MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

MINISTRY OF HEALTH
MANATŪ HAUORA

New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

Food Control Plan for Free and Healthy School Lunches Programme

This is a legal document.
You must not add any procedures to this plan.

Template approved by New Zealand Food Safety 16 July 2020
This document file is dated 16 July 2020, version 16

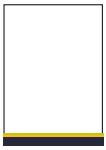
Section 40 template FCP

note:

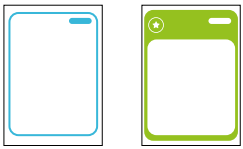
This S40 template includes guidelines from Ministry of Education and Ministry of Health combined with New Zealand Food Safety's Simply Safe and Suitable template (March 2017 version) and New Zealand Food Safety's My Food Plan template (December 2019).

Where there is a page of New Zealand Food Safety's Simply Safe and Suitable/ My Food Plan template inserted into the Food Control Plan for Free and Healthy School Lunches Programme template then that full section of the SSS/ MFP applies.

A pdf of the relevant Simply Safe and Suitable template (March 2017) is filed adjacent to this document.



Pages with this footer are Ministry of Education / Ministry of Health guidelines.



Pages with coloured borders are Food Act Requirements.

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Instructions

How to use this Plan

This plan tells you what you need to do to comply with food safety and suitability law. It tells you what your verifier/auditor will look for when they visit your kitchen, and where you need to keep **records**. To help you make sure that you are following the relevant rules and are keeping the right **records** we have placed icons throughout this document:

The records you must keep

Only relevant for schools who are growing their own fruit and/or vegetables for ākonga (learners) to eat.

Each topic has three sections: **Know, Do and Show.**

K — **Know** has general information about why this topic is important to food safety and gives ideas for how you can comply with food safety.

D — **Do** outlines what you must do to comply with the food safety law.

S — **Show** outlines what your verifier will ask you to demonstrate or the **records** they will expect to see.

Sometimes things go wrong, and your food or drink might become unsafe or unsuitable. You need to be able to identify when something has gone wrong, and be able to fix it.
You need a procedure in place and you need to keep **records**. These **records** are listed throughout the document. Follow the ***'When something goes wrong'*** card (page 107).

What you need to know,do and show for the Free and Healthy School Lunches Programme

K

Know

What do you need to know?

- To consider preparing your own lunches you will need to have the following:
  - Trained staff/volunteers:
    - Any staff/volunteers preparing or serving food must know what to do to prepare food safely.
    - This does not need to be a formal qualification.
    - See the **'Training and Competency'** card (page 27) for more information on training.
    - It's okay to use volunteers, but they need to be trained.
    - Staff/volunteers need to:
      - know how to design nutritious, healthy and appealing lunches,
      - know how to source ingredients for lunches,
      - be prepared to commit to regular delivery of lunches to schools.

K

Know

- Spaces:
  - Have access (either onsite or access to) a space to safety prepare food.
  - Know the requirements for appropriate preparation and storage facilities.
  - Know you have capacity to make enough food for all ākonga (learners) in the programme.
- Systems to ensure a guaranteed supply of lunch ingredients at cost effective prices.

Note: There is no project budget available for upgrading current kitchen facilities. There is a very limited budget for small assets such as fridges.

Food safety

- You have a responsibility to make sure the food you are preparing is safe and suitable.
- Following this plan allows you to meet the Food Act 2014 requirements.
- The top things to get right are:
  - staff/volunteers training,
  - cleaning,
  - food storage,
  - food preparation and cooking,
  - personal hygiene.
- Your plan needs to be registered and checked (verified) under the Food Act 2014.

D

Do

What do you need to do?

- Ensure food handlers are adequately trained. See the **'Training and Competency'** card.
- Ensure the space where you will be making food is suitable. See the **'Places and Equipment'** card (page 29).
- Source safe food from reliable suppliers and have an agreement in place. See the **'Sourcing, receiving and tracing food and drink'** card (page 61).

Register and get checked

- Make sure your plan is registered.
- Get checked (verified) to ensure your making safe and suitable food.

Note: There is more information on the cost of verification here: https://www.mpi.govt.nz/dmsdocument/15721-how-long-does-verification-take

S

Show

What do you need to show?

- You will need to show that you are meeting these requirements to be part of this programme.

Top 5 Food Safety Factors

Staff Training

Everyone must know how to keep food safe.

'Most foodborne disease is caused by poor hygiene practices and improper handling of food' - World Health Organisation

It doesn't need to be a formal qualification

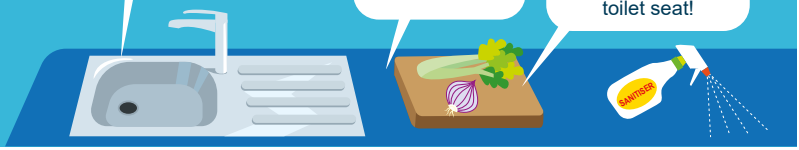
Cleaning & Sanitising

Bugs can be found everywhere- even on surfaces that look clean. They can be found on people, cloths, sponges, utensils...

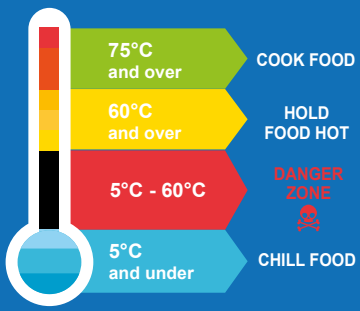
The average kitchen sink contains 100,000 times more bugs than a bathroom.

Bacteria can survive on average 20 min - 4 hours on hard surfaces.

The average chopping board has around 200% more faecal bacteria than the average toilet seat!



Temperature Control



Separation

Keep cooked food separate from raw food. Keep allergens separate. Use separate equipment. Bugs in raw food can make people sick, it's important to avoid cross contamination.

Allergens include:

Peanuts, Milk, Fish, Egg, Soy beans, Sesame seeds, Tree nuts, Cereals that contain Gluten, Sulphites, Shellfish, Lupin

THESE CAN KILL

Even small traces on equipment and chopping boards can cause an allergic reaction.

Hand Washing

KILL 90% of BUGS by washing your hands properly

1 IN 4 people have faecal bacteria on their hands

- Wet hands under running water
- Rub hands together with soap for 20 seconds
- Rinse hands with water
- Dry hands thoroughly with a clean, dry towel or hand drier

Making healthy, nutritious & appealing lunches for ākonga

K

Know

What do you need to know?

- Besides complying with the Food Safety Law, schools must deliver healthy and nutritious lunches that meet the Ministry of Health's 'Healthy Food and Drink Guidance – Schools'.
- It's important for ākonga (learners) to have a balanced diet.
- For more detailed information on food nutrition and preparing healthy lunches please refer to the 'Healthy Food and Drink Guidance - Schools' developed by the Ministry of Health.

D

Do

What do you need to do?

- Offer a variety of healthy foods from the four food groups:
  - plenty of vegetables and fruit,
  - grain foods, mostly wholegrain and naturally high in fibre,
  - milk and milk products, mostly low and reduced fat,
  - legumes, nuts, seeds, fish/other seafood, eggs, poultry (e.g. chicken) and/or red meat with fat removed.

Vegetables and fruit

Hua whenua me hua rākau

Contains:

- carbohydrate
- fibre
- vitamins
- minerals

Breads and cereals

Ngā kai paraoa

Contains:

- carbohydrate
- fibre
- vitamins
- minerals

Milk and milk products

He miraka me ngā momokai miraka

Contains:

- protein
- fats

Lean meat, chicken, seafood, eggs, legumes, nuts & seeds

He mīti whēroki, heihei, kai moana, pīni maroke, nati hēki rānei

Contains:

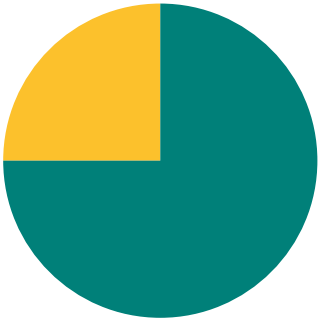
- protein
- calcium
- fats
- vitamins

D

Do

- Food should be prepared with or contain minimal saturated fat, salt (sodium) and added sugar, and should be mostly whole or less processed. This means:
  - foods containing moderate amounts of saturated fat, salt and/or added sugar may be available in small portions (e.g. some baked goods),
  - no deep-fried foods,
  - no confectionery (e.g. sweets and chocolate),
  - no sugar-sweetened drinks,
  - no drinks containing 'intense' (artificial) sweeteners,
  - no fruit or vegetable juices (including 100 percent juice, no-added-sugar varieties).
- Consider:
  - allergies and intolerances (e.g. coeliac, nut allergies, gluten free, dairy free),
  - cultural/religious practices (e.g. halal, no beef/pork),
  - dietary preferences/requirements (e.g. vegetarianism, veganism),
  - water first, unflavoured milk is also a good option to serve after meals or as part of a healthy snack.
- Ensure the portion size of lunches are appropriate for ākonga.

- Design a menu that is appealing to children. This includes having the food items classified as green make up at least 75 percent of the portion and food items classified as amber make up only 25 percent of the portion, and no food items in the red category. For further information about the colour coded classifications, please refer to the 'Healthy Food and Drink Guidance - Schools' by the Ministry of Health.



Lunch Menu

75% **green** food items
25% **amber** food items
0% **red** food items

- Provide a variety of lunches throughout the week and engage with the children about the lunch programme.

S

Show

What do you need to show?

- Show you are providing healthy and nutritious lunches.
- Show you are providing appropriate serving sizes

Waste management

K

Know

What do you need to know?

- There are a range of options for managing school waste, like:
  - separating,
  - reducing,
  - reusing,
  - recycling,
  - composting.
- Information on this can be found at: www.education.govt.nz/school/property-and-transport/school-facilities/energy-water-and-waste-management/waste-management/
- You will need to demonstrate that you have made every effort to minimise waste and the effect on the environment.

D

Do

What do you need to do?

Reducing food waste in the kitchen

- Menu planning: Planning will help you with purchasing, storage and stock management.
- Stock rotation: Keep an eye on expiry dates so you can use older products first before they expire.
- Monitor what you throw away so you can manage food ordering efficiently.
- Use leftovers if it can be done safely: e.g leftover vegetables in a frittata or soup.
- Store well: Air tight containers keep foods fresher for longer.
- Produce doesn’t have to be thrown out if it’s over ripe, e.g brown bananas can be used in baking and vegetables in soups.
- Ordering: Order the minimal amounts of perishable food more frequently.
- Deliveries: Carefully check all deliveries for contamination, damage, Use By dates and temperature of fresh foods.

Managing food waste

- You will need a plan in place to deal effectively with food waste.
- Food waste that doesn't include meat can be composted or fed to a worm farm.

Managing packaging waste

- You will need a plan in place to minimise and manage packaging waste, ideally working towards a zero waste policy. Ways to do this could be:
    - reduce use of plastics and glad-wrap,
    - avoid single use cutlery, plates and cups.

Free and Healthy School Lunches Programme provider details

Fill out your provider details below

School details	
School name	
Trading name	
This plan is for schools operating under the Free and Healthy School Lunches Programme	
Postal address	
Telephone	
Email	
Location(s)	
Street address (1) (site where food is made) If different to school address	
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 plan.	
Street address (2)	
Street address (3)	

Operator: The operator is the owner or other person in control of the food business.	
Name	
Physical address (Business or Residential)	
Telephone	
Email	

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

Kitchen layout

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

You need to provide a floor plan of your kitchen that includes:

- what happens in the different areas in your kitchen, including your food preparation areas.

You need to provide an image or a map (e.g. google map) of the building your kitchen is in and the surrounding buildings. This must include:

- your building,
- the buildings surrounding it,
- 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 kitchen.

Note: if you use more than one site you will need to provide a map for each site.

Layout — Inside of your kitchen
this could be a hand drawn plan or photograph.

Layout — Outside of your site
this could be a hand drawn plan or photograph (e.g. Google Maps).

Managing risks nearby

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 kitchen, 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.
- What to check and how often, depends on the effect of something going wrong. 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 kitchen.
- You or one of your staff/volunteers must be your own internal verifier (self-auditor).

Why is self-auditing important?

- You are responsible for your kitchen 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/volunteers 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'** (page 107) information and checking that steps have been taken to prevent problems from happening again,
  - running food safety quizzes with staff/volunteers,
  - 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 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.

K

Know

- 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.
- 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 kitchen, a consultant, your verifier or New Zealand Food Safety can provide information about putting together a sampling and testing plan.

D

Do

What do you need to do?

- You must set up procedures for regularly checking that you and your staff/volunteers 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'** (page 107) if your self-checks identify mistakes or actions that could have made food unsafe or unsuitable.

S

Show

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

Your verifier will check these every time

Training and competency

K

Know

What do you need to know?

- Staff/volunteers have different training needs. You must know what training staff/volunteers and visitors need to achieve safe and suitable food.
- All staff/volunteers and visitors must understand the training they are given.
- All staff/volunteers 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/volunteers and visitors are trained so they know how to meet the rules about:
  - cleaning hands,
  - wearing clean clothing,
  - reporting sickness,

Your verifier will check these every time

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 kitchen,
- what to do when something goes wrong.

- Train staff/volunteers:
  - before they start working in your kitchen,
  - when a procedure is introduced or changed.
- All visitors (e.g. delivery people, contractors etc.) must keep food safe while they are in your kitchen.

S

Show

What do you need to show?

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

Places and equipment

K

Know

What do you need to know?

- When choosing places and equipment for your kitchen there are some things you should consider, like:
  - what the place has been previously used for,
  - that rooms and equipment can be easily cleaned and maintained,
  - that there is adequate lighting, ventilation and services (e.g. water and electricity),
  - that equipment is designed for food use and for the process you are intending to use it for.

Why is choosing good places and equipment important?

- Places and equipment are the foundation of your kitchen, and the choices you make determine how hard you and your staff/volunteers will have to work to know your food and/or drink is always safe and suitable.
- It's easy to overlook things that can result in food and drink being contaminated and people getting sick. For example:
  - a light or bottle breaking and spreading glass into food or drink,
  - garden produce absorbing heavy metals or

K

Know

chemicals in soil from a previous land use (e.g. chemical stores, timber processor etc.) into their root systems and leaves,

- dust, dirt or chemicals carrying bugs getting into food and drink from neighbouring properties,
- buildings constructed from materials that could be a source of bugs, chemicals or foreign matter getting into your food or drink.

- It's best to source equipment especially designed for food and drink use and for the process you are intending to use it for.
- It's best to choose places and equipment that prevent as many food safety risks as possible.

D

Do

What do you need to do?

- Manage any food safety/suitability risks associated with places and equipment.
- Check previous use of land and buildings, and only use areas that will allow you to make safe and suitable food and drink.
- If your neighbours do things that could cause your food or drink to be unsafe or unsuitable, work out how to minimise the chance that this could happen.
- Only operate out of buildings that have enough space to accommodate the number of staff/volunteers you plan to have working there, and allow for a good workflow.
- Design your workflow so you can safely move around your workspace.

D

Do

- Buildings, fittings, fixtures or equipment must be made of materials that won't be a source of bugs, chemicals or foreign matter getting into your food or drink where possible, or work out how to minimise or eliminate the chance that food could become contaminated from these sources.
- Ensure all areas where food or drink will be processed or stored can be easily cleaned and sanitised (when appropriate).
- Limit the amount of dust, dirt, fumes or pests that can get into buildings used for handling, processing or storing food and drink.
- Provide places for storage of cleaning chemicals and maintenance compounds away from food and drink.
- Make toilets and places to wash hands available close to food handling areas.
- Provide for rubbish areas away from food and drink processing/preparation areas.
- You must have equipment for measuring control points (e.g. thermometers for checking fridge/chiller temperatures). Your equipment must be accurate and working properly. (See page 105 for guidance on thermometer calibration).
- Food in vending machines must be kept safe.

S

Show

What do you need to show?

- Your verifier might ask:
  - how you know the location hasn't previously been used for something that will make food unsafe,
  - what you do to manage risks from activities of your neighbours,
  - why you chose the equipment you are using,
  - how you know the building, fixtures, fittings and equipment aren't a risk to the safety or suitability of your food.
- Your verifier will observe workflow and whether staff/ volunteers can easily work and maintain good personal hygiene.

Suitable water

K

Know

What do you need to know?

- Suitable water must be:
  - safe to drink if it is used for food and drink preparation, washing food contact surfaces/ equipment, and for staff/volunteers to wash their hands,
  - clean and fit for purpose when used for any other activities in growing or making food.

Why is it important to ensure water is suitable?

- Water can carry harmful bugs and chemicals that can make people sick. These might be because the water is contaminated at the source, or because water pipes and storage containers become contaminated.
- It's important to consider how you/your staff/volunteers use water in your kitchen, and make sure that the water is not going to contaminate your food or drink. If you use a council or registered water supply most of this is done for you.

If you use self-supply water

- You/your staff/volunteers will need to prove it is suitable for use by having it tested at an accredited lab (there is information on the New Zealand Food Safety website about these).

K

Know

- You/your staff/volunteers will need to know where near-by activities and naturally occurring chemicals could make your water supply unsafe.
- What happens in the garden can affect the safety and suitability of the garden produce.
- Keep water tanks:
  - clean and in good condition to stop the build-up of sediment, and
  - covered to stop animals, birds and dirt from contaminating water.
- You may need to install operate and maintain (e.g. replacing filters) a water treatment system, following the manufactures instructions, to ensure water is suitable for use with food and drink.
- You might need to treat roof, surface or ground water using filtration, chlorination or UV disinfection to make it suitable for use.
- Self-supply water sources may be subject to other legislation as well.

For ground water supply only

- Bores should be designed and maintained so they are protected from surface contamination.

For roof water supply only

- Additional risks to contamination of your water can be reduced by:
  - collecting water only from clean roofs and gutters made from safe materials (e.g. no lead based paints, bitumen, exposed timber or copper gutters),

K

Know

- putting screening gutters up, removing overhanging branches and vegetation, and mounting aerials and satellite dishes away from water collection areas,
- installing a first flush device (a device which diverts the first flush of water when it rains).

- Water used for irrigation should be of drinkable quality where possible - especially where applied directly to garden produce that are not expected to be cooked or treated to reduce or eliminate bugs or chemicals, before being eaten.

D

Do

What do you need to do?

- Select where you get your water from: (tick as appropriate)
  - ☐ registered supplier (name):
  - ☐ 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.

- For water for making food, hand washing and cleaning, either:
  - use a potable (council/registered) water supply, or,
  - test your roof, surface or ground water supply

D

Do

at least once every year in an accredited lab to ensure that it meets the following limits:

Measurement	Criteria
Escherichia coli	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.

- Test any new supply of water other than those marked with an * in the tick box options above before using it in food or drink production areas.
- Test roof, surface or ground water supplies within 1 week of knowing about a change to the environment or of activities that may affect the safety and suitability of the water.
- 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.

D

Do

All water supplies

- Only use water tanks, containers, pipes, outlet taps and treatment systems for any water supplies on site that are suitable for drinking water (or are 'food-grade'). Regularly check and maintain these.
- Clearly mark outlet taps, tanks, and pipes that do not contain clean water. These must not be used for food or drink processing, hand washing and cleaning.
- You must have a system for managing cross contamination, dead ends and backflow.
- If your water supply becomes unsafe (or you're advised by your supplier it is unsafe):
    - don't use it, or
    - for chemical or physical contamination seek advice from your verifier or a water expert, or
    - for contamination with bugs:
        - boil it for at least 1 minute before use, or
        - disinfect it with chlorine before use, or
        - use another supply of water which you are sure is safe (e.g. bottled water).
- Throw out any food or drink which has been contaminated by unclean/unsuitable water.
- You must **record** the water source for each of the locations you operate in.

S

Show

What do you need to show?

- Your verifier will:
  - ask how you know your water is fit for purpose,
  - ask you about how you check and maintain water equipment and facilities,
  - ask to see your **records** of water sources for each of your locations,
  - how you manage contamination or cross contamination of water supply.

For self-supply water

- Your verifier will:
  - ask to see a **record** of test results for any roof, surface or ground water supplies that are used for cleaning equipment, or for hand washing,
  - ask what near-by activities could affect the safety of your water,
  - ask you to show them how you know any water treatment system is working properly.

Starting

Your verifier will check these every time

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 helping a child use the toilet or changing a nappy,
    - after using your phone,

Your verifier will check these every time

D

Do

- after taking out rubbish,
- after touching something you think is dirty,

- 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

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/volunteers are washing their hands when they should.
- Your verifier will wash their hands when they enter your school, checking that everything they need is there.

Washing Hands

Wet

Rub

Rinse

Dry

Starting

Protecting food from contamination by staff/ volunteers

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/volunteers contaminate food, you might have to recall it. See **'Recalls'** (page 109).

D

Do

What do you need to do?

Manage sick staff/volunteers

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

  ☐ 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/volunteers must stay away from the food processing area until they are well, if they have an illness they can pass on.
- Sick staff/volunteers 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/volunteers wear their own clean clothing, or

  ☐ I provide clean clothing for staff/volunteers.
- 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/volunteers.
- Show your verifier:
  - a written **record** of when staff/volunteers 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.

Starting

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 ākonga enjoys them.
- 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 5ºC 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

0 hours	**Serve ready to eat food** • or refrigerate 5°C or below
Under 2 hours	**Serve ready to eat food** • or cook food to 75°C • or refrigerate 5°C or below
Under 4 hours	**Serve ready to eat food** • or cook food to 75°C
4 + hours	**Throw out**

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.

Starting

Starting

Checking for pests

K
Know

What do you need to know?

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

D
Do

What do you need to do?

- Check for and remove any signs of pests 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'** (page 107) if you find signs that a pest may be present in your food kitchen.

S
Show

What do you need to show?

- Show your verifier how you check for pests.

Your verifier will check these every time

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 provide – you must be able to tell ākonga/their parents, caregivers and whānau 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,

Your verifier will check these every time

D

Do

- foods that contain the allergens listed in the **Know**, and foods that don't contain those allergens,

☐ 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 ākonga/their parents, caregivers and whānau which foods you make contain allergens if asked.

Your verifier will check these every time

D

Do

- When transporting your food, separate:
  - 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

What do you need to show?

- Your verifier may ask your staff/volunteers 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.

The 11 Common Allergens

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. Schools 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).
- Clean and sanitise your work areas as you go.

D

Do

- 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

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 after their Use By date (this includes food from vending machines).
- Only source food from a reputable supplier (e.g. registered food business).
- If you are sprouting seed for human consumption you need to consider the seed as an ingredient and source it from a trusted supplier. You need to make sure it has been produced specifically for human consumption, and that the risk of the seed becoming contaminated with Salmonella has been managed.
- You should consider agricultural compounds (inputs) like an ingredient of the food you produce. You need to know what chemicals you got, from where, the garden produce you used them on and when, and where the garden produce went. A spray diary is a good way to do this.

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:
  - 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.

D

Do

- Follow the 2-hour/4-hour rule, as shown in the diagram below:

Total time that food is kept between 5 - 60˚C

0 hours	**Serve ready to eat food** • or refrigerate 5°C or below
Under 2 hours	**Serve ready to eat food** • or cook food to 75°C • or refrigerate 5°C or below
Under 4 hours	**Serve ready to eat food** • or cook food to 75°C
4 + hours	**Throw out**

- Ensure any seed used for sprouts or microgreens has been produced specifically for human consumption.

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.
- Show or explain to your verifier:
  - how you know seed used for sprouts or microgreens is safe for human consumption,
  - how you know which agricultural compounds have been applied to garden produce, and how you know maximum residue levels are not exceeded.

Safely storing and displaying food and drink

K

Know

What do you need to know?

- Food and drink that is not covered, clearly labelled or appropriately stored away can become contaminated.
- It is possible for food to become unsafe while not being used and being stored.
- Foods that are stored in rooms/stack systems (i.e. not on the floor) that can be easily cleaned, are less likely to be contaminated.
- Keeping food at the right temperature prevents bugs from growing quickly.
- You need to know how to keep food (including food in vending machines) at the right temperature to stop bugs from growing.
- Foods and ingredients (including food in vending machines) should not be used past their Use By date.
- Food needs to be stored away from non-foods (e.g. perfumes used in cosmetic or household cleaning products) as they can be absorbed by food and make it unsafe or unsuitable.
- Storage conditions to keep food safe will either be on the food label or provided by the supplier.

K

Know

Why is safely storing and displaying food and drink important?

- Food or drink that is not stored under the appropriate conditions, or is kept beyond its Use By date may become unsafe and could make people sick or die.
- **'Display'** means the storage of food in a retail/public area.

Why is safe storage and display important?

- Floors can be a source of contamination as pooling water and dirt which can be brought into storage areas on shoes and tyres can make food unsafe.
- Some foods must be kept cold (chilled or frozen) to stop bugs growing (e.g. meat). Some foods are more enjoyable kept cold. You need to know the difference so you can keep food safe.
- Storage conditions to keep food safe will be listed on the label, or provided by the supplier.
- Some foods (e.g. powdered foods) need to be stored in a place where humidity is controlled to prevent the food from absorbing moisture. If dried foods absorb too much moisture this allows bugs to grow and the food to become unsafe.
- Many foods have a Use By date because bugs can grow slowly in them even when they're stored safely. Foods with a Use By date can make people sick if they eat them after this date. It's important to have a stock checking/rotation system so you don't use food that is past its Use By date.
- A Best Before date is different from a Use By date. A Best Before date indicates the quality of the food might

K

Know

not be as good after this date, but it is unlikely to make people sick if they eat it.

- Packaging comes into contact with food, so it's important to keep it stored as safely as you would keep food, so it doesn't contaminate food.

D

Do

What do you need to do?

- Store food and packaging safely.
- Create a system to ensure that Use By dates are regularly checked so that food can't be used after the Use By date.
- Check daily that chilled food is being kept at 5ºC or lower by: (tick what you/your staff/volunteers use)
  - ☐ using a calibrated probe thermometer to check the temperature of food or other substance (e.g. a container of water), or
  - ☐ using a calibrated infrared thermometer to measure the surface temperature of the food, or
  - ☐ using a calibrated automated system to monitor the internal temperature or surface temperature of your food, or
  - ☐ using another method that accurately measures the temperature of food

  (write the method you/your staff/volunteers use here:

  _____

  _____

  _____).
- Ensure that food in the freezer is still frozen. You don't have to measure the temperature of the frozen food.

D

Do

- Follow the 2-hour/4-hour rule, as shown in the diagram below:

0 hours	**Serve ready to eat food** • or refrigerate 5°C or below
Under 2 hours	**Serve ready to eat food** • or cook food to 75°C • or refrigerate 5°C or below
Under 4 hours	**Serve ready to eat food** • or cook food to 75°C
4 + hours	**Throw out**

- If you/your staff/volunteers are storing foods that need to be under controlled humidity to keep them safe, install and monitor a humidity control system.
- Follow the ***'When something goes wrong'*** (page 107) card if you find food is not kept at the right temperature or humidity.

S

Show

What do you need to show?

- Show your verifier:
  - how you check the temperature of chilled food,
  - how you control and check humidity (if required),
  - that food is stored appropriately, labelled and covered.

Cooking food

K

Know

What do you need to know?

- Some foods are likely to be contaminated with bugs that will make people sick or die.
- Cooking is a common way to kill these bugs and make the food safe to eat.
- Foods that need to be cooked to be safe include poultry and meat.

D

Do

What do you need to do?

- Cook poultry, minced meat and chicken livers using the **'Cooking poultry, minced meat and chicken liver'** (page 75) card. Other meats can be served rare but must be seared before serving.
- Follow any manufacturer's instructions for cooking processed and ready-to-eat foods/ingredients.
- Always check dishes for cold spots, they must be cooked evenly and all the way through.
- Stir dishes frequently to avoid cold spots.
- Cooked food that is held between 5°C and 60°C, can be reheated again to above 75°C and served hot (above 60°C) within 4 hours, otherwise it must be thrown out.

D

Do

- Check the temperature of your food by:
  - ☐ using a probe thermometer to check the internal temperature of the food, or
  - ☐ using an infrared thermometer to measure the surface temperature of the food, or
  - ☐ using an automated system to monitor the internal temperature or surface temperature of your food (e.g. data logger).

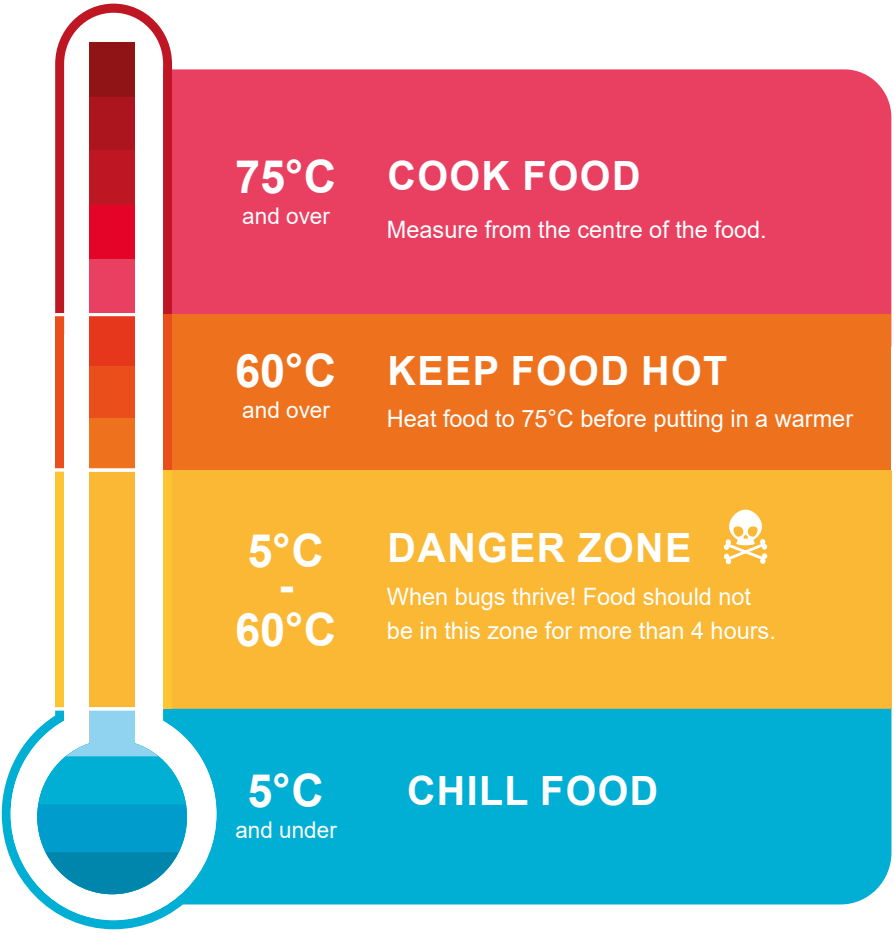
S

Show

What do you need to show?

- Show your verifier how you know your food is always thoroughly cooked by:
  - taking the temperature of each item of food you cook, and/or
  - using the manufacturer's instructions.

Temperature Control



Cook and store potentially hazardous food at the right temperature to stop bugs growing.

Cooking poultry, minced meat and chicken liver

K

Know

What do you need to know?

- Cooking foods thoroughly kills harmful bugs.
- Some foods must be cooked thoroughly to kill bugs. You must know which of your foods are high risk and must be cooked thoroughly every time (e.g. chicken).
- Mincing meats means that any bugs on the surface may be spread through the product. Minced meat products must be thoroughly cooked.
- You don't need to take the temperature of thinly sliced poultry.

D

Do

What do you need to do?

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

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

D

Do

- Use a thermometer to check that the centre of the thickest part of the meat and/or poultry thicker than 4cm has reached one of the time/temperature combinations above.
- You must either:
  - record the temperature of at least 1 item from each batch, or
  - you must test each batch of poultry or minced meat you cook unless you can prove your method of cooking works every time. See the **'Proving the method you use to kill bugs works every time'** card (page 77).

Cooking processes I check every time:	Cooking processes I will 'prove':

- Throw out any cooked poultry and minced meat which has been held between 5°C and 60°C, and reheated to above 75°C but not eaten within 4 hours.

S

Show

What do you need to show?

- Show your verifier **records** of how you safely cook poultry and minced meat. **Record:**
  - the food,
  - the date cooked,
  - the temperature the food was cooked to and how long it stayed at this temperature.
- If you can prove your cooking method works, show your verifier records required from the **'Proving the method you use to kill bugs works every time'** card..

Proving the method you use to kill bugs works every time

K

Know

What do you need to know?

- If you make or cook any of the following foods, you can prove your method works to kill bugs every time:
  - poultry (e.g. chicken, liver),
  - minced meat (e.g. sausages, meat patties),
  - drying,
  - pickled or brined meat and/or vegetables,
  - hot smoked meat or seafood,
  - sushi (made with acidified rice),
  - Chinese style roast duck,
  - sous vide (meat or poultry).
- Proving your method works means that you don't have to test every single food item, each time you make it.

D

Do

What do you need to do?

- Identify the methods you will prove: (tick as appropriate)

  ☐ poultry (e.g. chicken, liver)

  ☐ minced meat (e.g. sausages, meat patties)

  ☐ drying

D

Do

- ☐ pickled or brined meat and/or vegetables
- ☐ hot smoked meat or seafood
- ☐ sushi (made with acidified rice)
- ☐ Chinese style roast duck
- ☐ sous vide (meat or poultry)

- You must use the same equipment and same ingredients (type, weight, size, vinegar solution etc.) every time you make the food.
- Make or cook the food/cooking equipment using the standard procedure from the relevant card.
- Check/test the food to make sure it is meeting the required limits (e.g. poultry and minced meat products are cooked to 75°C for at least 30 seconds, the pH of acidified rice is at 4.6 or below, water bath is at the correct temperature for sous vide).
- If your standard method doesn't meet the required temperature/limit, you must adjust your cooking temperature/ingredients to make your method work.
- Check your method works 3 times with different batches of food so you know it works.
- Record your method and checks.
- Check your method works every week by checking the temperature of 1 batch of food.

S

Show

What do you need to show?

- Show your verifier **records** of:
  - your method,
  - your weekly batch checks.

Reheating food

K

Know

What do you need to know?

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

D

Do

What do you need to do?

- Use the right equipment to reheat food quickly: (tick as appropriate)
  - ☐ microwave
  - ☐ stovetop
  - ☐ oven
  - ☐ other _____
- Reheat food until steaming hot (at least 75°C) in the coolest part (if a liquid) or the middle (if solid) and keep it above 60°C until it is used.

D

Do

- Reheated food that is held between 5°C and 60°C, can be reheated again to above 75°C and served hot (above 60°C) within 4 hours, otherwise it must be thrown out.
- Vending machines that reheat food must reheat it to at least 75°C in the coolest part and keep the food above 60°C until it is used.

S

Show

What do you need to show?

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

Cooling freshly cooked food

K

Know

What do you need to know?

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

D

Do

What do you need to do?

- Cool food quickly to stop bugs growing or producing toxins.
- When cooling freshly cooked food it must get from:
  - 60°C to 5°C (or below) in less than 6 hours or it must be thrown out,
  - 60°C to room temperature or 21°C (whichever is colder) in less than 2 hours, then room temperature or 21°C (whichever is colder) to 5°C (or below) in less than 4 hours.
- Use any (or a combination) of these methods: (tick as appropriate):

  ☐ placing your food into shallow containers

  ☐ using an ice bath

  ☐ separating your food into smaller portions

  ☐ placing your food in a blast chiller.

D

Do

- Once your food is at room temperature or 21°C (whichever is colder), put it in the fridge or chiller.
- Check after 4 hours that food is at 5°C or below.
- Throw out any freshly cooked food which has been in the temperature danger zone for more than 6 hours.

S

Show

What do you need to show?

- Show or describe to your verifier how you cool freshly cooked food quickly.
- Show your verifier **records** of how you safely cool each batch of freshly cooked food (i.e. 60°C to room temperature or 21°C (whichever is colder) in less than 2 hours, then room temperature or 21°C (whichever is colder) to 5°C (or below) in less than 4 hours.
- Write down:
  - the food,
  - date the food was cooked,
  - the time it took to cool down.

Defrosting food

K

Know

What do you need to know?

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

D

Do

What do you need to do?

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

D

Do

- Once thawed, foods that are normally kept cold or kept hot must be refrigerated, cooked or kept hot.
- Food must be fully defrosted before being reheated or cooked.

S

Show

What do you need to show?

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

Keeping food hot

K

Know

What do you need to know?

- You must keep foods that would normally be kept cold or hot out of the temperature danger zone (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

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.

Transporting your food

K

Know

What do you need to know?

- When transporting food that would normally be kept cold or hot, you must take steps to keep the food out of the temperature danger zone (5°C - 60°C) to stop bugs growing.

D

Do

What do you need to do?

Control temperatures

- Food must be transported and delivered at the correct temperature. You must regularly check this.
- Keep frozen food frozen.
- Only deliver food in the temperature danger zone if it's going to be eaten within 4 hours of entering the temperature danger zone.
- Transport cold food cold (at or below 5°C) or hot food hot (above 60°C).
- Use appropriate equipment for transporting food so you know your food will be safe. Use: (tick as appropriate)

  ☐ insulated bags/boxes

  ☐ portable chillers

  ☐ hot-holding equipment

  ☐ other _____

D

Do

Plan before transporting

- Animals must not be able to access the parts of your vehicle used for food.
- All parts of the vehicle that you use to transport food or food equipment must be clean (and sanitised if going to be in direct contact with ready-to-eat food).
- Throw out:
  - any food that has become contaminated,
  - food that has been kept in the danger zone for more than 4 hours.

S

Show

What do you need to show?

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

Displaying food and ākonga serving themselves

K

Know

What do you need to know?

- Food can become contaminated by sick people or dirty clothing.
- Your ākonga can bring bugs into your kitchen. Harmful bugs can be transferred to foods through a sick person's faeces, vomit and other body fluids (e.g. snot and blood).
- Poorly arranged self-serve displays can increase the risk of ākonga transferring bugs to your food, (e.g. reaching across food).

D

Do

What do you need to do?

- Ready-to-eat food for ākonga self-selection must be: (tick as appropriate):
  - ☐ pre-wrapped before display, or
  - ☐ protected with sneeze guards and covers.
- If you are serving hot food, you must follow the rules for **'Keeping food hot'** (page 85).
- Display ready-to-eat foods that would normally be kept cold or hot for no more than 4 hours (after more than 4 hours between 5°C and 60°C it must be thrown away).

D

Do

- Always provide clean serving utensils. Utensil handles must not touch the food. Replace utensils when dirty (e.g. ākonga drops spoon on the floor) or the batch or dish changes.
- Have dedicated serving utensils for foods that contain the allergens listed in the **Know** in the **'Separating food'** card (page 53) and foods that don't contain those allergens.

S

Show

What do you need to show?

- Show your verifier:
  - how you make sure that food for self-service is kept safe, (e.g. how you take temperature of your food, how long that your food is left out for),
  - how you display your food for self-service and stop your ākonga contaminating your food.

Knowing what's in your food

K

Know

What do you need to know?

- Food allergies can result in life-threatening reactions that can occur within minutes of eating or drinking the allergen.
- There are 11 common food allergens you must know about. These are: sulphites, (when added at more than 10mg/kg), cereals containing gluten (e.g. wheat - other than alcohol distilled from wheat), eggs, fish, milk, peanuts, soybeans, sesame seeds, shellfish, tree nuts and lupin.
- You need to know what is in all of the ingredients or inputs you use because they could contain allergens (e.g. some fining agents contain casein (from milk) or egg white).
- You need to know, and be able to tell your ākonga/their parents, caregivers and whānau which foods you make that could cause an allergic reaction so they can make an informed decision.
- You need to know what is in all of the inputs, ingredients and processing aids that you use. If you are importing food or drink, you must be able to understand, and if necessary, translate the label.
- You need to know about ingredients, food additives and food composition rules in the Australia New Zealand Food Standards Code (the Code). You can find the

K

Know

Code here: http://www.foodstandards.govt.nz/code/Pages/default.aspx

- If you think a food or ingredient you buy hasn't been labelled correctly, especially if it probably has an allergen that isn't listed - you should check this with your supplier before serving it.
- Using the wrong horticultural fertilisers and chemicals (e.g. herbicides, pesticides and fungicides), or using them incorrectly (e.g. using too much or at the wrong time), can mean they end up in food and make people sick. You should always check and follow instructions on the label, only use horticultural fertilisers and chemicals on plants they are approved for, and only harvest plants after the specified withholding period.
- You don't have to test your garden produce to prove they meet the limits, but random sampling and testing is carried out by New Zealand Food Safety, and sometimes businesses you supply will also test your food. If your food doesn't meet the limits, you will have to show that you took all of the necessary steps to meet the limits.
- There are rules about the maximum amount of horticultural fertilisers and chemicals allowed in horticultural food on the New Zealand Food Safety website: https://improvidence/processing/agricultural-compounds-and-vet-medicines/maximum-residue-levels-for-agricultural-compounds/

Why is knowing what's in your food or drink important?

- Rules about using some ingredients and inputs in food take into account the effects on human health across the diet as a whole. Sometimes use of ingredients or

K

Know

inputs is limited to certain foods to ensure people's health is not put at risk by getting too much, or too little, of a substance or nutrient. The rules also take into account views of the general public about what they expect to be in their foods (or not).

- New ingredients, or inputs, that are found or developed need to be assessed as safe before they can be used in foods.
- Knowing and being able to tell ākonga/their parents, caregivers and whānau what's in your food will allow them to make informed choices. This is especially important for people with food allergies. Food allergies can result in life-threatening reactions that can occur within minutes of eating the food.
- If you are making foods on behalf of other schools you are responsible for ensuring any ingredients used in your kitchen are safe and suitable (it's not okay to receive mystery ingredients and mix them together).

D

Do

What do you need to do?

- Either the ☐ day-to-day manager, or ☐ delegated person (name:_____) (tick as appropriate) must be able to talk to ākonga/their parents, caregivers and whānau about what's in their food.
- You/your staff/volunteers must know how important it is to be aware of allergies and allergens, and the effect they can have on your ākonga.
- Read the labels of your ingredients and inputs. You must be able to understand them so you know what's in your food or drink.

D

Do

- You must check all of the ingredients in food, as well as sauces, garnishes served with, or added to food so you know which ones contain allergens.
- You must be able to clearly identify all food additives, ingredients and processing aids used in your food and drink.
- You/your staff/volunteers must ensure that your recipes or specifications meet the rules in the Code.
- You must only use approved ingredients, food additives and processing aids which are outlined in the Code. You must not exceed the maximum limit of a specific food additive or processing aid.
- You must keep details of the ingredients you use (e.g. **record** and follow your recipes so you know what allergens they contain).
- Ensure horticultural fertiliser and chemical residues in garden produce do not exceed maximum residue level requirements.

S

Show

What do you need to show?

- Show your verifier:
  - how you know what is in the ingredients or inputs you use,
  - how you know the recipes or specifications you use meet the rules in the Code,
  - how you know which food additives and processing aids are safe to use in your food or drink, and how much you can use.
- Your verifier may ask you or your staff/volunteers to tell them which foods contain allergens.

S

Show

- How you know which horticultural fertilisers and chemicals have been applied to garden produce, and how you know maximum residue levels are not exceeded.

Closing

Your verifier will check these every time

Cleaning up

K

Know

What do you need to know?

- Bugs will grow on dirty surfaces and equipment and could make your ākonga sick.
- Dirty premises can attract pests like mice, rats and cockroaches which can spread disease.
- You must remove rubbish so that it does not attract pests.
- Removing rubbish reduces the risk of people/clothing becoming contaminated and the risk of your food becoming contaminated.
- Using unclean water can make people sick.
- Cleaning and sanitising are two different things:
  - cleaning removes dirt and grease,
  - sanitising kills harmful bugs on surfaces.

D

Do

What do you need to do?

Using safe food

- Throw out stock by its Use By date.
- Throw out any food that has been kept hot on display or cool quickly and refrigerate to use cold the next day.
- Throw out any food or ingredients that have been contaminated.
- Throw out any leftover marinades or coatings.

Your verifier will check these every time

D

Do

- Throw out any leftover brining or pickling solutions.
- Throw out any food which has come into contact with unclean water.
- All remaining food which is safe to be used later, must be labelled and stored properly (e.g. cold food is in the fridge, food is protected from contamination (i.e. in containers).

Cleaning up your food preparation area

- Sort and/or wash dirty laundry (if you choose to supply your staff/volunteers with clean clothing).
- Empty bins and remove rubbish from processing areas at the end of the day and when full.
- Dispose of rubbish regularly.
- Clean bins and rubbish area regularly.
- You must clean and sanitise all surfaces that come into contact with food.
- You must use hot soapy water or food grade cleaning chemicals.
- Always follow the instructions when using cleaning chemicals.
- Always sanitise food preparation areas and equipment after cleaning.

Your verifier will check these every time

D

Do

- You must use clean water for cleaning your food preparation areas and equipment.
- You must sweep, vacuum and/or mop all areas of your kitchen/lunch space.

S

Show

What do you need to show?

- Show your verifier:
  - your ‘end-of-day’ routines including stock control,
  - a **record** of your cleaning tasks, who does it and when,
  - how you remove waste,
  - how you clean your bins and rubbish area, and who is responsible,
  - that your premises and equipment is clean and that laundry is being done when necessary,
  - how you clean and sanitise your food preparation areas and equipment,
  - how you use chemicals safely.

Maintaining equipment and facilities

K

Know

What do you need to know?

- If your premises and equipment aren't designed for food use, aren't in good condition and/or don't work properly you may make unsafe and/or unsuitable food.
- It is important to assess where you make food and make sure it's not made of materials that could contaminate food, can be easily cleaned, has the necessary services (e.g. power, water) and is big enough for all the food activities (and staff/volunteers) you have. You need to regularly check that all of this remains true (is maintained) for your kitchen.
- If your premises and equipment aren’t in good condition and/or don’t work properly you may make unsafe and/or unsuitable food.
- Broken equipment and an unkempt building (e.g. holes in floors and walls) can allow pests and bugs in your food. This can lead to unsafe and unsuitable food.
- The water you use for food preparation, hand washing and cleaning must always be clean. You need to know how to repair and maintain water pipes, tanks and water treatment systems etc.

D

Do

What do you need to do?

- Check your premises for signs of deterioration (e.g. holes in floors and walls) and fix as necessary.
- Check your equipment for signs of deterioration and fix as necessary.
- Service your equipment regularly and if necessary calibrate according to your calibration schedule.
- Maintenance compounds and chemicals must:
  - be fully labelled, stored, sealed and used following the manufacturer's instructions,
  - be stored and transported in containers that are clearly different from food containers.
- You must manage and control pests by either:
  - ☐ employing a pest control specialist, or
  - ☐ managing these risks yourself.

For all water supplies

- Water pipes must work properly to stop animals, birds, dirt and waste from contaminating your water.
- Always flush water pipes after:
  - repairs and maintenance,
  - after 7 days without use to remove stagnant water,
- Keep water tanks:
  - Clean and in good condition to stop the build-up of sediment, and
  - Covered to stop animals, birds and dirt form contaminating water.

D

Do

For surface or ground water supply only

- You must install, operate and maintain the water treatment system following the manufacturer's instructions.
- You must follow the manufacturer's instructions for replacing and cleaning filters.
- Bores must be designed and maintained so they are protected from surface contamination.

For roof water supply only

- Water must only be collected from clean roofs and gutters made from safe materials (e.g. no lead based paints, bitumen, exposed timber or copper gutters).
- You must reduce the risk of contamination as much as possible. This includes:
  - putting screening gutters up, and
  - removing overhanging branches and vegetation, and
  - mounting aerials and satellite dishes away from water collection areas, and
  - installing a first flush device (a device which diverts the first flush of water when it rains).
- You must install, operate and maintain the water treatment system (e.g. replacing filters) following the manufacturer's instructions.

S

Show

What do you need to show?

- Show your verifier:
  - what you do to check your premises and equipment are designed for food use and are in good working order,
  - how often you do maintenance checks,
  - what you check for during maintenance checks,
  - a **record** of your regular maintenance tasks or repairs, who does them and when,
  - how you control pests,
  - how often you've inspected and maintained your water system and tanks. Also **record** who did it and when.
- Your verifier will check that you are calibrating your equipment as required.

For self-supplied water only (surface, ground or roof supply)

- Show how often you've inspected and maintained (e.g. changed filters) your water treatment system.

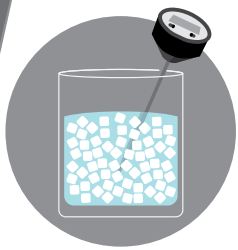
THERMOMETER CALIBRATION

Thermometer calibration is like a WOF for your thermometer - it's a chance to make sure everything is working correctly.

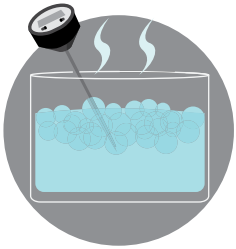
Unfit car = unsafe car.
Unfit thermometer = unsafe food.

We suggest your thermometer be checked every 6-12 months or as per manufacturer instructions.

You can check your thermometer by:



Check the temperature of ice-slush (slurry)*. **It should read between -1℃ and 1℃.**



Check the temperature of boiling water*. **It should read between 99℃ and 101℃.**

Check the temperature at the same time as using another calibrated thermometer*. **It should give you the same temperature.**

*make sure the thermometer doesn't touch the sides/bottom of the container and hold for 10 seconds before reading the temperature

When something goes wrong

K

Know

What do you need to know?

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

D

Do

What do you need to do?

- Take immediate action as soon as a problem affecting food safety and/or suitability is identified. Record the action that you took.
- Use your records to look over the past week/few days. Determine if anything has gone wrong in your plan, for example:
  - fridge temperatures were too high,
  - there was a sign of pests,
  - received food was not at the correct temperature,
  - poultry was not cooked to at least 65°C for 15 minutes,
  - food was not reheated to above 75°C,
  - food was cooled too slowly,
  - food was transported at the incorrect temperature.

D

Do

- If something's gone wrong, identify where the problem started and how many times it happened. Identify if a procedure is missing from your plan.
- Is the food you produced unsafe or unsuitable? Do you need to tell your ākonga/their parents, caregivers and whānau?
- Fix the problem yourself or tell the person responsible for that area about the problem.
- Take action to prevent the problem from happening again.
- Keep clear, accurate and complete records for at least 4 years.
- Notify your verifier if any of your food has become unsafe or unsuitable when following any procedures in your plan.

S

Show

What do you need to show?

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

Recalls

K

Know

What do you need to know?

- Food that is unsafe or unsuitable can make people sick.
- You must be able to recall your food if there's a problem.
- The records you keep may help you in the event of a recall.
- There is helpful information about recalling food on the MPI website: http://www.foodsafety.govt.nz/recalls-warnings/
- You may need to recall the food you have made from your customers.

D

Do

What do you need to do?

- If a food product or piece of equipment or packaging that you have used in your business must be recalled, you must:
  - be able to identify if your food has been affected,
  - identify if the recalled food is on display, in storage or been used as an ingredient in another food,
  - identify if the recalled food contact item (e.g. plastic container) is being used in your business,
  - be able to follow and meet with all of the instructions in the recall notice,

D

Do

- separate any recalled produce and label it as 'Recalled – do not use',
- tell your supplier how much of their affected product you have,
- arrange for affected product to be picked up and disposed of.

- If you have made and sold food which is unsafe or unsuitable, you must do all of the following:
  - call 0800 00 83 33 and ask for the Food Compliance team (if during work hours) or ask for the on-call MPI Food Safety Officer (if calling after hours),
  - complete the recall hazard/risk analysis form and send it to your Food Act Officer http://www.foodsafety.govt.nz/elibrary/industry/recall-hazard/index.htm
  - ask your Food Act Officer if there is anything else you have to do (e.g. point of sale notice (Food recall notice template - Point of sale: http://www.foodsafety.govt.nz/elibrary/industry/Food_Recall-Microsoft_Word.rtf),

S

Show

What do you need to show?

- If your food must be recalled, you must show your verifier a **record** of:
  - completed recall hazard/risk analysis form,
  - a copy of the recall notice.

Dealing with complaints

K

Know

What do you need to know?

- You must be able to identify if the complaint is about food safety, suitability or quality.
- Ākonga/their parents, caregivers and whānau complaints about food safety and/or suitability must be dealt with immediately.
- You must have someone responsible for dealing with complaints.

D

Do

What do you need to do?

- Identify who is responsible for dealing with complaints:
  ☐ day-to-day manager or ☐ delegated person
  (tick as appropriate)
  Name: _____
- Identify if the complaint is about food safety, suitability or quality.
- If the complaint affects the food safety and/or suitability of a batch or individual item/dish, you must separate until proven to be safe or throw out affected food and associated ingredients,
  - check food that has been in the same area or has been prepared at the same time,
  - identify where the problem started,
  - fix the problem,

D

Do

- take action to prevent the problem from happening again.

- Notify your verifier:
  - if someone who eats your food ends up sick, or
  - could end up sick if they eat your food.

S

Show

What do you need to show?

- Show your verifier a **record** of all of the following if the complaint is about food safety or suitability:
  - the contact details of the person who made the complaint in adherence to the Privacy Act ,
  - the date and time of consumption,
  - your food that was affected including the batch/lot ID,
  - what the complaint was about,
  - the cause of the problem,
  - the action you took immediately and the action you took to prevent it from happening again.

Tracing your food

K

Know

What do you need to know?

- You must be able to trace your food if a product you've made becomes unsafe and unsuitable.
- You have 2 options for tracing your food:
  1. record all information (including suppliers information with batch/lot identification) so that your product can be traced and recalled (if necessary), or
  2. only record the minimum amount of information required and recall all food you have made if there is a problem.
- The minimum information you need to keep when receiving food is:
  - 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 it safe and suitable.
- If you choose option 1, you must have a written plan to be able to trace your food, and recall it if necessary, if there's a food safety problem with either your product or any of the ingredients in your product.
- If you choose option 2, you must recall or dispose of all of the food which may have been affected.

K

Know

- Option 2 could be expensive as if there's a food safety problem, you would have to recall or dispose of all foods produced in your premises which may have been affected.
- There is specific information you must keep about foods you import.

D

Do

What do you need to do?

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

  ☐ option 1 – record all information to enable targeted recall; or

  ☐ option 2 – record minimum information.

D

Do

If you choose option 1 :

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

S

Show

What do you need to show?

- A **record** of all information outlined in the **Do** if you are importing food.
- If you choose option 1, a **record** of all batch/lot identification information.
- If you choose option 2, a **record** of the minimum information is required.

Specialist

Making sushi with acidified rice

K

Know

What do you need to know?

- Adding vinegar solution to rice makes it acidic. Harmful bugs cannot grow as well in acidified rice.
- You can make sushi with acidified or non-acidified rice. Sushi made with non-acidified rice cannot be kept for as long as sushi made with acidified rice.
- You must get the pH of your rice right so you don't harm your ākonga (i.e. if rice is too acidic (pH less than 2.4) you could burn someone's throat, if it's not acidic enough (i.e. more than 4.6) bugs can grow).
- Brown rice cannot be acidified because the hard surface coating on the grain stops the vinegar solution from soaking in.
- There are rules about how long sushi can be left outside of temperature control. The 2-hour/4-hour rule is modified for sushi made from acidified rice.

D

Do

What do you need to do?

Make non-acidified rice using white or brown rice

- Cool cooked rice from 60°C to room temperature or 21°C (whichever is colder) within 2 hours and to 5°C in another 4 hours.
- Do not keep sushi and/or onigiri above 5°C for more than 4 hours.

D

Do

Make acidified rice

- You must only acidify white rice.
- Make and add a vinegar solution to your rice as soon as it is cooked. You must record the amount of vinegar solution you use.
- After acidifying your rice you must test the pH by mixing 1 part clean water with 3 parts acidified rice (e.g. ¼ cup clean water mixed with ¾ cup rice with vinegar).
- Test the pH of your acidified rice mixture using one of the following (tick which one you use):
  - ☐ pH strip,
  - ☐ pH paper,
  - ☐ calibrated pH meter.
- Each batch of rice must have a pH of between 4.6 and 2.4.
- You must test each batch of rice you acidify, unless you can prove your method of acidifying works every time. See the **'Proving the method you use to kill bugs works every time'** card (page 77).
- You must cool acidified rice from 60°C to room temperature or 21°C (whichever is colder) in 2 hours, and to 15°C or less within another 4 hours.
- You must store acidified rice at temperatures between 5°C and 15°C for no more than 8 hours, after which it must be thrown out.
- You must not mix leftover rice with freshly prepared rice.

D

Do

Display sushi made with acidified rice safely

- You must store:
  - nigiri pieces between 5°C and 15°C for no more than 8 hours, or else throw them out,
  - nori rolls between 5°C and 15°C for no more than 12 hours, or else throw them out.

(The times above include any time the acidified rice was between 5°C and 15°C before the sushi was shaped)

S

Show

What do you need to show?

Show your verifier:

- how you safely make sushi with non-acidified rice,
- how you safely make sushi with acidified rice including:
  - how you make your vinegar solution,
  - how you measure the pH of your rice,
  - a **record** of the pH measures of your rice,
- how you safely display sushi.

Introduction

Record Blanks

There are many ways to keep records. These record blanks are just one way. **You do not need to use these unless you want too.**

You may already have your own process for recording and won't need to make any changes, so long as you meet the requirements in your plan and you are able to show these to your verifier.

Some parts of these record blanks, are not required under a Food Control Plan, but can be useful to have. These are marked with an **asterisk (*).**

A downloadable version of these record blanks can be found at: https://www.mpi.govt.nz/food-safety/food-act-2014/food-safety-toolkit/

Examples have been provided for most records, blank records are available to download.

Some ideas for other ways you might keep your records:

Spreadsheets

Photos of whiteboards/ other records/ date readings

Whiteboards that are photographed/ recorded later

Paper copies that are filed / photographed

Email folders

Notebooks

See the 'Training and competency' card

Staff/volunteer training records

Tim Jones 's training record

Position* Kitchen hand	Start date* 12 / 04 / 17
Email* tim.jones@email.com	Phone number* 022 0123 456

Topic (Part of the plan that has been covered)	Employee initials	Supervisor initials	Date
Wash hands (wash with soap, 20 sec rule, dry thoroughly, know when to wash them)	TJ	GW	12/04/17
Protecting food from contamination by staff (managing sickness, clean clothing)	TJ	GW	12/04/17
Separating Food (raw vs cooked, allergy awareness, managing chemicals)	TJ	GW	12/04/17
Cleaning up (what to clean, when and how)	TJ	GW	12/04/17

any items marked with a * are not required by law to record but you may find them useful

WHEN NEEDED

Protecting food from contamination by staff/ volunteers – Staff/volunteer sickness

See the 'Protecting food from contamination by staff/ volunteers' card

Name	Symptoms*	Date	Action taken*	Checked by
Samuel Smith	Fever and vomiting	01/04/17	Stayed home. symptoms stopped 02/04/17. Back to work on 05/04/17	TW

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Keeping Food cold – Fridge/chiller temperature checks

See the 'Keeping food cold' card

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	5°c	4°c	5°c	4°c	3°c	3°c	--
2	3°c	3°c	4°c	3°c	3°c	3°c	--
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checked by:			JP				

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checked by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checked by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checked by:							

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Allergens in your food*

See the 'Separating food' card

See the 'Knowing what's in your food' card

This record is **optional** to help you or your staff know what is in your food so that you can tell your customers.

Dish name*	Ingredients*	Allergens*
Cookies	Flour, eggs, butter, milk, sugar, chocolate chips	Milk, Cereals containing gluten, eggs

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See the 'Sourcing, receiving & storing food' card

My approved suppliers

Approved supplier	
Business name	Cheesy Pete
Contact person	Peter Rowse
Phone	021 123 456
Email	orders@cheesypete.co.nz
Address	Cheesy Pete 44 Main Street Cityville
Day to place orders	Mon Tues Wed Thu Fri Sat Sun
Days to receive delivery	Mon Tues Wed Thu Fri Sat Sun
Goods supplied	chedder brie mozzarella
Comments	doesn't like last minute orders but can do next day delivery closes at 2pm on thursdays

Approved supplier	
Business name	
Contact person	
Phone	
Email	
Address	
Day to place orders	Mon Tues Wed Thu Fri Sat Sun
Days to receive delivery	Mon Tues Wed Thu Fri Sat Sun
Goods supplied	
Comments	

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Supplier deliveries

See the 'Sourcing, receiving & storing food' card

See the 'Tracing your food' card

This record can also be used for tracing your food.

Date*	Batch number / Lot ID*	Name and contact details of supplier	Type of food	Quantity	Temp (if applicable)	Checked by
4/4/17	4251708	farrods, south farm townsville	fresh chicken breast	5kg	4°c	Tony
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	

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See the 'Cooking poultry, minced meat and chick liver' card

Cooking poultry, minced meat and chicken liver

You can also use this record blank to record:

- your weekly batch checks if you have proved your method; and
- when making donor kebabs.

Date	Time*	Food	Type of check			Temp °C cooked to	How long at this temp	Checked by*
			Individual	One of a batch	Weekly batch check			
01/04/17	1:20pm	baked chicken breast		✓		65°c	15 mins	JW
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		

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See the 'Proving the method you use to kill bugs works everytime' card

Proving the method you use to kill bugs works every time

Use this to record blank to prove your method works for:

- drying; or
- pickling/brining meat and/or vegetables.

Item (type, size, weight)
Peach kombucha

Method
Standard kombucha ferment, 7 days, 25°C 20L water, 4kg sugar

Batch	Date* Start	Date Finish	pH start	pH finish	Checked by*
1st	1/5/17	8/5/17	6.0	2.8	SH
2nd	10/5/17	17/5/17	6.1	2.7	SH
3rd	20/5/17	27/5/17	6.0	2.8	SH

Item (type, size, weight)

Method

Batch	Date*	Date Finish	pH start	pH finish	Checked by*
1st					
2nd					
3rd					

See the 'Transporting your food' card

Transported food temperature checks

You only need to use this sheet if your food is out of temperature control for more than 4 hours.

Date*	Type of food*	Temp (taken +4 hrs out of temp control)	Checked by*
4/10/16	milk	8°C	JW
7/06/17	yoghurt	4°C	JW
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	

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Cleaning up

See the 'Cleaning up'card

Items and areas to be cleaned (cleaning task)	Dates/Frequency	Method of cleaning*	Who cleans it	Notes*
Preparation benches	after every use	clean debris, wipe with new or freshly cleaned cloth with hot soapy water, dry with paper towels, apply spray sanitiser (no rinse)	all staff	

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WHEN NEEDED

Maintaining equipment and facilities record

See the 'Maintaining equipment and facilities' card

- This includes water supply checks
- When something goes wrong with your equipment / factilities (e.g broken fridges, flooding) use to the **'When something goes wrong record'**

Item requiring maintenance checks/repairs	Frequency	Date checked/ to be checked	Who does it	Description of maintenance	Notes*
Grease Trap	6 monthly - Feb and Aug		Greg's Grease Trap Services	Full service and clean out of passive grease trap	

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See the 'When something goes wrong' card

When something goes wrong

Date: 17 / 02 / 17 **Signed by:** Richard Thomas

What went wrong?

Fridge 2 on permanent defrost

What did you do to fix it?

Called sparky

What did you do to stop it from happening again?

Caused by build up of dust around compressor - to regularly check/clean [on cleaning schedule]

How you kept food safe or made sure no unsafe ore unsuitable food was sold

Moved food to beer fridge
- Checked temp for food: all still at 5°C
- Used most of it today,

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See the 'Dealing with complaints' card

Complaints information

Ākonga (learner) name and contact details
Fred Smith
Date and time of purchase
Monday 15th July Lunch time @ 12:30 Mince and cheese pie
Affected food (batch/lot number)
Batch made that morning (monday) - new week; new food
Complaint
Claims pie made them sick
(The following can also be filled in on the *When something goes wrong* template) Cause of the problem
See investigation below. Does not appear to be caused by us
Action taken immediately and action taken to stop it happening again
I showed Mr Smith our cooking records for Mondays batch of pies. I also showed him our hot holding record. I suggested he speaks to the local council EHO about the matter and if he was still ill his doctor would be able to help as well.
Signed by
Sam Mornings

See the 'Making sushi with acidified rice' card

Sushi rice pH record

You can also use this record blank for your weekly batch checks if you have proved your method.

Date	Batch/type of rice*	pH of rice	Checked by
08/04/17	White. Morning	3.2	KW
08/04/17	white. Morning	2.9	SL
08/04/17	White. Afternoon	3.8	KW

Date	Batch/type of rice*	pH of rice	Checked by

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Proving Sushi rice pH

See the 'Making sushi with acidified rice' card

See the 'Proving the method you use to kill bugs works every time' card

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of acidified rice every week.

Type of rice*					
White sushi rice					
Date*		**Amount of Rice**	**Amount of vinegar solution**	**pH of rice**	**Checked by**
8/7/17	**1st**	500g	130ml	3.8	BM
8/7/17	**2nd**	500g	130ml	3.6	BL
9/7/17	**3rd**	500g	130ml	3.7	FG

Type of rice*					
Date*		**Amount of Rice**	**Amount of vinegar solution**	**pH of rice**	**Checked by**
	1st				
	2nd				
	3rd				

Type of rice*					
Date*		**Amount of Rice**	**Amount of vinegar solution**	**pH of rice**	**Checked by**
	1st				
	2nd				
	3rd				

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Need help?

Any questions about the School Lunches Programme, contact your local Ministry of Education office or email **school.lunches@education.govt.nz**

Any questions about food rules or food safety, contact New Zealand Food Safety at: **foodactinfo@mpi.govt.nz**, phone **0800 00 83 33** or visit **foodsafety.govt.nz/foodact**

Read more about the lunches in school programme at: **https://www.education.govt.nz/wellbeing-in-education/free-and-healthy-school-lunches/**