



Name of business:

Food Control Plan

Food Service and Food Retail

Template – March 2017

Specialist Retail – Delicatessen Safe

For retail businesses that make and handle delicatessen products.

Add to the food service and retail *Basics Pack*.

Deli Safe		Contents	
18.0	Delicatessen Safe	Element Needed? Yes No	MPI Issue
18.1	Food additives in deli products		March 2017
18.2	Limits for harmful microbes in deli products		March 2017
18.3	Composition of deli foods		March 2017
18.4	Batters, marinades and coatings		March 2017
18.5	Preparing raw meat, poultry and fish		March 2017
18.6	Preparing and handling ready-to-eat deli foods		March 2017
18.7	Deli dairy products		March 2017
18.8	Sushi made using acidified rice		March 2017
18.9	Cooking meat and poultry		March 2017
18.10	Validating a meat and poultry cooking process		March 2017
18.11	Checking meat and poultry is cooked		March 2017
18.12	Cooking seafood		March 2017
18.13	Cooking other foods		March 2017
18.14	Serving ice cream and making milkshakes		March 2017
19.0	Records – Delicatessen Safe		
19.1	Staff training – specialist Deli		March 2017
19.2	Cooking temperature checks		March 2017
19.3	Once-a-week meat and poultry temperature checks		March 2017
19.4	Once-a-week seafood temperature checks		March 2017
19.5	Transported food temperature checks		March 2017
19.6	Sushi rice pH record		March 2017

Food additives in deli products

Goal

To ensure that only permitted food additives are used to make meat, poultry and fish products.

Act requirements:

- Food must be safe and suitable.

Why?

- Using a validated and tried and tested recipe helps make a safe product.
- The Australia New Zealand Food Standards Code (the Code) prescribes certain food additives and their amounts that can be added to meat, poultry, game and other products
- If a non-permitted additive is in a food, or the amount of a permitted food additive exceeds the limit prescribed in the Code, safe limits may be exceeded.

How this is done

All ingredients and packaging must come from reputable suppliers and must be suitable to use in and with the food made – see *Purchasing and receiving food*.

All ingredients and food additives used are permitted for use by, and comply with, the Code – see also *Food composition – general*.

Check the Code for the requirements for the products you make or sell at:

<http://www.foodstandards.govt.nz/code/Pages/Food-Standards-Code-from-1-March-2016.aspx>

Information about permitted additives in foods is provided on the next page.

What if there is a problem?

If a non-permitted food additive is in food, throw the food away.

If too much of a permitted additive is present in the finished product, the product must be thrown away unless it may be reworked using a process that is shown to make the product safe for use.

Review process to identify how this happened and work out how to prevent it happening again.

Write it down

Keep a record of your calculations of additives to confirm that your products meet requirements of the Code – either in the Diary or with your recipes.

Write down (e.g. in the Diary) what you did to deal with a problem, what you did with the food and what action you took to prevent this happening again.

Food additives

The information on this page is provided to help with meeting requirements for food additives.

Permitted food additives in deli products

What can be added to deli foods, and the maximum levels permitted, are set out in the Code Standard 1.3.1 at:

<https://www.comlaw.gov.au/Series/F2015L00396>

Standard 1.3.1 is extensive and applies to additives across a range of foods including: fish and meat products, ice cream, peeled/processed fruit, confectionery, cereals, breads, bakery products, fruit and vegetable juices and dairy-based dips and snacks. For example:

- The total of nitrates and nitrites (calculated as sodium nitrite) permitted in cured meat, dried meat, slow dried cured meat, processed comminuted meat and poultry and game products must not exceed 125 mg/kg (parts per million) in the finished product.
- The total of nitrates and nitrites (calculated as sodium nitrite) permitted in fermented, uncooked processed comminuted meat products must not exceed 500 mg/kg (parts per million) in the finished product. [See Brining and pickling meat in the Retail Butcher FCP for an example of calculating nitrite in finished product].
- Sausage and sausage meat, and processed comminuted meat, poultry and game products must contain less than 500mg/kg (parts per million) sulphur dioxide and sodium and potassium sulphites (calculated as sulphur dioxide);
- Sulphur dioxide and sulphites are not permitted to be applied to raw, unprocessed meat.
- In cooked crustacea sulphur dioxide and sodium and potassium sulphites must not exceed 30mg/kg.

- In semi-preserved fish and fish products annatto extracts must not exceed 10mg/kg.
- In semi-preserved fish and fish products sorbic acid and sodium, potassium and calcium sorbates must not exceed 2500 mg/kg.
- In semi-preserved fish and fish products ethyl lauroyl arginate must not exceed 400mg/kg.
- Roe must contain no more than 300mg/kg amaranth;
- Breads and bakery products must contain no more than 1200mg/kg (parts per million) sorbic acid and sodium, potassium and calcium sorbates.
- Biscuits, cakes and pastries must contain no more than 25 mg/kg annatto extracts, and no more than 300mg/kg (parts per million) sulphur dioxide and sodium and potassium sulphites.

Other permitted food additives

The Code places limits on the amount of other food additives that can be in products.

- The manufacture of speciality meat or fish products for retail sale is carried out following the good practices identified in Retail Butcher or Retail Fishmonger template Food Control Plans.
- A check is made with suppliers that pre-packaged deli products only contain ingredients and food additives that are permitted for use by, and comply with, the Code – see also *Food composition - general*.

Limits for harmful microbes in deli products

Goal

To ensure that deli products meet microbiological requirements.

Act requirements:

- Food must be safe and suitable.

Why?

- The Australia New Zealand Food Standards Code (the Code) sets levels for the maximum permissible number of harmful microbes that may be present in food products.
- Foods where microbiological limits aren't set in the Code may still contain harmful organisms if they aren't adequately processed and handled.

How this is done

Microbiological requirements of deli products

A check is made with suppliers that pre-packaged deli products comply with microbiological requirements of the Code – see also *Food composition – general, Listeria*.

Foods that are not specifically identified in Standard 1.6.1 may also support the growth of harmful organisms. Guidance on microbiological levels for harmful organisms found in products such as pickled or salted meats, pate, salads, pasta, egg and other ready-to-eat products is at:

http://www.foodsafety.govt.nz/elibrary/industry/Microbiological_Reference-Guide_Assess.pdf

Further information about what a business needs to do to manage the risks from *Listeria monocytogenes* is found in the procedure for *Listeria* and in other procedures and throughout the plan.

Check the Code for the requirements for products that you make at: <http://www.foodstandards.govt.nz/code/Pages/Food-Standards-Code-from-1-March-2016.aspx>

Examples of limits for harmful microbes in food are provided on the next page.

What if there is a problem?

If a product doesn't meet microbiological limits it must not be used. It may be thrown away, returned to the supplier or reworked where the process is shown to make the product safe and suitable.

Review practices to identify how this happened and take action to prevent it happening again.

Write it down

Keep a record to show how your products meet microbiological requirements of the Code either in the Diary or with your recipes.

You must write down (e.g. in the Diary) what you did to deal with a problem, what you did with the food and what action you took to prevent this happening again

Limits for harmful microbes

The information on this page is provided to help with meeting requirements for microbiological limits in food.

Levels of harmful microbes in deli products

The Code Standard 1.6.1 sets maximum permissible levels of harmful organisms that may be present in certain products from a minimum of five sample units from one lot of the product. The following table provides examples across a range of deli-type foods:

Food	Microbiological limit
Packaged cooked cured/salted meat	Coagulase-positive staphylococci/g: up to 100 organisms is acceptable in any sample; 100-1000 organisms is acceptable in one sample only. If in more than one sample the lot is rejected; More than 1000 organisms in one sample and the lot is rejected. Salmonella/25g: nil present in 5 samples from the lot.
Packaged heat treated meat paste and packaged heat treated pâté	Salmonella/25g: nil present in 5 samples from the lot.
Soft and semi-soft cheese (moisture content > 39%) with pH >5.0	Salmonella/25g: nil present in 5 samples from the lot.
Raw milk cheese	Salmonella/25g: <i>nil present in 5 samples from the lot.</i> Staphylococcal enterotoxins/25g <i>nil present in 5 samples from the lot.</i>
All cheese	Eschericia coli/g: <i>Up to 10 organisms is acceptable in any sample;</i> <i>10 -100 organisms is acceptable in one sample only. If in more than one sample the lot is rejected;</i> <i>More than 100 organisms in one sample and the lot is rejected.</i>
Cooked crustacea	Coagulase-positive staphylococci/g: up to 100 organisms is acceptable in any sample; 100-1000 organisms is acceptable in two samples only. If in more than two samples the lot is rejected; More than 1000 organisms in one sample and the lot is rejected. Salmonella/25g: nil present in 5 samples from lot SPC/g: Up to 100,000 organisms is acceptable in any sample; 100,000 to 1 million organisms is acceptable in two samples only. If in more than two samples the lot rejected; More than 1 million organisms in one sample and the lot is rejected.
Ready-to-eat food in which growth of <i>Listeria monocytogenes</i> can occur	Listeria monocytogenes/g nil present in 5 samples from lot
Ready-to-eat food in which growth of <i>Listeria monocytogenes</i> will not occur	Listeria monocytogenes/25g: Up to 100 colony forming units is acceptable in any sample (5 samples from lot).
Pepper, paprika and cinnamon	Salmonella/25g: nil present in 5 samples from lot
Pasteurised egg products	Salmonella/25g: nil present in 5 samples from lot

Herbs, Spices and Premixes

Herbs and spices such as cinnamon, pepper or chilli can contain harmful organisms. Guidance on microbiological levels for harmful organisms that may be found in herbs and spices is at:

http://www.foodsafety.govt.nz/elibrary/industry/Microbiological_Reference-Guide_Assess.pdf

For example, in five samples taken from a lot there should be no *Salmonella* in 25g.

Herbs, spices or premixes used in products are sourced from suppliers who can provide information to show that they do not contain harmful organisms in amounts that may affect the safety of the food.

Composition of deli foods

Goal

To ensure that deli foods meet compositional requirements.

Act requirements:

- Food must be safe and suitable.

Why?

The Australia New Zealand Food Standards Code (the Code) applies definitions, composition and labelling requirements to meat and meat products.

How this is done

Compositional requirements for delicatessen foods

A check must be made that food sold complies with compositional requirements of the Code – see also *Food composition – general*. Check the Code for the requirements for the products that you make or sell at:

<http://www.foodstandards.govt.nz/code/Pages/Food-Standards-Code-from-1-March-2016.aspx>

Examples of composition requirements are provided on the next page.

What if there is a problem?

Products that don't meet compositional requirements but which are safe to eat may be reworked where the process is shown to make the product safe and suitable.

Review practices to identify how this happened and work out how to prevent it happening again.

Write it down

Keep a record of your calculations to confirm that your products meet compositional requirements of the Code – either in the Diary or with your recipes.

Write down (e.g. in the Diary) what you did to deal with a problem, what you did with the food and what action you took to prevent this happening again.

Do I need to have a recipe written down?

Writing down and following a validated recipe is a way to help make sure that a safe product that meets compositional and other requirements is made each time. The recipe can also be used to check what was actually added to each batch, against the batch records showing what should have been added.

Following a recipe and keeping a record of what went into each batch can also help you to show how you consistently meet a Standard.

Changing a tried and tested recipe may affect safety and composition of the product. Confirm – validate – that any change to the recipe, ingredients or process continues to produce a safe product that meets required Standards.

Composition

The information on this page is provided to help with meeting food compositional requirements.

Composition of meat products

The Code Standard 2.2.1 includes definitions, compositional and specific labelling requirements for meat and meat products, including:

- A pie must contain at least 250 g/kg of meat flesh to be called a meat pie.
- Sausage must contain no less than 500g/kg of fat-free meat flesh; and the proportion of fat in sausage must be no more than 500g/kg of the fat-free meat flesh content;
- The presence of brain, heart, kidney, liver, tongue or tripe in a food must be declared either by its specific name (e.g. “liver”, “kidney”) or by the class name “offal.”
- The presence of other offal in a food - blood, pancreas, spleen, thymus - must be declared by its specific name (e.g. “thymus”).
- It is important to note that in either case above, even if a product containing offal is exempt from being fully labelled, the purchaser must be informed proactively, either verbally or in writing.
- Where reference is made/implied about the fat content of minced meat, information about the maximum proportion of fat must be expressed in g/100g.
- A declaration must be made to purchasers where raw meat is re-formed or joined or resembles a meat cut using a binding system that doesn't involve heat.
- There are prescribed names that must be used when labelling processed and manufactured comminuted fermented meat. For example, a fermented comminuted manufactured meat which has not been heat treated must be described as “fermented manufactured meat – not heat treated”.
- Other than above, labelling on a pack of fermented comminuted processed meat must not refer to any heating process unless it is a cooking instruction for consumers.

Compositional requirements for other deli products

The Code Chapter 2 includes definitions, compositional and labelling requirements for a range of products, including:

- Iodised salt must be used for making bread where salt would otherwise be used.
- To call a product ‘Jam’ – e.g. a ‘Jam doughnut’ – each kilo of the jam must be made from no less than 400 grams of the fruit or fruits named and contain no less than 650 g/kg of water-soluble solids.
- To call a product ‘Cream’ – e.g. a ‘Cream puff’ – the cream must contain no less than 350g/kg of milk fat.

Batters, marinades and coatings

Goal

To make and use batters, marinades and coatings in ways that prevent cross-contamination and the growth of harmful microbes.

To ensure that only permitted food additives are used in marinades and coatings.

Act requirements:

- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Batters, marinades and coatings can contain allergens that can be passed to meat and other food.
- Raw foods dipped into marinades and coatings can leave harmful microbes behind and cross-contaminate foods and surfaces:
- The Food Standards Code Standard 1.3.1 only permits certain food additives to be added to meat, poultry, game and fish products;
- If more of a food additive is used than is permitted, safe limits may be exceeded.

How this is done

Ingredients must be suitable for any products made – see *Purchasing and receiving food*.

Surfaces and equipment used for preparing food must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items*

Potential for cross-contamination between batters, marinades and coatings and other foods must be identified – see also *Food allergens*.

Recipes must accurately calculate any prescribed food additives in meat products to meet the Code requirements – see *Additives in meat products, Food Composition and Food Composition of meat products, Food allergens, Food labelling*

Good hand hygiene and personal hygiene practices must be followed when marinating or coating food – see *Hand hygiene* and *Personal hygiene*.

Batters, marinades and coatings

- Batters, marinades and coatings must be made-up and used either following manufacturers' instructions, or to own tried and tested recipes.
- Food additives that are only permitted in limited amounts must be added in quantities that ensure those limits are not exceeded in the final product.
- Made-up/bulk batters, coatings and marinades must either be stored chilled and covered until use; or stored following manufacturers' instructions.
- Batters, coatings and marinades must be applied hygienically and food stored chilled until it is either processed further or sold.
- Batters, marinades and coatings left over from processing are thrown away at the end of the processing day.
- Batters, marinades and coatings that contain allergens are applied in ways that prevent contaminating foods that don't contain allergens.

What if there is a problem?

If:

- own recipes are not followed, or manufacturers' instructions are ignored; or
- batters, marinades and coatings are not stored properly or are not discarded at the end of each day; or
- allergenic ingredients are allowed to cross-contaminate other products or are not identified in ingredients.

Then:

Identify what caused the problem, change practices and train/retrain staff to prevent a recurrence

Write it down

You must write down in the Cleaning schedule the surfaces to be cleaned and equipment used to clean them, when they need to be cleaned (and sanitised); how this is done, and by whom.

You must write down (e.g. in the Diary) what action you have taken if marinating or coating has not been carried out correctly.

Keep a copy of the recipe and method for each marinade and coating. This will help ensure consistency of ingredients each time it is made-up and accuracy of the formulation. This can be found (state where recipe kept):

Identify on the recipe ingredients containing allergens

Preparing raw meat, poultry and fish

Goal

To prevent cross-contamination between meat, poultry, fish and other foods.

To hygienically prepare food and prevent microbes that may be present in food from multiplying to harmful numbers.

Act requirements:

- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Harmful microbes that can cause foodborne illness will grow rapidly and can form toxins at temperatures between 5°C to 60°C (the temperature danger zone).
- Harmful microbes can contaminate food through unhygienic personnel practices, other foods, equipment and utensils.
- Food contaminated by chemicals can cause illness.
- Objects can fall into uncovered food affecting its suitability and/or safety.

How this is done

Places and equipment

Situations where cross-contamination could occur between ready-to-eat (RTE) foods and raw foods such as meat, poultry, fish and vegetables must be identified at the business – see *Preventing cross-contamination*, and *Food allergens*.

Where possible, surfaces, equipment and places used for preparing raw foods are different to those used for ready-to-eat food – see *Potentially hazardous foods*, *Chilled and frozen food storage*.

Surfaces and equipment used for preparing food must be in sound condition and clean before use.

Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items*

Good hand hygiene and personal hygiene practices must be followed – see *Hand hygiene* and *Personal hygiene*

All meat, poultry and fish must come from a reputable source – see *Purchasing and receiving goods*

Preparing raw meat, poultry and fish

Raw poultry must be prepared and/or packaged (identify which applies):

in a defined area that is separate from other raw meats and fish;

in the same area but processing and handling is at a different time to other raws meat and fish and with thorough cleaning and sanitising in between.

Raw meat, poultry and fish must be prepared and/or packaged (identify which applies):

in a defined area that is separate from cooked or RTE food; or

in the same area but processing and handling is at a different time to cooked or ready-to-eat food with thorough cleaning and sanitising in between (raw food preparation should be after cooked or RTE food). See *Cleaning Schedule*.

How this is done

using dedicated utensils (e.g. knives) for raw foods and for cooked and ready-to-eat foods;

using shared utensils but with thorough cleaning and sanitising in between.

Meat, poultry and fish must be kept covered and chilled when not being prepared.

When preparing raw meat, poultry and fish:

- It must be suitable for its intended use.
- Ingredients must meet the requirements of the Code, Standard 2.2.1 – see *Food composition, Composition of deli foods*.
- It must be chilled or frozen as soon as possible after processing has been completed, or used straight away.
- Packaging must be carried out hygienically and in ways that prevent cross-contamination from people, raw products and food surfaces.

Frozen food

Frozen meat, poultry and fish must be kept frozen solid until used or thawed. See *Chilled and frozen food and Defrosting frozen food*.

What if there is a problem?

Re-clean and sanitise surfaces and equipment that have not been cleaned (or sanitised) properly.

If processing and handling procedures aren't followed, find out why this happened and take action to prevent it happening again. Retrain staff where necessary.

Write it down

You must write down in the Cleaning schedule the surfaces to be cleaned and equipment used to clean them, when they need to be cleaned (and sanitised); how this is done, and by whom.

You must write down (e.g. in the Diary) what action you have taken if meat, poultry or fish has not been prepared correctly.

Example of keeping raw and RTE food preparation separate by time

A delicatessen follows the procedures identified in their Plan and cooks and cools poultry to make their own sandwich fillings. They don't have a dedicated raw poultry preparation area so use a preparation board that is identified for 'chicken only.' Other utensils used to prepare the poultry are used with other foods.

After checking that utensils are clean and have been sanitised, the sandwich filling is made by taking cooled shredded cooked chicken from the 'fridge, adding other ingredients and making a batch of sandwiches. Excess filling is returned to the 'fridge. This is used to make additional sandwiches to order when the initial batch has been sold and any remaining filling is thrown away at the end of the day.

In the early afternoon, poultry is prepared for cooking. When the birds have been put in the oven, the preparation area, the preparation board and all the utensils are thoroughly cleaned, rinsed, sanitised and air dried.

Cooked birds are taken out of the oven, the meat is taken off the bone and shredded, cooled following the procedure in the Plan and put in the fridge overnight. The area and utensils are thoroughly cleaned again.

Preparing and handling ready-to-eat deli foods

Goal

To make delicatessen foods in ways that prevent cross-contamination and the growth of harmful microbes.

To prevent harmful microbes that may be present in food from multiplying to harmful numbers.

Act requirements:

- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing unexpected or unreasonable substances.
- There must be procedures for controlling hazards at each processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Harmful microbes that can cause foodborne illnesses will grow at temperatures between 5°C to 60°C (the temperature danger zone).
- Harmful microbes can contaminate food through unhygienic personnel practices, other foods, equipment and utensils.
- Food contaminated by chemicals can cause illness
- Objects can fall into uncovered food affecting its suitability and/or safety.
- The Australia New Zealand Food Standards Code (the Code) places requirements on the composition of certain foods.

How this is done

Situations where cross-contamination could occur between ready-to-eat (RTE) foods and raw foods such as meat, poultry, fish and vegetables must be identified at the business – see *Preventing cross-contamination* and *Food allergens*.

Surfaces and equipment used for preparing and handling food must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items in contact with food*.

Good hand hygiene and personal hygiene practices must be followed – see *Hand hygiene and Personal hygiene*.

Deli products must meet the Code requirements – see *Additives in meat products, Food Composition and Composition of deli foods, Food allergens* and *Food labelling*.

Preparing and handling deli foods

Ready-to-eat deli food must be prepared and/or packaged (identify which applies):

- in a defined area that is separate from raw products, or
- in the same area but processing and handling is at a different time to raw products and with thorough cleaning and sanitising in between (RTE foods should be prepared before raw products).

Equipment used in preparing and/or packaging ready-to-eat deli food (e.g. knives, slicers, racking, packaging equipment) must be (identify which applies):

- dedicated to RTE food, or
- shared with other products with thorough cleaning and sanitising in between.

RTE deli foods are [identify what applies]:

- manufactured/put together sliced/cut
- cooked/reheated repackaged
- other [state]

How this is done

When preparing and handling RTE foods:

- Potentially hazardous food must be kept out of the temperature danger zone when not being prepared.
- Frozen products must be kept frozen solid until used or defrosted – see *Defrosting frozen food*.
- Produce must be checked for signs of spoilage or deterioration such as odour, damage, mould or slime.
- Clean utensils must be provided for each type of food. These are:
 - regularly replaced throughout the trading day; or
 - regularly cleaned and sanitised throughout the trading day, or if single-use items are thrown away after use.
- Other equipment used (e.g. during assisted service) is cleaned and sanitised regularly – e.g. following manufacturer's instructions, or at least daily.

Pre-packaged deli products

- Manufacturer's instructions (where provided) must be followed when storing and handling RTE deli foods
- A check is made with suppliers that pre-packaged deli products are appropriately labelled – see *Labelling, Food Allergens, Composition*.

What if there is a problem?

Throw away:

- food that may have been contaminated;
- food that has not been processed and handled according to the Plan;
- spoiled or deteriorated produce.

If surfaces and equipment are dirty, clean and sanitise them before using.

Identify why this happened and take action to prevent it happening again. Review procedures and retrain staff where necessary.

Write it down

You must write down in the in the Cleaning schedule the surfaces to be cleaned and equipment used to clean them, when they need to be cleaned (and sanitised); how this is done, and by whom.

You must write down (e.g. in the Diary) what action you took if deli products were not prepared correctly.

List RTE products that are made by other businesses, and are taken from the manufacturer's packaging, in the Ready-to-eat foods list.

Use the Ready-to-eat foods - batch list to show how RTE products used/made/sold by the business, meet their shelf-life.

List any reused foods and how they are kept safe in the Re-using food that has been on display record.

Keep a copy of the recipe and method for each product made/put together. This will help ensure consistency of ingredients each time it is made. This can be found at: (state where the recipes are kept)

Keep a record of information provided by suppliers confirming the accurate composition of products.

Keep a record of information, such as sampling and laboratory records, e.g. with other records or in the Diary.

Deli dairy products

Goal

To prepare dairy products in ways that prevent cross-contamination and the growth of harmful microbes.

To prevent harmful microbes that may be present in food from multiplying to harmful numbers.

Act requirements:

- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing unexpected or unreasonable substances.
- There must be procedures for controlling hazards at each processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Harmful microbes that can cause foodborne illnesses will grow rapidly at temperatures between 5°C to 60°C (the temperature danger zone).
- Harmful microbes can contaminate food through unhygienic personnel practices, other foods, equipment and utensils.
- Food contaminated by chemicals can cause illness
- Objects can fall into uncovered food affecting its suitability and/or safety.

How this is done



Control of *Listeria monocytogenes* is an important part of this process [see also *Listeria* in the management section].

This plan procedure only applies to the following dairy processes:

- Making soft serve ice cream or yoghurt, gelato-type products and churning/freezing ice cream for scooping
- Cutting/slicing and re-packaging pre-made dairy products (e.g. cheese)
- Re-packaging dairy products from bulk (e.g. milk powder, protein powder), Scooping pre-made dairy products.

If you want to make cheese or yoghurt with cultures, or make ice cream (other than soft serve and gelato-type products), and other dairy products when operating with this plan you must speak to your verifier first.

Potential for cross-contamination between dairy products and other foods must be identified – see *Preparing deli foods, Allergens*;

Where possible, surfaces, equipment and places used for preparing raw foods are different to those used for ready-to-eat food – see *Potentially hazardous foods, Chilled and frozen food storage*.

Surfaces and equipment used for preparing food must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items*.

Good hand hygiene and personal hygiene practices must be followed – see *Hand hygiene and Personal hygiene*

Good practices are followed when purchasing and receiving dairy products – see *Purchasing and receiving goods*.

Processing, handling, storage and display

Equipment used for processing dairy products (e.g. knives, cheese wires, mixers, packaging equipment) must be (identify which applies):

- dedicated to the dairy product; or
- shared with the preparation of other foods with thorough cleaning and sanitising in between.

How this is done

Ingredients and preparation

- Dairy products must be kept at a temperature appropriate to the product when not being prepared.
- Frozen ingredients must be kept frozen solid until used frozen or thawed.
- Manufacturer's instruction for product use must be followed where provided.
- Thawed food must not be refrozen – see *Defrosting frozen food*.

See also *Serving ice cream and making milkshakes*

Dairy products are (identify which applies):

- packed in individual containers for self-service;
- stored in bulk and sold by assisted service – see *Packaging equipment and materials and Handling, displaying, serving food*;

Batches of dairy products must not be mixed.

Dairy products must be stored and displayed:

- according to manufacturer's instructions, or
- If chilled, at no more than 5°C; or
- If intended to be frozen, frozen solid; or
- according to good practices for temperature and humidity associated with the type of product and the method used to manufacture it – e.g. cheese (see table below for examples).

Moisture content (%)	Examples of cheese type and storage method
50-85%	Soft Cheeses – refrigerated Unripened e.g. Cottage, Quark, Cream, Mozzarella (soft variety). Ripened e.g. Camembert, Brie, Neufchatel, Caciotta. Salt-cured or pickled e.g. Feta, Domiata.
39-50%	Semi soft – refrigerated Ripened principally by internal mould growth e.g. Stilton, Roquefort, Gorgonzola, Danish Blue Ripened by bacteria and surface micro-organisms, e.g. Limburger, Brick, Trappist, Port Salut. Ripened primarily by bacteria e.g. Bel Paese, Pasta Filata, Provolone, Brick, Gouda, Edam.
<39%	Hard – kept cool Without eyes, ripened by bacteria e.g. Cheddar, Caciocavallo. With eyes, ripened by bacteria e.g. Emmental, Gruyere.
<34%	Very hard – kept cool e.g. Asiago old, Parmesan, Romano, Grana.

What if there is a problem?

If manufacturer's instructions are ignored, identify what happened and take action to prevent a recurrence. Retrain staff where necessary.

Contaminated food is thrown away.

Write it down

You must write down in the in the Cleaning schedule the surfaces to be cleaned and equipment used to clean them, when they need to be cleaned (and sanitised); how this is done, and by whom.

You must write down (e.g. in the Diary):

- temperature checks made of dairy products in storage and on display for sale
- what action you took if dairy products were not stored or prepared correctly.

List RTE dairy products made by other businesses that are taken from the manufacturer's packaging in the Ready-to-eat foods list.

Use the Ready-to-eat foods - batch list to show how RTE dairy products sold by the business meet their shelf-life.



Important information

Making cheese, ice cream and other dairy products

The manufacture of dairy products other than soft serve ice cream, gelato or yoghurt is not covered by this plan and if you want to make them you will need to make changes to your plan. There are a range of template Risk Management Programmes (RMP) developed under the Animal Products Act 1999 for the manufacture and sale of dairy products for the domestic market (New Zealand and Australia) that may be useful in developing your plan further. See:

Cheese – <http://www.foodsafety.govt.nz/elibrary/industry/template-dairy-processors-cheese/>

Ice cream: <http://www.foodsafety.govt.nz/elibrary/industry/dairy-processors-cream-template-guidance/>

Yoghurt at: <http://www.foodsafety.govt.nz/elibrary/industry/template-dairy-processors-yoghurt/>

Sushi

Goal

To make acidified sushi rice (that has a pH of 4.6 or below)

To make sure that non-acidified sushi is stored for no more than 4 hours above 5°C

To enable sushi rice and sushi to be held at temperatures between 5°C and 15°C for a period of up to eight hours for nigiri pieces, and up to 12 hours for nori rolls.

The Act requires:

- Food must be processed and handled in ways that minimise the contamination or deterioration of food.
- There must be procedures in place that prevent, eliminate or reduce hazards during the production, processing and handling of food.
- Food must be safe and suitable.

Why?

- Adding vinegar solution to rice makes the rice acidic
- Harmful microbes cannot grow well in acidic food (pH 4.6 or below).

How this is done

This procedure provides for requirements for the safe preparation of sushi (nigiri pieces and nori rolls) using sushi rice.

It does not replace the need to follow other relevant procedures in the Food Control Plan e.g. Displaying and self service.

Sushi Rice (not acidified)

- This procedure includes sushi made with brown rice*.
- If not being acidified cooked rice must be cooled from 60°C to 21°C within 2 hours and to 5°C within another 4 hours.
- Once assembled Sushi and Onigiri made with non-acidified rice must not be kept above 5°C for more than 4 hours – see Display and self service.

*Note: Brown rice cannot be acidified effectively because of the hard surface coating on the grain which limits penetration of acid solutions.

Sushi Rice (acidified)

- This procedure does not cover sushi made with brown rice*.
- The pH of the sushi rice must be at a pH of 4.6 or lower. To do this a vinegar solution must be added to the rice as soon as it is cooked.
- To measure the pH, mix one part clean water with three parts acidified rice (e.g. ¼ cup of clean water mixed with ¾ cup acidified rice). pH is measured using:
 - ☐ pH strip
 - ☐ pH paper
 - ☐ calibrated pH meter

When you have an established procedure test its accuracy with the next 3 batches. If you can demonstrate that you are consistently getting a pH of 4.6 or below then you only need to check the pH of a batch every two weeks.

- Acidified rice must be cooled from 60°C to 21°C within 2 hours, and to 5°C within another 4 hours.
- You must store acidified rice between 5°C - 15°C for no more than 8 hours after which it must be discarded.
- Acidified rice must be protected from contamination when not being used to make sushi.

Leftover rice must not be mixed with a newly prepared batch of rice.

How this is done

Preparing sushi

- You must ensure all ingredients are clean and free from contamination.
 - thoroughly washing fruit and vegetable ingredients before use;
 - separating raw and ready-to-eat ingredients to minimise cross-contamination.
- All utensils used must be clean and if necessary sanitised.

Display

Sushi made with acidified rice

Nigiri pieces

Nigiri pieces, including the acidified rice used to make them, must be stored between 5°C and 15°C for no more than a combined total of 8 hours after which they must be thrown away. For example:

- Nigiri pieces that are assembled straight after the rice has been acidified may be kept for no more than 8 hours at between 5°C and 15°C: or
- the acidified rice has been kept between 5°C and 15°C for 2 hours before the Nigiri pieces are assembled so once assembled, the pieces may be kept for up to 6 hours between 5°C and 15°C.

Nori rolls

Nori rolls, including the acidified rice used to make them, must be stored between 5°C and 15°C for no more than a combined total of 12 hours after which they must be thrown away. For example:

example:

- Nori rolls that are assembled straight after the rice has been acidified may be kept for no more than 12 hours at between 5°C and 15°C.
- If, for 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 between 5°C and 15°C.



'Nigiri' is a piece of raw or cooked ingredient placed on top of sushi rice.

'Nori' is sushi rice, raw or cooked seafood, vegetables or other ingredients rolled in seaweed sheets.

'Onigiri' is sushi rice (not acidified) and shaped into a triangle or oval shape. Onigiri can be plain or contain a filling in the middle.

What if there is a problem?

If the pH of the rice is above 4.6, the volume of vinegar solution being added must be increased. You must then re-test the pH of the rice until the correct pH is reached.

Keep a note of 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.

Re-train staff in correct food handling procedures if necessary.

You must throw away any sushi products, or their ingredients, that may have been contaminated through poor handling.

You must write down what you did in the daily page of the Diary.

Write it down

Write down the procedure you've established to get a consistent pH of 4.6 or below.

Write down the pH of each batch in the Sushi Rice pH record the pH until it is clear you are getting a consistent result (6 batches)

Record your results every two weeks or more frequently if there are any problems.

Cooking meat and poultry

Goal

To ensure that meat and poultry, (e.g. a roast joint, a ham, a rotisserie chicken, and products such as a pie, a pattie) is thoroughly cooked at the centre of the thickest part.

Act requirements:

- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- If meat, and especially poultry, is not cooked thoroughly all the way through to kill harmful microbes, people could be made ill.

How this is done

Meat and poultry must be prepared hygienically - see *Preventing cross-contamination, Preparing raw meat, poultry and fish* and *Defrosting frozen food*.

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning, Equipment, packaging and other items in contact with food, Maintenance* and *Food allergens*.

Good hand hygiene and personal hygiene practices must be followed when handling food – see *Hand hygiene* and *Personal hygiene*.

Poultry must always be cooked thoroughly and never sold medium or rare. Meat – unless it is to customer order for immediate consumption – must be cooked-through thoroughly using this procedure.

When using a thermometer the procedure *Checking temperatures* is followed.

Cooking meat and poultry

- Manufacturer's instructions must be followed to programme cooking equipment.
- Cooking equipment (e.g. oven) must be pre-heated before cooking starts.
- Meat and poultry must be cooked so that the centre of the thickest part either exceeds 75°C or reaches one of the temperature/time combinations below:

Temperature and timings for cooking meat and poultry

Internal temperature	Time
60°C	For 92 minutes
63°C	For 31 minutes
65°C	For 15 minutes
68°C	For 5 minutes
70°C	For 3 minutes
73°C	For 1 minute
75°C	For 30 seconds

If you want to use different temperatures and times to cook meat and poultry you must have your process validated and your FCP re-evaluated.

How this is done

Checking meat or poultry is cooked

Any cold spot in the cooking chamber must be taken into account when cooking products.

A thermometer must be used to check that the thickest part of the meat (the centre of a meat joint, or breast or innermost part of the thigh of poultry) has reached a temperature of at least 75°C or one of the time/temperature combinations on the table *Temperature and time for cooking meat and poultry*. This must be done in one of the following ways, either:

- each time a meat or poultry item is cooked the temperature is measured; or
- each time a batch of the same items is cooked, the temperature of the biggest item in the batch is measured at the cold spot (this should be the biggest item at a cold spot in the cooking chamber – if there is a cold spot); or
- when a proven cooking procedure is followed, one cooked item is checked periodically, to confirm that the necessary temperature has been reached for the required time – see *Validating a cooking process* and *Checking meat and poultry is cooked*.

It is not necessary to temperature probe diced or thinly sliced meat and poultry because smaller pieces are more likely to cook through to the middle easily. It's also hard to take an accurate reading.

What if there is a problem?

If meat or poultry does not reach a high enough temperature, keep cooking until it does.

When meat or poultry being cooked using a standard time/temperature setting is found not to have been cooked properly, find out why.

- Was the procedure followed correctly?
- Was there a cold spot or does the equipment (e.g., oven) need repairing?
- Was a different size of food (e.g. meat joint or bird) used?

Identify what needs to be done to prevent this happening again.

Retrain staff if necessary.

Write it down

You must keep a record of the temperatures that meat and poultry items are cooked to.

Write down in the Checking meat and poultry is cooked procedure each item cooked and identify which option will be used to check that it is cooked thoroughly.

1. For meat and poultry cooked using a time/temperature setting from the table Temperature and time for cooking meat and poultry.

You must:

- Write down the checks that have been made to prove that the time/temperature combination will either cook the thickest part of the food to at least 75°C or to one of the time/temperature combinations in the table - see Validating a cooking process.
- Write down (e.g. in the Diary) the temperatures of meat or poultry that is checked regularly (e.g. weekly or every fifth batch) to ensure that the cooking process still works as intended.

2. If you haven't validated a cooking process for meat and poultry

Every time the food is cooked, you must write down the temperature of each item, or the one item from a batch, in the Cooking temperature record.

In addition, you must:

- Write down (e.g. in the Diary) the action taken if food didn't reach a safe temperature.
- Write down in the Cleaning schedule the surfaces and equipment used and how/when they are cleaned (and sanitised); and by whom.

Validating a meat and poultry cooking process

This is what you can do if you regularly cook a meat or poultry item - such as rotisserie-cooking a chicken, roasting a joint, cooking a meat pie, boiling a ham or hot-smoking sausages – and you don't want to check its temperature each time you cook it.

You must use the same equipment and the same standard ingredients (the same size or weight of the same type of food) each time you cook the product. The following process will enable you to prove (i.e. validate) that a standard cooking procedure will properly cook the food. If you want to validate your cooking process you must follow the steps in this procedure.

1. Cook using a standard cooking process (e.g. a temperature setting for a set time).
2. At the end of the set time, check the temperature of the centre of the thickest part of the food item with a probe thermometer to measure if it has either exceeded 75°C or met one of the time/temperature combinations from the table below. If there is a known cold spot in the cooker, check product temperature there.

Internal temperature	Time	Internal temperature	Time
60°C	For 92 minutes	68°C	For 5 minutes
63°C	For 31 minutes	70°C	For 3 minutes
65°C	For 15 minutes	73°C	For 1 minute

3. Write down the result of your time/temperature checks in the table below.
4. Repeat the standard cooking process in steps 1 and 2 on at least three separate occasions until confident a safe temperature will be consistently reached for the time required.

If the food does not reach a safe temperature on three occasions increase the cooking time and/or cooking temperature and repeat steps 1-3 above.

When you are confident that the standard procedure ensures that the food is cooked, regularly check with a probe thermometer (e.g. once-a-week, or every fifth batch) that the cooking method continues to work as planned.

Food item and description (recipe, size/weight, thickness):							
Select the temperature the meat or poultry item will be cooked to: [tick as appropriate]							
Cooked to higher than 75°C				Cooked at _____ °C for _____ minutes			
Cooking details							
Date	Method (How was the food cooked?) What equipment was used? What cooker temperature setting was used?	Time started cooking	1st probe*		2nd probe		Initials
			time	temp	time	temp	
1st							
2nd							
3rd							

*if the temperature is higher than 75°C it isn't necessary to probe a second time

Food item and description (recipe, size/weight, thickness):							
Select the temperature the meat or poultry item will be cooked to: [tick as appropriate]							
<input type="checkbox"/> Cooked to higher than 75°C				Cooked at _____ °C for _____ minutes			
Cooking details							
Date	Method (How was the food cooked?) What equipment was used? What cooker temperature setting was used?	Time started cooking	1st probe*		2nd probe		Initials
			time	temp	time	temp	
1st							
2nd							
3rd							

*if the temperature is higher than 75°C it isn't necessary to probe a second time

You can make copies of the above validation tables if you have other items that you cook this way.

Checking meat and poultry items are cooked

Meat, poultry and foods containing raw meat and poultry that are cooked on-site must be thoroughly cooked. The table below enables you to identify the process followed for each meat or poultry item to ensure that it is properly cooked.

Write it down

Use the table below to identify and record which checks are done to make sure that meat and poultry items are properly cooked.

Step 1 – In column A write down all the meat and poultry items that need checking.

Step 2 – In column E tick the box to show that either the item will be cooked to more than 75°C, or identify the time/temperature that has been validated as thoroughly cooking the item (a proven time/temperature setting).

Step 3 – In columns B to D identify how you check that each item is properly cooked.

- If you temperature probe each item every time it's cooked tick the box in column B. Each time you cook this item write the temperature it has been cooked to on the *Cooking temperature* record.
- If you cook a number of the same items together and temperature probe one item in each batch, tick the box in column C. Each time you cook a batch of this item write the temperature of the probed item on the *Cooking temperature* record.
- If you have a proven time/temperature setting for the item (because you have completed the *Validating a cooking process* procedure for that item) tick the box in column D. Then regularly – such as once a week, or every fifth time that the item is cooked – measure the temperature when cooking the item to confirm that the time/temperature still cooks it.
- Write this temperature in the Diary.

Internal temperature	Time	Internal temperature	Time
60°C	For 92 minutes	68°C	For 5 minutes
63°C	For 31 minutes	70°C	For 3 minutes
65°C	For 15 minutes	73°C	For 1 minute

A Meat or poultry item (list each type of food)	Temperature probe (tick as appropriate)			E Temperature item must reach in thickest part (tick as appropriate)
	B Every item, every time	C One item in every batch	D One item regularly, e.g. once a week or every 5th batch	
				<input type="checkbox"/> 75°C+ or <input type="checkbox"/> _____ °C for _____ mins
				<input type="checkbox"/> 75°C+ or <input type="checkbox"/> _____ °C for _____ mins
				<input type="checkbox"/> 75°C+ or <input type="checkbox"/> _____ °C for _____ mins
				<input type="checkbox"/> 75°C+ or <input type="checkbox"/> _____ °C for _____ mins
				<input type="checkbox"/> 75°C+ or <input type="checkbox"/> _____ °C for _____ mins
				<input type="checkbox"/> 75°C+ or <input type="checkbox"/> _____ °C for _____ mins
				<input type="checkbox"/> 75°C+ or <input type="checkbox"/> _____ °C for _____ mins
				<input type="checkbox"/> 75°C+ or <input type="checkbox"/> _____ °C for _____ mins
				<input type="checkbox"/> 75°C+ or <input type="checkbox"/> _____ °C for _____ mins

Cooking seafood

Goal

To ensure seafood is properly cooked.

Act requirements:

- Food must be processed and handled in ways that minimize the contamination or deterioration of food and prevent food containing unexpected or unreasonable substances.
- There must be procedures for controlling hazards at each processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- If seafood that needs cooking to make it safe to eat is not cooked thoroughly all the way through to kill harmful microbes customers could be made ill.
- Harmful microbes are invisible to the human eye and cannot be physically removed from food.
- The Australia New Zealand Food Standards Code (the Code) requires cooked crustacea to be free from *Salmonella*.

How this is done

Food must be prepared hygienically – see *Preventing cross-contamination, Preparing raw meat, poultry and fish; Defrosting frozen food*.

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning, Equipment, packaging and other items, Maintenance and Food allergens*.

Good hand hygiene and personal hygiene practices must be followed when handling food – see *Hand hygiene and Personal hygiene*.

When using a thermometer the procedure *Checking temperatures and calibrating thermometers* is followed.

Fish and shellfish

Fish and shellfish must be checked for thorough cooking

- Look for change in colour and texture when cooked – for fish this will depend on the species.
- Prawns will turn from blue-grey to pink and scallops become milky white and firm when cooked.
- Before cooking, any mussel or clam with a damaged shell or an open shell that won't close when tapped is thrown away as it may not be safe to eat.
- To check that a mussel or clam is cooked, make sure the shell is open and that the mussel or clam has shrunk inside the shell. If the shell has not opened during cooking, throw it away.
- See also *Validating a seafood cooking process* and *Checking seafoods is cooked*.

Frozen products

- Products that need to be thawed before cooking must be thoroughly defrosted – see *Defrosting frozen food*.
- Manufacturer's instructions must be followed when cooking products designed to be cooked from frozen.
- Cooked food must be checked that it has been cooked thoroughly.

How this is done

Cooking processed foods

- Manufacturer's instructions, if provided, must be followed for cooking manufactured and processed foods.
- Each time food is cooked (identify which applies):

it is checked that it has been cooked-through thoroughly; time/temperature settings that will consistently cook food thoroughly have been identified, have been validated and are followed for each product. This information can be found (specify where):

What if there is a problem?

An ammonia smell in fish is a sign of decomposition and the fish must not be used.

If food is undercooked, cook it for longer.

If this happens frequently, check recipes and change cooking times and/or temperatures, divide food into smaller quantities or use different equipment.

Retrain staff as necessary.

Write it down

If you use a validated cooking process you must write down the cooking temperature and time it takes to thoroughly cook the food.

If food does not cook properly when following set recipes and procedures you must record (e.g. in the Diary) what you did with the food and what action you took to prevent this happening again.

Cooking other foods

Goal

To ensure food is properly cooked.

Act requirements:

- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Harmful microbes are present in many foods. Cooking (and reheating) can kill harmful microbes.

How this is done

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items, Maintenance and Food allergens*.

Food must be prepared hygienically – see *Preventing cross-contamination, Preparing raw meat, poultry and fish, Defrosting frozen food*.

Cooking equipment must be checked for cold spots – see *Maintenance*.

Good hand hygiene and personal hygiene practices must be followed when cooking food – see *Hand Hygiene and Personal hygiene*.

When using a thermometer the procedure *Checking temperatures and calibrating thermometers* is followed.

Meat and poultry

Meat and poultry items must be cooked following the *Cooking meat and poultry* procedure.

Bakery products (e.g. pre-made frozen or chilled doughs, powder pre-mixes). Specify which applies:

manufacturer's instructions must be followed when handling, cooking or re-heating manufactured products. a time/temperature setting must be identified that will consistently cook food thoroughly. doughs, batters, mixes and pre-made foods must be cooked thoroughly.

Liquids (e.g. sauces, pie filling)

- Cold spots are avoided (e.g. by stirring frequently) so that an even temperature is reached.
- Liquids are brought to a boil.

Eggs

- Whole eggs must be clean and free from cracks and used within their "Best-Before" date.
- Egg pulp must be pasteurised when being used for uncooked or lightly cooked foods and used in accordance with its date mark.

How this is done

Processed foods

Products must be cooked according to any manufacturers' instructions, if provided.

Frozen products

- Products that need to be thawed before cooking must be thoroughly defrosted – see *Defrosting frozen food*;
- Manufacturer's instructions must be followed when cooking products designed to be cooked from frozen;
- Cooked food must be checked that it has been cooked thoroughly.

What if there is a problem?

If food is undercooked, cook it for longer.

If this happens frequently, check recipes and change cooking times and/or temperatures, or divide food into smaller quantities or use different equipment.

Retrain staff as necessary.

Write it down

If food does not cook properly when following set recipes and procedures you must record (e.g. in the Diary) what you did with the food and what action you took to prevent this happening again.

Serving ice cream and making milkshakes

Goal

To handle and serve ice cream and products in ways that prevent cross-contamination and the growth of harmful microbes.

To prevent harmful microbes that may be present in food from multiplying to harmful numbers.

Act requirements:

- Food must be produced or processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Harmful microbes that can cause foodborne illnesses will grow rapidly at temperatures between 5°C to 60°C (the temperature danger zone).
- Harmful microbes can contaminate food through unhygienic personnel practices, other foods, equipment and utensils.
- Food contaminated by chemicals can cause illness.
- Objects can fall into uncovered food affecting its suitability and/or safety.

How this is done

Potential for cross-contamination between ice creams, milk shakes and other foods has been identified – see *Preparing deli foods* and *Food allergens*.

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use - see *Cleaning, Equipment, packaging and other items, Maintenance* and *Food Allergens*.

Good hand hygiene and personal hygiene practices must be followed when handling food - see *Hand Hygiene* and *Personal hygiene*.

Good practices are followed when purchasing and receiving dairy products and ingredients – see *Purchasing and receiving goods*.

Ice cream cones, containers and toppings

- Ice cream cones, containers and toppings must be stored so that they are protected from contamination until used.
- Clean utensils must be provided to store and apply toppings.

Soft serve ice cream

- Soft serve equipment:
 - must be operated according to manufacturer's instructions;
 - must be cleaned regularly and according to level of use - see *Cleaning*;
- Frozen premix must be stored frozen solid and thawed in a refrigerator – see *Defrosting frozen food* – or stored and used according to manufacturer's instructions;
- Product waiting to be dispensed or in a holding tank must be kept below 5°C.
- Unless manufacturer's instructions specify otherwise, equipment must be emptied, cleaned and sanitised at the end of trading;
- Any premix removed from the machine must be thrown away.

Scooping/rolling ice cream

- Ice cream must be stored and used according to manufacturer's instructions;

How this is done

- Ice cream must be rolled and served so that hands and scoop handles don't come into contact with ice cream;
- Ice cream scoops must be used and stored hygienically;
- Scoops, water containers, topping containers and other utensils must be thoroughly washed and dried at the end of the trading day – see *Cleaning*

Making milkshakes

- Milk must be kept at or below 5°C the chilled until use and ingredients used within any 'Use-By' date;
- Ice cream must be handled following the practices identified in the 'soft serve' or 'scooping/rolling ice cream' procedures;
- Milkshake machines and metal cups/rimms must be kept clean - see *Cleaning*.

What if there is a problem?

If ice cream has defrosted throw it away - do not refreeze.

If equipment is not clean, clean it before use. See *Cleaning*.

Contaminated food is thrown away.

Identify what happened and take action to prevent a recurrence. Retrain staff where necessary.

Write it down

You must write down in the *Cleaning schedule* the surfaces to be cleaned and equipment used to clean them, when they need to be cleaned (and sanitised); how this is done, and by whom.

Write down (e.g. in the *Diary*):

- If something goes wrong, what action you have taken if food was not handled correctly
- what you did with food that was affected.

Record

Name of business:

Specialist retail – deli Records

Place this page in your Plan Contents section

Specialist deli records

- Staff training – specialist deli
- Cooking temperature checks
- Once-a-week meat and poultry temperature checks
- Once-a-week seafood temperature checks
- Transported food temperature checks
- Sushi rice pH record

Staff training – specialist deli

Name:	Telephone:
Position:	Start date:
Address:	

Topic	Relevant	Employee signed*	Supervisor signed†	Date
Essential training				
See also Staff member record for the Basics training	<input checked="" type="checkbox"/>			
Training as needed				
Food additives in deli products	<input type="checkbox"/>			
Limits for microbes in deli products	<input type="checkbox"/>			
Batters, marinades and coatings	<input type="checkbox"/>			
Preparing raw meat, poultry and fish	<input type="checkbox"/>			
Preparing and handling ready-to-eat foods	<input type="checkbox"/>			
Deli dairy products	<input type="checkbox"/>			
Making sushi	<input type="checkbox"/>			
Cooking meat and poultry	<input type="checkbox"/>			
Validating a meat and poultry cooking process	<input type="checkbox"/>			
Checking meat and poultry is cooked	<input type="checkbox"/>			
Cooking other foods	<input type="checkbox"/>			
Serving ice cream and making milkshakes	<input type="checkbox"/>			
Other	<input type="checkbox"/>			

* I acknowledge that I have received training in the procedure and agree to follow it.

† The employee has been trained and has demonstrated a good understanding of the procedure and has been observed consistently following it.

Other food safety training attended

Date	Details
Notes:	

Record

Cooking temperature checks

Meat, poultry, fish products containing meat, poultry, or fish that are **not** cooked using a standard time/temperature setting must be checked each time with a probe thermometer to ensure that they reach at least 75°C. If the temperature does not reach at least 75°C, cook the product for longer until it does.

[illegible]

*If temperature is more than 75°C on first probing, further probing will not be necessary.

Once-a-week meat and poultry temperature checks

Cooking meat and poultry to at least 75°C

Select one product that you cook using a standard time/temperature to reach at least 75°C. Cook it and check it to confirm that it reaches at least 75°C.

If you cook more than one product this way select a different one each week. Use the following to record your check:

Day	Product	Cooking method and standard time/ Temperature used	Final core temperature	Action taken if Temperature not reached

Cooking below 75°C

Select a product that you cook using a standard time/temperature to a temperature below 75°C (for examples see table below). Cook it and check that the centre of the thickest part of the product has stayed at the required temperature for the correct length of time.

Enter time and temperature used	Date	Time started cooking	1st probe		2nd probe*	
			Time	Temp	Time	Temp
cooked at °C for secs/mins						

* Second probe is not needed if core temperature reached at least 75°C.

Use the following to record your check:

Internal temperature	Time	Internal temperature	Time
60°C	For 92 minutes	68°C	For 5 minutes
63°C	For 31 minutes	70°C	For 3 minutes
65°C	For 15 minutes	73°C	For 1 minute

Reheating meat and poultry

Select one product that is reheated and check it reaches 75°C. Use the following to record your check:

Day	Product	Reheating method	Final core temperature**	Action taken if Temperature not reached

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

Cooling meat and poultry (only required if food has been cooked or heated and then cooled)

Select one hot product and check it cools within the time frame required in the Plan. If you cook and cool more than one meat or poultry product select a different item each week.

Use the following to record your check:

Day	Poultry item	Cooling method	Time started cooling	Temp at 2hrs***	Temp after total 6 hr***	Action taken If temp not reached

*** Products must be cooled from 60°C to 21°C in two hours and 21°C to 4°C within a further four hours. See *Cooling hot food* and *freezing food*

Once-a-week seafood temperature checks

Cooking seafood to at least 75°C

Select one product that you cook using a standard time/temperature to reach at least 75°C. Cook it and check it to confirm that it reaches at least 75°C.

If you cook more than one product this way select a different one each week. Use the following to record your check:

Day	Product	Cooking method and standard time/ Temperature used	Final core temperature	Action taken if Temperature not reached

Cooking below 75°C

Select a product that you cook using a standard time/temperature to a temperature below 75°C (for examples see table below). Cook it and check that the centre of the thickest part of the product has stayed at the required temperature for the correct length of time.

Enter time and temperature used	Date	Time started cooking	1st probe		2nd probe*	
			Time	Temp	Time	Temp
cooked at °C for secs/mins						

* Second probe is not needed if core temperature reached at least 75°C

Use the following to record your check:

Internal temperature	Time	Internal temperature	Time
60°C		68°C	
63°C		70°C	
65°C		73°C	

Reheating seafood

Select one product that is reheated and check it reaches 75°C. Use the following to record your check:

Day	Product	Reheating method	Final core temperature**	Action taken if Temperature not reached

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

Cooling seafood (only required if food has been cooked or heated and then cooled)

Select one hot product and check it cools within the time frame required in the Plan. If you cook and cool more than one meat or poultry product select a different item each week.

Use the following to record your check:

Day	Poultry item	Cooling method	Time started cooling	Temp at 2hrs***	Temp after total 6 hr***	Action taken if temp not reached

*** Products must be cooled from 60°C to 21°C in two hours and 21°C to 4°C within a further four hours. See *Cooling hot food and freezing food*

Transported food temperature checks

Record transported food temperatures here.

[illegible]

Sushi rice pH record

1. You must check the pH of the rice to make sure it has been acidified to a pH of 4.6 or below. If you can demonstrate that you are consistently getting a pH of 4.6 or below then you only need to check the pH of a batch every two weeks. Check more frequently if there are any problems.
2. If pH is above 4.6 increase the amount of vinegar solution added per kg of rice.
3. You must record the total amount of vinegar solution that needs to be added to 1 kg of rice to ensure that the pH is no more than 4.6.

You must keep this with your records in the Diary

[illegible]

