Ministry for Primary Industries
Manatū Ahu Matua

Name of business:

Food Control Plan

Food Service and Food Retail

Template – March 2017

Basics Pack

For all food service and food retail businesses.

New Zealand Government

Growing and Protecting New Zealand

Contents

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		☐ ☐	March 2017

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Amendment record

(To be used with hard copy only.)

It is the owner's responsibility to make sure they are meeting current law at all times.This is particularly important for requirements that are subject to regular change such as those in the Food Standards Code. Business owners are advised that MPI will update the template as soon as practicable after relevant changes in food law have been made. From time to time MPI will also make other changes to the template to make it clearer or easier to use after considering feedback from businesses.

Updating your Food Control Plan

When you receive an amendment:

- remove the appropriate outdated pages and replace them with the new issue pages supplied;
- mark as "outdated" the removed pages (keep them at the back of your plan or file them safely – they need to be kept for at least four years and made available on request);
- file the information that accompanies the new issue at the back of your Food Control Plan;
- sign off and date the Amendment record (this page).

Complete instructions will be given with the information that accompanies the amendment.

If you have any queries, please ask your verifier or registration authority.

Amendment No.	Date	Initials
1		
2		
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Amendment No.	Date	Initials
11		
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Introduction

Getting started with the template

Is this template for me?

This template has been developed by the Ministry for Primary Industries (MPI) to help food retail, food service and catering businesses meet requirements under the Food Act 2014 (the Act) and the Australia New Zealand Food Standards Code (the Code). It provides a set of procedures that can be tailored by an operator to become the business' food control plan (FCP). It identifies hazards to food and how they are managed at the business. It also contains pre-printed forms for records and a diary that a business can use when it checks that FCP is being followed.

It is important that your FCP fits your business. You will need to think about the types of food, and the processing and handling that your business does. You will need to make sure that your plan covers the types of things you do, wherever you do them.

What types of businesses does this template apply to?

This template is written for businesses that operate in the following food sectors identified in Schedule 1 of the Food Act 2014:

Food retail sector where food businesses prepare or manufacture and sell food - such as a butcher, a fishmonger, a retail baker, or a business that combines one or more of these activities such as a delicatessen or supermarket; and

Food Service Sector – such as a restaurant, cafe, takeaway or caterer, including those providing catering to schools. The template may also be used by operators of residential care facilities.

The template does not cover:

- businesses in food sectors subject to a food control plan for which there is no MPI template;
- any business required to operate with a Risk Management Programme registered under the Animal Products Act 1999, or a Wine Standards Management Plan registered under the Wine Act 2003;
- Businesses subject to a national programme.

You may change the order of pages in the template FCP, use your own record sheets if they capture the same required information as the record sheets in the template, or place pages that are not relevant at the back of the template. There's more information on this in the *Documents and reporting* page. Speak to your local council before you make any changes to your FCP and find out what you will need to do.

Significant amendments: If your business makes a food or carries out production, processing and handling activities that are not covered by, or are different to what MPI has written in this template FCP, you need to stop the activities that are not covered by the template. If you wish to re-introduce the activities you will need to develop a custom procedure to cover those particular activities. If you choose to develop a custom procedure to add to your template FCP it will need to be evaluated by a recognised evaluator then be registered with MPI as this will become a custom FCP. Alternatively, you may develop a fully custom FCP that covers the full scope of your business operations and requires evaluation by a recognised evaluator instead of using the template FCP.

It is illegal to sell home kill and recreationally caught fish. It is also illegal to sell recreationally caught meat or meat products, such as venison shot in the wild that has not then gone through the regulated system.

What's in the plan?

The template FCP consists of a number of parts. All food service and retail businesses need to use the Basics Pack. All retail businesses also need to use the Retail Pack. Businesses then select which additional specialist packs also apply to their business.

Basics Pack – for all food service and retail businesses

1.0 Introduction – provides information about how to turn the template into your FCP and integrate it into your business. All businesses should have this section.

2.0 Management – contains your business details, document control requirements and training and supervision requirements. All businesses need this section to provide information required by the Act.

3.0 Places Basic – includes the procedures that are needed to ensure that the place where the food business operates from is suitable before food is prepared, handled and sold. All businesses need this section to meet requirements of the Act.

4.0 People Basic – includes the procedures that need to be in place for the people at the business, before food is prepared, handled and sold. All businesses need this section to meet requirements of the Act.

5.0 Food Basic – includes the procedures that need to be in place for food preparation, handling and sale. All businesses need this section to meet requirements of the Act.

6.0 Records Basic – provides records for use by all businesses to meet requirements of the Act. Alternative records may be used so long as they capture the same information.

7.0 Diary – contains pre-printed pages that the business completes to confirm that important tasks have been carried out and to record what action was taken if something went wrong.

Retail Pack – for retail businesses

8.0 Retail Basics – includes the additional procedures that need to be in place for food retailing. All retail businesses need this section to meet requirements of the Act.

9.0 Records – Retail Basics – provides additional records for use by retail businesses to meet requirements of the Act. Alternative records may be used so long as they capture the same information.

What's in the plan?

Specialist Packs - use those that apply

10 to 19 Specialist sections – a range of specialist food business sections with procedures for the safe handling and processing of food for sale. An operator selects the section(s) that cover the scope of their business food activities, adds them to the first two sections and moves each "Contents" page to the front of the plan. All businesses will need some procedures from these specialist sections to meet requirements of the Act.

How does it work?

Simply put: the plan doesn't work, unless you do! The plan provides you with a system to help you meet Food Act requirements and produce safe food for your customers.

The key to success is **leadership**. If management is committed to following the plan and producing safe food then staff will be more likely to take their responsibility seriously.

Making it yours

The first step in making the template into your plan is to take the Introduction and Management and Basics sections and add the specialist section(s) for the types of food(s) you sell. Your plan will need to include all your food activities.

Take time to read through the template. Some procedures require you to identify the way you do things in your business (this is referred to as "tailoring the plan"). It is important that you take time to do this because you have a duty under the Food Act to ensure that you operate your business in the ways you've identified in your Plan. You may do something very similar to, but not exactly as described by, a procedure in the template. This may be okay, provided it achieves the same outcome that is intended by the procedure – see the "goal" of the procedure. Talk it through with your verifier.

You may find procedures in specialist sections that don't apply to your business; for example the *Transporting food* procedure if you don't transport food. You can remove this procedure and any pre-printed records associated with it and put it at the back of the Plan (in case you later decided to transport food), or you can leave the page in your Plan but mark it as "not applicable," Update the Plan Contents page so that it is clear that this activity is not a part of your business. If in doubt, check with your local council.

You may find that it helps to do just a few procedures at a time, and to involve staff in the process. This can help them become familiar with the Plan and develop a sense of ownership.

Once the Plan has been tailored make sure the people who work in the business are familiar with the procedures that relate to their job (see the *Training, Supervision and Competence* procedure).

Use the *Getting started* checklist to assist in implementing the Food Control Plan.

Introduction

How to use the plan

All of the procedures contained in the *Basics* and *Specialist Safe* sections are formatted in the same way.

Key for Food Control Plan

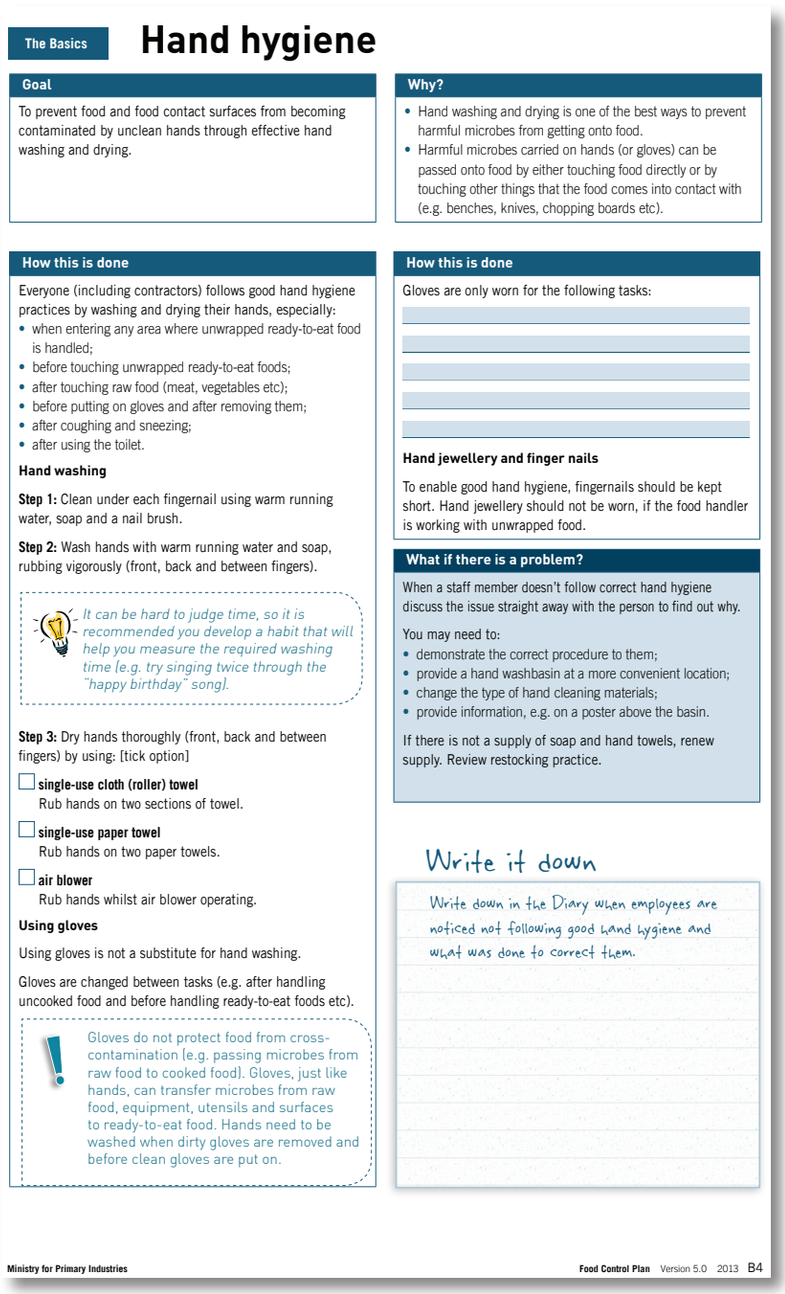
Important information. It helps to identify why things need to be done. It is not a requirement of your plan

Helpful explanation. You don't have to do this, it is just a suggestion. It is not a requirement of your plan.

Goal
This box contains a statement about the aim of the procedure and the relevant requirements of the Act.

How this is done
This section provides requirements and procedures you must follow to comply with the Act, Regulations and Notices.

Tailor the procedure
Some procedures will require you to write down what you do, or to tick a box to indicate what option applies to you.



The Basics

Hand hygiene

Goal

To prevent food and food contact surfaces from becoming contaminated by unclean hands through effective hand washing and drying.

Why?

- Hand washing and drying is one of the best ways to prevent harmful microbes from getting onto food.
- Harmful microbes carried on hands (or gloves) can be passed onto food by either touching food directly or by touching other things that the food comes into contact with (e.g. benches, knives, chopping boards etc).

How this is done

Everyone (including contractors) follows good hand hygiene practices by washing and drying their hands, especially:

- when entering any area where unwrapped ready-to-eat food is handled;
- before touching unwrapped ready-to-eat foods;
- after touching raw food (meat, vegetables etc);
- before putting on gloves and after removing them;
- after coughing and sneezing;
- after using the toilet.

Hand washing

Step 1: Clean under each fingernail using warm running water, soap and a nail brush.

Step 2: Wash hands with warm running water and soap, rubbing vigorously (front, back and between fingers).

It can be hard to judge time, so it is recommended you develop a habit that will help you measure the required washing time (e.g. try singing twice through the "happy birthday" song).

Step 3: Dry hands thoroughly (front, back and between fingers) by using: [tick option]

☐ **single-use cloth (roller) towel**
Rub hands on two sections of towel.

☐ **single-use paper towel**
Rub hands on two paper towels.

☐ **air blower**
Rub hands whilst air blower operating.

Using gloves

Using gloves is not a substitute for hand washing.

Gloves are changed between tasks (e.g. after handling uncooked food and before handling ready-to-eat foods etc).

Gloves do not protect food from cross-contamination (e.g. passing microbes from raw food to cooked food). Gloves, just like hands, can transfer microbes from raw food, equipment, utensils and surfaces to ready-to-eat food. Hands need to be washed when dirty gloves are removed and before clean gloves are put on.

How this is done

Gloves are only worn for the following tasks:

Hand jewellery and finger nails

To enable good hand hygiene, fingernails should be kept short. Hand jewellery should not be worn, if the food handler is working with unwrapped food.

What if there is a problem?

When a staff member doesn't follow correct hand hygiene discuss the issue straight away with the person to find out why.

You may need to:

- demonstrate the correct procedure to them;
- provide a hand washbasin at a more convenient location;
- change the type of hand cleaning materials;
- provide information, e.g. on a poster above the basin.

If there is not a supply of soap and hand towels, renew supply. Review restocking practice.

Write it down

Write down in the Diary when employees are noticed not following good hand hygiene and what was done to correct them.

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Why?
This box explains why the goal is important.

What if there is a problem?
This box contains examples of the types of things you might need to do in the event that something goes wrong.

Write it down
If there is anything that you need to write down, you will find instructions here.

Introduction

How to use the plan

Pages that look like this provide guidance and information for operators of Food Control Plans.

Guidance

Customer complaints

Complaints about food

If a customer is the first to identify a problem with food, the information that they provide can be vital in identifying what went wrong. An unusual taste or foreign object might be a "one-off," but it could be the first warning of a batch-wide problem.

Investigating a complaint will help determine the scope of the issue, what needs to be done and ensure that other customers aren't compromised. Foreign objects in food can sometimes be dangerous if they are small enough to be swallowed or are sharp.

Receiving customer complaints

If a customer makes a complaint about a food sold by the business the following action is taken:

Obtain as much information about the food from the customer as possible including:

- what the customer believes is wrong (if possible see the food and what the problem is) e.g.:
  - a foreign object and what it's made of (metal, plastic, glass, wood, insect/pest etc.);
  - an unusual taste (describe);
- when it was sold (if possible see the till receipt);
- how the food was packaged;
- information provided with the food (e.g. batch details, date code) to help identify other food that may be affected);
- how the customer has kept and handled the food since purchase.

Guidance on investigating customer complaints:

- Complaints about foreign objects in food are investigated to find the cause and to identify action needed to prevent it happening again.
- Identify the likely source of the object – could it have come from your business or from somewhere else? Consider:
  - ingredients – talk to suppliers;
  - staff – jewelry, clothing, hair, Band-Aids;
  - environment – walls, windows, overhead lights, wooden pallets;
  - packaging – when product was opened or when product was packaged.
- Identify what went wrong and what might need to change.

The complaint is investigated to determine the likely cause.

- If it related to food that wasn't made or packaged by your business, notify the manufacturer/supplier with the details.
- If food was processed or packaged by your business, find out whether the complaint has arisen from these activities:
  - If it has, identify what went wrong, how it happened and what can be done to stop it happening again;
  - If it hasn't, notify the supplier/manufacturer with the details.

Complaint about a foodborne illness

If illness has been caused by a food certain facts need to be known that may not be available to the business, such as:

- what type of harmful organism caused the illness;
- the symptoms and when they started;
- a history of food consumed and other matters that could have caused illness.

If a customer suspects that they have a foodborne illness advise them to contact the local public health service: phone number:

Contact the local public health service as soon as possible to advise them of the suspected foodborne illness and seek further advice.

If a customer has concerns about their health advise them to see their doctor.

Following up complaints

If someone with a complaint is not satisfied with your investigation and answer, advise them to contact their local council.

If a problem is traced to food processed and handled by your business you must take the necessary steps to ensure that it does not happen again.

Let a customer know about what you have done to investigate their complaint and what you found.

- record in the Diary the date and time that the complaint is made;
- customer details (name, address, telephone number – so that the business can contact them after investigating the problem);
- what the complaint is about (the product, what the customer is concerned about);
- date/time the item was purchased (so that the business can identify what batch/ delivery/supplier might be involved).

You should write down in the Diary what you did to investigate the issue, what you found and what you did to prevent the problem from happening again.

Introduction

How to use the diary

The Diary contains records of checks made during the week. Each week is presented on two pages. The Diary is also used to record any food safety problems that arise and show how they are dealt with. Every four weeks there is a page to review the activities of the previous month and confirm that any changes at the business are in accordance with the plan.

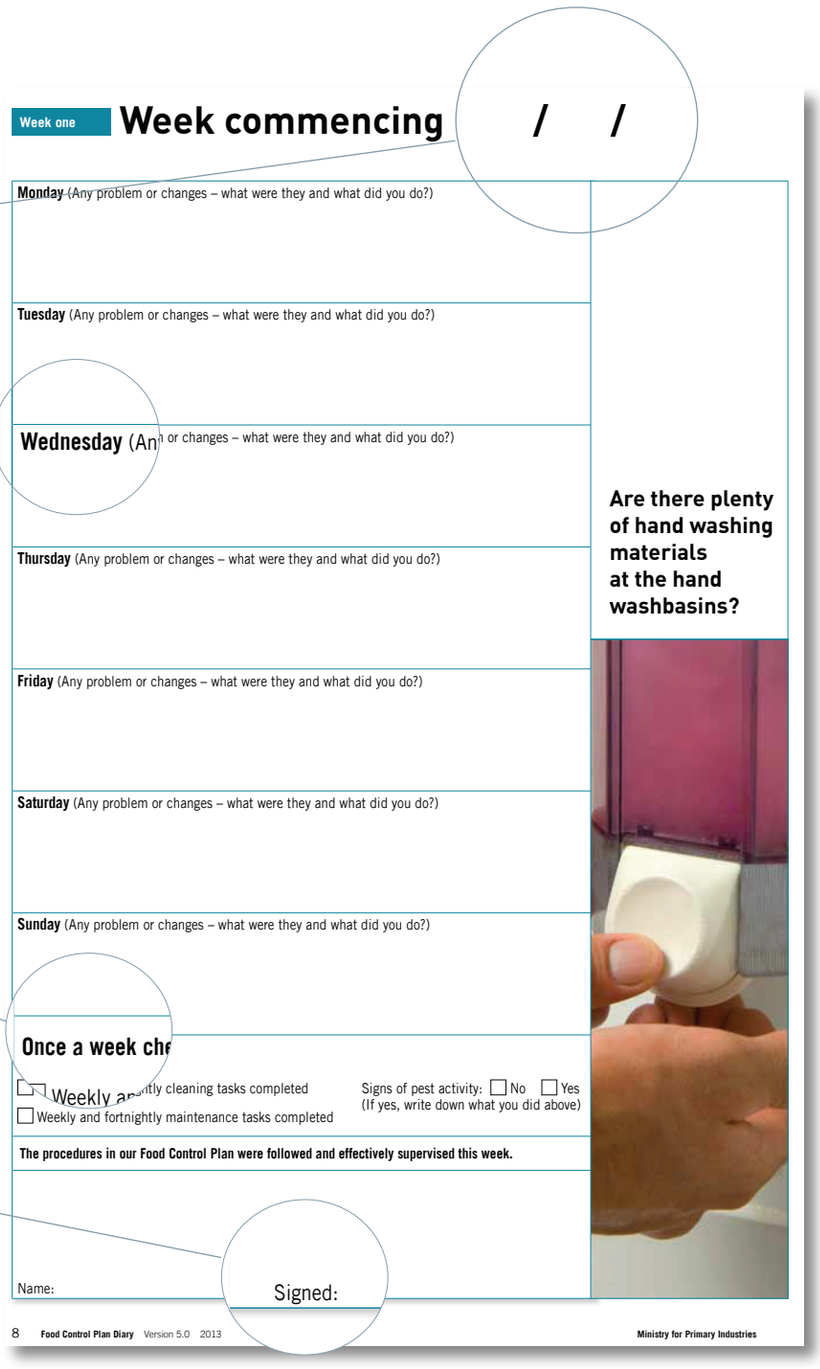
The Diary can also be used to keep other day-to-day records that you use to follow your plan. You can download the Diary and replacements from **www.mpi.govt.nz**

1 Date
Write Monday's date here

2 Problems or changes
Write down in the Diary anything that went wrong that day and what you did to put things right.

3 Once a week checks
Tick the boxes after completing the tasks.

4 Sign off
At the end of each week, the day-to-day manager should sign the Diary to confirm that the plan has been followed.



Week one **Week commencing** / /

Monday (Any problem or changes – what were they and what did you do?)

Tuesday (Any problem or changes – what were they and what did you do?)

Wednesday (An or changes – what were they and what did you do?)

Thursday (Any problem or changes – what were they and what did you do?)

Friday (Any problem or changes – what were they and what did you do?)

Saturday (Any problem or changes – what were they and what did you do?)

Sunday (Any problem or changes – what were they and what did you do?)

Once a week che

Weekly a tly cleaning tasks completed

Weekly and fortnightly maintenance tasks completed

Signs of pest activity: No Yes
(If yes, write down what you did above)

The procedures in our Food Control Plan were followed and effectively supervised this week.

Name:

Signed:

Are there plenty of hand washing materials at the hand washbasins?

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Introduction

How to use the diary

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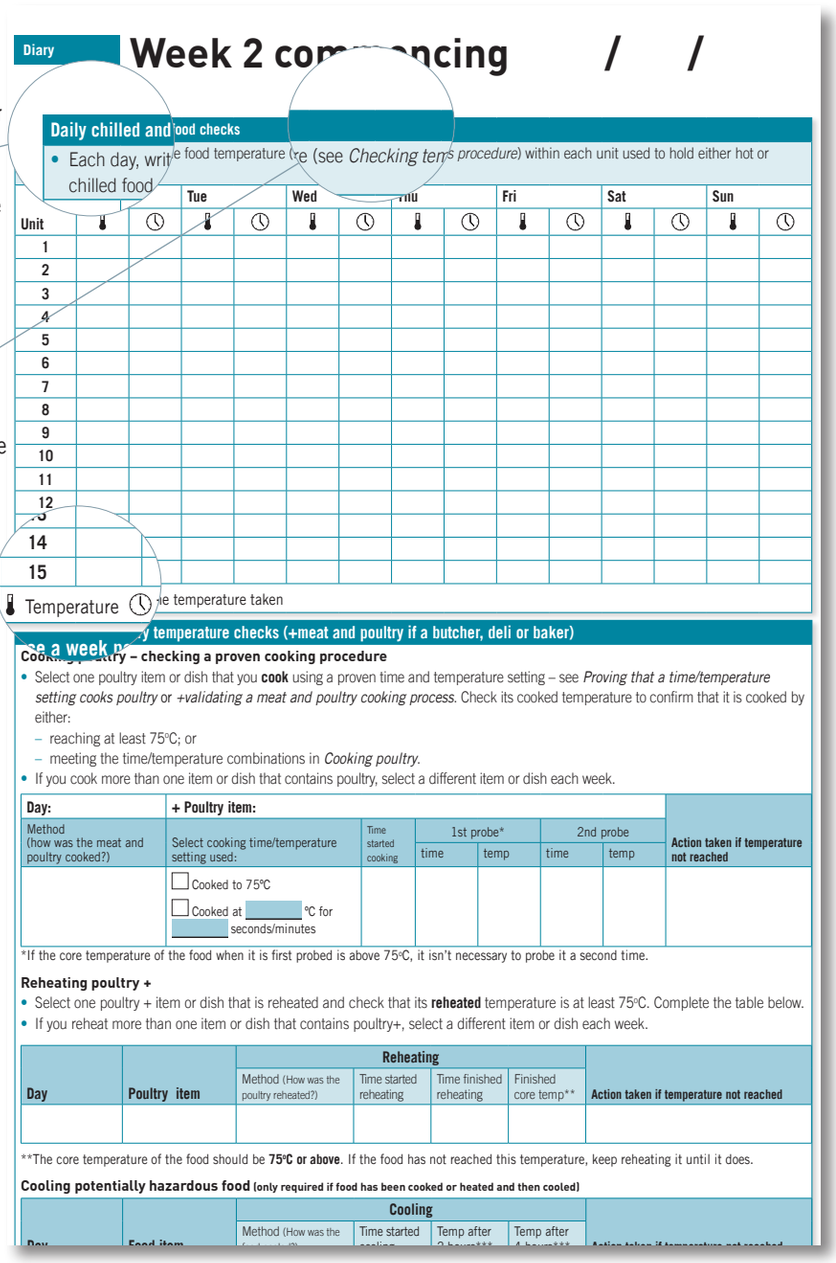
The Diary can also be used to keep other day-to-day records that you use to follow your plan. You can download the Diary and replacements from **www.mpi.govt.nz**

These numbers refer to the numbers you assigned to your chiller units on page one.

Every business day, record the "food" temperature in each unit along with the time that you did the check.

This section is only used if you serve dishes that contain poultry.



Diary

Week 2 com[illegible]ncing / /

Daily chilled and [illegible]ood checks

- Each day, writ[illegible]e food temperature (re (see *Checking tem[illegible]s procedure*) within each unit used to hold either hot or chilled food

Unit	Tue		Wed		Thu		Fri		Sat		Sun	
	🌡	🕐	🌡	🕐	🌡	🕐	🌡	🕐	🌡	🕐	🌡	🕐
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
14												
15												

Temperature 🕐 [illegible]e temperature taken

[illegible]se a week [illegible]y temperature checks (+meat and poultry if a butcher, deli or baker)

Cook[illegible], poultry – checking a proven cooking procedure

- Select one poultry item or dish that you **cook** using a proven time and temperature setting – see *Proving that a time/temperature setting cooks poultry* or *+validating a meat and poultry cooking process*. Check its cooked temperature to confirm that it is cooked by either:
  - reaching at least 75°C; or
  - meeting the time/temperature combinations in *Cooking poultry*.
- If you cook more than one item or dish that contains poultry, select a different item or dish each week.

Day:	+ Poultry item:						
Method (how was the meat and poultry cooked?)	Select cooking time/temperature setting used:	Time started cooking	1st probe* time	1st probe* temp	2nd probe time	2nd probe temp	Action taken if temperature not reached
	☐ Cooked to 75°C ☐ Cooked at ____ °C for ____ seconds/minutes						

*If the core temperature of the food when it is first probed is above 75°C, it isn't necessary to probe it a second time.

Reheating poultry +

- Select one poultry + item or dish that is reheated and check that its **reheated** temperature is at least 75°C. Complete the table below.
- If you reheat more than one item or dish that contains poultry+, select a different item or dish each week.

Day	Poultry item	Reheating				Action taken if temperature not reached
		Method (How was the poultry reheated?)	Time started reheating	Time finished reheating	Finished core temp**	

The core temperature of the food should be **75°C or above. If the food has not reached this temperature, keep reheating it until it does.

Cooling potentially hazardous food **(only required if food has been cooked or heated and then cooled)**

Day	Food item	Cooling				
		Method (How was the [illegible]	Time started [illegible]	Temp after 2 hours***	Temp after 4 hours***	Action taken if temperature not reached

Introduction

Getting started checklist

Use the following checklist to assist you to tailor and introduce the Food Control Plan to your business.

1	Start with the *Basics* section and add the specialist section(s) that cover the scope of your retail and/or food service activities.	Done
2	Read through all the pages in each section of the template and where there are blanks or tick boxes fill them in to show what happens in your business. Complete the site plan of your business.	Done
3	If there are things you do that you think are not covered by the template, stop and contact your local council for advice to see if the plan is appropriate for your business.	Done
4	Remove any pages or mark as 'not appropriate' any that do not apply to your business (keep them at the back of your plan in case you change what you do and need them later) or mark them as "not appropriate." Update the Contents pages and keep these at the front of the plan.	Done
5	Complete the cleaning and maintenance schedules. You may want to keep these with your Diary.	Done
6	Write in the diary the equipment used for cold storage and holding food and write the opening and closing checks carried out each day.	Done
7	If you use a particular time and temperature setting for cooking poultry, complete the *Proving that a time/temperature setting cooks poultry* procedure.	Done
8	Make sure that everyone who works in the business is trained and is familiar with your Plan and start a training record for each member of staff.	Done
9	Register your completed Food Control Plan and arrange for a verification visit.	Done
10	**Follow the procedures contained in your Food Control Plan.**	
11	Review your plan when things change (to ensure that your FCP still fits your business) or go wrong (to prevent them happening in the future), and make amendments as required. Refer to *significant amendments* on page 1.3.	Done

After your FCP is registered your business will be regularly checked (verified/audited) against the Plan. The verifier will want to confirm that your Plan reflects your business activities, that you are meeting Food Act requirements, see your Diary and other completed records and discuss with you and your staff what you do to ensure that the food you sell is safe.

Helpful stuff - Contact your registration authority if you need further guidance on how to complete and register your plan.

Summary of requirements for a food control plan applied to this template

S. 36 in Food Act 2014	Where this is found in template
A food control plan is a plan designed for a particular food business to identify, control, manage, and eliminate or minimise hazards or other relevant factors for the purpose of achieving safe and suitable food, taking into account— (a) each type of food that the food business trades in; and (b) each type of process or operation that is applied to the food; and (c) each place in which the food business trades in food.	The template recognises the range of foods and operations that are within the general scope of businesses operating in the sector. The *Basics* sections 3 to 6 cover matters relation to places, people and food that are relevant to the business. The Retail Basics section covers matters common to retailers. Specialist sections 10–19 cover matters specific to particular businesses, activities, foods or processes. This allows a business operator to tailor the template to recognise the range of operations at their business.
S. 39 Food control plan: chief executive's power to issue official template or model	
(1) The chief executive may, by notice under section 405, issue a template or model for different types of food sectors or food businesses.	This template is issued by the Food Notice – Official Template Food Control Plan for Schedule 1 Food Businesses: Food Service and Food Retail, December 2015. See **www.mpi.govt.nz**
S. 41 Food control plan: form	
A food control plan must be in writing in a form acceptable to the appropriate registration authority.	This template is issued by Notice. When it has been correctly completed by a food business it will become acceptable for registration.
S. 42 Food control plan content	
A food control plan must set out: (a) the name, trading name, and business address (including the electronic address, if available) of— (i) the food business or businesses covered by the plan; and (ii) if the plan applies to only one food business, the operator of the food business; and (iii) if the plan applies to more than one food business, the operator of the plan and the operator of each food business covered by the plan;	This is in the *Business and Management* details: Section 2 of this template.
(b) the operators' physical and electronic addresses for the purposes of section 378(3)(a);	This is in the *Business and Management* details.
(c) the physical address or, if appropriate, the location of the food business or its nominated home base;	This is in the *Business and Management* details.
(d) the name, or the position or designation, and the area of responsibility (if appropriate) of the person who is responsible for the day-to-day management of the plan, as nominated by the person in control of the food business or businesses	This is in the *Business and Management* details.
(e) the scope of the plan, including (without limitation)— (i) the type of food to which it applies; and (ii) the nature of the food business or businesses covered by the plan; and (iii) the trading operations under the plan.	(i) Template title provides the scope, e.g. Food Service and Retail Food Control Plan; (ii) The scope of the plan is also identified in the Plan Introduction Section 1.0– 1.7; (iii) The scope of trading is also identified by the elements of the FCP that are ticked as relevant on the contents page by the business operator.

S. 42 Food control plan content cont...		Where this is found in template
(f) how the applicable requirements of this Act (as defined in section 8(1)) will be met under the plan		The template enables a business operator to meet the applicable requirements of the Act when they tailor the template to become their food control plan by ticking relevant boxes on the contents page and filling out other pages as indicated in the template.
(g) a description of the hazards and other factors that are reasonably likely to occur or arise		Procedures in the template identify and describe particular hazards that can arise, for example in the "why?" section
(h) procedures to achieve the safety and suitability of food, including (without limitation)— (i) good operating practice; and (ii) control of all relevant hazards and other factors that are reasonably likely to occur or arise; and (iii) monitoring of appropriate parameters and limits; and (iv) preventative actions; and (v) corrective actions; and (vi) operator verification activities; and (vii) document control and record keeping		Procedures in the template are set out in each respective section (3 - 19) of the template covering a particular topic: (i) describe good operating practices to control, eliminate or reduce the risk that particular hazards will occur or arise, for example in the "how this is done" section; (ii) identify where checks are needed; (iii) identify preventative actions. Good operating practices can be, in themselves, preventative actions. Highlighted information contained in the 'important information' boxes may also identify preventative actions; (iv) describe corrective actions should a hazard occur, for example in the 'what if there is a problem?' section; (v) incorporates verification checks for the operator such as equipment calibration, confirming cleaning has been carried out; making sure that the plan is up to date/new staff have been trained; (vi) identifies what needs to be written, such as in the 'write it down' section. The template also includes pre-printed forms for keeping records and provides for document control – such as with version numbers; contents pages and an amendment record.
(i) any validation information as appropriate		Where the template includes practices that may require validation, procedures provide a validation process, such as to confirm that a temperature setting for a particular length of time will consistently meet a cooking parameter identified in the template. Where MPI has specified particular times, temperatures and other measurable requirements, these have been based on relevant science. http://www.foodsafety.govt.nz/elibrary/industry/Technical_Guidance-Explains_Been.htm
(j) any other matters that may be specified in regulations or in Notices under section 405		Elements in the template take into account requirements set in regulations (and Notices) – see below.
S.45 amendment to a Food Control Plan based on a template		
(2) if the amendment to the Food Control Plan is not a significant amendment, the operator must give written notice of the amendment to the registration authority		Information about amending the plan is included in the introduction section 1.0 - 1.7.
(3) If the amendment is a significant amendment, the operator must apply to the registration authority for the plan to be registered		Information about amending the plan is included in the introduction. Also note – Significant amendments are define in Part 3 of the Food Notice – Food Control Plans and National Programmes.
S.50 Duties of operators of registered food control plans		Information about the duties of operators is incorporated in the introduction included in section 2.3 *Documents, records and reporting*.

S.51 Operator of a registered FCP must notify registration authority of significant change in circumstances	Information about significant change in circumstances is included in Section 2.3 *Documents, records and reporting*.
R. 6 Additional contents of a food control plan	
6(2) A FCP must: • describe the physical boundaries and layout of the place in which the food business is operating by providing a diagram or site plan; and • describe the activities of the food business that are carried out within those physical boundaries; and • describe any activities carried out within those physical boundaries that are not activities of the food business; and (ii) how those activities pose a risk to food safety and suitability; and (iii) how any such risk to food safety and suitability will be managed to ensure that food safety and suitability is not compromised; • describe the activities that are carried out in neighbouring premises that pose a risk to the safety and suitability of food.	This is in the *Business and Management* details section reference 2.1 - 2.8.
R1-6,12-38,83-85,88,90	
The Food Regulations 2015 provide the details of things that businesses subject to food control plans need to take into account and do. These matters include: • interpretation; • the design, construction and location of food business places, and facilities, equipment and essential services; • supporting activities such as pest control, waste management, cleaning and maintenance; • sourcing and receiving food; • protecting food from contamination by people and during production, processing and handling; • competency and training; • corrective action; • record keeping and reporting; • verification and frequency.	Some parts in various sections of the template, for example, *Design, location and use of food places, Training, supervision and competence* and *Water supply* are included as these are required by the regulations. Verification is in *Business and Management* details.
Food Standards Code (The Code)	
The Food Standard Code provides requirements for things such as composition, labelling, substances added to food and microbiological limits. Note that the Code is regularly amended and it is the food business's responsibility to refer to the current code for the latest requirements. See **www.foodstandard.gov.au**	References to the Code are scattered throughout the template to assist businesses about where they are relevant. It is not intended or advised that a food business place reliance on this guidance material to ensure legal obligations with Code requirements are fully met. A food business must know and ensure all relevant standards in the Code as enacted are complied with. Code changes or amendments may not be reflected in the template. If a food business is unsure about what Code standards apply or their interpretation, it is recommended that the food business seek independent legal advice.