An Introduction to Company

Validation:

Name:	*Position:*	*Date:*
Name:	*Position:*	*Date:*

An Introduction to HACCP

The concept of HACCP was initiated by the Pillsbury Company. The Pillsbury Company, the National Aeronautic and Space Agency (NASA), the Natick Laboratories of the U.S. Army, and the U.S. Air Force Space Laboratory Project Group worked together on a project in food production for the NASA space program. The pathway of HACCP started in 1959 when Pillsbury was asked to produce a food that could be used under zero gravity conditions in space capsules. In 1959, they began the project knowing basically nothing about how foods might react under zero gravity conditions.
The most difficult and perhaps most important aspect of the project was to develop a system to assure that food products would not be contaminated with biological, chemical, or physical hazards. Such hazards might result in an aborted or catastrophic mission. With these problems in mind, the research groups concluded it was necessary to develop a preventive food safety system that would reduce the likelihood of biological, chemical, and physical hazards. In doing so, control could be achieved over all aspects of food production including raw material, processing, environmental conditions, personnel, storage, distribution, and transport. This approach, referred to as HACCP, worked well for the NASA space program, and was quickly adapted by the food industry.

HACCP involves a systematic study of the ingredients, the food product, the conditions of processing, handling, storage, packaging, distribution, and consumer use. The complete analysis allows for the identification of the "sensitive" areas in the process flow which might contribute to a hazard.
From this information, "Critical Control Points" (CCP's) can be determined. Areas identified as CCP's are monitored and limits are determined to control potential hazards.
When properly applied, HACCP can be used to control any area or point in the food system which could contribute to a hazardous situation whether it be contaminants, disease-causing microorganisms, physical objects, chemicals, raw materials, an unsafe process, package labeling, or storage conditions.

The benefits of the HACCP system are as follows;

- A Preventative System
- A Systematic Approach
- Helps demonstrate 'Due Diligence'
- Internationally accepted
- Strengthens Quality Management Systems
- Facilitates regulatory inspection/external audits
- Demonstrates Management commitment

Key terms

Critical Control Point (CCP): The points in the operation that must be controlled in order to produce a safe product

Target level: A specified value for a control measure, which has been shown to eliminate or minimise a hazard at the critical point

Tolerance: A specified variation from the Target Level, which is acceptable – values outside this tolerance indicates a deviation.

Critical Limit: The safety limit, which must always be met at each critical point.

Hazard: A factor which cause harm to the consumer

Risk: The likelihood of the hazard occurring

GHP: Good Hygiene Practices or pre-requisite programs. Practices and procedures forming the basis of preventative actions

- Receiving, Storage & Transport (e.g. Procedure for Receipt, Approved Supplier Program, etc)
- Calibration and Maintenance
- Cleaning and Sanitation
- Pest Control
- Staff Training & Personnel
- Product Identification and Traceability & Recall
- Premises (building and surrounds)

Risk Analysis Table: A tabulated record of all hazards that affect or have the potential to affect the safety of the product(s) under analysis. The significance of each hazard is rated as low, medium or high and control measures for each hazard are stated.

HACCP Table: Hazards identified in the Risk Analysis Table as being of medium or high significance and their respective control measures are transferred to the HACCP Table. The critical limit for each of these hazards is specified. Details of who will monitor the critical limit to make sure it is not broken are given. Actions to be taken when critical limits are broken are also given. Records of monitoring activities are listed.

Severity: The consequence of the hazard occurring.
H = High = Life threatening or cause severe illness/injury.
M = Medium = Moderate illness/injury, not life threatening
L = Low = Mild illness/injury, not life threatening

Validation:

Name:	*Position:*	*Date:*
Name:	*Position:*	*Date:*

Likelihood: The likelihood of the hazard occurring.
H = High = Likely to occur often
M = Medium = May occur sometimes
L = Low = Unlikely to occur

Significance: The consequence of the hazard occurring. When both severity and likelihood are high, the significance is high.

HACCP TEAM

The HACCP Team consists of the following personnel:

Name	Position	Qualifications / Experience
	HACCP Team Leader	
	Catering Manager	
	Chief	
	Maintenance Manager	

HACCP Scope

The HACCP Team have identified the Scope of this study as being:

Storage, handling, processing and distribution of all range of goods, including ready to eat meals

From the intake of product to the arrival of the product to the customers, taking into account all possible Microbiological, Chemical or Physical hazards which could occur during this process

The HACCP Team will ensure that all working practices adhere to all current food safety legislation.

Terms of Reference

The HACCP team have determined to address the potential of Microbiological, Chemical and Physical contamination through the process of Intake, Handling, Storage and Distribution of product from intake to delivery of the product to the customers.

Common hazards in foodservice and food retail operations.		
Biological	Pathogenic bacteria Viruses Parasites Rodents and insects	*i.e Salmonella spp., Staphylococcus aureus* *i.e. Hepatitis A* *i.e. Trichinella spiralis* *can carry bacteria, viruses, parasites*
Chemical	Naturally occurring Added chemicals	*i.e. seafood toxins* *i.e. cleaning agents, pesticides*
Physical	Inherent to food Non-inherent to food	*i.e. bone particles* *i.e. glass, stone, wood*

Raw Material Microbiological Contamination		
Microorganism	**Source**	**Contaminated**
Salmonella spp.	Raw poultry	10 – 15 %
	Raw pork	3 – 20 %
	Raw shellfish	16 %
Staphylococcus aureus	Raw chicken	73 %
	Raw pork	13 – 33 %
	Raw beef	16 %
Clostridium perfringens	Raw pork and chicken	39 – 45 %
Campylobacter jejuni	Raw chicken and turkey	45 – 100 %
Escherichia coli	Raw beef/pork/poultry	1.5 – 3.7 %
O157:H7	Raw ground beef	43 – 63 %
Bacillus cereus	Raw rice	100 %
Listeria	Fresh potatoes	26 %
monocytogenes	Fresh radishes	30 %
Vibrio spp.	Raw seafood	33 – 46 %

Human Microbiological Contamination		
Microorganism	**Source**	**Contaminated**
Shigella spp., Hepatitis A, *Norwalk virus, E. coli, Salmonella spp., Giardia lamblia*	Feces	One in 50 (2%) of the employees who come to work each day are highly infective. Half have no symptoms of illness
Norwalk virus	Vomit	
Staphylococcus aureus	Skin, nose, boils and skin infections	
Streptococcus Group	Throat and skin	

During the formulation of the HACCP study, the team will review the various codes of practice and food regulations and will take the following food safety legislation and Codes of Practice into consideration throughout the study;

- European Communities (Hygiene of Foodstuffs) Regulations 2004
- Codex Alimentarius 2009
- Hazard Analysis and Critical Control Points (Codex 1997).

Prerequisite Programmes

The HACCP study takes into consideration that the company operates prerequisite programmes, which include:

- Good Manufacturing Practice
- Preventative Maintenance
- Process Control
- Calibration
- Storage and Transportation
- Traceability and Product Recall
- Personal Hygiene
- Training
- Pest Control

The following procedures are use in Pre-Requisite Programme:

- Purchasing
- Goods in Inspection
- Glass Procedure
- Metal Procedure
- Temperature Control
- Goods In Packaging
- Training
- Hygiene Procedure
- Product Traceability
- Customer Complaints
- Maintenance Procedure

Process Step: 1. *Purchase /Receipt*

- Temperature Control
- Goods in Inspection
- Intake record
- Training Records
- Product Identification and traceability.

Process Step: 1A Packaging

- Goods in Packaging Inspection
- Packaging Intake record
- Training Records
- QP20. Product Identification and traceability.

Process Step: 2. Storage.
Pathogens contamination –

- Cleaning Schedule
- Hygiene
- Training Records

Rodents, pests and insects contamination –

- Pest Control baiting programmes
- Cleaning Schedule

Cleaning, Chemical, Refrigerant, Oil/Grease –

- Hygiene
- Food Safe Chemicals – Safety Data Sheets
- Maintenance Schedule

Foreign Bodies –

- Glass Breakage Record
- Glass Log
- Cleaning Schedule
- Training Records
- Temperature Check

Microbiological growth

- Training Records
- Temperature Check

Process Step: 3. Defrost
Pathogens contamination –

- Cleaning Schedule
- Hygiene
- Training Records

Rodents, pests and insects contamination –

- Pest Control baiting programmes
- Cleaning Schedule

Cleaning, Chemical, Refrigerant, Oil/Grease –

- Hygiene
- Food Safe Chemicals – Safety Data Sheets
- Maintenance Schedule

Foreign Bodies

- Glass Breakage Record

- Glass Log
- Cleaning Schedule
- Training Records
- Temperature Check

Microbiological growth
- Training Records
- Temperature Check

Process Step: 4. Preparation
Pathogens contamination –
- Cleaning Schedule
- Hygiene
- Training Records

Cleaning, Chemical, Refrigerant, Oil/Grease
- Hygiene
- Food Safe Chemicals – Safety Data Sheets
- Maintenance Schedule

Foreign Bodies
- Glass Breakage Record
- Glass Log
- Metal procedure
- Cleaning Schedule
- Training Records
- Temperature Check

Microbiological growth
- Training Records
- Temperature Check

Process Step: 5. Cooking, 6. Hot Hold, 6A. Cold Hold, 7. Cooling, 8. Hot Serve, 8A. Cold Serve
Pathogens contamination –
- Cleaning Schedule
- Hygiene
- Training Records

Cleaning, Chemical, Refrigerant, Oil/Grease
- Hygiene
- Food Safe Chemicals – Safety Data Sheets

- Maintenance Schedule

Foreign Bodies

- Glass Breakage Record
- Glass Log
- Metal procedure
- Cleaning Schedule
- Training Records
- Temperature Check

Microbiological growth

- Training Records
- Temperature Check

Product Identification, Intended Use and Process

Product Description	
Product name(s)	
Important product characteristics	Product meeting specifications for water activity, sensory and microbiological quality, foreign objects and packaging.
How is it to be used: **a. By a further processor or retailer** **b. By the consumer**	a. Not applicable b. Ready to eat
Intended consumer	General public ("high-risk" groups not specified for this plan)
Packaging	Company/regulatory specification
Shelf life and storage requirements	Company/regulatory specification
Where it will be sold: **a. Export market** **b. Local market**	List countries, if applicable
Labelling instructions	Company/regulatory specification
Special distribution controls required	Handle with care

HACCP Verification, Validation and Review Procedure

HACCP Team verified the HACCP process flow diagram by walking all the processes to ensure that the diagram was accurate.

It has been determined by the HACCP team during this study that there are 9 Critical Control Points.

An assessment of the HACCP Study will be conducted at the Management Review Meetings. Full reviews will be conducted once per annum on the complete HACCP system and also when new or amended products, processes, or equipment are to be introduced. This includes any work to be carried out by contractors.
Validation of all control measures will be conducted by competent qualified staff and will be conducted during the Quality Assurance Auditing Programme as detailed in the Procedures Manual.

In the event that any of the above verification procedures show that the HACCP plan requires review, a meeting of the HACCP team will take place in order to agree corrective actions.

All HACCP team members and Department managers will ensure all staff within their area/department are trained in all control measures and C.C.P monitoring and adhere to the above guidelines.

Methodology

The flow chart has been designed, so that each step has been allocated a number. All steps that are repeated throughout the process have been allocated the same number, to save repetition in the Risk Analysis Table.
The method used to establish CCP's within this HACCP Plan has been based on the significance of each hazard as determined by the Risk Analysis Table.
Hazards which can be controlled, prevented or eliminated by the application of Good Hygiene Practices (GHP) are not included in the HACCP Table. Therefore, these hazards have been identified in the Risk Analysis Table and have not been carried forward to the HACCP Table as CCP's.
All other hazards not controlled by GHP and defined as highly significant within the Risk Analysis Table have been carried over to the HACCP Table as a CCP. These hazards are all monitored and a record of that activity maintained.
Hazards defined as less than significant within the Risk Analysis Table are not carried over to the HACCP Table and may not be monitored or a record maintained.

Total assessed risk = Likelihood x Severity

Likelihood	
1 = Improbable event: Once every five years	1 = Negligible: no impact or not detectable
2 = Remote possibility: Once per year	2 = Marginal impact: only internal company target levels effected
3 = Occasional event: Once per month	3 = Significant: impact on critical limits
4 = Probable even: Once per week	4 = Major: impact on customers (not necessarily the public)
5 = Frequent event: Once per day	5 = Critical: public health risk, public product recall.

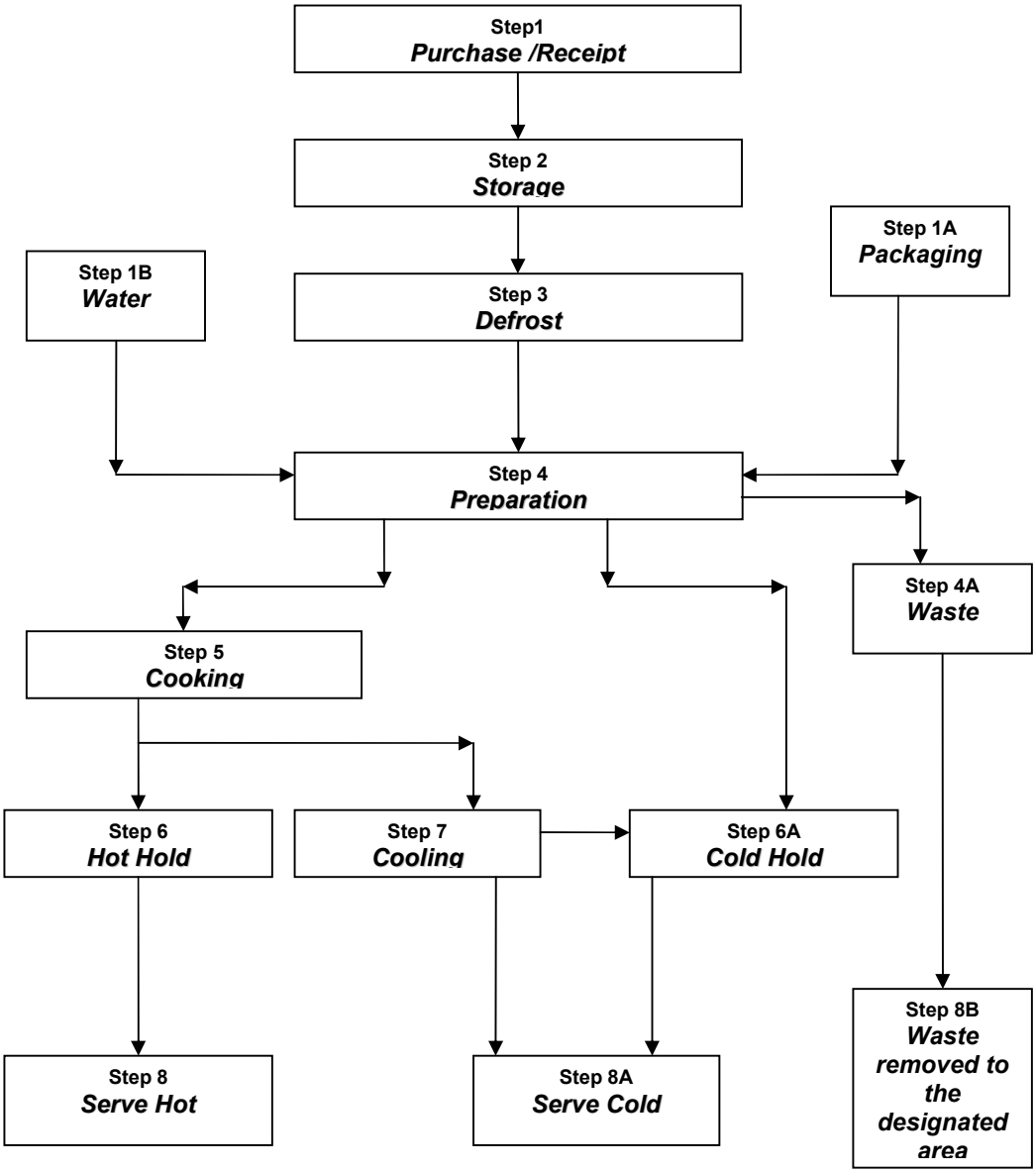
	Severity				
Likelihood	1	2	3	4	5
1	1	2	3	4	5
2	2	4	**6**	**8**	**10**
3	3	**6**	**9**	**12**	**15**
4	4	**8**	**12**	**16**	**20**
5	5	**10**	**15**	**20**	**25**

	Severity		
Likelihood	Low	Medium	High
Low	Low	Medium	**High**
Medium	Medium	**Medium**	**High**
High	**High**	**High**	**High**

Validation:
Name: *Position:* *Date:*

Name: *Position:* *Date:*

Process flow diagram



Validation:

Name: *Position:* *Date:*

Name: *Position:* *Date:*

Hazard analysis chart

Process Step	Hazard & Source/Cause	Likely Occurrence (High / Medium / Low)	Adverse Health Effects (H/M/L)	Control Measures
1. Receipt of Deliveries ***CCP***	**Physical Hazards** *- External contamination from rain water, bird droppings, vermin/rodents and flying insects during in loading process.* *- Glass contamination from internal light sources.* *- Pests/rodents and or Flying insects due to poor hygiene/debris build up*	*Low*	*Low*	*- Prerequisite programmes in place to control all named hazards, include; Daily hygiene schedules and cleaning programmes, glass policy and daily audits.* *- External and internal Pest control programmes. EFKs in place.* *- All light fittings covered.* *- Supplier Q.A.S systems and HACCP in place and verified/audited to eliminate/reduce potential foreign body or Microbiological contamination.*
	Chemical Hazards *- Chemical or physical contamination*	*Low*	*Medium*	*- Chemical/pesticide used at source in conjunction with E.E.C/Local regulations* *- Supplier Q.A.S in place and regularly audited: validation by way of Chemical MRL testing programme, records retained*
	Microbiological Hazards *- Bacterial contamination or growth*	*Medium*	*High*	*- Supplier Q.A.S systems and HACCP in place and verified/audited to eliminate/reduce potential foreign body or Microbiological contamination.* *- Critical limits:* ***Frozen**:* *Target <-18°C* *Critical limit <-16°C for beef/pork patties (<-12°C for other products)* ***Chilled**:* *Target <4°C* *Critical limit <5°C for pasteurised dairy (<8°C for other products)*
1A Packaging	**Physical Hazards** *- External contamination from rain water,*			*- Prerequisite programmes in place to control all named hazards, include; Daily hygiene schedules and cleaning*

Validation:
Name: *Position:* *Date:*

Name: *Position:* *Date:*

	bird droppings, vermin/rodents and flying insects during in loading process. *- Glass contamination from internal light sources.* *- Pests/rodents and or Flying insects due to poor hygiene/debris build up* **Chemical Hazards** *- Chemical or physical contamination*	*Low* *Low*	*Low* *Medium*	*programmes, glass policy and daily audits.* *- External and internal Pest control programmes. EFKs in place.* *- All light fittings covered.* *- Supplier Q.A.S systems and HACCP in place and verified/audited to eliminate/reduce potential foreign body or Microbiological contamination.* *- Chemical/pesticide used at source in conjunction with E.E.C/Local regulations* *- Supplier Q.A.S in place and regularly audited: validation by way of Chemical MRL testing programme, records retained*
1B Water	**Microbiological Hazards** *- Bacterial contamination or growth*	*Low*	*Medium*	*- Supplier Q.A.S systems and HACCP in place and verified/audited to eliminate/reduce potential foreign body or Microbiological contamination.*
2. Storage ***CCP***	**Physical Hazards** *- Physical contamination from operatives.* *- Glass contamination from internal light sources.* *- Pests/rodents and or Flying insects due to poor hygiene/debris build up* **Microbiological Hazards** *- Bacterial contamination or growth*	*Low* *Medium*	*Low* *High*	*- Prerequisites in place to control named hazards include; Daily hygiene schedules and cleaning programmes, Glass policy and glass audits, Pest control programmes and EFKs in areas maintained by external contractor,* *- Staff awareness/training programmes in place with records of training retained/filed.* *Correct temperature is maintained and controlled at open, shift change and close.* ***Targets:*** ***Frozen storage*** *Equipment working continuously: Target <-18°C* *Critical limit <-16°C for beef/pork (<-12°C for other products)* *Equipment working discontinuously: Target <-18°C (air temperature at set-up)* *Critical limit <-16°C for beef/pork (<-12°C for other products)* ***Chilled storage*** *Equipment working continuously: Target <4°C*

Validation:

Name: *Position:* *Date:*

Name: *Position:* *Date:*

				Critical limit <5°C for pasteurised dairy (<8°C for other products) *Equipment working discontinuously:* *Target <4°C (air temperature at set-up)* *Critical limit <5°C for pasteurised dairy (<8°C for other products)* *- Equipment inspected on daily intervals and during manufacture* *- All staff trained in correct substance control/usage.* *- Procedures for maintenance, refrigeration breakdown, and daily temperature checks, computerised and alarmed monitoring of refrigeration units; calibration procedures in place;* *- Rotate stock is rotated and used within date codes. Products are date coded and uses within 3 days. Food is kept covered.* *Target:* *All dates, secondary shelf lives and holding times adhered to.* *Critical Limit: 'Use By' dates adhered to.* *- Raw and high risk/ready to eat foods are separated* *- Staff awareness/training programmes in place with records of training retained/filed.*
3. Defrost ***CCP***	**Physical Hazards** *- Physical contamination from operatives.* *- Glass contamination from internal light sources.* *- Pests/rodents and or Flying insects due to poor hygiene/debris build up* **Microbiological Hazards** *- Bacterial contamination or growth*	*Low* *Medium*	*Low* *High*	*- Prerequisites in place to control named hazards include; Daily hygiene schedules and cleaning programmes, Glass policy and glass audits, Pest control programmes and EFKs in areas maintained by external contractor,* *- Staff awareness/training programmes in place with records of training retained/filed.* *Correct temperature is maintained and controlled at open, shift change and close.* *- Equipment inspected on daily intervals and during manufacture* *- All staff trained in correct substance control/usage.* *- Procedures for maintenance, refrigeration breakdown, and daily temperature checks, computerised and alarmed monitoring of refrigeration units; calibration procedures in place;* ***Target:*** *2°C to 5°C*

Validation:
Name: *Position:* *Date:*

Name: *Position:* *Date:*

				24 hours or less time between thawing and cooking *- Staff awareness/training programmes in place with records of training retained/filed.*
4. Preparation ***CCP***	**Physical Hazards** *- Physical contamination from operator* *- Foreign body/Dust contamination from environment.*	*Low*	*Low*	*- Prerequisites in place to control named hazards include; Daily hygiene schedules and cleaning programmes, Glass policy and glass audits, Pest control programmes and EFKs in areas maintained by external contractor, Maintenance programme in place* *- Staff awareness/training programmes in place with records of training retained/filed.*
	Microbiological Hazards *- Cross contamination from raw products* *- Contamination from dirty hands or gloves, equipment or utensils or packaging.* *- Growth of food poisoning bacteria*	*Medium*	*High*	*Colour coding used in preparation zone:* *Red – raw meat* *Brown- vegetables* *Green- salad & Fruit* *Blue- Raw Fish* *Yellow- cooked meat* *White- bread cakes etc.* *Procedure of time limits for products in preparation zone:* *- 90 minutes maximum at ambient temperature* *- Separation of the preparation and handling of raw and ready to eat/high risk foods in place*
	Chemical Hazards *- Chemical contamination from cleaning products*	*Low*	*Medium*	*- Supplier Q.A.S in place and regularly audited.* *- Maintenance programme in place keeping high standards of cleaning of food contact surfaces and keeping chemicals away from food*
4A. Waste	**Physical Hazards** *- Physical contamination from operator* *- Foreign body/Dust contamination from environment.*	*Low*	*Low*	*- Staff hygiene policy/programmes in place with all site staff trained and records of training maintained and retained on personnel files.*
5. Cooking ***CCP***	**Microbiological Hazards** *- Survival of food poisoning bacteria*	*Medium*	*High*	*- Correct temperature is maintained and controlled* *- Adequate time- temperature exposure,* *- Follow recipes*

Validation:

Name: *Position:* *Date:*

Name: *Position:* *Date:*

				- Minimum Core Temperature 72 ^{0} C - Procedure in place prohibiting cross contamination from raw meat (also shell eggs) to utensils and ready to eat products.
6. Hot Hold **CCP**	**Microbiological Hazards** - Growth of bacteria - Germination of spores	Medium	High	- Correct temperature is maintained and controlled - Temperature greater than 63 ^{0} C
	Chemical Hazards - Chemical contamination from cleaning products	Low	Low	- Maintenance programme in place keeping high standards of cleaning of food contact surfaces and keeping chemicals away from food
	Physical Hazards - Physical contamination from operator - Foreign body/Dust contamination from environment.	Low	Low	- Staff hygiene policy/programmes in place with all site staff trained and records of training maintained and retained on personnel files.
6A. Cold Hold	**Chemical Hazards** - Chemical contamination from cleaning products	Low	Low	- Maintenance programme in place keeping high standards of cleaning of food contact surfaces and keeping chemicals away from food
	Physical Hazards - Physical contamination from operator - Foreign body/Dust contamination from environment.	Low	Low	- Staff hygiene policy/programmes in place with all site staff trained and records of training maintained and retained on personnel files.
7. Cooling **CCP**	**Microbiological Hazards** - Growth of bacteria - Germination of spores	Medium	High	- Cooling procedure in place; foods to be cooled rapidly in shallow containers or use other methods of rapid cooling, preferably in designated "cooling" areas where the temperature is low. When cooled to be refrigerated below 5 ^{0} C. - Achieve less than 15 ^{0} C within 90 minutes
	Chemical Hazards - Chemical contamination from cleaning products	Low	Low	- Maintenance programme in place keeping high standards of cleaning of food contact surfaces and keeping chemicals away from food - Decant containers are kept clean and there is no risk of contamination of product in "cooling" area

Validation:
Name: Position: Date:

Name: Position: Date:

	Physical Hazards - Physical contamination from operator - Foreign body/Dust contamination from environment.	Low	Low	- food is kept covered - Staff hygiene policy/programmes in place with all site staff trained and records of training maintained and retained on personnel files.
8. Serve Hot **CCP**	**Physical Hazards** - Glass contamination from internal light sources. - Pests/rodents and or Flying insects due to poor hygiene/debris build up **Microbiological Hazards** - Bacterial contamination or growth; Growth of food spoilage bacteria	Low Medium	Low High	- Staff hygiene policy/programmes in place with all site staff trained and records of training maintained and retained on personnel files - Maintenance programme in place keeping high standards of cleaning of food contact surfaces and keeping chemicals away from food - Stock rotation in accordance with date codes
8A. Serve Cold **CCP**	**Microbiological Hazards** - Growth of food poisoning (pathogenic) bacteria - Cross contamination	Medium	High	- Time is minimised at ambient max 2 hrs - Food is covered/wrapped/ labelled and dated - Stock is rotated in accordance with date codes - Raw is separated from cooked - Sanitising and cleaning of display and storage areas daily programme in place - Any food sent out from kitchen must not be returned for reissue.
8B. Waste transferred	**Physical Hazards** - Physical contamination from operator - Foreign body/Dust contamination from environment.	Low	Low	- Staff hygiene policy/programmes in place with all site staff trained and records of training maintained and retained on personnel files.

Validation:
Name: Position: Date:

Name: Position: Date:

CCP decision tree

Process Step Hazard	Q1	Q2	Q3	Q4	Q5	CCP Yes / No	Team comment
1. Receipt of Deliveries *- External contamination from rain water, bird droppings, vermin/rodents and flying insects during in loading process.* *- Glass contamination from internal light sources.* *- Pests/rodents and or Flying insects due to poor hygiene/debris build up*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
1. Receipt of Deliveries *- Chemical or physical contamination*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
1. Receipt of Deliveries *- Bacterial contamination or growth*	Y	Y	Y	-	-	**YES**	Procedures and action as per hazard analysis
1A Packaging *- External contamination from rain water, bird droppings, vermin/rodents and flying insects during in loading process.* *- Glass contamination from internal light sources.* *- Pests/rodents and or Flying insects due to poor hygiene/debris build up*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
1A Packaging *- Chemical or physical contamination*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
1B Water *- Bacterial contamination or growth*							Procedures and action as per hazard analysis
2. Storage *- Physical contamination from operatives.* *- Glass contamination from internal light*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis

Validation:
Name: *Position:* *Date:*

Name: *Position:* *Date:*

sources. *- Pests/rodents and or Flying insects due to poor hygiene/debris build up*							
2. Storage *- Bacterial contamination or growth*	Y	Y	Y	-	-	**YES**	Procedures and action as per hazard analysis
3. Defrost *- Physical contamination from operatives.* *- Glass contamination from internal light sources.* *- Pests/rodents and or Flying insects due to poor hygiene/debris build up*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
3. Defrost *- Bacterial contamination or growth*	Y	Y	Y	-	-	**YES**	Procedures and action as per hazard analysis
4. Preparation *- Physical contamination from operator* *- Foreign body/Dust contamination from environment.*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
4. Preparation *- Cross contamination from raw products* *- Contamination from dirty hands or gloves, equipment or utensils or packaging.* *- Growth of food poisoning bacteria*	Y	Y	Y	-	-	**YES**	Procedures and action as per hazard analysis
4. Preparation *- Chemical contamination from cleaning products*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
4A. Waste *- Physical contamination from operator* *- Foreign body/Dust contamination from environment.*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
5. Cooking *- Survival of food poisoning bacteria*	Y	Y	Y	-	-	**YES**	Procedures and action as per hazard analysis
6. Hot Hold *- Growth of bacteria*							

Validation:
Name: *Position:* *Date:*

Name: *Position:* *Date:*

- Germination of spores	Y	Y	Y	-	-	**YES**	Procedures and action as per hazard analysis
6. Hot Hold *- Chemical contamination from cleaning products*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
6. Hot Hold *- Physical contamination from operator* *- Foreign body/Dust contamination from environment.*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
6A. Cold Hold *- Chemical contamination from cleaning products*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
6A. Cold Hold *- Physical contamination from operator* *- Foreign body/Dust contamination from environment.*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
7. Cooling *- Growth of bacteria* *- Germination of spores*	Y	Y	Y	-	-	**YES**	Procedures and action as per hazard analysis
7. Cooling *- Chemical contamination from cleaning products*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
7. Cooling *- Physical contamination from operator* *- Foreign body/Dust contamination from environment.*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
8. Serve Hot *- Glass contamination from internal light sources.* *- Pests/rodents and or Flying insects due to poor hygiene/debris build up*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis
8. Serve Hot *- Bacterial contamination or growth; Growth of food spoilage bacteria*	Y	Y	Y	-	-	**YES**	Procedures and action as per hazard analysis

Validation:
Name: *Position:* *Date:*

Name: *Position:* *Date:*

8A. Serve Cold *- Growth of food poisoning (pathogenic) bacteria* *- Cross contamination*	Y	Y	Y	-	-	**YES**	Procedures and action as per hazard analysis
8B. Waste transferred *- Physical contamination from operator* *- Foreign body/Dust contamination from environment.*	Y	Y	N	N	-	No	Procedures and action as per hazard analysis

Validation:

Name: *Position:* *Date:*

Name: *Position:* *Date:*

Risk assessments

Risk Assessment Table for Raw Materials: Allergens & Identity Preserved Products

Name of Product	Is it an ID preserved product? Y/N	Intended Consumer	Finished Product Spec on File Y/N	Key method of control i.e. PH Temp?	Step in Process that has potential for sabotage or Accidental Adulteration?	List of ingredients & additives	Food Additiv-es Y/N	Preser-vatives Y/N	Allergens Y/N	Intolera - nce Y/N	Sev	Lik	Sig	Is supplier Approved Cert Held	What controls are in place
	Allergen	Produce		Identity	Preserved										
	Yes	General Population Inc Children & elderly	Yes	Product segregation	Yes storage – No segregation		N/A	N	Y	N	3	1	3	Supplier approved. All certs held by supplier	Segregated storage Approved Suppliers

Validation:
Name: *Position:* *Date:*

Name: *Position:* *Date:*

Risk Assessment for Foreign body contamination, Plastic, Glass and Wood

Location		Assessment Date		Last assessment Date	

Hazards identified	Risk assessment to consider foreign body contamination including Plastic, Metal, Wood and Glass on site	*Calculate Hazard Rating – Frequency (Sv + Prb)*			Rating
		Frequency	Severity	Probability	
			3	2	6

Control Measures	
	Control to reduce or eliminate risk
1	Glass register and weekly glass audit
2	Hygiene audit checks general house keeping for and foreign bodies. If there is a repeat issue it will be marked Red.
3	Broken equipment are removed to outside the compactor area and dumped into a skip.
4	All damaged crates are removed to the waste area and returned.
5	Glass breakage procedure are followed and completed if there is a breakage.
6	All staff receive Hygiene and Food safety training
7	Utensils checks daily.
8	Jewellery policy enforced and monitored via the Hygiene audit
Low risk.	

Validation:
Name: *Position:* *Date:*

Name: *Position:* *Date:*

Validation table

Potential Hazard	Critical Limits	References
Hepatitis A, Salmonella, E. Coli, E. coli 0157:H7 Listeria monocytogenes Campylobacter jejuni Shigella, Other food poisoning organisms Norwalk Viruses Parasites i.e. *Cyclosporidium*	Elimination of poor hygiene practices By food handlers etc Poor hygiene practices Poor cleaning practices	Code of Hygienic Practices for Fresh Fruit & Vegetables (Codex Alimentarius) CACP/RCP53-2003 Code of Practice No1- Risk Categorisation of Food Businesses Code of Practice No 4 – Food Safety in the Fresh Produce Code of Practice No 10 – Assessment of HACCP compliance
Salmonella	Sampling plan on microbiological criteria for foodstuffs	Commission Regulation (EC) No: 2073/2005 15th November 2005
Pesticides	Control of MRL (pesticide) levels in food	Commission Regulation (EC) No: 396/2005 23rd February 2005

Validation:

Name: *Position:* *Date:*

Name: *Position:* *Date:*