



**New Zealand Food Safety**

**Ministry for Primary Industries**

Manatū Ahu Matua

# Template Food Control Plan

## – Simply Safe & Suitable

**You can use this template if you are a:**

- food retail business that prepares or makes and sells food – such as a butcher, fishmonger, retail baker, deli or supermarket,
- food service business, such as restaurant, café, takeaway or on- or off-site caterer,
- operator of residential care facilities including hospitals, hospices, rest homes, prisons, and educational facilities.

**This is a legal document.**

**You must not add any procedures to this plan.**

**S39-00002**

# Day cycle



# Business details

Fill out your business details below

Business details	
Legal name	
Trading name	
Activity [tick as appropriate]	
<b>Food Service:</b> dine in      takeaway on-site catering      off-site catering other [specify]: _____	
<b>Food Retail:</b> butcher      delicatessen      bakery fishmonger      fresh produce      grocery transport/delivery      mobile food service or retail transport/logistics other [specify]: _____	
Postal address	
Telephone	
Email	
Location(s)	
<b>Street address (1)</b> (premises where food business operates)	
Water supply	

**Additional sites** [continue on a separate sheet if needed and attach] List below any other premises that are used in connection with the food business (e.g. premises used for storage or preparation of food). These activities and sites will also be covered by this FCP. If water is used for food purposes, identify the source of the water supply.

Street address (2)	
Activities/water supply source	
Street address (3)	
Activities/water supply source	
Street address (4)	
Activities/water supply source	

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

Name	
Physical address (Business or Residential)	
Telephone	
Email	

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

Name	
Physical address (Business or Residential)	
Telephone	
Email	
<p><b>Day-to-day manager</b> [write 'as above' if the day-to-day manager is the operator] The day-to-day manager is the person who has the overall responsibility to make sure that the FCP is being followed and the appropriate checks and records are completed. The records and your plan must be kept for at least 4 years. All records must be written in English and be easy to read. All records must include a date and the name of the person who performed the task.</p>	
Name and/or position	
Telephone	

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

Registration authority	MPI Council [Council name]: _____
Contact person	
Address	
Telephone	
Email	

**Verifier** (if not local council)

Verification agency	
Contact person	
Address	
Telephone	
Email	

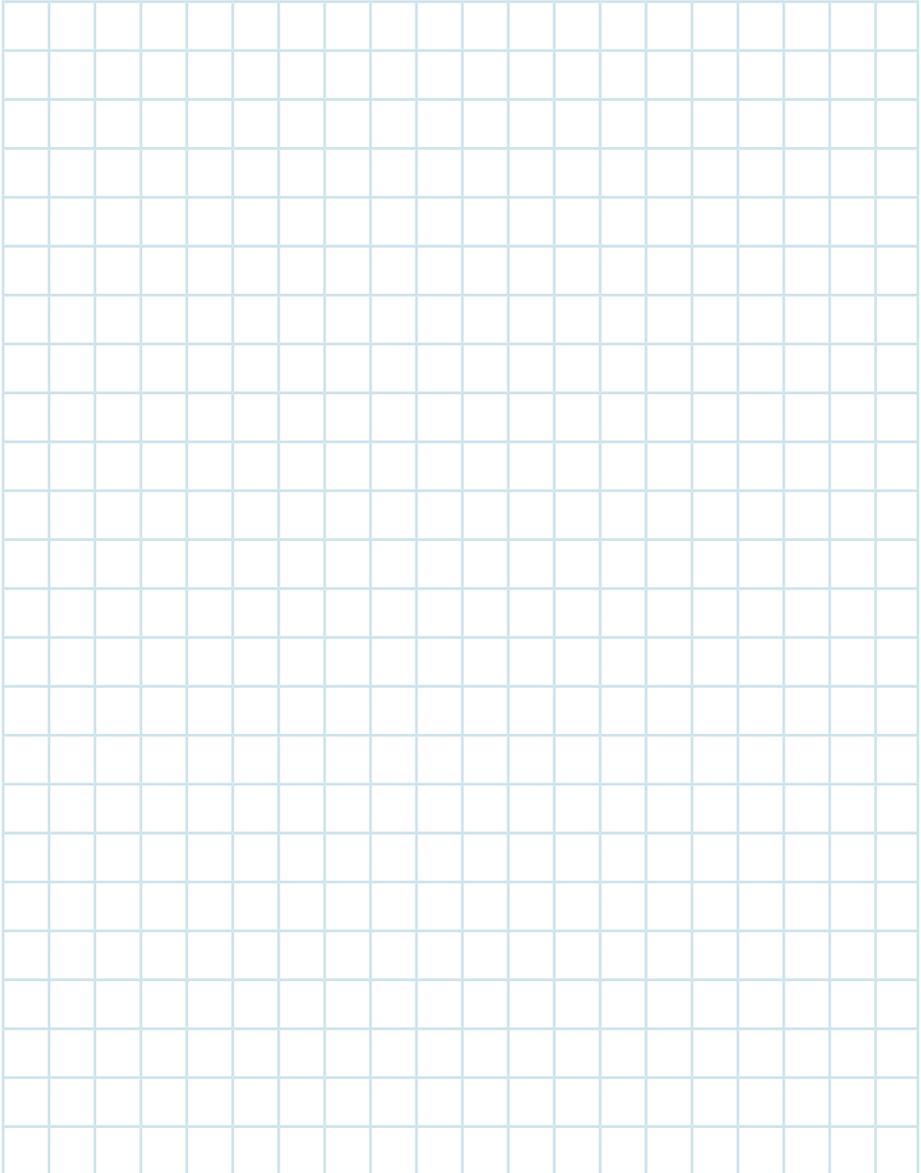
# Business layout

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

- You need to draw a map and floor plan that includes:
  - your building,
  - the buildings surrounding it,
  - what happens in the different areas on your map, including your food preparation areas (e.g. your kitchen),
  - what happens in your buildings, including non-food activities,
  - what happens in the different areas of the building,
  - some non-food activities being conducted in the same or neighbouring building/property that might affect food safety may need to be included in your map of your business.

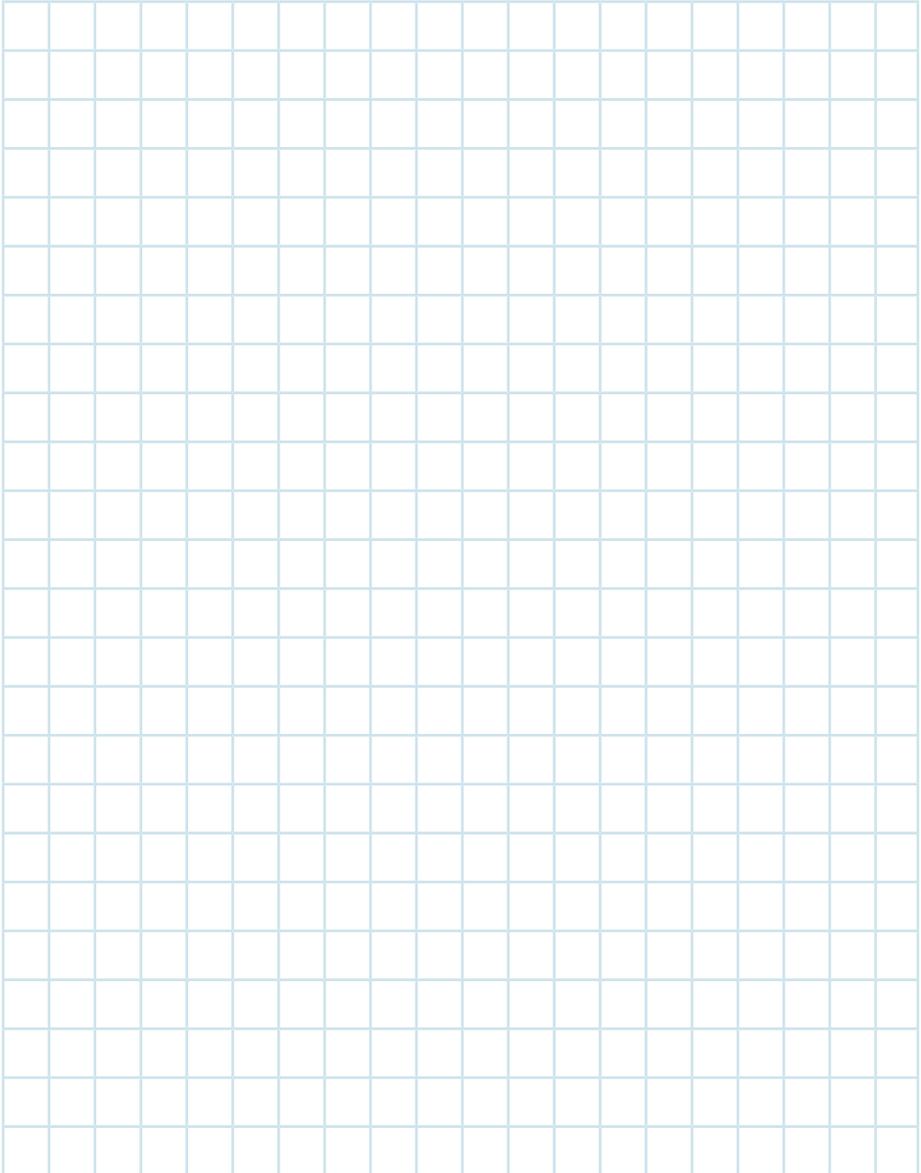
### Layout — Inside of your business

\*this could be a hand drawn plan or photograph.



### Layout — Outside of your business

\*this could be a hand drawn plan or photograph.



# Managing risks near your business

Note here any non-food activities being conducted in your building, or at neighbouring buildings/properties that might affect food safety or suitability in your business, and anything you do to manage risk.

Risk to food safety	How we manage the risk
Example: Dust from the neighbouring garden centre (especially from the bulk compost heap) could carry bugs that contaminate food and make it unsafe.	Example: Keep windows/doors closed in the garden centre side of the building. Ready-to-eat food preparation and service areas located as far away from the service entrance (which is on the garden side of the building) as possible.



# Checking the plan is working well

**K****Know**

## What do you need to know?

- It is your responsibility to regularly check that food safety and suitability is being well managed in your business.
- What to check and how often, depends on the effect of something going wrong in your business. You should check the most important things (e.g. thermometers) most often.
- An audit by a company you supply also counts as an internal check, but you must still conduct regular checks yourself.
- You should check:
  - that people are doing what they need to,
  - the procedures you have put in place are being followed and are effective,
  - your facilities and equipment remain suitable for the food activities at your business.
- You or one of your staff must be your own internal verifier (self-auditor).

## Why is self-auditing important?

- You are responsible for your business and the food you produce. If you wait for someone else to tell you that something has gone wrong, it may become costly and your food may make people sick.

K

## Know

- Check your plan is working well by (for example):
  - checking whether staff are carrying out key food safety behaviours (e.g. washing hands etc.),
  - checking records are being completed and kept,
  - looking through records to check that things are working as expected,
  - reviewing **‘When something goes wrong’** information and checking that steps have been taken to prevent problems from happening again,
  - running food safety quizzes with staff,
  - using the **‘Show’** sections in this template to ask the same questions or check the same things that your verifier would ask or look at,
  - testing the environment or foods for certain bugs or chemicals to show procedures (e.g. cleaning and sanitising) are effective.

**Some notes about testing:**

- There are specific requirements for testing in some situations (e.g. self-supply water). There are also rules about certain limits for bugs or chemicals in the Australia New Zealand Food Standards Code [www.foodstandards.govt.nz/code/Pages/default.aspx](http://www.foodstandards.govt.nz/code/Pages/default.aspx). A limit doesn't mean you always have to test the food for that bug or chemical. If you are thinking about using sampling and testing to show your plan is working well, this shouldn't be the only check that you do. It is not possible to test your way to food safety.
- Testing can be a useful tool, but it has limitations. If, for example, testing results find harmful bugs, that might mean some part of the process is not working well.

## K

## Know

- A negative result may not prove that your plan is working perfectly (or that the food is safe). Bugs, in particular, are not usually evenly distributed in food. It's possible to test some food and get a negative result, when another part of the food in the same batch has high levels of harmful bugs.
- If you want to include testing as one of your checks, it is often more effective to test the environment rather than final foods.
- If you use sampling and testing as part of your procedure for checking, it is highly recommended that the testing plan is developed by an expert. If you don't have an expert in your business, a consultant, your verifier or MPI can provide information about putting together a sampling and testing plan.

## D

## Do

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**What do you need to do?**

- You must set up procedures for regularly checking that you and your staff are making safe and suitable food and meeting your requirements and responsibilities under the and the *Food Act 2014*.
- Follow the procedure on **'When something goes wrong'** if your self-checks identify mistakes or actions that could have made food unsafe or unsuitable.

## S

## Show

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**What do you need to show?**

- Show your verifier:
  - how you check that your procedures are working well,
  - results of the checks you have made.

Set-up



# Training and competency

## K

Know

### What do you need to know?

- Staff have different training needs. You must know what training staff and visitors need, to achieve safe and suitable food.
- All staff and visitors must understand the training they are given.
- All staff must be confident that they know exactly what to do and follow the plan to make sure safe and suitable food is produced.

## D

Do

### What do you need to do?

- Assign someone who is responsible for making sure the plan is followed: (tick as appropriate)  
 day-to-day manager, or  
 delegated person.  
 Name: \_\_\_\_\_
- The day-to-day manager or delegated person (tick as appropriate) must make sure that all staff and visitors are trained so they know how to meet the rules about:
  - cleaning hands,
  - wearing clean clothing,
  - reporting sickness,



# D

## Do

- dealing with foods that could make people sick,
- cleaning and sanitising,
- keeping foods separate in the food preparation area (including, managing allergens, keeping raw/uncooked food away from cooked food, and managing chemicals and poisons),
- other procedures which are specific to your food business,
- what to do when something goes wrong.
- Train staff:
  - before they start working in your food business,
  - when a procedure is introduced or changed.
- All visitors (e.g. delivery people, contractors etc.) must keep food safe while they are in your food business.

# S

## Show



### What do you need to show?

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



# Water Supply: Registered supplier

**K****Know**

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## What do you need to know?

- Water can carry harmful bugs and chemicals which can make people sick. You must only use clean, uncontaminated water for food preparation.
- Water can be contaminated when being stored on-site and being distributed around food premises.
- You must have enough clean water available to clean your food preparation areas, equipment and utensils.
- You must have clean water available for staff to wash their hands.
- Water can be contaminated at the source of supply. It is important to follow your local council's advice.

**D****Do**

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## What do you need to do?

- Provide the name of your registered supplier.  
Name of supplier: \_\_\_\_\_
- Always use water which is safe for food preparation, cleaning and washing hands. If your water supplier advises the water is unsafe, you must:
  - not use it, or
  - boil it for at least 1 minute before use, or
  - disinfect it with chlorine before use, or

**D**

Do

- use another supply of water which you are sure is safe (e.g. bottled water).
- Always throw out any food which has been contaminated by unclean water.
- Only use water tanks, pipes and outlet taps of any water supplies on site that are suitable for food processing, hand washing and cleaning.

**S**

Show



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### What do you need to show?

- Show your verifier:
  - a **record** of any maintenance you've done (see the '**Maintaining equipment and facilities**' card).



# Water Supply: Roof water and Surface or ground water

## K

### Know

#### What do you need to know?

- Water can carry harmful bugs and chemicals which can make people sick. You must only use clean, uncontaminated water for food preparation.
- Water can be contaminated when being stored on-site and being distributed around food premises.
- You must have enough clean water available to clean your food preparation areas, equipment and utensils.
- You must have clean water available for staff to wash their hands.
- There is information on the MPI website about accredited labs.
- Your water supply may be subject to other legislation.

## D

### Do

#### What do you need to do?

- Always use water which is safe for food preparation, cleaning and washing hands. If your water supply becomes unsafe you must:
  - not use it, or
  - boil it for at least 1 minute before use, or
  - disinfect it with chlorine before use, or
  - use another supply of water which you know is safe (e.g. bottled water).

## D

## Do

- Always throw out any food which has become contaminated by unclean water.
- Select where you get your water from:
  - roof water supply
  - surface or insecure ground water supply
  - secure ground water supply (a supply that meets the definition of 'secure' is in the Drinking Water Standards for New Zealand)\*
  - a supply which is currently subject to a Public Health Risk Management Programme\*

\*You don't need to do anything more if you choose to use one of these programmes.

- If you choose to supply your own clean water, you must test it at least annually to make sure it is safe to use. You must test your water:
  - before starting a new business, or
  - if you don't have any records of self-supplied water testing.
- Your water must meet all of the limits in the table below:

Measurement	Criteria
<i>Escherichia coli</i>	Less than 1 in any 100 ml sample*
Turbidity	Must not exceed 5 Nephelometric Turbidity Units
Chlorine (when chlorinated)	Not less than 0.2mg/l (ppm) free available chlorine with a minimum of 20 minute contact time
pH (when chlorinated)	6.5 – 8.0

\**Escherichia coli* testing must be performed by an accredited lab.

## D

## Do

- You must retest water no later than 1 week after:
  - getting water from a new self-supplied source, or
  - knowing of a change to the environment or activities that may affect the safety and suitability of water.
- You must use a water treatment system to make sure water for food processing, hand washing and cleaning, is clean at the point of use. Tick which one you use:

Filtration

Chlorination

UV disinfection

Other \_\_\_\_\_

- You must clearly mark outlet taps, tanks, and pipes that do not contain clean water. These must not be used for food processing, hand washing and cleaning.

For surface and (insecure) ground water intakes must be:

- at least 10m away from livestock,
  - at least 50m away from potential sources of contamination including silage stacks, offal pits, human and animal waste, potential chemical stores and tanks (e.g. fuel tank).
- You must know and list all near-by activities and naturally occurring chemicals that may contaminate your water supply.

## S

Show



### What do you need to show?

- Show your verifier a **record** of:
  - your initial or annual water test results,
  - a list of all near-by activities which might affect the safety of your water.
- Show your verifier how you know your water treatment system is working properly.



# Wash hands

## K

### Know

#### What do you need to know?

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

## D

### Do

#### What do you need to do?

- Wash your hands in soapy water for 20 seconds then dry thoroughly using paper towels, single use cloths, or an air dryer.
- Always have soap and paper towels, single-use cloths or an air dryer by the handwashing sink.
- You must keep your handwashing area clean.
- You must wash your hands:
  - when entering the kitchen,
  - before handling food,
  - after coughing or sneezing,
  - after using the toilet,
  - after using your phone,
  - after taking out rubbish,
  - after touching something you think is dirty.

**D****Do**

- You must manage any cuts or sores by:  
(tick as appropriate)  
covering any cuts and sores, or  
not handling food if cuts and sores are weeping  
or infected and can't be totally covered.

**S****Show**

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### What do you need to show?

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



# Protecting food from contamination by staff

## K

### Know

#### What do you need to know?

- Food can become unsafe and unsuitable if contaminated by sick people or dirty clothing.
- Harmful bugs can be transferred to food through a sick person's faeces, vomit and other body fluids (e.g. blood, snot).
- Wearing clean clothes (including aprons etc.) helps to keep bugs out of the food, equipment and food preparation areas.
- Dirty clothing can contaminate food, surfaces and equipment.
- If sick staff contaminate food, you might have to recall it. See '**Recalling your food**' .

## D

### Do

#### What do you need to do?

##### Manage sick staff

- Any staff or visitors (including contractors) who have vomited or had diarrhoea in the 48 hours before entering the food premises must tell the:

day-to-day manager, or

delegated person

Name: \_\_\_\_\_

**D****Do**

- Food handlers who have vomited or had diarrhoea in the 48 hours before entering the food premises, or on the food premises, must tell the  
day-to-day manager, or  
delegated person (tick as appropriate)  
Name: \_\_\_\_\_  
immediately and seek medical advice if it has happened 2 or more times.
- Staff must stay away from the food processing area until they are well, if they have an illness they can pass on.
- Sick staff may be able to complete tasks that do not come into direct contact with food or food preparation areas.

**Wear clean clothing**

- Clean clothing (e.g. apron etc.) must be worn before handling food or entering food preparation areas (this applies to contractors and visitors too).
- You must make sure of one of the following, either: (tick as appropriate)  
staff wear their own clean clothing, or  
I provide clean clothing for staff.
- Remove outer protective clothing (e.g. aprons etc.) before leaving the food preparation area (e.g. to go to the toilet, outside etc.)

## S

## Show



### What do you need to show?

- Your verifier may ask you to explain how you manage sick staff.
- Show your verifier:
  - a written **record** of when staff were sick,
  - that everyone who handles food puts on clean clothing/aprons at the start of (as required during) each shift,
  - how you make sure clothing is clean.
- Your verifier may also ask you questions about your rules around clean clothing or any issues you have had with your rules.





# Keeping food cold

## K

### Know

#### What do you need to know?

- Keeping food at the right temperature prevents bugs from growing quickly.
- Some foods must be kept cold (chilled or frozen) to stop bugs growing.
- You need to know the difference between:
  - foods you need to keep cold to keep them safe (e.g. milk), and
  - foods you can keep cold so your customer enjoys them (e.g. beer).
- You need to know which foods must be kept cold. Find out from your supplier or food labels.

## D

### Do

#### What do you need to do?

- Check daily that the food in your fridge is being kept at 5°C or lower.
- Monitor the temperature of the food in your fridge by: (tick as appropriate)
  - using a probe thermometer to check the temperature of food or other substance (e.g. a container of water), or

D

Do

using an infrared thermometer to measure the surface temperature of the food, or

using an automated system to monitor the internal temperature or surface temperature of your food.

- Check that food in the freezer is still frozen. You don't have to record the temperature of the frozen food.
- Follow the 2-hour/4-hour rule, as shown in the diagram below.

### Total time that food is kept between 5 - 60°C



**D****Do**

- If transporting cold food always use:  
(tick as appropriate)

a freezer/chiller vehicle

a chilly bin with ice blocks

an insulated container

other \_\_\_\_\_

**S****Show**

### What do you need to show?

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





# Checking for pests

**K****Know**

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## What do you need to know?

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

**D****Do**

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## What do you need to do?

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

**S****Show**

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## What do you need to show?

- Show your verifier how you check for pests.





# Separating food

## K

### Know

#### What do you need to know?

- Keeping raw/uncooked food away from cooked/ready-to-eat foods (e.g. salad) will stop bugs spreading.
- There are 11 common food allergens you must know about. These are: sulphites, cereals containing gluten (e.g. wheat), shellfish, eggs, fish, milk, peanuts, soybeans, sesame seeds, tree nuts and lupin.
- Some foods/ingredients could cause an allergic reaction. Keeping food that doesn't contain allergens separate from foods containing the allergens listed above will stop people getting sick and possibly dying.
- Know what allergens are in the food you sell – you must be able to tell customers if they ask or include this information on the packaging.
- Poisons and dangerous chemicals can make people sick if they get into food.

## D

### Do

#### What do you need to do?

- You must choose one of the following methods when preparing: (tick as appropriate)
  - raw and cooked/ready-to-eat foods,
  - foods that contain the allergens listed in the **Know**, and foods that don't contain those allergens,

**D****Do**

use different spaces and equipment (chopping boards, knives and utensils), or  
process at different times (cleaning in between),  
and/or  
thoroughly clean and sanitise surfaces, boards,  
knives and other utensils between use.

- Wash your hands and, if required, change protective clothing (e.g. aprons) between handling:
  - raw and cooked/ready-to-eat, or
  - foods that contain the allergens listed in the **Know**, and foods that don't contain those allergens, or
  - dangerous chemicals or poisons and food.
- Keep all products not intended for human consumption (e.g. pet food) away from food and food preparation areas.
- Label poisons and dangerous chemicals clearly, store them away from food and make sure food is protected when using them.
- Label and store all food that could cause an allergic reaction separately.
- Tell your customers which foods you make or sell contain allergens if asked.
- When transporting your food, separate:



**D**

Do

- raw and cooked/ready-to-eat, or
- foods that contain the allergens listed in the **Know**, and foods that don't contain those allergens.

**S**

Show

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### What do you need to show?

- Your verifier may ask your staff to explain how they know which foods you make or serve contain allergens.
- Show your verifier that foods containing any of the allergens listed in the **Know**, and poisons and dangerous chemicals are clearly labelled and kept away from food.
- Show or explain to your verifier how you separate:
  - raw and cooked/ready-to-eat products, or
  - foods that contain the allergens listed in the **Know**, and foods that don't contain those allergens, or
  - dangerous chemicals or poisons and food.





# Preparing food safely

## K

### Know

#### What do you need to know?

- Harmful bugs from food and allergens can be spread by contaminated food, dirt, hands, clothes and surfaces. A dirty or badly-organised preparation space allows bugs to grow and spread quickly and easily.
- There are rules in the Australia New Zealand Food Standards Code (the Code) about the types of food additives (e.g. preservatives) you can add to some foods. Food service businesses are unlikely to need to know about these rules. If you use food additives, check the Code or ask your verifier for more information.
- There are composition rules in the Code that only apply to some foods you may make, (e.g. sausages, meat pies etc.). Check the Code or ask your verifier for more information.

## D

### Do

#### What do you need to do?

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

**D****Do**

- Clean and sanitise your work areas as you go.
- Check additive requirements in the Code if you use food additives (e.g. preservatives) to make your foods.
- Check composition requirements in the Code are met (if applicable).

**S****Show**

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### What do you need to show?

- Show or explain to your verifier how you work in your kitchen including:
  - how you clean as you go,
  - how your food preparation area flows to stop bugs from growing and spreading,
  - your recipes to show how you meet additive and composition rules if they apply to you.



# Sourcing, receiving and storing food

## K

### Know

#### What do you need to know?

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

## D

### Do

#### What do you need to do?

- Only buy food from approved suppliers.
- When receiving food, record:
  - the name and contact details of your supplier,
  - the type and quantity of food,
  - the temperature of the food, if it needs to be kept at a certain temperature to make sure it is safe and suitable.
- When collecting or receiving chilled food, measure the temperature of it with a thermometer. You must check that:

## D

## Do

- cold food is cold,
  - frozen food is frozen,
  - packaging is not damaged or dirty,
  - food is not past its use-by date.
- Store food safely. Put chilled food away first, then frozen food, then food that can be stored at room temperature.
  - Arrange your supplies so food with the closest use-by or best-before dates is used first.
  - Throw out food at its use-by date.
  - Store food covered and clearly labelled.
  - Follow the 2-hour/4-hour rule, as shown in the diagram below:

### Total time that food is kept between 5 - 60°C



## S

Show



## What do you need to show?

- Your verifier will check:
  - **records** of your approved supplier list and supplier assurances,
  - **records** of:
    - the name and contact details of your supplier,
    - the type and quantity of food,
    - the temperature of the food, if it needs to be kept at a certain temperature to make sure it is safe and suitable.
- Show your verifier that food is stored, labelled and covered.





# Keeping food hot

## K

### Know

#### What do you need to know?

- You must keep foods that would normally be kept cold or hot out of the temperature danger zone (5°C - 60°C) to stop bugs from growing and making people sick.
- Hot food must be kept above 60°C to stop bugs growing.

## D

### Do

#### What do you need to do?

- Follow manufacturers' instructions for using equipment.
- Heat food to 75°C or more before placing in a bain-marie or hot cabinet.
- Your equipment must keep food above 60°C. Use a thermometer to check the temperature of the food.
- When food is being kept hot for more than 2 hours, check the temperature every 2 hours so you are sure it is above 60°C.
- If the 2 hour check shows that the food temperature is too low, reheat food to above 75°C and increase the temperature of the bain-marie or hot cabinet. If it's below 60°C at the next check, throw it out.
- If hot food has been held at a temperature below 60°C for more than 2 hours, it must be thrown away.

# D

## Do

- If hot food has been held at a temperature below 60°C for less than 2 hours, it can either be:
  - thoroughly reheated and served hot (above 60°C), or
  - cooled to below 5°C within four hours and kept at this temperature until it is eaten.
- Stir food to ensure it is kept hot all the way through.
- Do not mix old and new batches of reheated or hot, ready-to-eat food.

# S

## Show

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### What do you need to show?

- Show your verifier:
  - how you keep food hot,
  - how you measure temperature,
  - how you know you're checking temperatures in the required time limits.



# Selling your food to other businesses

## K

### Know

#### What do you need to know?

- You can only sell food you've made to another business if:
  - it does not change the main purpose of what you do (i.e. sell your food direct to consumers), and
  - you don't have to do anything different to your food (e.g. change the way you package or label it).
  - Any businesses that you supply can only sell your food direct to their consumers, and not to other businesses. Examples of people that can use this plan include bakers who sell pies, cakes, slices etc. to café's or retail butchers providing sausages/steaks etc. to restaurants.
- When your food leaves your premises, you can no longer keep it safe and suitable – you rely on others to do this for you.
- You need to know the names and contact details of any businesses you regularly supply so you can recall any food if there is any problem.
- Anyone who consumes your food needs to know what is in it. If you are supplying other businesses that sell your food, you need to provide them with enough information so that they can answer any questions about what's in your food.



Know

- If you find you are mostly making food to sell to other businesses, you might be using the wrong plan. Contact MPI ([foodactinfo@mpi.govt.nz](mailto:foodactinfo@mpi.govt.nz)) for help.
- If you want to supply your products to another business in packaging they specify (e.g. with their branding) instead of in ways you use to supply your own customers, you cannot use this plan. Contact MPI ([foodactinfo@mpi.govt.nz](mailto:foodactinfo@mpi.govt.nz)) for help.



Do

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### What do you need to do?

- You must keep a record of:
  - any businesses that you knowingly supply food to,
  - the product(s) you have supplied them,
  - the amount you have supplied them,
  - the date you supplied them.
- You must provide all food businesses that sell your food enough information so that they can answer any questions about what's in your food. Follow the **'Packaging and labelling your food'** and **'Knowing what's in your food'** cards.
- You must tell any business that you supply how to keep your food safe, and how long it can be kept before being used or thrown out.
- You must not change the way you package or label food from the way you do for your own consumers, even if a business you are supplying requests it.

- If you discover something wrong with your food that you supplied to a business, you must follow the **'Recalling your food'** and **'When something goes wrong'** cards.

# S

## Show



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### What do you need to show?

- Show your verifier a **record** of:
  - any businesses that you knowingly supply food to,
  - the product(s) you have supplied them,
  - the amount you have supplied them,
  - the date you supplied them.
- Show or explain to your verifier:
  - how you know that any business you supply food to sells it direct to their consumer,
  - how any food you supply to other businesses is packaged and (if applicable) labelled.

