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# Checking the plan is working well

**K****Know**

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## What do you need to know?

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

## Why is self-auditing important?

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



## Know

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

**Some notes about testing:**

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

## K

## Know

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

## D

## Do

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**What do you need to do?**

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

## S

## Show

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**What do you need to show?**

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

Set-up



# Separating food

## K

### Know

#### What do you need to know?

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

## D

### Do

#### What do you need to do?

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



## Preparing



### Do

use different spaces and equipment (chopping boards, knives and utensils), or

process at different times (cleaning in between), and/or

thoroughly clean and sanitise surfaces, boards, knives and other utensils between use.

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





D

Do

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

S

Show

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### What do you need to show?

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





# Knowing what's in your food

## K

### Know

#### What do you need to know?

- You must know, and be able to tell your customers what's in their food so they can make informed choices. This is especially important for people with food allergies.
- You must know what's in the ingredients you use. If you are importing food, you must understand the label.
- 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.
- Food allergies can result in life-threatening reactions that can occur within minutes of eating the food. Know which foods you sell that can cause allergic reactions.
- You need to know about additives and food composition rules in the Australia New Zealand Foods Standards Code. See the '**Preparing food safely**' card.

## D

### Do

#### What do you need to do?

- Check the labels of your ingredients. You must be able to understand them.
- Keep details of the ingredients you use, (e.g. record and follow your recipes so you know what allergens they contain).

**D****Do**

- Tell your staff which foods contain any of the allergens listed in the **Know**. They must know how important it is that they are aware of allergies and allergens.
- Either the day-to-day manager or delegated person (tick as appropriate)  
Name: \_\_\_\_\_  
must be able to talk to customers about what's in their food.
- Check all of the ingredients in the food, as well as sauces, garnishes served with, or added to, the food.

**S****Show**

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### What do you need to show?

- Show your verifier how you know what is in the ingredients you use.
- Your verifier may ask staff to tell them which foods contain allergens.



# Selling your food to other businesses

**K****Know**

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## What do you need to know?

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

# K

## Know

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

# D

## Do

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### What do you need to do?

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

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

# S

## Show



### What do you need to show?

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

