Name of business:

Meat at Stalls Food Safety Programme

A template for businesses that sell pre-packaged raw, processed and ready-to-eat meat from stalls.

NEW ZEALAND
nz**p**sa
FOOD SAFETY AUTHORITY

Contents

Section 1: Management: Getting Started

This Meat at Stalls Food Safety Programme has been developed by the New Zealand Food Safety Authority to help businesses selling pre-packaged raw, processed and ready-to-eat meat at stalls to manage food safety and suitability.

Is this programme for me?

The Meat at Stalls Food Safety Programme is written to enable a stall holder to sell pre-packaged meat at a stall, such as at a farmers market or general market.

"**Stall**" includes any movable stand, mobile shop, road vehicle, or similar structure or vehicle from which meat is sold.
"**Home base**" or "**support facility**" includes any place used in addition to the stall as a part of the business. Activities are limited to the storage of meat and cleaning/sanitation of stall and equipment.
"**Leakproof packaging**" is packaging that prevents contaminants from entering and meat juices from escaping.
"**Meat**" means any part of any mammal, or bird, that is used for human consumption and that has been subject to examination in the regulated system and declared fit for human consumption. It includes **raw meat** - such as beef steak, pork chops, leg of lamb, chicken breasts or haunch of venison; **raw processed meat** – such as cured bacon or sausages and **ready-to-eat processed meats** – such as ham, smoked and cooked meats or salami.

This programme covers:
* transport of pre-packaged meat.
* receipt and storage of pre-packaged meat.
* display and sale of pre-packaged meat at a stall.

The programme is not for you if your business undertakes other activities involving meat such as the cutting and packaging meat or processing meat into products such as sausages, hams, bacon or salami. You will be able to carry out these activities, but will need to register them separately, either under the Food Hygiene Regulations 1974 or under an approved Food Safety Programme (FSP) or a registered Risk Management Programme (RMP).

It is important that your Food Safety Programme fits your business. You will need to think about the activities of your business and check that the procedures in this Food Safety Programme cover the types of things that you do. If you are in doubt, contact your local authority.

It is illegal to sell homekilled meat. It is also illegal to sell recreationally caught meat, such as venison or boar that has been shot in the wild and has not then gone through the regulated system.

What's in this programme?

This Food Safety Programme has three main sections including a Diary to help with the record keeping requirements. The sections are:
1. **Management** – contains your business details, document control requirements and training and supervision requirements.
2. **Meat Safe** – includes procedures that relate to the safe storage, handling, transport, inventory control, display and labelling of meat.
3. **Diary and Records** – are used to confirm that important tasks have been completed, that meat is traceable through the regulated system and the actions taken if something went wrong.

How does it work?

Simply put: the programme doesn't work, unless you put it into practice. The programme provides you with guidance and a system to **help you** sell safe meat from a stall.

The key to success, if you have staff, is **leadership**. If management are committed to following the programme and selling safe meat then staff will be more likely to take their responsibility seriously.

Making it yours

Take the time to read through the programme and make sure it is suitable for your business.

Some of the procedures require you to identify the way you do things in your business (this is referred to as 'tailoring the programme'). It is important that you take time to do this so that the document becomes your Food Safety Programme and reflects what happens in your business.

The person tailoring the Food Safety Programme should set aside time specifically for this task. Involving staff in this process can help them become familiar with it and develop a sense of ownership.

Once the programme has been tailored make sure that any other people who work in the business are familiar with the procedures that relate to their job (see *Training and Supervision* section).

Use the *Getting Started Checklist* to assist in the implementation of the Food Safety Programme.

Management: Management Details

Business details

Legal name

Trading name

Legal status [tick as appropriate]

☐sole trader ☐partnership ☐limited liability company

☐other [specify]……………………………..

Activity

☐ single stall ☐ multiple stall ☐other [specify]……………….

Postal address

Telephone

Fax

Email

Operator – The operator is the person who has overall control of the food business.

Name and/or position | Fax/e-mail

Telephone

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 overall responsibility to ensure that the Food Safety Programme is being followed and that appropriate checks and records are completed.

Name and/or position | Fax/e-mail

Telephone

Location(s) that support the business (i.e. storage of meat or a trailer)

Street address(es) where a mobile stall is kept

Vehicle registration number(s)

Postal address

Telephone | Fax

Email

Addresses where meat is stored and the types of meat

Street address (1) (tick box(es) that apply):

☐ chilled ☐ frozen

☐ raw   ☐ processed

☐ ready-to-eat

Postal address

Telephone | Fax

Addresses where meat is stored and types of meat (continued)	
Street address (2) (tick box(es) that apply): ☐ chilled ☐ frozen ☐ raw ☐ processed ☐ ready-to-eat	
Postal address	
Telephone	Fax
Street address (3) (tick box(es) that apply): ☐ chilled ☐ frozen ☐ raw ☐ processed ☐ ready-to-eat	
Postal address	
Telephone	Fax

All trading sites, the local authority area and usual operating days/times

Location 1	
Location 2	
Location 3	
Location 4	
Location 5	
Location 6	
Location 7	
Location 8	

Registration Authority (e.g. NZFSA, local authority)

Registration authority	
Contact person	
Address	Telephone
Email Fax	

Verifier/auditor (e.g. NZFSA VA; local authority)

Verifier (agency)	
Contact person	
Address	Telephone
Email Fax	

Management: Putting the Programme in Place - Checklist

First Steps

Use the following checklist to assist in putting your Food Safety Programme in place.

1	Read through all the pages in each section and where there are blanks or tick boxes fill them in to show what happens in your business.	Done ☐

2	If there are things that you do that are not covered by this Food Safety Programme (e.g. making sausages or cutting and packaging meat) stop and contact your registration authority for advice as to whether the programme is appropriate for your business.	Done ☐

3	In the Diary write down the equipment used to keep meat cold during storage, transport and display at the stall (see *Tailoring the Diary*).	Done ☐

4	In the Diary and Records section complete the cleaning and maintenance schedules and identify the opening and closing checks carried out on each trading day (see *Tailoring the Diary*).	Done ☐

5	Make sure that everyone who works in the business is trained and is familiar with your Food Safety Programme and start a training record for each member of staff (see *Training Record).*	Done ☐

6	Register your completed Food Safety Programme.	Done ☐

7	**Follow the procedures contained in your Food Safety Programme at all times your business operates.**	

8	Review your Food Safety Programme when things change (to ensure that the programme still fits your business) or go wrong (to ensure that they can be prevented in the future), and make amendments as required.	

After your Food Safety Programme is registered your business will be checked (verified) against the programme on a regular basis. The verifier will want to confirm that your programme continues to reflect your business activities, see your completed Records and Diary and to discuss with you and your staff what you do to keep food safe.

Contact your local council's Environmental Health Officer if you need more help to complete and register your Food Safety Programme.

Management: Keeping Documents and Records

Making changes

If you do any activities outside the scope of this Food Safety Programme (e.g. cutting or processing meat) please contact your local council for advice. These other activities will require separate registration.

Changes that you may make to this programme are:
- changing the order of the sections, and
- developing your own meat inventory record and other record sheets as long as they contain at least the same information as those provided in this Food Safety Programme.

If you're unsure about any aspects of your programme contact your registration authority for advice.

Record keeping

Completing the Diary is an important part of record keeping. The Diary contains space for keeping records of storage, transport and display temperatures. It is also used to:
- write down anything that goes wrong,
- write down what was done to correct the problem and prevent customers from being affected,
- write down what was done to prevent it from happening again, and
- confirm that the procedures in the Food Safety Programme have been followed.

The Diary contains further information about tailoring and using it to suit your business.

Other important record-keeping documents include:
- a list of approved suppliers,
- staff training record,
- your cleaning methods,
- your maintenance activities, and
- your meat inventory.

Document control

From time to time NZFSA may make changes to this Food Safety Programme that you will need to implement. When this happens make sure that the programme is updated and put into practice.

When changes are made to any of the information in the Food Safety Programme, the *Contents* page at the front of the programme must also be updated with the new version number.

All documents, including versions that are no longer used, and all records must be kept for at least **four years** and **made available on request.**

Management: Design and Construction of Meat Stalls, Support Facilities and Equipment

> ⓘ Food business operators must ensure that the stall and any place used to support the business is designed and constructed appropriately. A food business needs stall and support facilities that keep meat for sale safe.

The following matters have been considered in the design and construction of stalls and support facilties at the home base and any other place used by the business, to prevent or minimise deterioration of meat. These:

- are constructed of materials that are easy to clean and without cracks and crevices that could harbour dirt and contaminants,
- allow good access to areas for cleaning, sanitation, checking and maintenance, and
- protect the meat from external factors (e.g. dust, dirt, animal access and shielding meat from the sun).

In addition, the stall, support facilities and equipment are:

- used exclusively for the purpose of the food business (this includes any chillers and freezers where meat is stored at the home base),
- not used to store food or other meat not associated with the business (e.g. homekill, recreational catch or food for personal use), and
- not used for any purpose which is likely to contaminate or adversely affect the meat.

> ⓘ Food business operators must ensure that the stall and any other place used as a part of the business is appropriate for the business operation and meat throughput. The food business must be operated in a manner that does not exceed its capacity.

The following matters have been considered in the operation of the food business:

- suitable facilities that can meet temperature control requirements for the storage, transport and display of meat for sale (e.g. chillers, chilly bins and slicker pads/ice, freezers),
- size that is sufficient for the range and amount of meat stored, transported and displayed,
- appropriate facilities for regular cleaning of equipment, containers and surfaces, and
- appropriate equipment (e.g. a spillages kit) for cleaning and sanitising surfaces and for personal hygiene in the event of leaking packaging.

> ⓘ Food business operators must ensure that any power and/or water is provided wherever needed to maintain meat as safe and suitable.

The following matters have been considered in the provision of power and water:

- suitable power source(s) to maintain chilled or frozen meat temperatures during storage, transport and at stalls, and
- suitable source(s) of water for cleaning, personal hygiene and, if necessary, ice during storage, transport and at stalls.

Management: Training and Supervision

Goal	Why?
• To ensure that all staff are trained and have a good understanding of the Food Safety Programme requirements relevant to their area of work. • To provide appropriate supervision.	• Food may deteriorate and customers made ill if staff are not trained in safe working practices. • Some staff may need supervision.

How this is done

! *The day-to-day manager must be familiar with, and understand, all the procedures in the Food Safety Programme.*

Training
Staff receive training in each safe practice procedure relevant to their work and the manager watches them performing the task to confirm that they understand them.

When to train staff:
• before new staff start working,
• when introducing new procedures **,**
• when existing procedures are changed, or
• when something goes wrong due to staff failing to follow procedures.

Unless a staff member has received training in a specific task, then they are not allowed to perform that activity.

What if there is a problem?
Retrain staff when something goes wrong that may have been caused by a staff member not doing the right thing.

You should also:
• review how you train staff to see if it can be improved,
• make sure staff know why it's important to follow safe practices,
• make sure staff have access to the relevant procedures in the Food Safety Programme,
• consider the need to increase supervision, and
• write down in the Diary what went wrong, why and what you have done to prevent it happening again.

Write it down

Complete a *Training Record* for each person who works in the business *(see Diary and Records* section*)*.

Sign-off each task on an employee's *Training Record* when he/she has received training in a task, has demonstrated a good understanding and has been observed consistently following the correct procedure.

Record any retraining or refresher training received by an employee in their *Training Record.*

Section 2: Meat Safe: Allergens and Food Labelling

Goal		Why?
• To accurately label meat for sale. To provide customers with accurate information on the contents of a package of meat.		• Customers must be able to make informed choices about the food they, and people in their care, eat. • Food allergies can result in life threatening reactions, often within minutes of eating the food. • Food for sale in New Zealand must meet the requirements of the Australia New Zealand Food Standards Code.

How this is done

Allergens

We have asked our suppliers about other activities that they do which could lead to meat coming into contact with the common allergens.

> *! Foods that most frequently cause allergic reactions include cereals, shellfish, eggs, fish, milk, nuts, sesame seeds, peanuts, soybeans, sulphites, wheat and bee products such as royal jelly, pollen and propolis. You need to be able to provide this information to your customer if they ask you for it.*
>
> *Ask your supplier about any allergens that might have come into contact with the meat during cutting, processing and packaging. This is possible if, for example, the supplier produces speciality foods such as schnitzel (egg and breadcrumbs) or barbecue skewers (satay sauce with peanuts) or they use preservatives (such as sulpur dioxide in sausages).*

Labelling

We have asked our suppliers to label each package or product for retail sale.

We have checked the labelling on pre-packaged meat on delivery/collection.

> *! You have a responsibility as the seller of the food to ensure that it is properly and accurately labelled. Information needs to be in English, legible and include:*
> * *quantity marking (e.g. net weight),*
> * *the name and address of manufacturer or supplier,*
> * *appropriate date marking,*
> * *an accurate description of the meat or product,*
> * *statement of ingredients (if appropriate), and*
> * *nutrition information (if needed).*
>
> *Labels must also meet any food identification requirements – ie provide an accurate description of the meat or meat product and, if appropriate:*
> * *any specific standard that the food has to meet (for example, the amount of meat in a meat pie),*
> * *warning and/or advisory statements, and*
> * *instructions for storage and use.*
>
> *Information on labels provided by your supplier cannot be changed unless you have permission from the relevant authority. Check with your verifier if you are unsure.*

What if there is a problem?

For more information about allergens and food labelling contact your regional Public Health Unit or local council. Further information is also available at: nzfsa.govt.*nz*

If something is wrong with a label do not offer the meat for sale and return it to the supplier for relabelling.

Contact the supplier and try to resolve any problems as soon as they arise. If problems persist and can't be fixed, use a different supplier.

Write it down

Write down in the Diary when the supplier was contacted about allergens, what you asked, and the response given.

Write in the Diary any labelling problems, what you did to resolve them and what you did with any affected meat.

> (i) **'Use-by' and 'Best-before' date marks**
>
> **'Use-by'** is usually applied to chilled, ready-to-eat foods with a short shelf-life. It is the date until when, provided the food has been stored in intact packaging and in accordance with stated storage conditions, it is **safe** to eat. It is illegal to sell food after its **'Use-by'** date.
>
> It is the responsibility of the supplier to accurately determine the shelf-life of their food and let you know what this is. You can find further information to help determine whether a product needs a **'Use-by'** or **'Best-before'** date in the on-line resource at: http://www.nzfsa.govt.nz/processed-food-retail-sale/documents/shelf-life/shelflife1-2-2.pdf
>
> **'Best-before'** means the date until when, provided the food has been stored in intact packaging and in accordance with stated storage conditions, it will be fully marketable and retain it's **quality**. Food that is still fit to eat may legally be sold after this date; although customers may feel misled if unknowingly purchasing out of date stock.
>
> Raw meat in leakproof packaging that has been kept at prescribed temperatures during handling, packaging, storage and display for sale may be sold with a **'best-before'** date. Meat can suffer from spoilage after this date which may affect its suitability for intended use.

Meat Safe: Cleaning and Personal Hygiene

Goal

To ensure that:

- the stall, the home base, support facilities and equipment are kept clean,
- contamination can be removed from meat packaging, and
- good personal hygiene is practiced by staff.

Why?

- Dirty facilities and equipment can attract pests such as mice, rats and flies.
- Dirty facilities and equipment can contaminate meat packaging which may then be transferred to the meat on preparation by the consumer.
- Surfaces contaminated by fluids from punctured/leaking packaging require cleaning.
- People handling punctured/leaking packages need to clean their hands.
- People with uncovered cuts or sores who handle packaged meat may transfer harmful microbes to customers.

How this is done

Cleaning the stall, support facilities and equipment.

Cleaning equipment and cleaning chemicals are available to clean the stall, home base, support facilities and equipment.

Cleaning chemicals are labelled, stored in closed containers and used in accordance with the manufacturers' instructions.

The stall, home base, support facilities, meat transporting areas of vehicles and equipment (such as display cabinets, chilly bins and slicker pads) are cleaned regularly and, where appropriate, before they are used.

Cleaning practices followed at the stall, home base and support facilities includes:

1. Removing any meat
2. Pre-cleaning to remove visible dirt & food residue
3. Washing with hot water and the correct amount of detergent
4. Rinsing with clean water

Cleaning is carried out using (*tick box(es) that apply*):

☐ facilities at the stall provided with running water

☐ facilities at the home base provided with running water

☐ facilities at other support premises provided with running water

☐ other method (specify the cleaning method and where it takes place)…………………………………………………….
See *Cleaning Schedule* to show what is cleaned, when and how

Personal hygiene

Cuts and sores

- all cuts/sores on hands and arms are covered with a sticking plaster or other covering, and
- a person with a weeping/infected cut or sore that cannot be totally covered and may come into contact with products will not handle packaged meat.

Hands can be cleaned using (*tick box that applies*):

☐ a facility with running water, soap and method of drying hands provided either at or near the stall

☐ hand wipes provided at the stall

☐ another method (specify)
……………………………………………………………

What if there is a problem?

If the facilities or equipment are not clean, re-clean them. If another person was involved, discuss the problem with them and find out why the cleaning was not good enough. Take any action necessary to reduce the likelihood of it happening again.

If someone handling packs of meat has an uncovered cut or sore on their hand, stop the person from handling meat until the cut/sore has been totally covered.

If staff are not complying with these procedures find out why. Retrain them if necessary.

If a pack of meat has leaked, clean any other affected packages and surfaces. Do not sell meat in leaking packages.

Identify reason for leaking package.

Record in the Diary what actions you have taken.

Write it down

Write down in the *Cleaning Schedule* what items need to be cleaned, how they are to be cleaned, how often, and who will do it.

Write in the Diary what was done if cleaning was not carried out.

Write down in the Diary what action you have taken if something goes wrong (e.g. personal hygiene procedures were not being followed) and what was done to prevent a recurrence.

Meat Safe: Pests, Rubbish and Maintenance

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Goal

- To remove conditions that attract pests and prevent them from coming into contact with meat.
- To effectively manage the hygienic storage and collection of rubbish.
- To maintain the facilities and equipment in good working condition.

</td><td>

Why?

- Pests such as mice and rats can chew through packaging and contaminate meat with faeces and urine.
- Rubbish that is not stored appropriately and collected regularly can prevent effective cleaning and encourage pests.
- Facilities and equipment need to be in good condition to enable the safe storage and display of meat.

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How this is done

Keep pests out!

Stalls and storage areas are regularly checked for signs of pest activity.

Our pest contractor (if any) is:
Company/phone
Pest control records are kept (specify where):

Remove things that attract pests:

- *rubbish* – bins are kept covered and rubbish is removed regularly as part of the cleaning schedule.
- *cleaning* – spills of fluids from damaged packging are cleaned up straight away. Cleaning schedule tasks are completed.

Rubbish
Rubbish is collected and removed from the site (specify when)
and as needed by:
Contractor:
Phone:

Planned maintenance/repairs
- all equipment is serviced in accordance with the manufacturers' instructions.
- the *Maintenance Schedule* is used to regularly check that the facilities and equipment are in good working order.

Unplanned repairs
Repairs are done in a timely manner. Where necessary meat is removed beforehand.

Chemicals
Maintenance and pest control chemicals are fully labelled, stored in closed containers and used in accordance with the manufacturers' instructions.

What if there is a problem?
Pests
If you see pests or evidence of pest activity (e.g. droppings, damaged goods etc.):
- throw out any meat in packaging that has been punctured by pests,
- clean down the affected areas,
- eliminate the pests and ensure that access routes are removed, and
- discuss issue with your pest contractor if you have one.
In the case of a severe infestation call in a pest control company if you do not already have one.

Rubbish
If rubbish is not being stored appropriately check to make sure there are enough bins in appropriate places and staff know what to do.

If rubbish is not removed frequently enough, increase frequency and review the *Cleaning Schedule*.

Maintenance
If broken or damaged equipment is noticed, repair or replace as appropriate and record action taken on the *Maintenance Schedule*.

Review staff work habits and refresh staff training as necessary.

Write it down
Write down the instructions for cleaning bins and rubbish storage areas, and the removal of rubbish in the *Cleaning Schedule*.

If you are not using a pest control contractor write down in the Diary where and what pesticides and/or traps are in use.

Write in the Diary any sightings of pests or pest activity and what action you took to fix the problem and prevent recurrence.

Write down regular maintenance tasks in the *Maintenance Schedule*.

Write down any unplanned maintenance carried out in the appropriate day of the Diary.

Meat Safe: Customer Complaints & Recalls

Goal	Why?
• To prevent recalled meat from being used. • To receive and appropriately investigate complaints from dissatisfied customers.	• Meat that has been recalled by suppliers may not be safe. • Investigating complaints made by customers will help identiy and prevent further problems.

How this is done

Trade recalls

Meat can be recalled by suppliers if it has been found to be unsafe or unsuitable.

When recall information is received the following action is taken:
• a check is made to identify any recalled meat that is on display or in storage,
• any recalled meat is removed and put in a separate area clearly marked as "Recalled – do not use",
• all instructions provided in the recall notice are followed,
• the supplier of the recalled meat is notified of the quantity of meat involved, and arrangements are made for its disposal
• the amount of affected meat already sold is determined, and
• records of the recall are kept with the meat inventory.

! *In the event of a recall, the recall notice should provide details on what to do with recalled product.*

Investigating customer complaints

Customer complaints are investigated to determine the cause of the complaint. Where the problem is identified, action is taken to prevent it happening again.

What if there is a problem?

If someone has a complaint that relates to an object in the meat, such as metal or glass, advise them to contact their local council Environmental Health Officer (see *Management Details*).

If someone suspects that they have a foodborne illness that they believe was caused by your meat advise them to contact the regional Public Health Unit. The unit phone number is:

Advise them to see their doctor if they have any concerns regarding their health.

Contact the local public health service as soon as possible to advise them of the suspected foodborne illness and seek further advice.

If a complaint concerns meat spoilage, identify the issues with the customer to determine how it happened. If necessary review appropriate procedures such as the *Meat Storage, Meat Display, Transport* and *Allergens and Food Labelling* sections.

Keep a record of the complaint in the Diary (see below).

Write it down

Recalls
Keep a record in the Diary of the recall notice, quantity of affected meat found and action taken.

Customer complaints
Record in the Diary at the time that the complaint is being made:
• customer details (name, address, phone number) so that they can be contacted after the problem has been investigated,
• what the complaint is about, the product and details of what the customer is concerned about, and
• date/time the item was purchased so that the batch/delivery/supplier can be identified and informed (where appropriate) as part of the investigation.

Also write down what action you took to investigate the issue, what was found and what was done to fix the problem and prevent recurrence.

Meat Safe: Meat Sourcing

Goal	Why?
• To ensure that all meat comes from an Approved Supplier.	• Regulated meat has been examined to ensure that it does not carry disease and is suitable for human consumption. • Any business that sells meat must be registered.

How this is done

Approved Suppliers

Slaughter

All meat comes from animals that have been slaughtered and dressed by a business that operates a Risk Management Programme in accordance with the Animal Products Act 1999 for the slaughter and dressing of farmed animals or dressing of killed animals.

Cutting, processing and packaging of meat

Meat has been cut, portioned, processed and packaged by a business that is registered to do so:

- by operating a current Risk Management Programme in accordance with the Animal Products Act 1999, or
- by operating a current Food Safety Programme in accordance with the Food Act 1981, or
- is currently registered in accordance with the Food Hygiene Regulations 1974.

The details of each slaughter business and each meat cutting, processing and packaging business from where meat is obtained is provided in the *Approved Supplier* record.

Finding a registered slaughterer or meat processor

*Meat for sale must be slaughtered and dressed at a business registered to do this. A homekill operator is **not** appropriate. A list of operators with registered Risk Management Programmes can be found at:*
http://www.nzfsa.govt.nz/animalproducts/registers-lists/risk-management-programmes/index.htm
Operators with registered Food Safety Programmes can be found at:
http://www.nzfsa.govt.nz/processed-food-retail-sale/exemption/food-safety-programmes.htm

Leakproof packaging

Suppliers provide meat sealed in packaging that prevents contaminants from entering and meat juices from escaping.

What if there is a problem?

If a supplier is not registered or approved for a particular activity, find a different supplier. Confirm that this supplier is registered appropriately.

Write it down

Write the approved suppliers' details in the '*Approved Supplier*' list.

Meat Safe: Receiving Meat

Goal

To ensure that meat received by the business is:
- in sealed packaging and all packaging is intact
- adequately labelled, and
- at the required temperature on delivery.

Why?

- Meat in packaging that is not sealed or is damaged could be contaminated and make customers ill.
- Harmful microbes could grow in meat and meat products delivered above 4°C.

How this is done

Meat delivered-in to the business

Meat is checked as it is received to ensure that:
- it matches meat ordered/on the delivery document,
- it comes from an approved supplier,
- it is in sealed and intact packaging,
- there are no signs of spoilage,
- chilled processed and ready-to-eat meat is at, or below, 4°C[1],
- chilled raw meat is below, 7°C,
- frozen meat is hard frozen, and
- meat is in within it's 'Use-by' or 'Best-before' date marking.

[1]a processor operating with a risk management programme may store and deliver processed meat at 5°C.

All meat received is recorded in the *Meat Inventory*.

Meat is only accepted if there is someone to check the delivery.

Ready-to-eat meat

Ready-to-eat meat that relies on refrigeration to keep it safe must meet the temperature requirements contained in this programme. This is because:
- *the food **may** contain microbes that need to multiply in order to cause illness, and*
- *the food **will** support the growth of harmful microbes.*

The only exceptions are meats that do not rely on temperature control for safety. These are meats that have been processed to ensure that harmful microbes are not present in the meat product or the product can't support their growth; for example by making the meat too acidic for microbes to grow, reducing the available water in the meat through drying and/or adding salt or sugar, using additives that inhibit bacterial growth, or a combination of these things. Examples include salted, dried meats and fermented dried meats such as shelf-stable salami.

Information about what is in the product, and how it can be stored – for example if it can be stored unrefrigerated, must be provided by the manufacturer. See Allergens and Food Labelling.

What if there is a problem?

Meat deliveries in general
Do not accept any processed meat or ready-to-eat meat that is delivered above a temperature of 4°C (5°C if delivered by an operator with a risk management programme).

Do not accept any meat:
- that has thawed if ordered as frozen,
- with packaging that is damaged, punctured or leaking,
- that shows signs of spoilage, or
- with date marks that have expired.

Contact the supplier, inform them of the problem and why you will not accept the meat.

Try to resolve with a supplier any problem as soon as it arises. If the problem persists and can't be fixed, use a different supplier.

Write in the Diary what happened and what you did.

Chilled raw meat
Do not accept any chilled raw meat that is delivered above a temperature of 7°C

Contact the supplier, inform them of the problem and why you will not accept the meat.

If chilled raw meat is delivered below 7°C but above 4°C it must either be:
- chilled to below 4°C immediately if it is to be stored, or
- kept below 7°C if it is directly put on display for sale.

Frozen meat
If frozen meat has thawed during delivery to the point that it 'gives' when pressed it must not be refrozen. Put it in a refrigerator.

Contact the supplier and agree a course of action to either return the meat to the supplier or to sell it straight away with instructions to customers to use immediately once completely thawed.

Write it down
Write the amount and type of meat delivered-in in the *Meat Inventory Record*.

Write the temperatures of meat on delivery in the Diary.

Write down in the Diary when meat is delivered that does not meet the requirements. Include time, condition of meat, supplier details, what you did to address the problem, what happened to the meat and what you did to prevent a recurrence.

Meat Safe: Meat Inventory

Goal

- To account for all meat received, stored, sold and disposed of by the business.

Why?

- The amount of meat sold, destroyed or in stock should balance with the amount of regulated meat received by the business.
- Meat that cannot be accounted for may have come from homekill or recreational catch (hunted animals) which has not been passed as fit to eat and could make customers ill.
- It is illegal to trade homekill and recreational catch.

How this is done

Meat inventory control

> **!** *It is critical to account for all meat that is handled by the business to ensure that customers are only sold regulated meat. The Meat Inventory Record provided in the* Diary and Records *section is one way to do this. The business may use any other system, such as using delivery and sales dockets, stock records or other working documents. Explain the system that is used and how it works in the space provided below.*

The system used is:

☐ *Meat Inventory template*

☐ Own system (describe how this works):
…………………………………………………………
…………………………………………………………
…………………………………………………………
…………………………………………………………

What if there is a problem?

If the amount of meat in stock does not balance with amount of meat received, and the receipts for meat sold, and meat destroyed:
- identify the cause,
- check stock against supplier/delivery documents, and
- review the inventory procedure.

Destroy any meat that has not come from a regulated source.

Write it down

Keep details in the inventory of all deliveries (e.g. from delivery checks, despatch notes, invoices) so that there is a record that meat was supplied from the regulated system and that it can be traced through the business.

Account for:
- meat sold by the business,
- meat that was destroyed or otherwise diposed of and how this was done, and
- meat in stock.

Write down in the Diary any occasion that meat at the business is identified as not being regulated meat; what you did to address the problem, how the meat was disposed of and what you did to prevent a recurrence.

Inform your verifier of the incident.

Meat Safe: Meat Storage

Goal	Why?
• To store packaged meat safely and appropriately.	• Meat may contain harmful microbes that could multiply and cause illness. Storing meat too warm can allow harmful microbes to grow. • Meat that is not stored properly could attract pests and vermin.

How this is done

! All meat must be stored at or below 4°C to minimise the growth of harmful microbes that may be present.
A ready- to- eat meat product that does not require refrigerated storage may be stored at a temperature indicated by the manufacturer.

Checking storage temperatures of meat

! It is important to regularly check the temperature and condition of chilled meat, and condition of frozen meat, wherever it is stored – at the stall, home base or any other support facilities. Checks made on days when the stall is not in use may identify a problem with a storage unit that can be dealt with before stored meat becomes unsuitable for sale.

Chilled meat storage

• storage units hold chilled meat at, or below, 4°C.
• meat is not stored with food that is not part of the business.

Checking chilled meat temperatures

A thermometer is used to measure the temperature of stored chilled meat. This is done by (tick method used):

☐ probing between packs of meat

☐ probing a container of water stored with chilled meat

☐ probing a cube of jelly stored with chilled meat

☐ using an Infra Red (IR) thermometer on pack surfaces

☐ other method (describe)

……………………..

! Measuring the air temperature in a chiller does not give an accurate indication of the temperature of the meat. Packaged meat is not probed as this would damage the packaging and expose the meat to contamination.

Frozen meat storage

• frozen meat in freezer storage units remains frozen solid.
• meat is not stored with food that is not part of the business.

Stock rotation

• a 'first in first out' policy is in place for stored meat. Old stock is used before new stock.
• meat is regularly checked to make sure ready-to-eat meat is within its 'Use-by' date mark and raw and processed meat is within it's 'Best-before' date mark.

Chilled meat is not frozen after its 'Best-before' date mark.

Storage of other products

Products that can be stored unrefrigerated are stored in accordance with manufacturers' instructions and are protected from contamination.

What if there is a problem?

Stored raw meat is not at or below 4°C

If the temperature of stored raw meat is between 4°C and 7°C it must be chilled to below 4°C immediately. If the temperature of stored raw meat exceeds 7°C it must not be sold.

Stored processed and ready-to-eat meat is not at or below 4°C

If stored processed or ready-to-eat meat is between 4°C and 10°C for no more than 2 hrs it must be chilled to below 4°C immediately. If the temperature is above 4°C for longer than 2 hrs, or exceeds 10°C at any time it must not be sold.

Stored frozen raw, processed or ready-to-eat meat is thawed

If stored frozen meat has thawed to the point that it 'gives' when pressed it must not be refrozen. Controlled thawing may continue in a refrigerator at up to 4°C. This meat may be sold to customers within 24 hours with instructions to use straight away.
If stored frozen meat has completely thawed and is above 10°C it must not be sold.

In all instances check chiller or freezer unit and power supply and arrange repair or replacement if necessary.

Review *Maintenance Schedule*.

Meat beyond its 'Use-by' date

Processed raw meat, or ready-to-eat meat found stored past a 'Use-by'date must not be sold. Review stock rotation practices as needed.

Meat beyond its 'Best-before' date

Raw meat found stored past a 'Best-before'date must not be sold if it is not fit for use by consumers. Review stock rotation practices as needed.

Thermometer calibration

If the thermometer doesn't achieve 0°C in the ice point check (see procedure in the *Diary Four Week Review* section), then the thermometer must be replaced or sent for servicing to:…………………………………

Write it down

Write down temperatures of chilled stored meat in the table provided in the Diary.

Write in the Diary what you did if you found meat stored at improper temperatures and what you did to prevent a recurrence.

Meat Safe: Transporting Meat

Goal	Why?
• To transport packaged meat safely.	• Meat may contain harmful microbes that could multiply and cause illness. Transporting meat too warm can allow harmful microbes to grow. • Chemicals, pests and foreign objects can contaminate meat packaging.

How this is done

Vehicles and containers for transporting meat

All meat must be protected from contamination during transport:

- containers used to transport meat have not previously, and do not currently, contain, anything that could contaminate the packaged meat (e.g. petrol or other chemicals).
- parts of the vehicle and containers used to transport meat are kept clean.
- animals are prevented from coming into contact with packaged meat.
- products not requiring temperature control can be transported in accordance with manufacturers' instructions.

Chilled meat transport

Chilled meat is transported at, or below, 4°C by using *(tick box)*:

☐ portable temperature controlled equipment. (state type of equipment used)
………………..……………………

☐ chilly bins and slicker pads/ice to maintain packaged meat at safe temperatures.

☐ other (state method used)……………………..
……………………………………………………

Checking chilled meat temperatures during transport

A thermometer is used to measure the temperature of chilled meat. This is done by (tick method used):

☐ probing between packs of meat

☐ probing a container of water stored with chilled meat

☐ probing a cube of jelly stored with chilled meat

☐ using an Infra Red thermometer on pack surfaces

☐ other method (state method used):
……………………..

> **!** *Measuring the air temperature in a chiller does not give an accurate indication of the temperature of the meat. Packaged meat is not probed as this would damage the packaging and expose the meat to contamination.*

Frozen meat transport

Frozen meat is transported hard frozen by using *(tick box)*:

☐ portable temperature controlled equipment (state type of equipment used)……………...
……………………………………………………

☐ chilly bins and slicker pads/ice

☐ other (state method used)…………………..
……………………………………………………

What if there is a problem?

Raw meat during transport is not at or below 4°C.
If the temperature of raw meat during transport is between 4°C and 10°C it must be chilled to below 4°C on arrival at a storage facility or stall. If the temperature of meat during transport exceeds 10°C it must not be sold.

Processed and ready-to-eat meat during transport is not at or below 4°C
If processed or ready-to-eat meat is between 4°C and 10°C for no more than 2 hrs it must be chilled to below 4°C immediately. If the temperature is above 4°C for longer than 2 hrs, or exceeds 10°C at any time it must not be sold.

> *If the processed or ready-to-eat meat has previously been at temperatures between 4°C and 10°C, all times must be added together to ensure that the total does not exceed 2 hours.*

Frozen meat thaws during transport
If frozen meat has thawed during transport to the stall to the point that it 'gives' when pressed it must not be refrozen. It may be sold to customers within 24 hours with instructions to use straight away.

Meat becomes contaminated during transport
Throw away any meat that becomes contaminated during transport and note what has happened in the Diary. Review the *Cleaning Schedule* for transport.

If arrangements have not been made to replace or repair equipment, review the adequacy of the *Maintenance Schedule* and make changes as appropriate.

Write it down

Check the temperature of chilled meat just before transporting and again at the delivery point.

Record meat transport temperatures in the Diary.

Meat Safe: Meat Display and Sale

Goal

- To display packaged meat safely and appropriately.

Why?

- Meat may contain harmful microbes that could multiply and cause illness.
- Displaying meat too warm can allow harmful microbes to grow.
- Meat that is sold after its 'Use-by' date could make customers ill.
- Meat that is sold after its 'Best before' date could be returned by customers.
- Meat that is not displayed properly could attract pests and vermin.

How to do this

Meat on display [tick which applies] is:

☐ displayed chilled   ☐ displayed frozen

☐ displayed in accordance with manufacturers' instructions and protected from contamination

☐ a sample of what is available for sale and customers are served from chilled/frozen stock. Samples are destroyed at the end of the trading day

☐ displayed using another method (state method used):………………………

Chilled meat display

- display units, chilly bins and other display equipment holds chilled processed and ready-to-eat meat at, or below, 4°C and raw meat at, or below, 7°C,
- meat in a chilled display unit is not stacked above the load line indicated on the unit by the manufacturer, and
- meat in a chilled display unit is shielded from the sun.

> ! When using chilly bins ensure that there is an adequate supply of cold slicker pads or ice to keep meat at the required temperature at all times.

Checking chilled display meat temperatures

A thermometer is used to measure the temperature of chilled meat on display. This is done by (tick method used):

☐ probing between packs of meat

☐ probing a container of water stored with chilled meat

☐ probing a cube of jelly stored with chilled meat

☐ using an Infra Red (IR) thermometer on pack surfaces

☐ other method (state method):……………

> ! Measuring the air temperature in a chiller does not give an accurate indication of the temperature of the meat. Packaged meat is not probed as this would damage the packaging and expose the meat to contamination.

Frozen meat on display

- frozen meat in display units remains frozen solid,
- frozen meat in display units is not stacked above the load line indicated on the unit by the manufacturer, and
- frozen meat in display units is shielded from the sun.

Stock rotation

- a 'first in first out' policy is in place for meat on display. Old stock is used before new stock,
- meat on display is checked to make sure ready-to-eat meat is within its 'Use-by' date mark and raw and processed meat is within it's 'Best-before' date mark (see *Allergens and Food Labelling* section), and
- chilled raw meat is not frozen if it has been on display.

What if there is a problem?

Raw meat on display is not at or below 7°C

If the temperature of raw meat meat on display is between 7°C and 10°C it must be chilled to below 7°C immediately. If the temperature of raw meat on display exceeds 10°C it must not be sold.

Processed and ready-to-eat meat on display is not at or below 4°C

If processed raw or ready-to-eat meat is displayed at between 4°C and 10°C for no more than 2 hrs it must be chilled to below 4°C immediately or sold straight away. If the time between 4°C and 10°C exceeds 2 hrs or the temperature exceeds 10°C it must not be sold.

> *If the processed or ready-to-eat meat has previously been at temperatures between 4°C and 10°C, all times must be added together to ensure that the total does not exceed 2 hours.*

Frozen meat on display thaws

If frozen meat on display has thawed to the point that it 'gives' when pressed it must not be refrozen. It may be sold to customers within 24 hours with instructions to use straight away.

To prevent a recurrence:

- consider reducing the amount of meat on display and regularly replenishing from stored chilled or frozen stocks,
- check display unit and power supply, organise temporary chilling with slicker pads or ice; arrange repair or replacement if necessary, and
- cover displays to retain cold air.

Review *Maintenance Schedule*.

Meat beyond its 'Use-by' date

Raw processed, or ready-to-eat meat found displayed past a 'Use-by' date must not be sold. Review stock rotation practices as needed.

Meat beyond its 'Best-before date'

Raw meat found displayed past a 'Best-before'date must not be sold if it is not fit for use by consumers. Review stock rotation practices as needed

If the thermometer doesn't achieve $0°C$ in the ice point check (see procedure in the *Diary Four Week Review* section), then the thermometer must be replaced or sent for servicing to:

……………………………………………

Write it down

Write down temperatures of chilled meat on display each day in the Diary.

Write the amount and type of meat sold each trading day in the *Meat Inventory Record.*

Write in the Diary what action you have taken if meat has not been displayed correctly.

Section 3: Diary and Records: Using the Diary

Completing the Diary is a requirement of your Food Safety Programme. It allows you to prove that you have been following the safe procedures written in your programme.

The Diary will be checked by your verifier to see if the procedures in the Food Safety Programme have been followed.

For copies of the Diary and other record sheets, either photocopy the pages provided in the Food Safety Programme or download them from the NZFSA website, www.nzfsa.govt.nz

The Diary is presented in two formats and a business may chose to use the one that best reflects their stall operation. Photocopy the appropriate pages to build up the diary and monthly reviews.

A. Daily Diary – the stall trades throughout the week

1. **Week commencing:** Write Monday's date here.
2. **Problems or changes:** Write down in the Diary anything that went wrong that day and what you did to put things right.
3. **Meat temperature checks:** The unit number refers to numbers you assign to your meat storage chiller(s), transport chiller(s) and display chiller(s). List the units and numbers assigned to them in the table in the *Tailoring the Diary* section. Each day that the stall trades write down in the Diary the temperature of meat:
   - delivered-in or collected
   - in transport
   - in storage
   - on display

   and the time that you did the check. If meat is stored when the stall is not operating, regularly check that frozen meat remains hard frozen and chilled meat is at, or below, 4°C and record the results.
4. **Daily and weekly checks:** Tick the boxes at the bottom of the weekly Diary page confirming that cleaning and opening and closing checks have been carried out each day and weekly tasks, such as maintenance, has been attended to.
5. **Sign-off:** At the end of each week the manager must sign the Diary. When you sign you are confirming that you and your staff have:
   - followed the procedures in the programme
   - performed the daily opening and closing checks
   - performed the temperature checks
   - completed the appropriate records

B. Occasional Diary – the stall trades occasionally eg a few days each week or month

1. **Date:** Write the date that the stall trades here.
2. **Problems or changes:** Write down in the Diary anything that went wrong that day and what you did to put things right.
3. **Meat temperature checks:** The unit number refers to numbers you assign to your meat storage chiller(s), transport chiller(s) and display chiller(s). List the units and numbers assigned to them in the table in the *Tailoring the Diary* section. Write down in the Diary the temperature of meat whenever it is:
   - delivered-in or collected
   - transported
   - in storage
   - on display

   and the time that you did the check. If meat is stored when the stall is not operating, regularly check that frozen meat remains hard frozen and chilled meat is at, or below, 4°C and record the results.
4. **Daily and other regular checks:** Tick the boxes each day that the stall trades confirming that cleaning, opening and closing checks have been carried out and that other tasks, such as maintenance, has been attended to.
5. **Sign-off:** At the end of each trading day the day-to-day manager must sign the Diary. When you sign you are confirming that you and your staff have:
   - followed the procedures in the programme
   - performed the opening and closing checks for the day
   - performed the temperature checks
   - completed the appropriate records

Four week review

Four week review sheets are included in each Diary format. At the end of every four week period the day-to-day manager will review the Diary entries for the past four weeks to identify any recurring problems that need fixing. The four week review is also an important check to make sure that the Food Safety Programme is up to date. It is used to identify any changes that may have occurred (eg new staff, equipment etc). Every four weeks the procedures and Diary are reviewed to check that they are still up-to-date and to make sure that the appropriate action has been taken.

Diary and Records: Tailoring the Diary

Chilled meat transport, storage and display chiller equipment

List below all the equipment used for chilling meat. If possible, assign a number/identifier for each piece of equipment and label it. This will make it easier when recording the temperature checks in the diary.

Number/identifier	Refrigeration unit description	Number/identifier	Refrigeration unit description

---

Daily checks

Stall opening checks

The following checks will be done at the beginning of each trading day:
- staff are well and show a good level of personal hygiene
- stall services are available and working
- meat transport and stall equipment is operating properly
- date marking of meat for sale is checked

Other daily opening checks to be carried out (write what they are here):
- ………………………………………………………………………….
- ………………………………………………………………………….
- …………………………………………………………………………

Stall closing checks

The following checks will be done at the end of each trading day:
- cleaning of stalls, support facilities and equipment has been completed (see *Cleaning Schedule*)
- meat inventory is updated (see *Meat Inventory* record)

Other daily closing checks carried out (write what they are here):
- ………………………………………………………………………….
- ………………………………………………………………………….
- …………………………………………………………………………

Other checks

There are a number of other periodic checks that must be made. These are indicated in boxes in the Diary. Examples include:
- signs of pest activity
- maintenance tasks

Any problems or changes

If anything goes wrong it must be written in the Diary along with details on what was done to correct the problem. This is proof that you understand food safety and know what to do when things go wrong.

There is a section '*What if there is a problem?*' in each safe practice procedure that includes information on what to do when things go wrong and how to stop it happening again.

Diary and Records: Stall Operates Occasionally
(e.g. once or twice a week/month)

Date:

Any problem or changes - what were they and what did you do?

☐ Stall opening checks completed ☐ Stall closing checks completed
☐ Cleaning tasks completed ☐ Maintenance tasks completed
Signs of pest activity: ☐ No   ☐ Yes (*If 'yes' write down what you did*)
☐ Meat inventory record completed
The procedures in our Food Safety Programme were followed and effectively supervised today
Name: Signed:

Meat transported			Meat chiller/display		
Unit Id.	Temp. °C	Time	Unit Id.	Temp. °C	Time

Meat delivered-in or collected			
Supplier		Time	Temp. °C

Date:

Any problem or changes - what were they and what did you do?

☐ Stall opening checks completed ☐ Stall closing checks completed
☐ Cleaning tasks completed ☐ Maintenance tasks completed
Signs of pest activity: ☐ No   ☐ Yes (*If 'yes' write down what you did*)
☐ Meat inventory record completed
The procedures in our Food Safety Programme were followed and effectively supervised today
Name: Signed:

Meat transported			Meat chiller/display		
Unit Id.	Temp. °C	Time	Unit Id.	Temp. °C	Time

Meat delivered-in or collected			
Supplier		Time	Temp. °C

Date:

Any problem or changes - what were they and what did you do?

☐ Stall opening checks completed ☐ Stall closing checks completed
☐ Cleaning tasks completed ☐ Maintenance tasks completed
Signs of pest activity: ☐ No   ☐ Yes (*If 'yes' write down what you did*)
☐ Meat inventory record completed
The procedures in our Food Safety Programme were followed and effectively supervised today
Name: Signed:

Meat transported			Meat chiller/display		
Unit Id.	Temp. °C	Time	Unit Id.	Temp. °C	Time

Meat delivered-in or collected			
Supplier		Time	Temp. °C

Date:

Any problem or changes - what were they and what did you do?

☐ Stall opening checks completed ☐ Stall closing checks completed
☐ Cleaning tasks completed ☐ Maintenance tasks completed
Signs of pest activity: ☐ No   ☐ Yes (*If 'yes' write down what you did*)
☐ Meat inventory record completed
The procedures in our Food Safety Programme were followed and effectively supervised today
Name: Signed:

Meat transported			Meat chiller/display		
Unit Id.	Temp. °C	Time	Unit Id.	Temp. °C	Time

Meat delivered-in or collected			
Supplier		Time	Temp. °C

Diary and Records: Stall Operates Throughout the Week
Week commencing: /   /

Monday: Any problem or changes - what were they and what did you do?

Meat transported			Meat chiller/display		
Unit Id	Temp. °C	Time	Unit	Temp. °C	Time

Meat delivered-in or collected					
Supplier		Time		Temp. °C	

Tuesday: Any problem or changes - what were they and what did you do?

Meat transported			Meat chiller/display		
Unit	Temp. °C	Time	Unit	Temp. °C	Time

Meat delivered-in or collected					
Supplier		Time		Temp. °C	

Wednesday: Any problem or changes - what were they and what did you do?

Meat transported			Meat chiller/display		
Unit	Temp. °C	Time	Unit	Temp. °C	Time

Meat delivered-in or collected					
Supplier		Time		Temp. °C	

Thursday: Any problem or changes - what were they and what did you do?

Meat transported			Meat chiller/display		
Unit	Temp. °C	Time	Unit	Temp. °C	Time

Meat delivered-in or collected					
Supplier		Time		Temp. °C	

Friday: Any problem or changes - what were they and what did you do?

Meat transported			Meat chiller/display		
Unit	Temp. °C	Time	Unit	Temp. °C	Time

Meat delivered-in or collected					
Supplier		.Time		Temp. °C	

Saturday: Any problem or changes - what were they and what did you do?

Meat transported			Meat chiller/display		
Unit	Temp. °C	Time	Unit	Temp. °C	Time

Meat delivered-in or collected					
Supplier		Time		Temp. °C	

Sunday: Any problem or changes - what were they and what did you do?

Meat transported			Meat chiller/display		
Unit	Temp. °C	Time	Unit	Temp. °C	Time

Meat delivered-in or collected					
Supplier		Time		Temp. °C	

Throughout the week:

☐ Stall opening checks completed   ☐ Stall closing checks completed   ☐ Cleaning tasks completed   ☐ Maintenance tasks completed   ☐ Meat inventory record completed   Signs of pest activity: ☐ No   ☐ Yes (*If 'yes' write down what you did*)

Other checks ☐ Temperature of meat in storage was checked if stall did not trade

The procedures in our Food Safety Programme were followed and effectively supervised throughout this week

Name: Signed:

Raw and Processed Meat at Stalls FSP   D3B   Version 1.1   November 2009

Diary and Records: Storage Temperature Checks on Non-Trading Days

Date/time:	Unit No:	Temp. °C:	Action taken if problem found:	Date/time:	Unit No:	Temp. °C:	Action taken if problem found:

Diary and Records: Four Week Review (All Businesses)

Every four weeks the procedures used will be reviewed by the day-to-day manager to check that they are up to date, and are still being followed correctly.

What's gone wrong?

Review the Diary entries and other records for the last four weeks. If the same thing went wrong three times or more make a note of it here, find out what went wrong and do something about it.

Did the same thing go wrong three or more times? ☐ Yes ☐ No

Were there any customer complaints?   ☐ Yes ☐ No
Details……..
What action has been taken? ....

New workers?

Are there any new food handlers? ☐ Yes ☐ No

If so, have they been trained and training records completed? ☐ Yes ☐ No
See *Training and Supervision* section
If training has not been received, what action has been taken?
....

Have there been any changes?

Are you preparing food or selling any new types of meat? ☐ Yes ☐ No☐

Do you have any new suppliers? ☐ Yes ☐ No

Are you using any new/different equipment or facilities? ☐ Yes ☐ No

Have there been any other significant changes? ☐ Yes ☐ No

Has the Food Safety Programme been updated as required? ☐ Yes ☐ No
See *Documentation and Record Keeping* section.

If you answered 'yes' to any of the above, write down the changes made:
……

Do any changes require council approval? ☐ Yes ☐ No
When did you contact your council to get approval, and what happened?
……

Thermometer calibration

Checking the thermometer
Thermometers must be checked every 12 weeks to make sure that they are providing accurate temperature readings, or whenever there is reason to think that the thermometer is not working correctly.

How to do this
Ice point check – for thermometers used for checking the temperature of chilled meat.
1. Scrape off some ice from inside a freezer into a glass (1/2 filled).
2. Add a small amount of water (until it is visible in the bottom of the glass).
3. Insert the thermometer into the mixture and leave until the temperature display is steady.
4. Do not let the thermometer touch the sides or bottom of the glass.
5. Record the result in the table below.

! The reading in iced water should be between -1°C to +1°C; if it is outside this range the unit should be replaced or returned to the supplier to be recalibrated.

Date of Calibration	Thermometer ID	Reading (°C)	Checked by	Action taken

Diary and Records: Training Records

Name:	Phone:
Position:	Start date:
Address:	

Training on this Food Safety Programme

Topic	Employee signed*	Supervisor signed†	Date
Allergens and food labelling			
Cleaning and Personal Hygiene			
Pests, Rubbish and Maintenance			
Customer Complaints & Recalls			
Meat Sourcing			
Receiving Meat			
Meat Inventory			
Meat Storage			
Meat Display			
Transporting Meat			

* I acknowledge that I have received training in the procedure and agree to follow it.
† The employee has been trained and has demonstrated a good understanding of the procedure and has been observed consistently following it.

Other food safety training

Date	Details
Notes:	

Diary and Records: Approved Suppliers Records

Meat can only be sold if it comes from our Approved Suppliers (see also '*Meat Sourcing'* and *'Meat Inventory'*). Businesses that slaughter and dress the meat, cut and pack it must be registered food businesses:

Slaughter	**Meat cutting/processing/packaging**
Supplier Business name	Supplier Business name
Risk Management Programme for slaughter and dressing of meat. Registration number:……………………	☐ Registered Risk Management Programme ☐ Approved Food Safety Programme ☐ Registered through Food Hygiene Regulations 1974
Contact Person:	Contact Person:
Phone:	Phone:
Fax:	Fax:
Address:	Address:
Lead time for placing an order (eg Mon for Wed)	Lead time for placing an order (eg Mon for Wed)
Delivery day(s): Mon Tue Wed Thu Fri Sat Sun	Delivery day(s): Mon Tue Wed Thu Fri Sat Sun
Goods supplied	Goods supplied
Comments	Comments

Diary and Records: Approved Suppliers Records

Meat can only be sold if it comes from our Approved Suppliers (see also '*Meat Sourcing'* and *'Meat Inventory'*). Businesses that slaughter and dress the meat, cut and pack it must be registered food businesses:

Meat cutting/processing/packaging	**Meat cutting/processing/packaging**
Supplier Business name	Supplier Business name
☐ Registered Risk Management Programme ☐ Approved Food Safety Programme ☐ Registered through Food Hygiene Regulations 1974	☐ Registered Risk Management Programme ☐ Approved Food Safety Programme ☐ Registered through Food Hygiene Regulations 1974
Contact Person:	Contact Person:
Phone:	Phone:
Fax:	Fax:
Address:	Address:
Lead time for placing an order (eg Mon for Wed)	Lead time for placing an order (eg Mon for Wed)
Delivery day(s): Mon Tue Wed Thu Fri Sat Sun	Delivery day(s): Mon Tue Wed Thu Fri Sat Sun
Goods supplied	Goods supplied
Comments	Comments

Diary and Records: Daily/Weekly Meat Inventory Records

Supplier	Reference	Date received	Cut	Date code	Date sold	Location sold	Meat gifted	Meat destroyed	Total Day/Week	Balance
EXAMPLE: Jones Bros.	Case 1	19.11.09	Rib eye (6 packs)	BB4: 26.11.09	20.11.09 – 3 packs	Town market	1 pack	nil	4	2

Diary and Records: Cleaning Schedule

! Facilities and equipment must be cleaned on a regular basis.

Walk through your stall, home base and any other support facilities and make a list of everything that needs cleaning. For each item, or group of items, write down what should be done to clean the items.

Procedures are needed for at least the stall, facilities at the home base, freezer(s), chiller(s) and chilly bins.

Review your schedule regularly and check that all cleaning is being done properly. Record in the Diary when cleaning tasks have been completed.

Items and areas to be cleaned	Frequency of cleaning					Method of cleaning (Including dilution of any chemicals)
	After use	Every shift	Daily	Weekly	Other	
Example Display chiller	√					detergent and warm water, rinsed with clean cold water, air dried

Diary and Records: Maintenance Schedule

Facilities and equipment must be maintained on a regular basis to ensure that they will keep the meat at the required temperatures, safe and suitable. Rubbish must be removed and any pests controlled.

Walk through your stall and home base facilities and make a list of everything that needs to be maintained. For each item, or group of items, write down what should be done to maintain them. Also write down your procedure for rubbish and pest management, including chemicals used, where any traps may be laid, or if appropriate the details of your pest contractor.

Review your schedule regularly and check that all maintenance is being done properly. Record the frequency (e.g. **daily, weekly, fortnightly, monthly, six monthly, yearly** etc.)

Programmened maintenance²				
Equipment / Item and description of maintenance activity	Frequency	Contractor/person responsible	Record in Diary date/time maintenance activities due and when carried out	Record in Diary any unplanned maintenance (eg call-outs) to correct problems Record date/time problem identified and date/time problem resolved
Example Display chiller. Check gassing and mechanics in accordance with manufacturers' servicing instructions	Quarterly	Brown Refrigeration Ltd. Tel. 04 123 4567	See Diary	See Diary

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² Remember to tick the box in the Diary to confirm when daily/weekly/fortnightly and four weekly maintenance tasks have been completed.