



Producing, processing or handling food

K

Know

What do you need to know?

- Identifying and controlling hazards will help to keep your food safe when preparing, processing or handling food.
- It's your job to identify and control hazards to keep your food safe when it's being prepared, processed or handled.
- The hazards you need to know are:
 - bugs (e.g. listeria, *E.coli*, salmonella, campylobacter etc.),
 - chemicals (e.g. cleaning products, pest control products),
 - foreign matter (e.g. glass, stones, metal).
- Not all control steps may not all be applicable to your business – you don't have to follow the ones that don't apply to you (for example if you don't package food you don't have to follow the rules about packaging).
- Not all hazards can not be controlled in all food businesses (for example it's not possible for a manufacturer of frozen vegetables to directly control the application of agricultural compounds onto horticultural produce) – your responsibility is to control hazards that can be controlled in your business.





Know



If you are unsure about whether a section applies to your business seek advice from a consultant, your verifier or your registration authority (local council or MPI).

- In addition to the specific procedures in this guide, you should also:
 - follow any directions for use and storage on labels or advised by suppliers,
 - keep non-shelf stable foods out of the temperature danger zone (5°C - 60°C),
 - follow the 2 hour/4 hour rule, (see '**Safe storage and display**'),
 - keep cold foods below 5°C,
 - defrost foods in the fridge/chiller when possible,
 - keep hot foods above 60°C,
 - reheat food to above 60°C (75°C is best) before placing in a bain-marie or food warmer,
 - wash fruit and vegetables before preparing, cooking and/or eating, unless labelled 'Pre-washed' or 'Ready-to-eat'.



As well as giving you the taste, texture, appearance or quality you want for your food, some of the steps can also double as a safety or suitability control step. For example, if you cook or heat something for a 'delicious food' reason, following the cooking or pasteurising procedures means you will also kill bugs that make food unsafe.



D

Do

What do you need to do?

- Identify the food related processes your business uses.
- Identify the types of hazards (bugs, chemicals and foreign matter) that you need to control in your business.
- Select the control steps you will apply in your business.

S

Show

What do you need to show?

- Your verifier will:
 - ask you to take them on a tour of your business and point out the different processes you have,
 - ask how you decided which process control steps to include in your business,
 - ask you about the types of hazards you are controlling in your business.

