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| **Process Step**  | **Hazard** | **Control/Targets** | **Critical Limit** | **Monitoring** | **Corrective Action** |
| **Purchase** | Physical, chemical, bacterial and allergenic contamination | Use reputable, approved suppliers. Agreed product specifications | N/A | Inspect supplier premises, references. Supplier on approved list | Change supplier if necessary |
| **Delivery & Receipt** | Bacterial growthPhysical and chemical contamination | Move to relevant storage immediately. Chilled and frozen food to take priority over ambient goodsClean/undamaged packaging | N/A | Time from purchasing to unloading. Check date codes and condition of foodVisual inspection of packaging | Reject unfit or damaged food. Discard food or label **DO NOT USE** and quarantine / return to supplier |
| **Storage Chilled** | Bacterial growthCross contamination | Store at correct temperatures <5°C**Target is 1°C to 4°C**Raw and high-risk foods segregated | **8°C** | Fridge temperature checks twice dailyObservation and supervision | Adjust fridge thermostatCall out engineerRepair or replace fridge |
| **Storage Frozen** | Bacterial growth | Store at correct temperatures <-18°C. **Target is -18°C or colder** | **-15°C** | Freezer temperature checks twice daily | Adjust fridge thermostatCall out engineerRepair or replace |
| **Storage Ambient** | Bacterial growthPhysical and chemical contamination | Stock rotationDry stores to be kept cool, dry, clean and tidyStore chemicals away from food storage areas. Keep part opened packs sealed. Check for signs of damaged packaging, signs of pests etc | N/A | Condition of foodCleaning schedule | Discard contaminated foodCall out pest contractor |
| **Defrost** | Bacterial growthCross contamination | Defrost under chilled conditions at < 5°CFood covered, thawing juices suitably contained. Store below ready to eat foods. Use within 24 hours | **8°C** | Poultry joints flexibleNo ice crystals | Review thawing methodsDiscard contaminated food |
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| **Process Step** | **Hazard** | **Control/Targets** | **Critical Limit** | **Monitoring** | **Corrective Action** |
| **Prepare** | Bacterial contamination from food handlers and bacterial growthCross ContaminationPhysical and chemical contamination | Minimise handling, good personal hygiene practicesMinimise time food at ambient temperatures (30 minutes)Separation of raw and cooked foods. Use coloured boards and utensils. Segregation of allergensKeep food covered. Store cleaning products away from food areas | **2 hours** | Temperature of food, observation/supervisionObservation/supervisionObservation/supervision | Discard high-risk foodleft at room temperature for > 2 hrs |
| **Cold Display** | Bacterial growth | Keep food cold until served, limit time at ambient temperatures (up to 4 hrs) | **4 hours** | Time and temperature control | Discard food held at ambient temperature after 4 hrs |
| **Cook** | Survival of bacteria | Cook thoroughly to core temperature, minimum 75°C held for 30 seconds (or equivalent time/temp ratio) | **75°C for 30 seconds** | Temperatures recorded for cooked foods | Continue to cook until core temperature achievedAdjust time/temperature combination |
| **Cool** | Bacterial growthCross contamination | Cool within 90 minutes and refrigerate at < 5°C. Cover food, separation of raw and cooked foods | **90 minutes & <5°C** | Time and temperature controlObservation/supervision | Discard food if not cooled and refrigerated within time/temperature limit |
| **Reheat** | Survival of bacteria | Reheat (once only), core target temperature, minimum 75° for 30 seconds. (NB 82°C in Scotland) | **75°C** | Food temperature checks for reheated food | Extend cooking time until core temperature achieved |
| **Hot Display** | Bacterial growth | Maintain temperature of food at or above 63°C | **63°C** | Time and temperature of food | Discard food held below 63°C for more than 2 hrs |