Ministry for Primary Industries
Manatū Ahu Matua

Name of business:

Food Control Plan
Food Service and Food Retail
Consultation

Specialist Retail –
Delicatessen Safe

For retail businesses that make and handle delicatessen products.

Add to the food service and retail *management and basics* section.

New Zealand Government

Growing and Protecting New Zealand

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Calculating shelf life

Goal

To provide information on the period of time that food is safe to eat and other necessary information for customers.

Act requirements:
• Food must be safe and suitable.

Why?

• Food for sale needs to meet the requirements of the Food Act 2014 and the Australia New Zealand Food Standards Code (the Code).
• When food is been taken out of its original packaging its shelf-life may change.
• Re-packaged food will need to be labelled with a date indicating the shelf-life.
• Food that is sold with inaccurate shelf-life information could make customers ill.

How this is done

The Code requires that:
• any packaged food with a shelf-life of less than two years be labelled with a date – Standard 1.2.5;
• food is safe up to, and including, the date marked;
• specific storage instructions are provided where necessary to ensure that the food will keep for the period indicated on the date mark – Standard 1.2.6;
• storage conditions must be achievable in distribution and retail;
• a seller must store food according to stated storage instructions.

Consideration also needs to be given to providing directions for use and storage after packaging has been opened where these are needed to keep food safe.

It is important that a business accurately calculates the shelf life of any product it makes that is not likely to be eaten within 5 days.

When original packaging is opened, the shelf-life calculated by the manufacturer will change. It is important to know how long the food will now keep for. The new shelf-life should take account of:
• the time needed to sell the food;
• a reasonable amount of time for a customer to use it.

Calculating shelf life when making products
• The shelf life of chilled, ready-to-eat (RTE) manufactured foods must be calculated to provide an accurate 'use-by' date.
• The shelf life of other foods must be calculated to provide an accurate "use-by" or "best-before" date – see *Food labelling*.

A *Date Marking User Guide to Standard 1.2.5 – Date Marking of Food For Sale* can be used to decide whether a "best-before" or a "use-by" date is appropriate for a food: **http://www.foodstandards.govt.nz/code/userguide/Documents/ Guide%20to%20Standard%201.2.5%20-%20Date%20 Marking%20of%20Food.pdf**

How this is done

Calculating shelf life when using products made elsewhere

The shelf life of a readily perishable food taken from its original wrapping must be calculated so that it can't be sold or used beyond its 'Use-by' date. This date is calculated from information provided with the food by the manufacturer or by asking the manufacturer:
• how the food needs to be handled once out of its original packaging; and
• how long the food will be safe to use.

A system is used that ensures the food can be sold within these limits while giving customers time to safely use it. Information about the system is kept at: (identify where this is)

_____.

The person responsible for operating the system is: (identify who this is)

_____.

An example of calculating the shelf life of an opened manufactured product is provided in *Guidance on calculating shelf-life*.

What if there is a problem?

Don't sell food unless you can accurately provide information about its shelf-life.

If you do not know if a food is within its 'Use-by' date, throw it away.

Write it down

When you take other manufacturers RTE products from the packaging and you don't use them straight away, list them with their opened shelf-life in the Ready-to-eat foods list.

Use the Ready-to-eat foods ▯ batch list to show how RTE products used/made/sold by the business meet their shelf-life

It is important to understand the range of matters that can affect the shelf life of the foods you make, such as:

- changes that may occur during processing and storage

- changing the storage conditions or repackaging

- factors in or around food that affect shelf-life

- the likely causes of deterioration and spoilage of the types of foods you make

- Information about these issues can be found at: **http://www.foodsafety.govt.nz/elibrary/ industry/determine-shelf-life-of-food/how-to-determine-the-shelf-life-of-food-revision.pdf**

Deli Safe

Food additives in deli products

Goal

To ensure that only permitted food additives are used to make meat products.

Act requirements:

- Food must be safe and suitable.

Why?

- Herbs, spices and other ingredients may be contaminated with harmful microorganisms.
- Using a validated and tried and tested recipe helps make a safe product.
- The Australia New Zealand Food Standards Code (the Code) prescribes certain food additives and their amounts that can be added to meat, poultry, game and other products
- If a non-permitted additive is in a food, or the amount of a permitted food additive exceeds the limit prescribed in the Code, safe limits may be exceeded.

How this is done

Reputable suppliers

All ingredients and packaging must come from reputable suppliers and must be suitable to use in the food made – see *Purchasing and receiving food*.

Food additives and ingredients permitted at certain levels by the Code

Check the Code for the requirements for the products that you make or sell at:

http://www.foodstandards.govt.nz/code/Pages/Food-Standards-Code-from-1-March-2016.aspx

Examples of food additive requirements are provided in the *Guidance Food additives*

What if there is a problem?

If a non-permitted food additive is in food, throw the food away.

If too much of a permitted additive is present in the finished product, the product must be thrown away unless it may be reworked using a process that is approved by a Food Safety Officer.

Review process to identify how this happened and work out how to prevent it happening again.

Write it down

Keep a record of your calculations of additives to confirm that your products meet requirements of the Code – either in the Diary or with your recipes.

Write down (e.g. in the Diary) what you did to deal with a problem, what you did with the food and what action you took to prevent this happening again.

Do I need to have a recipe written down?

Writing down and following a validated recipe is a way to help make sure that a safe product that meets compositional and other requirements is made each time. The recipe can also be used to check what should have been added to each batch against the batch records showing what was actually added.

Following a recipe and keeping a record of what went into each batch can also help you to show how you consistently meet a Standard.

Changing a tried and tested recipe may affect safety and composition of the product. Confirm – validate – that any change to the recipe, ingredients or process continues to produce a safe product that meets required Standards.

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Limits for harmful microbes in deli products

Goal

To ensure that deli products meet microbiological requirements.

Act requirements:
- Food must be safe and suitable.

Why?

- The Australia New Zealand Food Standards Code (the Code) sets levels for the maximum permissible number of harmful microbes that may be present in food products.
- Foods where microbiological limits aren't set in the Code may still contain harmful organisms if they aren't adequately processed and handled.

How this is done

Microbiological requirements of deli products

A check is made with suppliers that pre-packaged deli products comply with microbiological requirements of the Code – see also Food *composition – general, Listeria*.

Other foods that are not included in Standard 1.6.1 may also support the growth of harmful organisms. Guidance on microbiological levels for harmful organisms found in products such as pickled or salted meats, pate, salads, pasta, egg and other ready-to-eat products is at: **http://www.foodsafety.govt.nz/elibrary/industry/Microbiological_ Reference-Guide_Assess.pdf**

Further information about what a business needs to manage the risks from *Listeria monocytogenes* is found in the procedure for Listeria and throughout the plan.

Check the Code for the requirements for products that you make at: **http://www.foodstandards.govt.nz/code/Pages/Food-Standards-Code-from-1-March-2016.aspx**

Examples of limits for harmful microbes are provided in the **Guidance Limits for harmful microbes**.

What if there is a problem?

If a product doesn't meet microbiological limits it must be thrown away unless it may be reworked using a process that is approved by a Food Safety Officer.

Review practices to identify how this happened and take action to prevent it happening again.

Write it down

Keep a record to show how your products meet microbiological requirements of the Code either (e.g. in the Diary) or with your recipes.

You must write down (e.g. in the Diary) what you did to deal with a problem, what you did with the food and what action you took to prevent this happening again

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Composition of deli products

Goal

To ensure that deli products meet compositional requirements.

Act requirements:
- Food must be safe and suitable.

Why?

The Australia New Zealand Food Standards Code (the Code) applies definitions, composition and labelling requirements to meat and meat products.

How this is done

Compositional requirements for delicatessen products

A check is made that food sold complies with compositional requirements of the Code – see also *Food composition – general*. Check the Code for the requirements for the products that you make or sell at:

http://www.foodstandards.govt.nz/code/Pages/Food-Standards-Code-from-1-March-2016.aspx

What if there is a problem?

Products that don't meet compositional requirements but which are safe to eat may be reworked where the process produces a safe and suitable product.

Review practices to identify how this happened and work out how to prevent it happening again.

Write it down

Keep a record of your calculations to confirm that your products meet compositional requirements of the Code – either in the Diary or with your recipes.

Write down (e.g. in the Diary) what you did to deal with a problem, what you did with the food and what action you took to prevent this happening again.

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Food Control Plan

Defrosting frozen food

Goal

To ensure that thawing is done in ways that minimise contamination of other foods and food surfaces and prevent the growth and spread of microorganisms.

To ensure that defrosted food is thawed thoroughly before processing or sale.

To ensure that previously frozen food is not refrozen.

Act requirements:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Juices from thawing food may contain harmful microbes that might directly contaminate other foods and surfaces used for other foods and could make people ill.
- Food that is still frozen or partially frozen when cooked might not reach cooking temperature needed to destroy harmful microbes.
- Toxins from harmful organisms may have formed in defrosted products before they are refrozen and stored for further processing.

How this is done

Food must be defrosted completely (not frozen in the centre) before it is used as an ingredient (e.g. meat in a pie) unless a manufacturers' instructions say otherwise.

Food items that can be defrosted and sold in a thawed state must be thawed following manufacturer's instructions.

It is best to thaw food in a chiller. Plan ahead to allow enough time and space to defrost food – this helps ensure that temperature throughout the product remains uniform. Regularly check the chiller temperature to make sure that the food thaws evenly. Ambient or room temperature thawing is not recommended for readily perishable foods as surfaces will thaw and become warm while the centre remains frozen.

Defrosting food

Frozen readily perishable food being defrosted is (identify what you do):

☐ thawed following manufacturer's instructions;

☐ kept below 7°C during thawing;

☐ thawed in a way that has been demonstrated as minimising the growth of harmful microbes. This is done by: (state process)

Once thawed, food must be either:
- used as soon as possible; or
- stored chilled until ready to use within its date code; and
- stored so that drips cannot contaminate other foods or surfaces – for example:
  – in a dish or container to contain drip;
  – away from other foods;
  – below ready-to-eat food.

Thawing foods must be protected against contamination.

A check must be made that the centre of the food has defrosted before using.

Once thawed, food is not refrozen.

Customers must be informed if any thawed food should not be refrozen after purchase.

What if there is a problem?

Ready-to-eat readily perishable food that has not been thawed according to manufacturer's instructions, or has exceeded a temperature of 7°C during thawing must be thrown away.

Other readily perishable food which has exceeded a temperature of 7°C during thawing for no more than 4 hours but which will be processed to make it safe must be chilled to below 5°C until use or used straight away.

If food has not fully thawed, continue to defrost it until no ice crystals are left. Check again before either using or placing on display.

Speed up the defrosting process (e.g. divide the product into smaller portions).

Review training of staff.

Write it down

You must write down (e.g. in the Diary) what action you took if food was not properly defrosted.

💡 *Thawing tips*
If you regularly thaw the same type/size/weight of food, calculate how long it takes to do this so that you'll be able to allow the right amount of time in the future.

Note down the time you start to thaw the food, the temperature of the refrigerator it's being thawed in and the time when the centre of the food has defrosted.

Write it down

You must write down in the Cleaning schedule the surfaces and equipment used, when they need to be cleaned (and sanitised); how this is done, and by whom.

You must write down (e.g. in the Diary) what action you have taken if meat, poultry or fish has not been prepared correctly.

Preparing raw meat, poultry, fish

Goal

To prevent cross-contamination between meat, poultry, fish and other foods.

To hygienically prepare food and prevent microbes that may be present in food from multiplying to harmful numbers.

Act requirements:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Ingredients may need to meet requirements in the Australia New Zealand Food Standards Code (The Code).
- Harmful microbes will grow rapidly at temperatures between 5℃ to 60℃ (the temperature danger zone) and people may be made ill.
- Harmful microbes can contaminate food through unclean people, other foods, equipment and utensils.
- Food contaminated by chemicals can cause illness.
- Objects can fall into uncovered food affecting its suitability and/or safety.

How this is done

Places and equipment

Situations where cross-contamination could occur between ready-to-eat (RTE) foods and raw foods such as meat, poultry, fish and vegetables must be identified at the business – see Preventing cross-contamination, Allergens.

Where possible, surfaces, equipment and places used for preparing raw foods are different to those used for ready-to-eat food – see *Readily perishable foods, Chilled and frozen food storage*.

Surfaces and equipment used for preparing food must be in sound condition and clean before use.

Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items*

Good hand hygiene and personal hygiene practices must be followed – see *Hand hygiene and Personal hygiene*

All meat, poultry and fish must come from a reputable source – see *Purchasing and receiving goods*

Raw meat, poultry and fish must be prepared (identify which option(s) are applied):

☐ in a dedicated area that is physically separate from cooked or RTE food;

☐ in the same area, but separate from the area used for cooked or RTE food;

☐ in an area shared with cooked or RTE food but where processing and handling is carried out at different times. Thorough cleaning and sanitising must be carried out before RTE food is handled (raw food preparation should be after cooked or RTE food);

☐ using dedicated utensils (e.g. knives) for raw foods and for cooked and ready-to-eat foods;

☐ using shared utensils but with thorough cleaning and sanitising in between.

Meat, poultry and fish must be kept covered and chilled when not being prepared.

How this is done

Preparing

When preparing raw meat, poultry and fish:
- it must be suitable for its intended use.
- Ingredients must meet the requirements of the Code, Standard 2.2.1 – see Food composition, Composition of bakery products.
- it must be chilled or frozen as soon as possible after processing has been completed, or if intended to be sold hot, kept hot at or above 60℃ .
- packaging must be carried out hygienically and in ways that prevent cross-contamination from people, raw products and food surfaces.

Frozen food

Frozen meat, poultry and fish must be kept frozen solid until used or thawed. See *Chilled and frozen food and Defrosting frozen food*.

What if there is a problem?

Re-clean and sanitise surfaces and equipment that have not been cleaned (or sanitised) properly.

Find out why this happened and take action to prevent it happening again. Retrain staff where necessary.

Write it down

You must write down in the Cleaning schedule the surfaces and equipment used, when they need to be cleaned (and sanitised); how this is done, and by whom.

You must write down (e.g. in the Diary) what action you have taken if meat, poultry or fish has not been prepared correctly.

Example of keeping raw and RTE food preparation separate by time

A delicatessen follows the procedures identified in their Plan and cooks and cools poultry to make their own sandwich fillings. They don't have a dedicated raw poultry preparation area so use a preparation board that is identified for 'raw chicken only.' Other utensils used to prepare the poultry are used with other foods.

After checking that utensils are clean and have been sanitised the sandwich filling is made by taking cooled shredded cooked chicken from the 'fridge, adding other ingredients and making a batch of sandwiches. Excess filling is returned to the 'fridge. This is used to make additional sandwiches to order when the initial batch has been sold and any remaining filling is thrown away at the end of the day.

In the early afternoon, poultry is prepared for cooking. When the birds have been put in the oven, the preparation area, the preparation board and all the utensils are thoroughly cleaned, rinsed, sanitised and air dried. Cooked birds are taken out of the oven, the meat is taken off the bone and shredded, cooled and put in the fridge overnight. The area and utensils are thoroughly cleaned again.

Batters, marinades and coatings

Goal

To make and use batters, marinades and coatings in ways that prevent cross-contamination and the growth of harmful microbes.

To ensure that only permitted food additives are used in marinades and coatings.

Act requirements:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Batters, marinades and coatings can contain allergens that can be passed to meat and other food.
- Raw foods dipped into marinades and coatings can leave harmful microbes behind;
- The Food Standards Code Standard 1.3.1 only permits certain food additives to be added to meat, poultry, game and fish products;
- If more of a food additive is used than is permitted safe limits may be exceeded.

How this is done

Ingredients must be suitable for any products made – see *Purchasing and receiving food*.

Surfaces and equipment used for preparing food must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items*

Potential for cross-contamination between batters, marinades and coatings and other foods must be identified – see also Food allergens

Recipes must accurately calculate any prescribed food additives in meat products to meet the Code requirements – see *Additives in meat products, Food Composition – general and Food Composition of meat products, Food allergens, Food labelling*

Good hand hygiene and personal hygiene practices must be followed when marinating or coating seafood – see *Hand hygiene and Personal hygiene*

Batters, marinades and coatings

- Batters, marinades and coatings must be made-up and used either following manufacturers' instructions, or to own tried and tested recipes.
- Food additives that are only permitted in limited amounts must be added in quantities that ensure those limits are not exceeded in the final product.
- Made-up/bulk batters, coatings and marinades must either be stored chilled and covered until use; or stored following manufacturers' instructions.
- Batters, coatings and marinades must be applied hygienically and seafood stored chilled until it is either processed further or sold.
- Batters, marinades and coatings left over from processing are thrown away at the end of the processing day.

What if there is a problem?

If:
- own recipes are not followed, or manufacturers' instructions are ignored; or
- batters, marinades and coatings are not stored properly or are not discarded at the end of each day; or
- allergenic ingredients are allowed to cross-contaminate other products or are not identified in ingredients.

Identify what caused the problem, change practices and train/retrain staff to prevent a recurrence

Write it down

You must write down in the Cleaning schedule the surfaces and equipment used, when they need to be cleaned (and sanitised); how this is done, and by whom.

You must write down (e.g. in the Diary) what action you have taken if marinating or coating has not been carried out correctly.

Keep a copy of the recipe and method for each marinade and coating. This will help ensure consistency of ingredients each time it is made-up and accuracy of the formulation. This can be found (state where recipe kept):

Identify on the recipe ingredients containing allergens

Food Control Plan

Preparing deli foods

Goal

To make delicatessen foods in ways that prevent cross-contamination and the growth of harmful microbes.

To prevent harmful microbes that may be present in food from multiplying to harmful numbers.

Act requirements:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing unexpected or unreasonable substances.
- There must be procedures for controlling hazards at each processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Harmful microbes that can cause foodborne illnesses will grow at temperatures between 5ºC to 60ºC (the temperature danger zone).
- Harmful microbes can contaminate food through unclean people, other foods, equipment and utensils.
- Food contaminated by chemicals can cause illness
- Objects can fall into uncovered food affecting its suitability and/or safety.
- The Australia New Zealand Food Standards Code (the Code) places requirements on the composition of certain foods.

How this is done

Ingredients must be suitable for any products made – see *Purchasing and receiving food*.

The manufacture of speciality poultry, meat or fish products for retail sale must be carried out following the practices identified in the relevant procedures in the Plan e.g. *Baking Safe or Meat Safe or Seafood Safe*.

Situations where cross-contamination could occur between ready-to-eat (RTE) foods and raw foods such as meat, poultry, fish and vegetables must be identified at the business – see *Preventing cross-contamination, Allergens*.

Surfaces and equipment used for preparing food must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items in contact with food*.

Good hand hygiene and personal hygiene practices must be followed – see *Hand hygiene and Personal hygiene*.

Recipes must accurately calculate any prescribed food additives in meat products to meet the Code requirements – see *Additives in meat products, Food Composition – general and Food Composition of meat products, Food allergens, Food labelling*.

Preparing deli foods

Ready-to-eat deli food must be prepared and/or packaged (identify which applies):

☐ in a defined area that is separate from raw products, or

☐ in the same area but processing and handling is at a different time to raw products and with thorough cleaning and sanitising in between (RTE foods should be prepared before raw products).

Equipment used in preparing and/or packaging ready-to-eat deli food (e.g. knives, slicers, racking, packaging machinery) must be (identify which applies):

☐ dedicated to RTE food, or

☐ shared with other products with thorough cleaning and sanitising in between.

How this is done

RTE deli foods are [identify what applies]:

☐ manufactured/put together ☐ sliced/cut

☐ cooked/reheated ☐ repackaged

☐ other [state

_____ .

When handling RTE foods:
- Clean utensils must be provided for each type of food. These are:
  – regularly replaced throughout the trading day; or
  – regularly cleaned and sanitised throughout the trading day.
- Single-use items are thrown away after use.
- Other equipment used during assisted service is cleaned and sanitised regularly – e.g. at least daily.

Pre-packaged deli products
- Manufacturer's instructions (where provided) must be followed when storing and handling RTE delicatessen foods
- A check is made with suppliers that pre-packaged. delicatessen products are appropriately labelled – see *Labelling, Food Allergens, Composition*.

What if there is a problem?

Throw away:
- food that may have been contaminated;
- food that has not been processed and handled according to the Plan.

Damaged equipment is repaired before use or is replaced.

Dirty equipment is cleaned and sanitised before use.

Identify why this happened and take action to prevent it happening again. Review procedures and retrain staff where necessary.

Write it down

You must write down in the in the Cleaning schedule the surfaces and equipment used, when they need to be cleaned (and sanitised); how this is done, and by whom.

You must write down (e.g. in the Diary) what action you took if deli products were not prepared correctly.

List RTE products that are made by other businesses and are taken from the manufacturer's packaging in the Ready-to-eat foods list.

Use the Ready-to-eat foods – batch list to show how RTE products used/made/sold by the business meet their shelf-life.

List any reused foods and how they are kept safe in the Re-using food that has been on display record.

Keep a record of information provided by suppliers confirming the accurate composition of products.

Keep a record of information, such as sampling and laboratory records, e.g. with other records or in the Diary.

Preparing and making salads

Goal

To prepare ready-to-eat (RTE) salads (e.g. green, pasta, potato, rice) in ways that prevent cross-contamination and the growth of harmful microbes.

To prevent harmful microbes that may be present in food from multiplying to harmful numbers.

Act requirements:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing unexpected or unreasonable substances.
- There must be procedures for controlling hazards at each processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Harmful microbes that can cause foodborne illnesses will grow rapidly at temperatures between 5°C to 60°C (the temperature danger zone).
- Harmful microbes can contaminate food through unclean people, other foods, equipment and utensils.
- Food contaminated by chemicals can cause illness.
- Objects can fall into uncovered food affecting its suitability and/or safety.

How this is done

! Control of Listeria monocytogenes is an important part of this process (see also *Listeria* in the management section).

Situations where cross-contamination could occur between ready-to-eat foods and raw foods such as meat, poultry, fish and vegetables must be identified at the business – see *Preventing cross-contamination, Food Allergens*.

Where possible, surfaces, equipment and places used for preparing raw foods are different to those used for ready-to-eat food – see *Readily perishable foods, Chilled and frozen food storage*.

Surfaces and equipment used for preparing food must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items*.

Good hand hygiene and personal hygiene practices must be followed – see *Hand hygiene and Personal hygiene*.

Good practices must be followed when purchasing and receiving salad ingredients – see *Purchasing and receiving goods*;

Ingredients that are cooked before adding to the salad (e.g. pasta, potatoes, rice) must be processed and handled following good practices – see *Cooking, Cooling and freezing food*.

Preparation area and equipment hygiene

Salads must be prepared and/or packaged (identify which applies):

☐ in a defined area that is separate from other raw foods, or

☐ in the same area but at a different time to processing and handling raw food and with thorough cleaning and sanitising in between. (salad preparation should be before raw food preparation).

How this is done

Equipment used for preparing salads (e.g. knives, mixing bowls and packaging equipment) must be (identify which applies):

☐ dedicated to salad-making; or

☐ shared with the preparation of other foods with thorough cleaning and sanitising in between.

Ingredients and preparation
- Readily perishable food must be kept out of the temperature danger zone when not being prepared.
- Frozen ingredients must be kept frozen solid until used frozen or thawed.
- Manufacturer's instruction for product use must be followed where provided.
- Thawed food must not be refrozen – see *Defrosting frozen food*.
- Produce must be checked before preparation for signs of deterioration or spoilage including:
  – discolouration/appearance;
  – odour;
  – texture;
  – mould/slime.

Prepared salad is (identify which applies):
- packed in individual containers for self-service;
- stored in bulk and sold by assisted service – see Packaging equipment and materials and Handling, displaying, serving food;
- packaged and labelled for customer self-selection if not sold at end of trading day, and if within any 'Use-by' date – see *Reusing food that has been for sale*.

Batches of salad must not be mixed.

What if there is a problem?

If:
- own recipes are not followed, or manufacturer's instructions are ignored; or
- salads show signs of spoilage (discolour, smell, slime), or physical objects are present
- food is thrown away.

If a non-allergen salad becomes contaminated by an allergen it is no longer sold as being allergen-free

Identify what happened and take action to prevent a recurrence. Retrain staff where necessary.

Write it down

You must write down in the in the Cleaning schedule the surfaces and equipment used, when they need to be cleaned (and sanitised); how this is done, and by whom.

You must write down (e.g. in the Diary):

- temperature checks made of salads in storage and on display for sale

- what action you took if salads were not stored or prepared correctly.

Keep a copy of the recipe and method for each salad made. This will help ensure consistency of ingredients each time it is made-up and accuracy of the formulation. This can be found (state where recipe kept):

Identify on the recipe ingredients containing allergens

Deli dairy products

Goal

To prepare dairy products in ways that prevent cross-contamination and the growth of harmful microbes.

To prevent harmful microbes that may be present in food from multiplying to harmful numbers.

Act requirements:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing unexpected or unreasonable substances.
- There must be procedures for controlling hazards at each processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Harmful microbes that can cause foodborne illnesses will grow rapidly at temperatures between 5ºC to 60ºC (the temperature danger zone).
- Harmful microbes can contaminate food through unclean people, other foods, equipment and utensils.
- Food contaminated by chemicals can cause illness
- Objects can fall into uncovered food affecting its suitability and/or safety.

How this is done

> Control of *Listeria monocytogenes* is an important part of this process (see also *Listeria* in the management section).

This plan procedure only applies to the following dairy processes:
- **Making soft serve ice cream or yoghurt, gelato-type products and churning/freezing ice cream for scooping**
- **Cutting/slicing and re-packaging pre-made dairy products (e.g. cheese)**
- **Re-packaging dairy products from bulk (e.g. milk powder, protein powder), Scooping pre-made.**

If you want to make cheese or yoghurt with cultures, make ice cream (other than soft serve and gelato-type products), and other dairy products when operating with this plan you must speak to your verifier first.

Potential for cross-contamination between dairy products and other foods must be identified – see *Preparing deli foods, Allergens*;

Where possible, surfaces, equipment and places used for preparing raw foods are different to those used for ready-to-eat food – see *Readily perishable foods, Chilled and frozen food storage*.

Surfaces and equipment used for preparing food must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items*.

Good hand hygiene and personal hygiene practices must be followed – see *Hand hygiene and Personal hygiene*

Good practices are followed when purchasing and receiving dairy products – see *Purchasing and receiving goods*.

Processing, handling, storage and display

Equipment used for processing dairy products (e.g. knives, cheese wires, mixers, packaging equipment) must be (identify which applies):
- ☐ dedicated to the dairy product; or
- ☐ shared with the preparation of other foods with thorough cleaning and sanitising in between.

How this is done

Ingredients and preparation
- Dairy products must be kept at temperature appropriate to the product when not being prepared.
- Frozen ingredients must be kept frozen solid until used frozen or thawed.
- Manufacturer's instruction for product use must be followed where provided.
- Thawed food must not be refrozen – see *Defrosting frozen food*.

See also *Serving ice cream and making milkshakes*

Dairy products are (identify which applies):
- ☐ packed in individual containers for self-service;
- ☐ stored in bulk and sold by assisted service – see Packaging equipment and materials and Handling, displaying, serving food;

Batches of dairy products must not be mixed.

Dairy products must be stored and displayed:
- according to manufacturer's instructions, or
- If chilled, at no more than 5ºC; or
- If intended to be frozen, frozen solid; or
- according to good practices for temperature and humidity associated with the type of product and the method used to manufacture it – e.g. cheese (see table below for examples).

Moisture content (%)	Examples of cheese type and storage method
50-85%	Soft Cheeses – refrigerated Unripened e.g. Cottage, Quark, Cream, Mozzarella (soft variety). Ripened e.g. Camembert, Brie, Neufchatel, Caciotta. Salt-cured or pickled e.g. Feta, Domiata.
39-50%	Semi soft – refrigerated Ripened principally by internal mould growth e.g. Stilton, Roquefort, Gorgonzola, Danish Blue Ripened by bacteria and surface micro-organisms, e.g. Limburger, Brick, Trappist, Port Salut. Ripened primarily by bacteria e.g. Bel Paesa, Pasta Filata, Provolone, Brick, Gouda, Edam.
<39%	Hard – kept cool Without eyes, ripened by bacteria e.g. Cheddar, Caciocavallo. With eyes, ripened by bacteria e.g. Emmental, Gruyere.
<34%	Very hard – kept cool e.g. Asiago old, Parmesan, Romano, Grana.

See also – *Serving ice cream and making milkshakes*

What if there is a problem?

If manufacturer's instructions are ignored, identify what happened and take action to prevent a recurrence. Retrain staff where necessary.

Contaminated food is thrown away.

Write it down

You must write down in the in the Cleaning schedule the surfaces and equipment used, when they need to be cleaned (and sanitised); how this is done, and by whom.

You must write down (e.g. in the Diary):

• temperature checks made of dairy products in storage and on display for sale

• what action you took if dairy products were not stored or prepared correctly.

List RTE dairy products made by other businesses that are taken from the manufacturer's packaging in the Ready-to-eat foods list.

Use the Ready-to-eat foods – batch list to show how RTE dairy products sold by the business meet their shelf-life.

! **Important information**

Making cheese, ice cream and other dairy products

The manufacture of dairy products other than soft serve ice cream, gelato or yoghurt is not covered by this plan and if you want to make them you will need to make changes to your plan. There are a range of template Risk Management Programmes (RMP) developed under the Animal Products Act 1999 for the manufacture and sale of dairy products for the domestic market (New Zealand and Australia) that may be useful in developing your plan further. See:

Cheese – **http://www.foodsafety.govt.nz/elibrary/industry/template-dairy-processors-cheese/**

Ice cream: **http://www.foodsafety.govt.nz/elibrary/industry/dairy-processors-cream-template-guidance/**

Yoghurt at: **http://www.foodsafety.govt.nz/elibrary/industry/template-dairy-processors-yoghurt/**

Sushi made using acidified sushi

Goal

To make acidified sushi rice that has a pH of 4.6 or below to enable sushi rice and sushi to be held at temperatures between 5ºC and 15ºC for a period of up to eight hours for nigiri pieces, and up to 12 hours for nori rolls.

The Act requires:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food.
- There must be procedures in place that prevent, eliminate or reduce hazards during the production, processing and handling of food.
- Food must be safe and suitable.

Why?

- Adding vinegar solution to rice makes the rice acidic
- Harmful microbes cannot grow well in acidic food (pH 4.6 or below).

How this is done

This procedure provides for requirements on the safe preparation of sushi (nigiri pieces and nori rolls) using sushi rice.

It does not replace the need to follow other relevant procedures in the Food Control Plan e.g. *Displaying and self service*.

Non-acidified rice and sushi made with non-acidified rice can be kept between 5°C and 15°C for no more than 4 hours – see *Display and self service*.

Sushi Rice

- This procedure does not cover sushi made with brown rice.
- Cooked rice must be cooled from 60°C to 21°C in the first 2 hours and to 15°C, or colder, in another 4 hours.
- The pH of the sushi rice must be at a pH of 4.6 or lower. To do this a vinegar solution must be added to the rice as soon as it is cooked.
- To measure the pH, you must take a sample of the acidified rice and mix it with a little bit of water. pH is measured using:

☐ pH strip

☐ pH paper

☐ calibrated pH meter

- Acidified rice must only be stored outside of temperature control for up to 8 hours after which it must be discarded.
- Acidified rice must be protected from contamination when not being used to make sushi.
- Leftover (refrigerated) rice must not be mixed with a newly prepared batch of rice.

Preparation

- You must ensure all ingredients are clean and free from contamination. This is done by (tick the boxes as it applies):

☐ purchasing readily perishable ingredients in sealed packaging;

☐ fruit and vegetable ingredients are thoroughly washed before use;

☐ separate raw and ready-to-eat ingredients (to minimise cross-contamination).

- Ingredients are handled as little as possible.
- All utensils used are clean and if necessary sanitized.

How this is done

Display

- Nigiri pieces must be held at a temperature of no more than 15°C for no longer than 8 hours. Nigiri pieces that have not been eaten within 8 hours must be thrown away.
- Nori rolls must be held at a temperature of no more than 15°C for no longer than 12 hours. Nori rolls that have not been eaten within 12 hours must be thrown away.
- Onigiri must be stored under refrigeration at or below 5°C at all times, as the rice is not acidified.

The following table shows the shelf-life when sushi rice, and rice combined with sushi ingredients, is kept at between 5°C to 15°C.

	Acidified rice	Sushi assembly	Display
Nigiri	Up to a combined total of 8 hours Example: nigiri pieces are assembled straight after the rice has been acidified. These may be kept for up to 8 hours at between 5°C and 15°C.		
	Example 2: the acidified rice is kept at between 5°C and 15°C for 2 hours before the nigiri pieces are assembled. The pieces may be kept for up to 6 hours at between 5°C and 15°C.		
Nori	Up to a combined total of 12 hours Example: The acidified rice is kept at between 5°C and 15°C for 6 hours before nori rolls are assembled. The nori rolls may be kept for up to 6 hours at between 5°C and 15°C.		
Onigiri	Stored under refrigeration (at or below 5°C).		

'Nigiri' is a piece of raw or cooked ingredient placed on top of sushi rice.

'Nori' is sushi rice, raw or cooked seafood, vegetables or other ingredients rolled in seaweed sheets.

'Onigiri' is sushi rice (not acidified) and shaped into a triangle or oval shape. Onigiri can be plain or contain a filling in the middle.

Write it down

You must write down the pH of each batch of rice that is tested in the Sushi Rice pH Record.

What if there is a problem?

If the pH of the rice is above 4.6, the volume of vinegar solution being added must be increased. You must then re-test the pH of the rice until the correct pH is reached.

Keep a note of the amount of vinegar solution required to achieve the correct pH in one kilogram of rice

Make sure everyone who prepares the sushi rice knows the correct amount to use each time.

Re-train staff in correct food handling procedures if necessary.

You must throw away any sushi products, or their ingredients, that may have been contaminated through poor handling.

You must write down what you did in the daily page of the Diary.

Food Control Plan

Cooking meat and poultry

Goal

To ensure that meat and poultry, (e.g. a roast joint, a sausage roll, a rotisserie chicken) is thoroughly cooked at the centre of the thickest part.

Act requirements:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- If meat, and especially poultry, is not cooked thoroughly all the way through to kill harmful microbes people could be made ill.

How this is done

Meat and poultry must be prepared hygienically – see *Preventing cross-contamination, Preparing raw meat, poultry, fish, Defrosting frozen food.*

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items, Maintenance and Allergens*

Good hand hygiene and personal hygiene practices must be followed when handling food – see *Hand hygiene and Personal hygiene.*

Poultry must be always cooked thoroughly and never sold medium or rare.

Meat – unless it is to customer order for immediate consumption – must be cooked-through thoroughly using this procedure.

When using a thermometer the procedure Checking temperatures and calibrating thermometers is followed.

Cooking meat and poultry
- Manufacturer's instructions must be followed to programme cooking equipment.
- Cooking equipment (e.g. oven) must be pre-heated before cooking starts.
- Meat and poultry must be cooked so that the centre of the thickest part either exceeds 75°C or reaches one of the temperature/time combinations below:

Internal temperature	Time
60°C	For 45 minutes
63°C	For 18 minutes
65°C	For 10 minutes
68°C	For 4 minutes
70°C	For 2 minutes
73°C	For 1 minute
75°C	For 15 seconds

Checking meat or poultry is cooked

Any cold spot in the cooking chamber must be taken into account when cooking products.

How this is done

Processed meats must be cooked according to the procedure for Bakery products containing processed meat, poultry, fish in Baking and finishing.

Meat and poultry that is cooked for immediate consumption must be cooked following the *Serve Safe procedures Cooking poultry and Cooking.*

A thermometer (probe or Infra-red (IR)) must be used to check that the thickest part of the meat (the centre of a meat joint, or breast or innermost part of the thigh of poultry) has reached a temperature of at least 75°C or one of the time/temperature combinations above. This must be done in one of the following ways, either:
- each time a meat or poultry item is cooked the temperature is measured; or
- each time a batch of the same items is cooked, the temperature of one item in the batch is measured (taken from a different place each time); or
- when a proven cooking procedure is followed, a one cooked item is checked periodically, to confirm that the necessary temperature has been reached for the required time – see *Validating a cooking process and Checking meat and poultry is cooked.*

It is not necessary to temperature probe diced or thinly sliced meat and poultry because smaller pieces are more likely to cook through to the middle easily. It's also hard to take an accurate reading.

What if there is a problem?

If meat or poultry does not reach a high enough temperature, keep cooking until it does

When meat or poultry being cooked using a standard time/temperature setting is found not to have been cooked properly, find out why. Here are questions to ask:
- Was the procedure followed correctly?
- Was there a cold spot or does the equipment (e.g., oven) need repairing?
- Was a different size of food (e.g. meat joint or bird) used?

Identify what needs to be done to prevent this happening again.

Retrain staff if necessary.

Write it down

You must keep a record of the temperatures that meat and poultry items are cooked to.

Write down in the Checking meat and poultry is cooked procedure each item cooked and identify which option will be used to check that it is cooked thoroughly.

Meat and poultry cooked using a standard time/temperature setting

You must:

• Write down the checks that have been made to prove that the time/temperature combination will either cook the thickest part of the food to at least 75oC or will ensure that the food is kept at the required temperature for the necessary time – see Validating a cooking process.

• Write down (e.g. in the Diary) the temperatures of meat or poultry that is checked regularly (e.g. weekly or every fifth batch) to ensure that the cooking process still works as intended.

Meat and poultry cooked that are cooked not using a standard time/temperature setting

Every time the food is cooked, you must write down the temperature of each item, or the one item from a batch, checked in the Cooking meat and poultry temperature record.

In addition, you must:

• Write down (e.g. in the Diary) the action taken if food didn't reach a safe temperature.

• Write down in the Cleaning schedule the surfaces and equipment used and how/when they are cleaned (and sanitised); and by whom.

Validating a cooking process

This is what you can do if you regularly cook a meat or poultry item – such as rotisserie-cooking a chicken, roasting a joint, cooking a meat pie, boiling a ham or hot-smoking sausages – and you don't want to check its temperature each time you cook it.

You must use the same equipment and the same standard ingredients (the same size or weight of the same type of food) each time you cook the product. The following process will enable you to demonstrate (i.e. validate) that a standard cooking procedure will properly cook the food. If you want to validate your cooking process you must follow the steps in this procedure.

1. Cook using a standard cooking method (e.g. a temperature setting for a set time).

2. At the end of the set time, check the temperature of the centre of the thickest part of the food item with a probe thermometer to measure if it has either exceeded 75ºC or met one of the time/temperature combinations from the table below.

Internal temperature	Time	Internal temperature	Time
60ºC	For 45 minutes	**68ºC**	For 4 minutes
63ºC	For 18 minutes	**70ºC**	For 2 minutes
65ºC	For 10 minutes	**73ºC**	For 1 minute

3. Write down the result of your time/temperature checks in the table below.

4. Repeat the standard cooking method in steps 1 and 2 on at least three separate occasions until confident a safe temperature will be consistently reached for the time required.

If the food does not reach a safe temperature on three occasions increase the cooking time and/or cooking temperature and repeat steps 1-3 above.

When you are confident that the standard procedure ensures that the food is cooked, regularly check with a probe thermometer (e.g. once-a-week, or every fifth batch) that the cooking method continues to work as planned.

Food item and description (recipe, size/weight, thickness):							
	Select the temperature the poultry item will be cooked to: [tick as appropriate]						
	☐ Cooked to higher than 75ºC		☐ Cooked at _____ ºC for _____ minutes				
	Cooking details						
Date	Method (How was the food cooked?) What equipment was used? What cooker temperature setting was used? Where was the probed sample positioned in the cooker?	Time started cooking	1st probe* time	1st probe* temp	2nd probe time	2nd probe temp	Initials
1st							
2nd							
3rd							

*if the temperature is higher than 75ºC it isn't necessary to probe a second time

Food item and description (recipe, size/weight, thickness):							
	Select the temperature the poultry item will be cooked to: [tick as appropriate]						
	☐ Cooked to higher than 75ºC		☐ Cooked at _____ ºC for _____ minutes				
	Cooking details						
Date	Method (How was the food cooked?) What equipment was used? What cooker temperature setting was used? Where was the probed sample positioned in the cooker?	Time started cooking	1st probe* time	1st probe* temp	2nd probe time	2nd probe temp	Initials
1st							
2nd							
3rd							

*if the temperature is higher than 75ºC it isn't necessary to probe a second time
You can make copies of the above validation tables if you have other items that you cook this way.

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Checking meat and poultry items are cooked

Meat, poultry and foods containing raw meat and poultry that are cooked on-site must be thoroughly cooked. The table below enables you to identify the process followed for each meat or poultry item to ensure that it is properly cooked.

Write it down

Sse the table below to identify and record which checks are done to make sure that meat and poultry items are properly cooked.

Step 1 – n column A write down all the meat and poultry items that need checking.

Step 2 – In column E tick the box to show that either the item will be cooked to more than 75ºC, or identify the time/temperature that has been validated as thoroughly cooking the item.

Step 3 – In columns B to D identify how you check that each item is properly cooked.

- If you temperature probe each item every time it's cooked tick the box in column B. Each time you cook this item write the temperature it has been cooked to on the Cooking temperature record.
- If you cook a number of the same items together and temperature probe one item in each batch, tick the box in column C. Each time you cook a batch of this item write the temperature of the probed item on the Cooking temperature record.
- If you have a proven time/temperature setting for the item (you have completed the Validating a cooking process procedure for that item) tick the box in column D. Then regularly – such as once a week, or every fifth time that the item is cooked – measure the temperature when cooking the item to confirm that the time/temperature still cooks it.
- Write this temperature in the Diary..

Internal temperature	Time	Internal temperature	Time
60ºC	For 45 minutes	**68ºC**	For 4 minutes
63ºC	For 18 minutes	**70ºC**	For 2 minutes
65ºC	For 10 minutes	**73ºC**	For 1 minute

A	Temperature probe (tick as appropriate)			E
Meat or poultry item (list each type of food)	**B** **Every dish, every time**	**C** **One item in every batch**	**D** **One item regularly, e.g. once a week or every 5th batch**	**Temperature item must reach in thickest part (tick as appropriate)**
				☐ 75ºC or ☐ ___ ºC for ___ mins
				☐ 75ºC or ☐ ___ ºC for ___ mins
				☐ 75ºC or ☐ ___ ºC for ___ mins
				☐ 75ºC or ☐ ___ ºC for ___ mins
				☐ 75ºC or ☐ ___ ºC for ___ mins
				☐ 75ºC or ☐ ___ ºC for ___ mins
				☐ 75ºC or ☐ ___ ºC for ___ mins
				☐ 75ºC or ☐ ___ ºC for ___ mins
				☐ 75ºC or ☐ ___ ºC for ___ mins

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Food Control Plan

Cooking other foods

Goal

To ensure food other than meat and poultry is properly cooked.

Act requirements:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Harmful microbes are present in many foods. Cooking (and reheating) can kill harmful microbes.

How this is done

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items, Maintenance and Allergens*

Food must be prepared hygienically – see *Preventing cross-contamination, Preparing raw meat, poultry, fish, Defrosting frozen food*.

Cooking equipment must be checked for cold spots – see *Maintenance*

Good hand hygiene and personal hygiene practices must be followed when cooking food – see *Hand Hygiene and Personal hygiene*

When using a thermometer the procedure Checking temperatures and calibrating thermometers is followed.

Meat and poultry

Meat and poultry items must be cooked following the *Cooking meat and poultry* procedure

Bakery products (e.g. pre-made frozen or chilled doughs, powder pre-mixes)
- ☐ manufacturers instructions must be followed when handling, cooking or re-heating manufactured products
- ☐ a time/temperature setting must be identified that will consistently cook food thoroughly
- ☐ doughs, batters, mixes and pre-made foods must be cooked-through thoroughly

Liquids (e.g. sauces, pie filling)
- Cold spots are avoided (e.g. by stirring frequently) so that an even temperature is reached.
- Liquids are brought to a boil.

Eggs
- Whole eggs must be free from cracks, are clean and used within their 'best-before' date.
- Pasteurised egg-pulp is used for lightly-cooked foods.
- Egg-pulp must be used in accordance with its date mark.

Fish and Shellfish

Fish and shellfish must be checked for thorough cooking
- Look for change in colour and texture when cooked – for fish this will depend on the species.
- Prawns will turn from blue-grey to pink and scallops become milky white and firm when cooked.

How this is done

- Before cooking, any mussel or clam with a damaged shell or an open shell that won't close when tapped is thrown away as it may not be safe to eat.
- To check that a mussel or clam is cooked, make sure the shell is open and that the mussel or clam has shrunk inside the shell. If the shell has not opened during cooking, throw it away.

Processed foods

Products must be cooked according to any manufacturers' instructions, if provided.

Frozen products
- Products that need to be thawed before cooking must be thoroughly defrosted – see Defrosting frozen food;
- Manufacturer's instructions must be followed when cooking products designed to be cooked from frozen;
- Cooked food must be checked that it has been cooked-through thoroughly.

Making 'allergen-free' or 'gluten-free' products

Products that are sold as not containing allergens or gluten or similar must be processed and handled so as not to become contaminated by products that contain allergens or the 'free' ingredient, such as by:
- making and handling products known to contain allergens/gluten after other products with thorough cleaning in between;
- ensuring allergen/gluten-free products are always stored/retarded/proved/baked/displayed etc. so as not to come into contact with other products;
- Equipment used with allergen/gluten-free products – e.g. scale pans, mixer, divider, moulder, tins, trays, knives etc. – are (identify which applies):
- dedicated for use with allergen/gluten-free foods and stored separately; or
- cleaned thoroughly before using with allergen-free food – see *Cleaning*.

See also *Preventing cross-contamination, Food allergies*

What if there is a problem?

An ammonia smell in fish is a sign of decomposition and product must not be sold.

If food is undercooked, cook it for longer.

If this happens frequently, check recipes and change cooking times and/or temperatures, or divide food into smaller quantities or use different equipment.

Retrain staff as necessary.

Write it down

If food does not cook properly when following set recipes and procedures you must record (e.g. in the Diary) what you did with the food and what action you took to prevent this happening again.

Cooling hot food and freezing food

Goal

To cool hot readily perishable food quickly to minimise the length of time it spends in the temperature danger zone.

To freeze foods safely.

Act requirements:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Food that is not chilled quickly and completely, and food in the temperature danger zone (5°C to 60°C) will allow harmful microbes to grow that can make people ill.
- Cooked and chilled ready-to-eat (RTE) food can be contaminated by Listeria and other harmful microbes after cooking by poor handling and cleaning practices.
- Frozen food that is not completely frozen will spoil before the end of its shelf-life and could allow harmful microbes to grow.

How this is done

> Control of *Listeria monocytogenes* is an important part of this process (see also *Listeria* in the management section).

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use - see *Cleaning and Equipment, packaging and other items, Maintenance and Food Allergens*

Good hand hygiene and personal hygiene practices must be followed when handling food - see *Hand Hygiene and Personal hygiene*

When using a thermometer the procedure Checking temperatures and calibrating thermometers is followed.

When hot, readily perishable food that is cooling reaches 60°C, further cooling must be done quickly so that it spends the least amount of time in the temperature danger zone.

Cooling hot food

Hot readily perishable food must be:
- cooled quickly to 5°C or below;
- protected from contamination during cooling.

This must be done by (identify method(s) used):
- cooling from 60°C to 21°C in 2 hours and from 21°C to 5°C within a further 4 hours (total time max. 6 hours). Food is regularly checked to ensure it has cooled within this time frame using a probe thermometer; or
- cooling using a method that has been validated to show that food is kept safe. Validation documents are available at (identify where this information is kept):

See also *Readily perishable food, Checking temperatures and calibrating thermometers*.

Ways to speed up cooling include:
- using a blast chiller;
- putting food into thin layers in a large tray made of a material (e.g. metal) that conducts heat well;
- dividing food into smaller portions to increase surface area;
- hanging or placing food on a rack to improve air circulation around it;

How this is done

- moving hot food to a colder area;
- placing sealed packs of food into cold/iced water;
- standing pans of hot food in cold/iced water;
- stirring hot liquid as it cools;
- using the "cool" setting on an oven or prover (the oven/prover needs to be cool first!).

Using cooled food

Readily perishable RTE food that has been cooked and cooled must be stored at or below 5°C. This food is either: (identify method(s) used)
- marked with the date it was cooked and cooled. It is then used, or sold to consumers to use, within 5 days of cooling; or
- provided with a 'use-by' date that has been calculated to ensure that the food will be safe to eat until this time – see Calculating shelf life, Chilled and frozen food storage.

Freezing food

- food for freezing must be processed and handled in accordance with procedures in the Plan;
- food must be frozen rapidly until it is frozen solid;
- food must not be frozen after its "use-by" or "best-before" date;
- food for freezing is best frozen when it is fresh, not at the end of its shelf-life;
- food freezes quicker when it is:
  - packaged in small quantities;
  - placed in the freezer in a way that allows cold air to come into contact with as much of the surface as possible.

What if there is a problem?

If cooked readily perishable food has not been:
- cooled from 60°C to 21°C in two hours and from 21°C to 5°C in a further 4 hours; or
- cooled using a validated method;

it must be thrown away.

Try alternative cooling methods to find one that will cool food to 5°C within the frequired time.

Cooked and cooled readily perishable RTE food that does not have an accurately calculated "use-by" date and which has not been used within 5 days of cooling must be thrown away.

Write it down

You must write down (e.g. in the Diary):

• The temperature checks made on food items that have been cooled down.

• Any problems that you have had in cooling food to 5oC in the required time and what action you took.

• Any problems that you have had in freezing food and what action you took.

• Details of any items that you have had to throw away.

• Details of any other matters that you followed-up as a result of the above (e.g. staff training, review of cooling/freezing methods).

! Take care when putting cooling food in a chiller that it is not so hot that it raises the temperature of other food.

Food Control Plan

Deli Safe

Hot holding food

Goal

To keep hot food at a safe temperature.

Act requirements:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Food in the temperature danger zone (5ºC to 60ºC) will allow the rapid growth of harmful microbes that can make people ill.

How this is done

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items, Maintenance and Allergens*.

Good hand hygiene and personal hygiene practices must be followed when handling food – see *Hand Hygiene and Personal hygiene*.

When using a thermometer the procedure Checking temperatures and calibrating thermometers is followed.

Food must either be thoroughly cooked or reheated-through FIRST before it is hot-held – see *Reheating food*. Manufacturer's instructions for using hot-holding equipment must be followed where these are available.

Hot holding

Hot-holding equipment such as warming cabinets:
- must be capable of keeping food above 60ºC;
- must not be overloaded.

Hot-held food for customer self-selection must be: [identify which applies]

☐ Pre-wrapped before it is hot-held.

☐ Un-wrapped but covered to protect it from contamination.
- Utensils that are provided to assist customers handle hot foods must be kept clean;
- Food that is hot-held for more than 2 hours must be temperature-checked every 2 hours throughout the trading day to ensure that it is above 60ºC;
- Displays of unwrapped foods must be regularly checked to ensure that they are protected from contamination and that there are sufficient clean utensils provided for customers to use;
- New batches of food must not be mixed with old batches;
- Hot-held food that has been kept at 60ºC or above must, at the end of the trading day, be either [tick which applies]:

☐ If suitable for use the following day – cooled down and stored below 5ºC and sold cold; or

☐ thrown out;

☐ other (please state) Shaded space for writing.

See *Cooling hot food and freezing food, Reusing food that has been for sale, Food labelling*.

How this is done

A probe or infra-red thermometer must be used to check the temperature of food that has been hot held for longer than 2 hours. See *Checking temperatures and calibrating thermometers*.

What if there is a problem?

If hot food is at a temperature between 60ºC and 5ºC for more than 2 hours it must either be used straightaway or be thrown away.

Replace food and/or utensils that could have become contaminated through poor food handling practices or misuse.

Throw away food that may have been contaminated by staff or customers.

Retrain staff where necessary.

Write it down

You must:

- Write down in the Hot-held food record the temperature of food that has been hot-held for 2 hours or longer.

- Write down (e.g. in the Diary) any problems that you have had in hot-holding food at an internal temperature of 60oC and what action you took.

- Write down (e.g. in the Diary) any items that you have had to throw away, and why and any matters that might need following up (e.g. maintenance, training, review of cleaning schedule etc.).

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Reheating food

Goal

To reheat food quickly and thoroughly.

To reduce the amount of time readily perishable food is held in the temperature danger zone.

The Act requires:
- Food must be processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Microbes can survive in food that is not thoroughly reheated to the centre.
- Food in the temperature danger zone (5°C to 60°C) will allow harmful microbes to grow that can make people ill.
- Repeatedly reheating and cooling food can allow microbes to grow that produce toxins which are not destroyed by heat.

How this is done

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning; Equipment, packaging and other items; Maintenance;* and *Allergens*.

Good hand hygiene and personal hygiene practices must be followed when handling food – see *Hand hygiene and Personal hygiene*.

When using a thermometer the procedure *Checking temperatures and calibrating thermometers* is followed.

Only food that has been cooked and then chilled straight away (cook-chill) (e.g. by following the Cooling hot food and freezing food procedure) may be reheated. Food that has been hot-held and then chilled must, if it is safe and suitable for further use, be used cold; otherwise it should be thrown away – see *Re-using food that has been for sale*.

Food must not be reheated more than once before it is sold.

Reheat food well

Only equipment that can reheat food effectively must be used. Warming cabinets must not be used to reheat food because they can't reheat food quickly enough.

The following equipment is used to reheat food [tick which applies]:

- ☐ microwave (note: observe mixing and standing times);
- ☐ convection/fan oven;
- ☐ pot/pan etc;
- ☐ other (state what equipment used) _____.

When reheating cook-chill foods containing meat or poultry a thermometer must be used to check that it reaches an internal temperature of 75°C or more – see *Checking meat and poultry is cooked*.

Where possible stir or mix food to make sure there are no cold spots and the food is evenly reheated.

Other foods must be checked that they have been reheated thoroughly all the way through.

What if there is a problem?

If food does not reheat sufficiently increase temperature and/ or reheating time.

If reheated food is cooled and reheated further, find out why and take action to stop it happening again and, if needed, retrain staff.

Write it down

Once a week you must write down (eg in the Diary) the temperature of one food item that has been reheated.

You must also write down (e.g. in the Diary):

- any problem that you had in reheating food, what you did and what action you took to stop it happening again.

- any items that you have had to throw away and why.

Use of plastics in microwave ovens

- *Avoid direct contact of plastic film with food when using it to reheat food. Clean white absorbent kitchen paper may be a preferable alternative to prevent splatter;*

- *Only use plastic containers designed for use in the microwave. Other containers may seem okay to use, but may not be suitable for use at high temperatures (e.g. ice cream containers may not be designed for exposure to high temperatures);*

- *As chemical migration is more likely to occur into hot fatty foods, glass containers are a suitable choice for heating these products.*

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Handling, displaying, serving ready-to-eat food

Goal

To safely handle, display and serve readily perishable and ready-to-eat (RTE) foods.

Act requirements:
- Food must be produced or processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Food in the temperature danger zone (5ºC to 60ºC) will allow harmful microbes to grow that can make people ill.
- Harmful microbes can contaminate food through unclean people, other foods, equipment and utensils.
- Food contaminated by chemicals or toxins can cause illness.
- Objects can fall into uncovered food affecting its suitability and/or safety.

How this is done

! Control of *Listeria monocytogenes* is an important part of this process (see also *Listeria* in the management section).

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items, Maintenance and Allergens*

Good hand hygiene and personal hygiene practices must be followed when handling food – see *Hand Hygiene and Personal hygiene*

Products that are not in packaging must be protected from contamination. Displays of food for customer self-selection must be regularly checked that food is protected from contamination, clean utensils are provided, and any temperature control is operating to keep food at the necessary temperature.

Information about foods that must be kept cold or hot to keep them safe is in *Readily perishable food*.

Handling at assisted service displays

RTE foods that are taken out of manufacturers packaging are [tick activity(ies)]:

☐ sliced/cut

☐ displayed

☐ repackaged

☐ other [state] _____ .

See also *Slicing and packaging, Calculating shelf life*

Food must be made available for assisted service as soon as possible after being removed from manufacturers packaging.

When handling RTE foods:
- Clean utensils must be provided for each type of food. Dirty re-useable utensils are:
  – regularly replaced throughout the trading day; or
  – regularly cleaned and sanitised throughout the trading day.

How this is done

- Single-use items must be thrown away after use.
- Other equipment used during assisted service is cleaned and sanitised regularly – e.g. at least daily.

Display for sale

Ready-to-eat food must be kept apart from raw food and non-food retail items.

Readily perishable food must be displayed:
- at a temperature specified by the manufacturer, or
- if displayed cold, at a temperature of no more than 5ºC; or
- if displayed hot, at a temperature of not less than 60ºC; or
- frozen solid if a frozen food;

Readily perishable food must not be kept out of temperature control for longer than necessary (e.g. when re-stocking displays).

Readily perishable food must be given a shelf-life by: [tick method(s) that apply]

☐ storing chilled and selling to consumers for using within 5 days of manufacture

☐ using information specified by the manufacturer. This information can be found at: _____ .

☐ using information identified through technical assessment. Assessments are found at: _____ .

See also *Calculating shelf life*.

Customers must be informed of any thawed food that must not be refrozen after purchase – see *Defrosting frozen food*.

Handling and serving
- Where raw and RTE foods could be handled at the same time (such as when attending to a customer order) whenever possible, all RTE foods are handled before raw foods.
- Directly touching RTE food (e.g. with hands) must be prevented. Hands must be clean whenever handling and serving RTE foods. Wherever possible a clean utensil, or a clean surface (such as wrapping film) must be used to prevent hand contact with RTE foods.

How this is done

- Equipment and utensils used for raw foods must not be used for cooked or RTE foods unless they have been cleaned and sanitised before being used.
- Foods made on-site and on display must either:
  - have information (on or close-by) so that customers can make an informed choice; or
  - have staff able to provide information about the food if they are asked by a customer.
- New batches of food must not be mixed with old batches.

Food on display at end of trading

Wrapped and unwrapped readily perishable food on display must be thrown away unless it will be safe and suitable for use the next day (e.g. it is within its Use-by date and has not been displayed in the temperature danger zone).

It must be either kept in a chiller (if chilled) or freezer (if frozen).

See also *Re-using food that has been on display*

What if there is a problem?

Throw away:
- food that has been contaminated by dirty equipment or where contamination is suspected;
- food beyond its "Use-by" date code;
- food that has not been stored/displayed in accordance with manufacturer's instructions, or according to the Plan.

Replace utensils that could have become contaminated.

Change practices and/or retrain staff where necessary.

Write it down

You must write down in the Ready-to-eat foods list manufactured RTE products that are taken out of the manufacturers packaging, how it must be stored and when it must be used by.

You must write down in the Ready-to-eat foods – batch record the details of each batch of RTE product used to show how shelf life is met when sold.

You must write down each day (eg in the Diary):

- Food storage and display temperatures; and

- what action you have taken if food has not been handled or displayed correctly.

You must write down in the Cleaning schedule the surfaces and equipment used and how/when they are cleaned (and sanitised).

Serving ice cream and making milkshakes

Goal

To handle and serve ice cream and products in ways that prevent cross-contamination and the growth of harmful microbes.

To prevent harmful microbes that may be present in food from multiplying to harmful numbers.

Act requirements:
- Food must be produced or processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- Harmful microbes that can cause foodborne illnesses will grow rapidly at temperatures between 5ºC to 60ºC (the temperature danger zone).
- Harmful microbes can contaminate food through unclean people, other foods, equipment and utensils.
- Food contaminated by chemicals can cause illness.
- Objects can fall into uncovered food affecting its suitability and/or safety.

How this is done

Potential for cross-contamination between ice creams, milk shakes and other foods has been identified – see Preparing deli foods, Allergens.

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use - see *Cleaning and Equipment, packaging and other items, Maintenance and Food Allergens.*

Good hand hygiene and personal hygiene practices must be followed when handling food - see *Hand Hygiene and Personal hygiene.*

Good practices are followed when purchasing and receiving dairy products and ingredients – see *Purchasing and receiving goods.*

Ice cream cones, containers and toppings
- Ice cream cones, containers and toppings must be stored so that they are protected from contamination until used.
- Clean utensils must be provided to store and apply toppings.

Soft serve ice cream
- Soft serve equipment:
  - must be operated according to manufacturer's instructions;
  - must be cleaned regularly and according to level of use - see *Cleaning*;
- Frozen premix must be stored frozen solid and thawed in a refrigerator – see *Defrosting frozen food* – or stored and used according to manufacturer's instructions;
- Product waiting to be dispensed or in a holding tank must be kept below 5ºC.
- Unless manufacturer's instructions specify otherwise, equipment must be emptied, cleaned and sanitised at the end of trading;
- Any premix removed from the machine must be thrown away.

Scooping/rolling ice cream
- ice cream must be stored and used according to manufacturer's instructions;

How this is done

- ice cream must be rolled and served so that hands and scoop handles don't come into contact with ice cream;
- ice cream scoops must be used and stored hygienically;
- Scoops, water containers, topping containers and other utensils must be thoroughly washed and dried at the end of the trading day - see Cleaning

Making milkshakes
- Milk must be kept at or below 5ºC the chilled until use and ingredients used within any 'Use-by' date;
- Ice cream must be handled following the practices identified in the 'soft serve' or 'scooping/rolling ice cream' procedures;
- milkshake machines and metal cups/rims must be kept clean - see *Cleaning*.

What if there is a problem?

If ice cream has defrosted throw it away - do not refreeze.

If equipment is not clean, clean it before use. Review Cleaning.

Contaminated food is thrown away.

Identify what happened and take action to prevent a recurrence. Retrain staff where necessary.

Write it down

You must write down in the Cleaning schedule the surfaces and equipment used, when they need to be cleaned (and sanitised); how this is done, and by whom.

Write down (e.g. in the Diary):
- If something goes wrong, what action you have taken if food was not handled correctly
- what you did with food that was affected.

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Slicing and packaging

Goal

To ensure that slicing and packing of Ready-to-eat (RTE) food is carried out hygienically.

Why?

- RTE food is not processed further to make it safe to eat.
- Dirty slicing equipment, hands, surfaces and packaging materials can contaminate RTE food with harmful microorganisms that can make people ill.

How this is done

> ! Control of *Listeria monocytogenes* is an important part of this process (see also *Listeria* in the management section).

RTE foods must be protected from coming into contact with potentially contaminated surfaces, such as equipment, raw foods, hands.

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items, Maintenance and Food allergens*.

Good hand hygiene and personal hygiene practices must be followed when handling food – see *Hand Hygiene and Personal hygiene*.

Containers, trays, pallets and boxes that have been used for raw materials must not be used for RTE food - See *Equipment, packaging and other items in contact with food*.

Staff must be able to handle RTE foods hygienically – see *Competency and training*.

Slicing and packing

RTE foods (e.g. hams, cooked meats) must be sliced and packed (identify which applies):

☐ in a separate room to raw foods, or

☐ in a defined area but separate from raw foods, or

☐ in the same place but at a different time to raw foods and with thorough cleaning and sanitising in between. (raw foods should be handled after RTE foods).

RTE foods are sliced and packaged (identify which applies) using:

☐ dedicated equipment (e.g. slicer, vacuum-packer, work surfaces, utensils);

☐ shared equipment that is thoroughly cleaned and sanitised (including, where necessary, taking it apart to clean hard-to-reach places) before use for RTE foods.

When slicing and packaging:
- Directly touching RTE food (e.g. with hands) must be prevented. Hands must be clean whenever processing RTE foods. Wherever possible a clean utensil, or a clean surface (such as wrapping film) must be used to prevent hand contact with RTE foods.
- Equipment and utensils used for raw foods must not be used for cooked or RTE foods unless they have been cleaned and sanitised before being used.

How this is done

- A ready supply of clean utensils, including display trays, tongs, must be provided for hygienic handling.
- Display signs and other items that may come into contact with unwrapped foods must be cleaned and sanitised at least daily.
- Food must be returned to chilled storage/display after slicing/packaging;
- Food must be labelled appropriately according to how it is sold – see *Labelling, Calculating shelf life, Handling, displaying, serving RTE foods.*
- Where RTE foods might be handled at the same time as raw food (e.g. when attending to a customer order) whenever possible, RTE foods are handled before raw foods.
- New batches of sliced products must not be mixed with old batches.

What if there is a problem?

Product past its "use-by" date must be thrown away.

Food that comes in contact with dirty surfaces (e.g. dropped on floor) must be thrown away.

Surfaces/equipment/utensils that have not been cleaned must be cleaned and sanitised before they are used for RTE foods.

Find out why this happened and take action to prevent it happening again. Review staff training.

Write it down

You must write down in the Cleaning schedule the surfaces and equipment used for slicing and packaging RTE foods, when they need to be cleaned (and sanitised); how this is done, and by whom.

Write down (e.g. in the Diary):

- If something goes wrong with slicing and packaging and what you did to put things right

- what you did with food that was affected.

> ! Ideally RTE foods are handled in separate places to raw foods using equipment and utensils dedicated to RTE food to minimise the chance of cross-contamination with harmful organisms.

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Food Control Plan

Re-using food that has been for sale

Goal

To safely use food that has been on display for sale.

Act requirements:
- Food must be produced or processed and handled in ways that minimise the contamination or deterioration of food and prevent food containing substances that are unexpected or unreasonable.
- There must be procedures for controlling hazards at each production and processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

Why?

- It is illegal to sell food past its "Use-by" date code
- Food in the temperature danger zone (5°C to 60°C) will allow harmful microbes to grow that can make people ill.

How this is done

> ! Control of *Listeria monocytogenes* is an important part of this process (see also *Listeria* in the management section).

Surfaces and equipment must be in sound condition and clean before use. Surfaces in contact with ready-to-eat foods must be sanitised before use – see *Cleaning and Equipment, packaging and other items, Maintenance and Allergens*

Good hand hygiene and personal hygiene practices must be followed when handling food – see *Hand Hygiene and Personal hygiene*

Special care must be taken to handle food that will be re-used by the business. It must:
- have been processed and handled according to the plan; and
- be within its "Use-by" date coding.

Hot-held food that can be re-used must be cooled and sold cold. It must not be reheated – see *Cooling hot food and freezing food.*

Example of reusing food

Pieces of chicken have been cooked, portioned, wrapped and hot-held following the procedures in the plan.

They are on display and unsold at the end of the trading day, so are cooled then put in the chiller overnight following the Cooling hot food and freezing food procedure.

The next day some pieces are sold cold from an assisted service display; the rest are shredded and used as sandwich filling.

What if there is a problem?

If food has not been properly stored, handled or displayed (e.g. it has become contaminated or has spent too much time in the temperature danger zone) it must not be reused and thrown away.

Throw away food that has been contaminated or may have become contaminated

Find out why this happened and take steps to prevent this from happening again.

Retrain staff as necessary.

Write it down

You must write down in the Food that can be reused list the food being re-used, how it will be re-used how it will be handled to keep it safe.

Each week (e.g. in the Diary) confirm that the practices for reusing food have been followed.

You must write down (e.g. in the Diary):

- any problem that you have had in re-using food and what action you took to ensure that it did not happen again; and

- what you did with food that was affected.

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Calculating shelf-life

The information on this page is provided to help with calculating the shelf-life of ready-to-eat (RTE) products taken from their original manufacturers wrapping.

An example of calculating the shelf life of an opened product

AA vacuum-pack side of smoked salmon was given two months chilled shelf life when packed by the manufacturer.
- It is opened by a retailer with 12 days shelf life remaining and:
- some of the salmon is shaved and placed on a tray in a display case using the good hygienic practices identified by the business;
- the rest is re-wrapped and put back in the chiller along with details of the original shelf-life and date of opening.

Information provided by the manufacturer identifies that, once opened:
- the whole side has a chilled shelf-life of ten days (which includes the day it is opened);
- the side when shaved has a chilled shelf-life of six days.

The business wants to ensure that there is no risk that these dates are exceeded. It calculates that:
- shaved salmon can be displayed chilled up to 1 day (including the day of shaving), and the customer will be given a further 2 days from date of sale to use it.
- smoked salmon returned to the chiller can be sliced for up to three days (starting with the day the pack is opened).

The business works out that this would be well-within the manufacturers requirements because:
- the latest that salmon could be shaved is day 3
- the latest a customer could be served is day 4
- the latest shelf life given a customer would be day 6

Using this scenario, the latest that the business would open the smoked salmon would be with 10 days of shelf life remaining.

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Food Control Plan   **Ministry for Primary Industries**

Using food additives

The information on this page is provided to help with meeting requirements for food additives.

Permitted food additives in deli products

What can be added to deli foods, and the maximum levels permitted, are set out in the Code Standard 1.3.1 at:
https://www.comlaw.gov.au/Series/F2015L00396

Standard 1.3.1 is extensive and applies to additives across a range of foods including: fish and meat products, ice cream, peeled/processed fruit, confectionery, cereals, breads, bakery products, fruit and vegetable juices and dairy-based dips and snacks. For example:

- The total of nitrates and nitrites (calculated as sodium nitrite) permitted in cured meat, dried meat, slow dried cured meat, processed comminuted meat and poultry and game products must not exceed 125 mg/kg (parts per million) in the finished product.
- The total of nitrates and nitrites (calculated as sodium nitrite) permitted in fermented, uncooked processed comminuted meat products must not exceed 500 mg/kg (parts per million) in the finished product. [See Brining and pickling meat in the Retail Butcher FCP for an example of calculating nitrite in finished product].
- Sausage and sausage meat, and processed comminuted meat, poultry and game products must contain less than 500mg/kg (parts per million) sulphur dioxide and sodium and potassium sulphites (calculated as sulphur dioxide);
- Sulphur dioxide and sulphites are not permitted to be applied to raw, unprocessed meat.
- In cooked crustacea sulphur dioxide and sodium and potassium sulphites must not exceed 30mg/kg.

- In semi-preserved fish and fish products annatto extracts must not exceed 10mg/kg.
- In semi-preserved fish and fish products sorbic acid and sodium, potassium and calcium sorbates must not exceed 2500 mg/kg.
- In semi-preserved fish and fish products ethyl laurol arginate must not exceed 400mg/kg.
- Roe must contain no more than 30omg/kg amaranth;
- Breads and bakery products must contain no more than 1200mg/kg (parts per million) sorbic acid and sodium, potassium and calcium sorbates.
- Biscuits, cakes and pastries must contain no more than 25 mg/kg annatto extracts, and no more than 300mg/kg (parts per million) sulphur dioxide and sodium and potassium sulphites.

Other permitted food additives

The Code places limits on the amount of other food additives that can be in products.

- The manufacture of speciality meat or fish products for retail sale is carried out following the good practices identified in Retail Butcher or Retail Fishmonger template Food Control Plans.
- A check is made with suppliers that pre-packaged deli products only contain ingredients and food additives that are permitted for use by, and comply with, the Code – see also *Food composition - general.*

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Limits for harmful microbes

The information on this page is provided to help with meeting requirements for microbiological limits in food.

Levels of harmful microbes in deli products

The Code Standard 1.6.1 sets maximum permissible levels of harmful organisms that may be present in certain products from a minimum of five sample units from one lot of the product. The following table provides examples across a range of deli-type foods:

Food	Microbiological limit
Packaged cooked cured/salted meat	**Coagulase-positive staphylococci/g:** up to 100 organisms is acceptable in any sample; 100-1000 organisms is acceptable in one sample only. If in more than one sample the lot is rejected; More than1000 organisms in one sample and lot is rejected. **Salmonella/25g:** nil present in 5 samples from lot
Packaged heat treated meat paste and packaged heat treated pâté	**Salmonella/25g:** nil present in 5 samples from lot
Soft and semi-soft cheese (moisture content > 39%) with pH >5.0%	Salmonella/25g: nil present in 5 samples from lot
Raw milk cheese	*Salmonella/25g:* *nil present in 5 samples from lot* *Staphylococcal enterotoxins/25g* *nil present in 5 samples from lot*
All cheese	*Eschericia coli/g:* *Up to 10 organisms is acceptable in any sample;* *10 -100 organisms is acceptable in one sample only. If in more than one sample the lot is rejected;* *More than100 organisms in one sample and lot is rejected.*
Cooked crustacea	Coagulase-positive staphylococci/g: up to 100 organisms is acceptable in any sample; 100-1000 organisms is acceptable in two samples only. If in more than two samples the lot is rejected; More than1000 organisms in one sample and lot rejected. Salmonella/25g: nil present in 5 samples from lot SPC/g: Up to 100,000 organisms is acceptable in any sample; 100,000 to 1 million organisms is acceptable in two samples only. If in more than two samples the lot rejected; More than1 million organisms in one sample and lot rejected.
Ready-to-eat food in which growth of Listeria monocytogenes can occur	Listeria monocytogenes/g Up to 100 colony forming units is acceptable in any sample (5 samples from lot).
Ready-to-eat food in which growth of Listeria monocytogenes will not occur	Listeria monocytogenes/25g: nil present in 5 samples from lot
Pepper, paprika and cinnamon	Salmonella/25g: nil present in 5 samples from lot
Pasteurised egg products	Salmonella/25g: nil present in 5 samples from lot

Herbs, Spices and Premixes

Herbs and spices such as capsicums, cinnamon, pepper can contain harmful organisms. Guidance on microbiological levels for harmful organisms that may be found in herbs and spices is at:

http://www.foodsafety.govt.nz/elibrary/industry/Microbiological_Reference-Guide_Assess.pdf

For example, in five samples taken from a lot there should be no Salmonella in 25g.

Herbs, spices or premixes used in products are sourced from suppliers who can provide information to show that they do not contain harmful organisms in amounts that may affect the safety of the food.

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Food Control Plan

Guidance

Composition

The information on this page is provided to help with meeting food compositional requirements.

Composition of meat products

The Code Standard 2.2.1 includes definitions, compositional and specific labelling requirements for meat and meat products, including:

- A pie must contain at least 250 g/kg of meat flesh to be called a meat pie.
- Sausage must contain no less than 500g/kg of fat-free meat flesh; and the proportion of fat in sausage must be no more than 500g/kg of the fat-free meat flesh content;
- The presence of brain, heart, kidney, liver, tongue or tripe in a food must be declared either by its specific name (e.g. "liver", "kidney") or by the class name "offal."
- The presence of other offal in a food - blood, pancreas, spleen, thymus - must be declared by its specific name (e.g. "thymus").
- It is important to note that in either case above, even if a product containing offal is exempt from being fully labelled, the purchaser must be informed proactively, either verbally or in writing.
- Where reference is made/implied about the fat content of minced meat, information about the maximum proportion of fat must be expressed in g/100g.
- A declaration must be made to purchasers where raw meat is re-formed or joined or resembles a meat cut using a binding system that doesn't involve heat.
- There are prescribed names that must be used when labelling processed and manufactured comminuted fermented meat. For example, a fermented comminuted manufactured meat which has not been heat treated must be described as "fermented manufactured meat – not heat treated".
- Other than above, labelling on a pack of fermented comminuted processed meat must not refer to any heating process unless it is a cooking instruction for consumers.

Compositional requirements for other deli products

The Code Chapter 2 includes definitions, compositional and labelling requirements for a range of products, including:

- Iodised salt must be used for making bread where salt would otherwise be used.
- To call a product 'Jam' – e.g. a 'Jam doughnut' – each kilo of the jam must be made from no less than 400 grams of the fruit or fruits named and contain no less than 650 g/kg of water-soluble solids.
- To call a product 'Cream – e.g. a 'Cream puff' – the cream must contain no less than 350g/kg of milk fat.

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Name of business:

Specialist retail – deli
Records

Place this page in your Plan Contents section

Specialist deli records

Staff training – specialist deli

Cooking temperature checks

Once-a-week meat and poultry temperature checks

Ready-to-eat foods list

Ready-to-eat foods batch record

Foods that can be reused

Two-hour hot-held food temperatures

Transported food temperature checks

Readily perishable ready-to-eat foods

Sushi rice pH record

Name:		Telephone:
Position:		Start date:
Address:		

Topic	Relevant	Employee signed*	Supervisor signed†	Date
Essential training				
See also Staff member record for the Basics training	✔			
Training as needed				
Calculating shelf life	☐			
Additives in deli products	☐			
Limits for microbes in deli products	☐			
Defrosting frozen foods	☐			
Marinades and coatings	☐			
Preparing deli foods	☐			
Preparing and making salads	☐			
Dairy deli products	☐			
Making sushi	☐			
Cooking meat and poultry	☐			
Validating a cooking process	☐			
Checking meat and poultry is cooked	☐			
Cooking other foods	☐			
Cooling hot food and freez-ing food	☐			
Hot-holding food	☐			
Reheating food	☐			
Handling, display, serving ready-to-eat food	☐			
Serving ice cream and mak-ing milkshakes	☐			
Slicing and packaging	☐			
Re-using food that has been for sale	☐			
Listeria management	☐			
Other	☐			

* 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 attended

Date	Details
Notes:	

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Cooking temperature checks

Meat, poultry, fish and bakery products containing meat, poultry, or fish that are **not** cooked using a standard time/temperature setting must be checked each time with a probe thermometer to ensure that they reach at least 75℃. If the temperature does not reach at least 75℃, cook the product for longer until it does.

Date	Time	Food	Core Temp			Signed
			1st*	2nd	3rd	

*If temperature is more than 75℃ on first probing, further probing will not be necessary.

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Once-a-week meat and poultry temperature checks

Cooking meat and poultry to at least 75ºC

Select one product that you cook using a standard time/temperature to reach at least 75ºC. Cook it and check it to confirm that it reaches at least 75ºC.

If you cook more than one product this way select a different one each week. Use the following to record your check:

Day	Product	Cooking method and standard time/ Temperature used	Final core temperature	Action taken if Temperature not reached

Cooking below 75ºC

Select a product that you cook using a standard time/temperature to a temperature below 75ºC (for examples see table below). Cook it and check that the centre of the thickest part of the product has stayed at the required temperature for the correct length of time.

Enter time and temperature used	Date	Time started cooking	Ist probe*		2nd probe	
			Time	Temp	Time	Temp
☐ cooked at _____ ºC for _____ secs/mins						

Use the following to record your check:

Internal temperature	Time	Internal temperature	Time
60ºC	For 45 minutes	**68ºC**	For 4 minutes
63ºC	For 18 minutes	**70ºC**	For 2 minutes
65ºC	For 10 minutes	**73ºC**	For 1 minute

second probe is not needed if core temperature reached at least 75ºC

Reheating meat and poultry

Select one product that is reheated and check it reaches 75ºC. Use the following to record your check:

Day	Product	Reheating method	Final core temperature**	Action taken if Temperature not reached

** The core temperature of the product must be 75ºC or above. If the food has not reached this temperature keep reheating until it does.

Cooling meat and poultry (only required if food has been cooked or heated and then cooled)

Select one hot product and check it cools within the time frame required in the Plan. If you cook and cool more than one meat or poultry product select a different item each week.

Use the following to record your check:

Day	Poultry item	Cooling method	Time started cooling	Temp at 2hrs***	Temp after total 6 hr***	Action taken If temp not reached

*** Products must be cooled from 60ºC to 21ºC in two hours and 21ºC to 4ºC within a further four hours. See *Cooling hot food and freezing food*

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Ready-to-eat foods list

List here all the types of ready-to-eat foods that you either make, or take out of the manufacturer's original packaging, and further process e.g. to slice and sell from an assisted display or re-package for self-service.

Food, and manufacturer	How does it need to be stored?	How much shelf life (days) should it have?	How much shelf life (days) does it have once opened?	How much time do we give customers to use this food?	How has shelf-life been determined?					
Example *1kg Jones unsliced vac-packed ham*	*Example* *Chilled <5°C*	*Example* *28 days on delivery*	*Example* *10 days whole, 5 days inc day first sliced*	*Example* *2 days including day of purchase*	*Example* *Information from manufacturer*					
Example *1kg own roast beef cooked for slicing*	*Example* *Chilled <5°C*	*Example* *5 days from cooking*	*Example* *n/a*	*Example* *2 days including day of purchase*	*Example* *Laboratory shelf-life testing*					

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Ready-to-eat foods – batch record

A record to show how each batch of ready-to-eat product meets it's shelf-life requirements – see also *Ready-to-eat foods list.*

Date made/received	Food and manufacturer	Batch No. and Use-by date	Storage temp.	Date manufactured food opened and new Use-by date	Last date for sale	Last date sold/used and anywastage	Signed
Example 31st March	*Example* 1kg Jones unsliced vac-packed ham	*Example* JHam 2 May 2015	*Example* 1Chilled <5oC	*Example* Opened and first sliced 2nd April	*Example* Information from manufacturer	*Example* 6th April 50gm thrown.	*Example* C H
Example 1st April	*Example* 1kg own roast beef cooked for slicing	*Example* Beef20 6 April 2015	*Example* Chilled <5oC	*Example* n/a	*Example* Laboratory shelf-life testing	*Example* 3rd April	*Example* C H

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Foods that can be reused

Record of foods that can be reused and how they must be handled when being reused

Type of food for reuse	Has it been handled in accordance with the FCP?	What must be done to keep the food safe until reuse	What food is the reused food used in	What must be done to keep the new food product safe?	What date code is applied to the new food product?	Who checks that this is done?

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Two-hour hot-held food temperature

Hot-held food must be kept hot at 60ºC or above. Any food that has been held for two hours must be checked with a thermometer to ensure that it is still at, or above, 60ºC. This temperature check must be repeated for every two hours that the food is hot held).

Date	Time*	Food items	2hr temp	Time of check	Comments/action	Initials

* Time the food commenced hot-holding.

What if food is below 60ºC?

If hot food has been held at a temperature below 60ºC for two hours or less, it can either be:
- thoroughly reheated to 60ºC or above, and served hot (above 60ºC); or
- cooled to below 5ºC and kept at this temperature until it's eaten. Continued cooling needs to ensure that the food has spent no more than four hours between 60ºC and 5ºC;

If hot food has been held at a temperature below 60ºC for more than two hours it must be thrown away.

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Transported food temperature checks

Food that needs to be kept cold (if it is not going to be eaten within 4 hrs of taking out of temperature control) must be transported at or below 5°C.

Food that needs to be kept hot (if it is not going to be eaten within 2 hrs) must be transported at 60°C or more.

Record transported food temperatures here.

Date	Type of food	Temp	Action taken (if food has been held between 5°C and 60°C for four or more hours)	Who checks?

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Sushi rice pH record

1. You must check the pH of the rice mix to make sure it has been acidified to pH 4.6 or lower once a month or more frequently if there are problems.

2. If pH is above 4.6 increase the amount of vinegar solution added per kg of rice.

3. You must record the total amount of vinegar solution that needs to be added to 1 kg of rice to ensure that the pH is no more than 4.6.

You must keep this with your records in the Diary

Date	pH of rice	Amount of vinegar added per kg of rice to ensure pH below 4.6

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