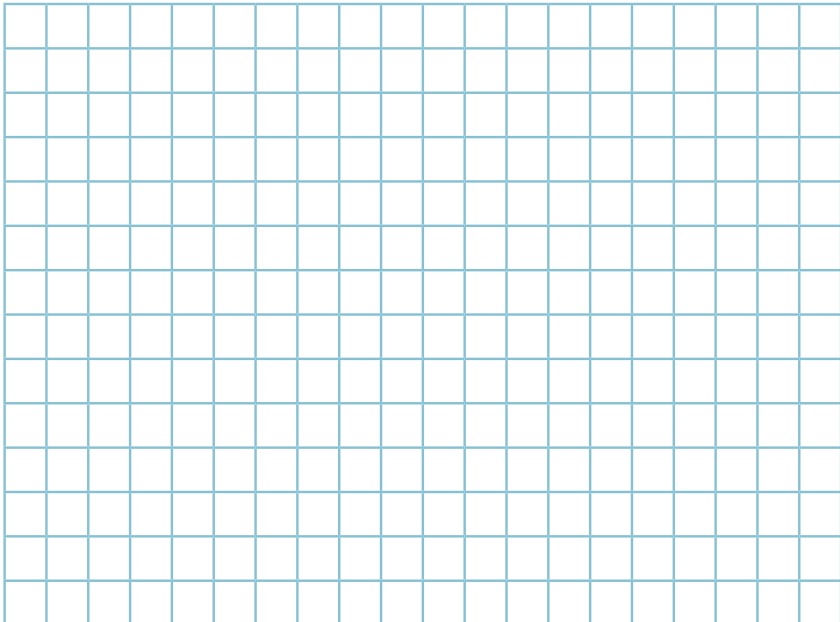
You must make sure that the design and physical location of your food business allows you to make safe and suitable food.

Use the space below to clearly show*:

- your food preparation area (i.e. your kitchen),
- what the outside of your food business looks like (i.e. the building),
- the other businesses and activities which take place near your food business (e.g. my bakery, the pet shop next door, trees, fire hydrant, pharmacy across the road etc.).

*this could be a hand drawn plan or photograph.

Layout inside your business



Layout outside of your business

This image shows a full page of blank graph paper. The grid consists of small, uniform squares formed by thin, light blue horizontal and vertical lines. There are no margins, text, or other markings on the page.



Training and competency

K

Know

What do you need to know?

- All staff members and visitors are responsible for making sure food is safe and suitable.
- Staff can only know what to do to keep food safe and suitable if they know – make sure someone shows them the way.
- Staff must be confident they know exactly how to follow the plan so safe and suitable food is made.

D

Do

What do you need to do?

- Assign a day-to-day manager who is responsible for making sure the plan is followed.
- The day-to-day manager must make sure that all staff and visitors are trained so they know how to meet the rules about:
 - cleaning hands,
 - clothing,
 - health and sickness,
 - dealing with foods that could make people sick,
 - cleaning and sanitising,

D

Do

- keeping foods separate in the food preparation area (includes, managing allergens; keeping raw/uncooked food away from cooked food; and managing chemicals and poisons),
- other procedures which are specific to your food business.
- Train staff:
 - before they start working in your food business,
 - when a new procedure is introduced or changed,
 - what to do when something goes wrong.
- Make sure visitors (e.g. delivery people, contractors etc.) know how to keep food safe while they are in your food business.

S

Show



Records

What do you need to show?

- Show your verifier:
 - a record of how and when staff were trained to follow the plan. Include:
 - who was trained;
 - when;
 - what parts of the plan you covered;
 - signatures from the trainer and trainee.



Water Supply: Registered supplier

K

Know

What do you need to know?

- Water can carry harmful bugs and chemicals which can make people sick. You must only use clean, uncontaminated water for food preparation.
- Water can be contaminated when being stored on-site and being distributed around food premises.
- You must have enough water to available to clean your food preparation areas, equipment and utensils.
- You must have water available for staff to wash their hands.

D

Do

What do you need to do?

Ensure clean water is supplied from
[tick which one applies]:

- ☐ Registered supplier (e.g. council supply)

Name of
supplier: _____

- ☐ Surface or ground water

- ☐ Roof water

Registered supplier

- Only use water which is safe for food preparation, cleaning and washing hands. If your water supplier advises the water is unsafe, do not use it.

D

Do

- Keep water in pipes in a sound condition to stop animals, birds, dirt and waste from getting in.
- Flush water pipes after:
 - repairs and maintenance;
 - after 7 days without use to remove stagnant water.
- Keep water tanks:
 - clean and in good repair to stop the build-up of sediment;
 - covered to stop animals, birds and dirt from getting in.
- Make sure backflow devices (e.g. valve) are working properly to stop water getting contaminated.
- Only use water tanks, pipes and outlet taps of any water supplies on site that are suitable for food processing, hand washing or cleaning.

S

Show



Records

What do you need to show?

- A record of:

Registered supplier

- how often you've inspected and maintained your backflow devices and tanks. Also record who did it and when.



Water Supply: Surface or ground water

K

Know

What do you need to know?

- Water can carry harmful bugs and chemicals which can make people sick. You must only use clean, uncontaminated water for food preparation.
- Water can be contaminated when being stored on-site and being distributed around food premises.
- You must have enough water to available to clean your food preparation areas, equipment and utensils.
- You must have water available for staff to wash their hands.

D

Do

What do you need to do?

Ensure clean water is supplied from
[tick which one applies]:

- ☐ Registered supplier (e.g. council supply)

Name of
supplier: _____

- ☐ Surface or ground water

- ☐ Roof water

Surface or ground water

Select where you get your water from
(tick which ones applies):

D

Do

- ☐ Surface or insecure ground water
- ☐ Secure ground water (a supply which meets the definition of “secure” in the Drinking Water Standards for New Zealand)*
- ☐ A supply which is currently subject to a Public Health Risk Management Programme*

*You don't need to do anything more if you chose to follow one of these programmes.

- If you choose to supply your own clean water, you must have your water tested to make sure it meets all of the limits in the table below:

Measurement	Criteria
<i>Escherichia coli</i>	Less than 1 in any 100 ml sample
Turbidity	Must not exceed 5 Nephelometric Turbidity Units
Chlorine (if chlorinated)	No more than 0.2mg/l (ppm) free available chlorine with a minimum of 20 minute contact time
pH (if chlorinated)	6.5 – 8.0

- Retest all water no later than one week after:
 - getting water from a different source;
 - knowing of a change to the environment/activities.
- Make sure water is clean at point of use by having a water treatment system (tick which one you use):
 - ☐ Filtration
 - ☐ Chlorination
 - ☐ UV disinfection
 - ☐ Other _____

D

Do

Surface/insecure ground water

- Keep silage and livestock away from the water supply.
- Make sure animal manure doesn't spread on pastures near the water source.
- Have a clear space between the water source and land used for human waste disposal.
- Know which natural occurring chemicals are likely to be present in the water.

Ground water sources

Design and maintain the bore head to protect it from surface contamination.

S

Show



Records

What do you need to show?

A record of:

Surface or ground water and roof water

- how often you've inspected and maintained (e.g. changed filters) your water treatment system. Also record who did it and when;
- how often you've cleaned your water treatment system equipment (e.g. UV light equipment). Also record who did it and when;
- the test results from your regular check of your water supply and equipment.



Water Supply:

Roof water

K

Know

What do you need to know?

- Water can carry harmful bugs and chemicals which can make people sick. You must only use clean, uncontaminated water for food preparation.
- Water can be contaminated when being stored on-site and being distributed around food premises.
- You must have enough water to available to clean your food preparation areas, equipment and utensils.
- You must have water available for staff to wash their hands.

D

Do

What do you need to do?

Ensure clean water is supplied from
[tick which one applies]:

- ☐ Registered supplier (e.g. council supply)

Name of
supplier: _____

- ☐ Surface or ground water

- ☐ Roof water

Roof

- If you chose to supply your own clean water, you must have your water tested to make sure it meets all of the limits in the table below:

D

Do

Measurement	Criteria
Escherichia coli	Less than 1 in any 100 ml sample
Turbidity	Must not exceed 5 Nephelometric Turbidity Units
Chlorine (if chlorinated)	No more than 0.2mg/l (ppm) free available chlorine with a minimum of 20 minute contact time
pH (if chlorinated)	6.5 – 8.0

- Retest all water no later than one week after:
 - getting water from a different source;
 - knowing of a change to the environment/activities.
- Make sure water is clean at point of use by having a water treatment system (tick which one you use):
 - ☐ Filtration
 - ☐ Chlorination
 - ☐ UV disinfection
 - ☐ Other _____
- Only collect water from roofs and gutters which have been made from safe materials (e.g. no lead-based paints, bitumen, exposed timber or copper guttering).
- Put screen gutterings up, remove overhanging branches and vegetation, and mount aerial dishes away from roofs to stop contamination from birds, animals and leaves.
- Install and use a 'first flush' device to divert the first flush of water when it rains.

S

Show



Records

What do you need to show?

A record of:

Surface or ground water and roof water

- how often you've inspected and maintained (e.g. changed filters) your water treatment system. Also record who did it and when;
- how often you've cleaned your water treatment system equipment (e.g. UV light equipment). Also record who did it and when;
- the test results from your regular check of your water supply and equipment.



Clean hands

K

Know

What do you need to know?

- Washing your hands helps to keep bugs out of the kitchen. Regular hand washing helps prevent contamination of your food.
- Uncovered cuts and sores can spread bugs and make food unsafe.

D

Do

What do you need to do?

- Wash your hands in soapy water for 20 seconds then dry thoroughly using paper towels, single use cloths, or an air dryer.
- Make sure there are soap and hand towels, single-use cloths or an air dryer by the handwashing sink and keep your handwashing area clean.
- Wash your hands:
 - when entering the kitchen,
 - before handling food,
 - after you've coughed or sneezed,
 - used the toilet,
 - after using your phone,
 - after taking out rubbish,
 - any time you have touched something you think is dirty.

D

Do

- Make sure you manage any cuts or sores (tick as appropriate):
 - ☐ cover any cuts and sores,
 - ☐ do not handle food if cuts and sores are weeping or infected and can't be totally covered.

S

Show

What do you need to show?

- Tell your verifier who is responsible for making sure your handwashing area is fully stocked and clean.
- Your verifier may check that staff are washing their hands when they should.
- Your verifier will wash their hands when they enter your business, checking that everything they need is there.



Wearing clean clothing

K

Know

What do you need to know?

- Wearing clean clothes (including aprons) helps to keep bugs out of the food, equipment and food preparation areas.
- Dirty clothing can contaminate food, surfaces and equipment.

D

Do

What do you need to do?

- Put on clean clothing (or apron etc.) before handling food or entering food processing areas (this applies to contractors and visitors too).
- Either (tick as appropriate):
 - ☐ staff bring their own clean clothing,
 - ☐ you provide clean clothing for staff.
- Remove outer protective clothing (e.g. aprons etc.) before leaving the food preparation area (e.g. to go to the toilet, outside etc).

S

Show

What do you need to show?

- Show your verifier:
 - that everyone who handles food puts on clean clothing/aprons at the start of (or as required during) each shift,
 - how you make sure you and your staff's clothing is clean.
- The verifier may also ask you questions about your rules around clean clothing or any issues you have had with your rules.



Record Keeping

K

Know

What do you need to know?

- Where records are required, you must keep them for at least 4 years. They must be able to be produced if requested by your verifier or registration authority.

D

Do

What do you need to do?

- The records you keep must be:
 - easy to read (in English if written);
 - accurate,
 - complete,
 - dated.
- Records must be available to staff members who may need to see them.

S

Show

What do you need to show?

- You must be able to explain to your verifier how and where you keep your **records**.
- Your verifier may ask to see your **records**



Keeping food safe from sick people

K

Know

What do you need to know?

- Food can become contaminated by people who are sick with certain illnesses or are carrying the bugs that can cause sickness in or on their body.
- Harmful bugs can be transmitted through a sick person's faeces (poo), vomit and sometimes other body fluids.

D

Do

What do you need to do?

- You must assign someone to manage sick staff (the Sickness Manager). This person is:
 - Name: _____
 - Role: _____
- No one (including contractors or visitors) is permitted in a food-handling area if suffering from vomiting or diarrhoea.
- Anyone who has vomited or had diarrhoea in the 48 hours before entering the food premises must report it to the Sickness Manager.
- A food handler who has had diarrhoea two or more times, or vomited within 48 hours must seek medical advice.

D

Do

- The Sickness Manager must ensure the food handler is excluded from the food processing area until they are well. The Sickness Manager will determine whether a sick food handler will be given work that does not involve direct contact with open food or surfaces and equipment in any food area.
- Any vomiting at work must be reported immediately to the Sickness Manager. The Sickness Manager must:
 - immediately exclude the affected food handler from all food-handling areas,
 - make sure the affected area and all contaminated surfaces, including equipment and utensils, are cleaned and sanitised,
 - make sure any food that may have become contaminated is thrown away,
 - keep a record all of the above and when they occurred.
- Anyone with jaundice (yellowing of the skin) who is suspected of, or has, hepatitis A, must not be allowed in a food-handling area.

S

Show



Records

What do you need to show?

- Your verifier will ask who your nominated Sickness Manager is.
- Your verifier may ask you to explain how you manage sick staff.
- Your verifier will ask to see your sickness **records**.



Keeping food cold

K

Know

What do you need to know?

- Keeping food at the right temperature prevents bugs from growing quickly.

D

Do

What do you need to do?

- Check that the food in your fridge is being kept at 5°C or lower.
- Monitor the temperature of the food in your fridge by (tick as appropriate):
 - ☐ using a probe thermometer to check the temperature the food or other substance e.g. a container of water; or
 - ☐ using an infrared thermometer to measure the surface temperature of the food; or
 - ☐ using an automated system to monitor the internal temperature or surface temperature of your food.
- Check that food in the freezer is still frozen. You don't have to record the temperature of the frozen food.
- If transporting cold food use:
(tick as appropriate)
 - ☐ a freezer/chiller vehicle
 - ☐ a chilly bin with ice blocks
 - ☐ an insulated container
 - ☐ other _____

S

Show



Records

What do you need to show?

- Show your verifier:
 - how you check the temperature of your food or the internal temperature of your fridge(s),
 - a **record** of your temperature checks. e.g. daily tick on a calendar.



Checking for pests

K

Know

What do you need to know?

- Pests such as mice, birds and insects can spread disease. They do this by picking up bugs from dirty items such as waste and transferring them to food and food equipment.

D

Do

What do you need to do?

- Check for and remove any signs of pests (e.g. droppings, empty full traps, dead insects).
- Clean and sanitise any affected equipment and areas that come into contact with food.
- If you find signs that a pest may be present, follow the procedure on what to do '**When things go wrong**'.

S

Show



Records

What do you need to show?

- Show your verifier how you check for pests.
- A **record** of when you found evidence of pests.



Temperature danger zone

K

Know

What do you need to know?

- The temperature danger zone is 5°C to 60°C. In this temperature range, bugs grow most quickly, they can double in number in as little as 20 minutes.
- Keeping foods which are normally kept cold or hot out of the temperature danger zone helps to stop bugs from growing and keep food safe.

D

Do

What do you need to do?

- Keep your food out of the temperature danger zone.
- Keep frozen food frozen solid, cold food below 5°C, and hot food above 60°C.
- When cooling freshly cooked food make sure it gets from:
 - 60°C to 5°C (or below) in less than 6 hours.
Or throw it out.
 - 60°C to room temperature (21°C) in less than 2 hours, then room temperature (21°C) to 5°C (or below) in less than 4 hours.
- When dealing with/handling/cooking/reheating food that has been in the danger zone, follow the following two-hour-four-hour rule:
 - if food has been held between 5°C and 60°C:

D

Do

- for less than 2 hours:
 - serve it immediately or reheat it thoroughly to above 75°C and serve hot (above 60°C),
 - cool to below 5°C and keep at this temperature until eaten,
 - throw it out.
- for 2-4 hours:
 - serve it immediately or reheat food thoroughly to above 75°C and serve hot (above 60°C); or
 - throw it out.
- for more than 4 hours:
 - throw it out.
- Only take the food you need to work with out of the fridge, chiller or freezer at any time.

S

Show



Records

What do you need to show?

- Show your verifier:
 - how you keep hot food above 60°C,
 - how you keep cold food below 5°C,
 - how you safely reheat food to above 75°C.
- Show your verifier **records** of how you safely cool freshly cooked food (i.e. 60°C to room temperature (21°C) in less than 2 hours, then room temperature (21°C) to 5°C (or below) in less than 4 hours.

Write down:

- the food,
- date the food was cooled,
- time it took.



Separation

K

Know

What do you need to know?

- Keeping raw/uncooked food away from cooked and ready-to-eat foods (e.g. salad) will stop bugs spreading.
- Some foods/ingredients could cause an allergic reaction. Keeping allergens separate from allergen-free food will stop people getting sick and possibly dying.
- Know what allergens are in the food you sell – you must be able to tell customers if they ask or include this information on the packaging.
- Poisons and dangerous chemicals can make people sick if they get into food.

D

Do

What do you need to do?

- When preparing raw and cooked or ready-to-eat foods, allergen and non-allergen foods, you will choose one method (tick as appropriate):
 - ☐ you will use different spaces and equipment (chopping boards, knives and utensils)
 - ☐ thoroughly clean and sanitise surfaces, boards, knives and other utensils between use
 - ☐ process at different times.
- Wash your hands and if required change protective clothing (e.g. aprons) between handling:
 - raw and cooked/ready-to-eat; or
 - allergen and non-allergen foods; or

D

Do

- dangerous chemicals or poisons and food.
- Keep all products not intended for human consumption (e.g. pet food) away from food and food preparation areas.
- Label poisons and dangerous chemicals clearly, store them away from food and make sure food is protected when using them.
- Label and store all food that could cause an allergic reaction separately.
- Tell your customers which foods you make or sell contain allergens if asked.
- Keep raw and cooked or ready-to-eat foods and allergen and non-allergen foods separate when transporting your food.

S

Show

What do you need to show?

- Explain or demonstrate to your verifier how you keep raw and cooked/ready-to-eat products; and allergen and non-allergen foods separate.
- Your verifier may ask your staff to explain how they know which foods you make or serve contain allergens
- Show your verifier that allergen containing foods, poisons and dangerous chemicals are clearly labelled and kept away from food.
- Your verifier will watch your kitchen as you work to see how you separate:
 - raw and cooked/ready-to-eat products; or
 - allergen and non-allergen foods;
 - dangerous chemicals or poisons and food.



Food preparation areas

K**Know**

What do you need to know?

- Harmful bugs from food and allergens can be spread by contaminated food, dirt, hands, clothes and surfaces. A dirty or badly-organised preparation space allows bugs to grow and spread quickly and easily.

D**Do**

What do you need to do?

- Design your workflow so you can safely move around your area (e.g. so you don't carry raw chicken across areas where cooked or ready-to-eat food is being handled).
- Clean and sanitise your work areas as you go.

S**Show**

What do you need to show?

- Show or explain to your verifier how you work in your kitchen including:
 - how you clean as you go,
 - how your food preparation area flows to stop bugs from growing and spreading.

**Records**



Sourcing, receiving and storing food

K

Know

What do you need to know?

- Cooking does not necessarily make all food safe.
- Some foods must be kept cold (chilled or frozen) to stop bugs growing.
- Vending machines must store food at the correct temperature to stop bugs from growing.
- Food or ingredients must not be used or sold after their 'use-by date' (this includes food from vending machines).

D

Do

What do you need to do?

- Only buy food from approved suppliers.
- When collecting or receiving, visually check and touch food to make sure:
 - cold food is cold,
 - frozen food is frozen,
 - packaging is not damaged or dirty,
 - food is not past its use-by date.
- Store food safely. Put frozen food away first, then chilled food, then food that can be stored at room temperature.

D

Do

- Store chilled food at or less than 5°C. Keep frozen food frozen, make sure someone is available to receive your goods and keep them frozen.
- Arrange your supplies so food with the closest use-by or best-before dates is used first.
- Throw out food at its use-by date.
- Store food covered and clearly labelled.

S

Show



Records

What do you need to show?

- Your verifier will check:
 - **records** of your approved supplier list and supplier assurances.
- Show your verifier that food is stored, labelled and covered in an orderly way.



Using ingredients safely

K

Know

What do you need to know?

- Some foods need special handling to keep them safe.

D

Do

What do you need to do?

- Follow manufacturer's instructions for handling, cooking and/or re-heating processed and ready-to-eat foods/ingredients.

Eggs

- Check whole eggs are clean and don't have any cracks.
- Make sure egg-pulp used in uncooked and lightly-cooked foods is pasteurised.
- Use eggs by their best before-date.

S

Show

What do you need to show?

- Show your verifier how you keep eggs and processed products safely.



Cooking poultry and meat

K

Know

What do you need to know?

- Cooking foods thoroughly kills harmful bugs.
- You must know how to cook high risk foods (e.g. poultry) thoroughly every time.
- Mincing meats means that any bugs on the surface may be spread through the product. Minced meat products must be thoroughly cooked.

D

Do

What do you need to do?

- Cook minced or finely ground meat (e.g. sausages, meat patties) and poultry (e.g. chicken, duck, livers) to specific temperatures for a set amount of time to make sure they are safe.
- Use one of the following time/temperature combinations if you cook minced or finely ground meat, liver and/or poultry:

Internal temperature	Minimum time at temperature
65°C	15 minutes
70°C	3 minutes
75°C	30 seconds

- Use a thermometer to check that the center of the thickest part of the meat and/or poultry has reached one of the time/temperature combinations above.

D

Do

- If you have a tried and tested way of cooking minced meat and/or poultry, you do not need to check every dish each time you cook it. Prove your cooking method works using the procedure on the next page. Repeat this procedure for each commonly used cooking process.

Cooking processes we check every time:

Cooking processes we will 'prove':

_____	_____
_____	_____
_____	_____
_____	_____

S

Show



Records

What do you need to show?

- Show your verifier **records** of how you safely cooked poultry and minced meat. **Record:**
 - the food,
 - the date cooked,
 - the temperature the food was cooked to and how long it stayed at this temperature.
- Show your verifier the completed table on page 44 to prove your cooking method makes safe poultry.



Proving your cooking method safely cooks poultry, liver, and minced meat

K

Know

What do you need to know?

- If you cook poultry regularly and don't want to record the temperature every time, you can use this method to show that your standard cooking procedure (your particular equipment at a set temperature for a set time) works.
- You need to use the same equipment and same ingredients (type, weight, size etc.) each time you cook the dish.
- If you use a number of different methods you can repeat this process for each of them.

D

Do

What do you need to do?

1. Cook food using your standard cooking procedure.
2. Check the thickest part of the poultry item with a thermometer to ensure it has either reached one of the time/temperature combinations from the table below.

Internal temperature	Time at temperature
65°C	15 minutes
70°C	3 minutes
75°C	30 seconds

D

If your standard cooking method doesn't reach one of the combinations above you must increase cooking temperature and/or time.

Do

3. Repeat steps 1 and 2 with different batches three times so you know it works.

Poultry item:	Size:	Weight:					
Poultry will be cooked to at least (<i>from table above</i>)		°C for _____ mins					
Cooking details							
Method:	Equipment:	Temp setting: _____ °C					
	Date:	Start time:	First check*		Second check		Signature
			Time	Temp	Time	Temp	
Batch 1				_____ °C		_____ °C	
Batch 2				_____ °C		_____ °C	
Batch 3				_____ °C		_____ °C	

* If the temperature is higher than 75°C for more than 30 seconds, you don't have to do a second check

S

What do you need to show?

- Show your verifier:
 - your completed table with time/temperature checks,
 - a **record** of your weekly batch checks.

Show



Records



Reheating food

K

Know

What do you need to know?

- You must reheat food safely so that it does not stay in the temperature danger zone (5°C–60°C).
- If you don't reheat food correctly, bugs will grow and make your food unsafe.
- Vending machines must reheat food safely.
- Bain-marie's and hot cabinets do not reheat food. They keep food warm once it has been cooked or reheated.

D

Do

What do you need to do?

- Use the right equipment to reheat food quickly (tick as appropriate):
 - ☐ microwave
 - ☐ stovetop
 - ☐ oven
 - ☐ other _____
- Reheat food until steaming hot (at least 75°C) in the coolest part and keep it above 60°C until it is used.
- Make sure vending machines that reheat food reheat it to at least 75°C in the coolest part and keep the food above 60°C until it is used.



S

Show

What do you need to show?

- Show your verifier:
 - how you know the food you reheated was above 75°C,
 - how you know your vending machine reheats food safely.



Cooling freshly cooked food

K

Know

What do you need to know?

- You must cool food correctly, so that it does not stay in the temperature danger zone (5°C – 60°C).
- If you don't cool hot food quickly, bugs will grow and make your food unsafe.

D

Do

What do you need to do?

- Cool food quickly to stop bugs growing or producing toxins.
- Safely cool freshly cooked food (see temperature danger zone page). Use any (or a combination) of these methods (tick as appropriate):
 - ☐ placing your food into shallow containers;
 - ☐ using an ice bath;
 - ☐ separating your food into smaller portions;
 - ☐ placing your food in a blast chiller.
- Once your food is at room temperature (21°C), put it in the fridge or chiller.
- Check after 4 hours to make sure food is at 5°C or below.
- Throw out any freshly cooked food which has spent more than 6 hours in the temperature danger zone.

A green square icon containing a white capital letter 'S'.

Show

What do you need to show?

- Show or describe to your verifier how you cool freshly cooked food quickly.



Defrosting food

K

Know

What do you need to know?

- Juices from defrosted food can contain harmful bugs. If these juices get onto other food and surfaces they can make people sick.
- If food is only partially defrosted, it may not reach the correct temperatures during cooking to destroy bugs.

D

Do

What do you need to do?

- Plan ahead if using frozen food so you have enough time to thaw it safely, either in the fridge or chiller.
- When provided, thaw products according to manufacturer's instructions.
- Keep food being defrosted in a container and near the bottom of the fridge/chiller to stop juices from spreading onto surfaces and other foods.
- If you can't defrost food in a fridge/chiller, you can use any or a combination of these methods (tick as appropriate):
 - ☐ thaw in the microwave and use food immediately
 - ☐ thaw under running cold water in an air tight container
 - ☐ defrost on the bench for no more than 4 hours

D

Do

- Once thawed, foods that are normally kept cold or kept hot must be refrigerated, cooked or kept hot.
- Do not re-freeze frozen ready-to-eat food once it has been defrosted.
- Make sure food is fully defrosted before being reheated or cooked.

S

Show

What do you need to show?

- Show your verifier:
 - how you defrost your food,
 - how you keep defrosted food safe.



Keeping food hot

K

Know

What do you need to know?

- You must keep foods that would normally be kept cold or hot out of the temperature danger zone to stop bugs from growing and making people sick.
- Hot food must be kept above 60°C to stop bugs growing.

D

Do

What do you need to do?

- Follow manufacturers' instructions for using equipment.
- Heat food to 75°C or more before placing in a bain-marie or hot cabinet.
- Check that your equipment is keeping food above 60°C. Use a thermometer to check the temperature of the food.
- When food is being kept hot for more than 2 hours, check the temperature every 2 hours to ensure that it is above 60°C.
- If the 2 hour check shows that the food temperature is too low, reheat food to above 75°C and increase the temperature of the bain-marie or hot cabinet. If it's below 60°C at the next check, throw it out
- Stir food to ensure it is kept hot all the way through.
- Do not mix old and new batches of reheated or hot, ready-to-eat food.



S

Show

What do you need to show?

- Show your verifier:
 - how you keep food hot,
 - how you measure temperature.



Transporting your food

K**Know**

What do you need to know?

- When transporting food that would normally be kept cold or hot, you must take steps to keep the food out of the temperature danger zone to stop bugs growing.

D**Do**

What do you need to do?

Control temperatures:

- Make sure food is transported and delivered at the correct temperature and that you regularly check this.
- Keep frozen food frozen.
- Only deliver food in the temperature danger zone if it's going to be eaten within 4 hours of entering the temperature danger zone.
- Transport cold food cold (at or below 5°C) or hot food hot (above 60°C).
- Use appropriate equipment for transporting food so you know your food will be safe. Use (tick as appropriate):
 - ☐ insulated bags/boxes
 - ☐ portable chillers
 - ☐ hot-holding equipment
 - ☐ other _____

D

Do

Plan before transporting:

- Make sure animals are not able to access the parts of your vehicle used for food.
- Make sure all parts of the vehicle that you use to transport food or food equipment are clean (and sanitised if going to be in direct contact with ready-to-eat food).
- Throw out:
 - any food that has become contaminated; or
 - food that has been kept in the danger zone (5°C to 60°C) for more than 4 hours.

S

Show

What do you need to show?

- Show your verifier:
 - how you make sure food is kept at the correct temperature when being transported
 - what method you use to maintain temperatures and keep foods separate while transporting food
 - your vehicle used for transporting food
- A **record** of the temperature your food was transported at if it was not used within 4 hours.



Displaying food and customers serving themselves

K

Know

What do you need to know?

- Poorly arranged self-serve displays can increase the risk of customers transferring bugs to your food, e.g. reaching across food.
- There is an increased risk with self-service of bugs getting into your food because your food and food utensils are exposed to many people.

D

Do

What do you need to do?

- Ready-to-eat food for customer self-selection must be (tick as appropriate):
 - ☐ pre-wrapped before display; or
 - ☐ protected with sneeze guards and covers.
- Keep ready-to-eat food that would normally be kept cold or hot:
 - at or less than 5°C or;
 - at or more than 60°C or;
- Display ready-to-eat foods that would normally be kept cold or hot for no more than 4 hours (after more than 4 hours between 5°C and 60°C it must be thrown away).

D

Do

- Provide clean serving utensils and make sure the handles do not touch the food. Replace utensils when dirty (e.g. customer drops spoon on the floor) or the batch or dish changes.
- Have dedicated serving utensils for allergen-free foods.
- Do not mix batches of ready-to-eat food. Replace old batches with completely new batches of food.
- At the end of the day food that has been kept hot at 60°C or above must be (tick as appropriate):
 - ☐ cooled down and stored below 5°C if suitable for use the following day and sold cold; or
 - ☐ thrown out.

S

Show

What do you need to show?

- Show your verifier:
 - how you make sure that food for self-service is kept safe, e.g. temperature of your food, time that your food is left out,
 - how you display your food for self-service and protect it from contamination.



Knowing what's in your food

K

Know

What do you need to know?

- You must know, and be able to tell your customers what's in their food so they can make informed choices. This is particularly important for people with food allergies.
- You must know what's in the ingredients you use. If you are importing food, you must understand the label.
- Food allergies can result in life-threatening reactions that can occur within minutes of eating the food. Know which foods you sell that can cause allergic reactions.
- Your food must meet the compositional requirements in Standard 2.2.1 of the Australia New Zealand Food Standards Code (the Code) e.g. you may only use ingredients permitted by the Code.

D

Do

What do you need to do?

- Check the labels of your ingredients and make sure you can understand them.
- Keep details of the ingredients you use, e.g. record your recipes – and follow them – so you know what allergens they contain.
- Tell your staff which dishes are allergen free and which dishes contain allergens. Make sure they know how important it is that they are aware of allergies and allergens.

D

Do

- Make sure at least one person (e.g. day-to-day manager) can talk to customers about what's in their food.
- Keep allergen and allergen-free foods separate.
- Check all of the ingredients in the food, as well as sauces, garnishes served with, or added to, the food.

S

Show

What do you need to show?

- Show your verifier how you know what is in the ingredients you use.
- Your verifier may ask staff to tell them which foods contain allergens.



Packaging and labelling your food

K

Know

What do you need to know?

- You don't have to label your food if your food is:
 - not packaged;
 - made, packaged and sold in the same premises;
 - packaged in front of your customer;
 - whole or fresh cut fruit and vegetables (except for if you sell sprouts);
 - ready-to-eat food which is delivered to your business already packaged and ready to sell as is;
 - sold at a fundraising event;
 - displayed in a service cabinet which your customer doesn't have access to.
- Even if your food doesn't have to be labelled you must be able to tell your customers or display:
 - what's in the food;
 - any warning statements;
 - if the food is made from or contains genetically modified ingredients or irradiated foods.
- Most foods sold in a package must be labelled. Foods that are labelled must meet the rules about labelling in the Code.

D

Do

What do you need to do?

- If your food must be labelled you must include:
 - name of the food,
 - lot/batch identification,
 - name and address of your New Zealand or Australian business,
 - any applicable advisory statements, warning statements and declarations,
 - conditions for storage and use,
 - ingredients list,
 - date marking (e.g. Use-By, Best Before etc.),
 - nutrition information panel,
 - information about nutrition, health and related claims,
 - information about characterising ingredients and components,
 - if the product is or has been made with genetically modified foods or irradiated foods .
- Follow the MPI labelling guide <http://www.mpi.govt.nz/document-vault/2965> to create your food label.
- Keep details of the ingredients you use in your food.
- Label your foods correctly, for your staff and for your customers.
- Use food safe packaging to keep bugs and allergens out of food.

S

Show

What do you need to show?

- Show your verifier:
 - how you know what information to include on your food labels,
 - your food labels.



Cleaning up

K

Know

What do you need to know?

- Bugs will grow on dirty surfaces and equipment and dirty premises can attract pests like mice, rats and cockroaches which can spread disease.
- You must remove rubbish so that it does not attract pests.
- Removing rubbish reduces the risk of people/clothing becoming contaminated and the risk of your food becoming contaminated.

D

Do

What do you need to do?

- Throw out stock by its use-by date.
- Throw out any food that has been kept hot on display or cool quickly and refrigerate to use cold the next day.
- Make sure any remaining food is labelled and stored properly e.g. cold food is in the fridge, food is protected from contamination (i.e. in containers).
- Sort and/or wash dirty laundry (if you need to make sure there are clean aprons, over-clothing, uniforms etc. for the following day).

D

Do

- Empty bins and remove rubbish from processing areas at the end of the day and when full.
- Dispose of rubbish regularly.
- Clean bins and rubbish area regularly.

S

Show

What do you need to show?

- Show your verifier:
 - your 'end-of-day' routines including stock control,
 - a **record** of the items which need cleaning, how you clean them, when you clean them and who cleans them,
 - a record showing which cleaning tasks have been done, when and who by,
 - how you remove waste,
 - how you clean your bins and rubbish area, and who is responsible,
 - that your premises and equipment is clean and that laundry is being done when necessary.



Maintaining equipment and facilities

K**Know**

What do you need to know?

- If your premises and equipment aren't in good condition and/or don't work properly you may make unsafe / or unsuitable food.

D**Do**

What do you need to do?

- Service your equipment regularly and if necessary calibrate according to your calibration schedule.
- Maintenance compounds and chemicals must:
 - be fully labelled, stored, sealed and used following the manufacturer's instructions,
 - be stored and transported in containers that are clearly different from food containers.

S**Show****Records**

What do you need to show?

- Show your verifier:
 - how often you do you do maintenance checks,
 - what you check for during maintenance checks,
 - a record of your regular maintenance tasks,
 - a record of any maintenance or repairs that have been done.
- Your verifier will check that your maintenance materials are managed safely.



When something goes wrong

K

Know

What do you need to know?

- You must keep records for at least 4 years.
- Records must clearly describe what went wrong, who was involved and how the problem was fixed.
- Things don't always go as expected. You must have a procedure for dealing with things that go wrong in your plan.
- The records you keep may help you in the event of a recall.

D

Do

What do you need to do?

- Take immediate action as soon as a problem affecting food safety and/or suitability is identified. Record the action that you took.
- Use your records to look over the past week/few days:
 - Determine if anything has gone wrong in your plan? E.g. food was cooled too slowly or there were a sign of pests.
 - How many times did it happen?
- If something's gone wrong, identify where the problem started. Identify if a procedure is missing from your plan.

D

Do

- Is the food you produced unsafe or unsuitable? Do you need to tell your customers?
- Fix the problem yourself or tell the person responsible for that area about the problem.
- Take action to prevent the problem from happening again.
- Keep clear, accurate and complete records for at least 4 years.

S

Show



Records

What do you need to show?

- Show your verifier your **records** from times where things have gone wrong.
- You must show your verifier, either a written record, photo or video of:
 - what the problem was,
 - what you did to immediately fix the problem,
 - what changes you made to stop the problem from happening again,
 - how you kept food safe or made sure no unsafe food was sold.



Template — when something goes wrong

Review

What went wrong and when?

Fix – immediate

What did you do to fix the problem immediately?

Fix – long term

What did you change to prevent the problem from happening again?



Customer complaints

K

Know

What do you need to know?

- Customer complaints about food safety and/or suitability must be taken seriously because they can highlight food safety problems which you must fix.
- You must have someone responsible for dealing with customer complaints.

D

Do

What do you need to do?

- Follow-up any complaint from one of your customers.
- If the complaint affects the food safety and/or suitability of a batch or individual item/dish, separate until proven to be safe or throw out affected food and associated ingredients.
- Check food that has been in the same area or has been prepared at the same time.
- Identify where the problem started.
- Fix the problem.
- Take action to prevent the problem from happening again.
- Notify your verifier:
 - if someone who eats your food ends up sick; or
 - could end up sick if they eat your food.

S

Show



Records

What do you need to show?

- Show your verifier a record of:
 - the contact details of the person who made the complaint,
 - the date and time of the purchase,
 - your food that was affected including the batch/lot ID,
 - what the complaint was about,
 - the cause of the problem,
 - the action you took immediately and the action you took to prevent it from happening again.



Traceability

K

Know

What do you need to know?

- You must be able to trace your food if a product you've made becomes unsafe.
- You have two options for tracing your food:
 1. record all details of your food including suppliers information with batch/lot identification so your product can be traced and recalled; or
 2. do not record any batch/lot information and recall all food you have made if there's a problem.
- If you choose option 1, you must have a written plan to be able to trace your food in a recall if there's a food safety problem with either your product or any of the ingredients in your product.
- If you choose option 2, you must recall all of the food which may have been affected.
- Option 2 could be expensive as if there's a food safety problem, you would have to recall all foods produced in your premises which may have been affected.

D

Do

What do you need to do?

- Choose either (tick as appropriate):
 - ☐ option 1 – record all information to enable recall; or
 - ☐ option 2 – dispose of all product.

D

Do

If you choose option 1:

- Have a plan for recording where your food has come from and where it has gone.
- Make sure staff know how to follow the plan (i.e. recording batch/lot identification; and where to look for this information on pre-packaged products).

If you import food you must keep:

- the name and contact details of:
 - your supplier,
 - the manufacturer of the food,
- any information that shows the food:
 - has been assessed or confirmed as being safe and suitable,
 - is transported and stored safely to stop deterioration and contamination,
 - a description of the food including commodity, brand and lot or batch identification,
 - any information which will allow food to be traced:
 - from the supplier to the registered importer,
 - while it is under the registered importer's possession,
 - to the next person the food is passed onto (other than the final consumer).

S

Show



Records

What do you need to show?

- If you choose option 1, a **record** of all batch/lot identification information and a **record** of any time you had to recall your food.
- If you choose option 2, a **record** of any time you had to recall food and throw it out.
- A **record** of all information above if you are importing food.



Recalls

K

Know

What do you need to know?

- You have two options for dealing with unsafe food that needs to be recalled:
 1. write a recall plan with details of your suppliers information with batch and lot identification so your product can be traced and recalled; or
 2. do not record any batch/lot information and recall all food you have made or sold if there's a problem.
- If you chose option 1, you must have a written plan to be able to recall your food if there's a food safety problem with either your product or any of the ingredients in your product.
 - You must keep records of all of your ingredients and food products made.
 - If your product needs to be recalled, you need to know:
 - what the problem is,
 - which products or batches are affected.
- If you choose option 2, you must recall all food which might have been affected.
- Option 2 could be expensive as you would have to recall all foods produced in your premises which may have been affected.

D

Do

What do you need to do?

- Choose either (tick as appropriate):
 - ☐ option 1 – record all information to enable recall;
or
 - ☐ option 2 – dispose of all food.
- Remove all affected food from sale.
- Contact your supplier or the manufacturer of the product that needs recalling.
- Remove the product/your product from sale.
- Publish recall notices in media, e.g. newspaper, online, etc if you have made the affected product (does not include food for immediate consumption).
- Update procedures to ensure that the problem does not happen again.
- Make sure everyone who needs to know about the problem, knows about it.

S

Show

What do you need to show?

- If you choose option 1, a record of:
 - batch/lot identification of your products and your suppliers' products,
 - what the problem is,
 - who informed you of the problem and their contact details,
 - which products or batches are affected,
 - supplier's name, address and phone numbers,
 - the action you took immediately,
 - what you have changed to stop the problem from happening again.
- if you choose option 2, show a record of any time you had to throw food away.



Making sushi with acidified rice

K

Know

What do you need to know?

- Harmful bugs cannot grow well in acidic food (pH 4.6 or below).
- Adding vinegar solution to rice makes it acidic.
- Non-acidified rice and sushi made with non-acidified rice can be kept between 5°C and 15°C for no more than 4 hours.
- This page does not cover sushi made with brown rice. Brown rice must be stored under refrigeration at 4°C or below to reduce the chance of food borne illnesses.

D

Do

What do you need to do?

- Cool cooked rice from 60°C to 21°C in the first 2 hours and to 15°C, or colder, in another 4 hours.
- Add a vinegar solution to the cooked rice to make sure the pH is at 4.6 or lower.
- Measure the pH of your rice by taking a sample of the acidified rice and mixing it with a little bit of water. Measure the pH by [tick as appropriate]:
 - ☐ pH strip; or
 - ☐ pH paper; or
 - ☐ calibrated pH meter.
- Establish a tried and tested way of achieving a pH of 4.6 or less. If your method works 6 times in a row, you only need to check the pH of a batch every 2 weeks.

D**Do**

- Acidified rice must only be stored outside temperature control for up to 8 hours. Otherwise, throw it out.
- Acidified rice must be protected from contamination when not being used to make sushi.
- Leftover (refrigerated) rice must not be mixed with a freshly prepared batch of rice.

Display

- Nigiri pieces must be held at a temperature below 15°C for no longer than 8 hours. If they've not been eaten within 8 hours, throw them out..
- Nori rolls must be held at a temperature below 15°C for no longer than 12 hours. If they've not been eaten within 12 hours, throw them out.
- Onigiri must be stored under refrigeration at or below 5°C at all times, as the rice is not acidified.
- The following table shows the shelf-life when sushi rice, and rice combined with sushi ingredients, is kept between 5°C to 15°C.

D

Do

Nigiri	Up to a combined total of 8 hours Example: nigiri pieces are assembled straight after the rice has been acidified. These may be kept for up to 8 hours at between 5°C and 15°C. Example 2: the acidified rice is kept between 5°C and 15°C for 2 hours before the nigiri pieces are assembled. The pieces may be kept for up to 6 hours between 5°C and 15°C..
Nori	Up to a combined total of 12 hours. Example: the acidified rice is kept between 5°C and 15°C for 6 hours before nori rolls are assembled. The nori rolls may be kept for up to 6 hours at between 5°C and 15°C.
Onigiri	Stored under refrigeration (at or below 5°C)

- If the pH of the rice is above 4.6, the volume of vinegar solution being added must be increased. You must then retest the pH of the rice until the correct pH is reached.
- Write down the amount of vinegar solution required to achieve the correct pH in one kilogram of rice.
- Make sure everyone who prepares the sushi rice knows the correct amount to use each time.
- You must throw out any sushi products, or their ingredients, that may have been contaminated through poor handling.

S

Show



Records

What do you need to show?

Show your verifier:

- a written procedure you've established to get a consistent pH of 4.6 or below;
- a written record of the pH of each batch in until it is clear you are getting a consistent result (6 batches) .



Making Chinese style roast duck

K

Know

What do you need to know?

- Harmful bugs grow rapidly in the temperature danger zone.
- Boiling water kills bugs. The vinegar helps stop bugs from growing while the duck is drying.
- Keeping the skin intact stops bugs from getting onto, and growing on, the meat.

D

Do

What do you need to do?

Preparation

- Defrost frozen duck thoroughly.
- Dip the duck in boiling water, vinegar and other ingredients (as used in the recipe).
- Hang the duck to dry in a cool area for no more than six hours.
- Check the temperature of the duck, with a thermometer, at the start and half way through the drying process. The internal temperature must not be more than 25°C.

Cooking

- The duck must be roasted
(see '**Cooking poultry and meat**').

D**Do****Display/storage**

- Use the hanging hook to carry the duck. The duck must not be touched.
- Keep the duck's skin intact. Make sure it isn't broken during display and storage. If the skin breaks, cut the meat up and keep it above 60°C until served.
- Only display and store duck in a well ventilated, cool and dry area to prevent moisture build up (i.e. keep out of enclosed glass cabinets).
- Ducks must not touch each other or any other products on display or during storage. Move them away immediately if they touch.
- Wrapped duck must not be on display for more than 5 hours.
- Remove ducks which have been in contact with each other for a long time. You must cut them up and reheat the meat to 75°C. Then either:
 - keep the meat at or above 60°C until it's served; or
 - cool the meat from 60°C to 21°C within two hours, and from 21°C to 5°C in the next four hours and store at or below 4°C.
- Remove and dispose of any duck that has been on display for more than 22 hours.

Drying

You must:

- re-boil any water that's used to dip the ducks if the mixture has cooled down;

D**Do**

- move any ducks that have a core temperature higher than 25°C during the drying process to the chiller until the temperature drops below 25°C;
- throw away any ducks that have been hung to dry for a period longer than six hours.

S**Show****Records****What do you need to show?**

- Show your verifier a written record of:
 - the temperature of each duck at the time it was hung up to dry and the time that drying started (see Chinese style roast duck drying record).
 - the temperature of the duck halfway through the drying process and what you did to bring it down if it was higher than 25°C.
 - the time the duck was taken from the drying area to be cooked.



Proving a drying method for Chinese style roast duck

K**Know**

What do you need to know?

- If you cook Chinese roast duck regularly and don't want to record the temperature every time, you can use this method to show that your standard cooking procedure (your particular equipment at a set temperature for a set time) works.
- You must use the same equipment and same ingredients (i.e. same size ducks, same ingredients) each time you cook the dish.
- The following process will enable you to demonstrate that the duck is dried safely.

D**Do**

What do you need to do?

1. Cook your duck using the Making Chinese style roast duck card.
2. During the drying process, you must make sure that the internal temperature of the duck doesn't get any higher than 25°C. Move any ducks with an internal temperature of more than 25°C during the drying process to the chiller until the temperature drops below 25°C.
3. Repeat the drying and cooking methods in steps 1 and 2 on at least three separate occasions until you are confident a safe drying method will be able to achieve consistent temperatures.

4. If the duck does not reached the selected internal product temperature on three occasions, you must move the ducks with internal temperature of more than 25°C to the chiller until the temperature has dropped below 25°C.
5. The time the ducks can be held at ambient conditions is no more than 6 hours. It is cumulative – if the ducks were placed in refrigeration to drop the internal temperature, then the time they had already been hung to dry before being put into refrigeration must be added onto the time they are hung to dry again once they are removed from refrigeration.
6. Write down the results of your time/temperature checks below.

S

Show



Records

What do you need to show?

- Show your verifier a written record of your time/temperature checks for your cooking method.

Food item:							
Drying details	Date	Time started drying	Core temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Initials
			Start	Halfway			



Making doner kebabs

K

Know

What do you need to know?

- Raw doner kebab meat may contain bugs which can contaminate ready-to-eat food.
- You must cooking meat thoroughly to kill bugs.

D

Do

What do you need to do?

Preparing a kebab spit

- Only use fresh meat from an approved supplier.
- Store meat below 5°C until needed.
- Prepare spits away from areas where salads, dips, sauces and cooked food is kept.
- Only use thin cuts of meat when forming the spit.
- Protect prepared spits from dirt and other contamination.
- Frozen spits must be defrosted in the fridge prior to cooking.
- The length of the formed block of meat must not be longer than the length of the burners.

D**Do****Cooking and serving**

- Doner kebab cooked on a vertical grill must be cooked before serving the first customers.
- The outside of the doner kebab must be thoroughly cooked before thin slices of meat are shaved from the outside surface.
- Shaved meat must be collected before falling into the drip tray.
- Heating elements must be kept on and not turned down when the doner kebab starts cooking.
- When minced meat spits are cooked from frozen, shaved meat must undergo further cooking on a griddle/hot plate prior to use.
- Any shaved meat that has not been cooked thoroughly must be further cooked by using a hotplate or grill.
- If the doner kebab has not been completely used at the end of service you must:
 - ☐ throw it away; or
 - ☐ carve off any part cooked meat from the skewer. Cook thin slices on the grill/hotplate. Cool the cooked shaved meat, cover it and store in the fridge. The next day it may be reheated and served to your first customers.
- You must cool the raw meat that remains on the skewer to 21°C within two hours and to below 5°C within a further four hours.

S

Show



Records

What do you need to show?

- Show your verifier:
 - A written record of how you safely cooked poultry and meat including:
 - the food;
 - the date cooked;
 - the temperature the food was cooked to and how long it stayed at this temperature.
 - How you keep food hot;
 - How you measure temperature;
- Show or describe to your verifier:
 - how you cool hot food quickly;
 - how you know the food you reheated was above 75°C.



Cooking using the sous-vide

Consulted on requirement in November 2016.
Changes pending for 1st March