Section 3: Critical Control Point Records

What this section aims to do

To provide a system that monitors the Critical Control Points of the food production as identified in the analysis of food safety hazards.

Contents

What you need to do

Approval of suppliers of high-risk food

- The highest priority suppliers are those who supply high-risk food (high protein content and which will not be subject to any further heat treatment), although all food suppliers should be considered.
- The suppliers to the catering facilities at Post should be listed on ***Form 3.1***. Only these approved suppliers must be utilised.
- A copy of the standard letter ***Form 3.2*** and the request for information ***Form 3.3*** should be sent to each of the suppliers of high risk foods listed.
- When the information is returned it should be assessed and the supplier approved or replaced as necessary. Suppliers who have achieved accreditation to the British Retail Consortium's Global Standard for Food (Issue 5) or equivalent should be accepted, assuming that the certification is still in date.
- http://www.brcglobalstandards.com/standards/food/
- Some suppliers may be accredited to the less demanding requirements of SALSA (Safe and Local Supplier Approval). This should be satisfactory for supply to a restaurant.
- http://www.salsafood.co.uk/
- ***Form 3.1*** should be fully completed on receipt of the supplier approval information. On expiry of the certifications, the suppliers should be contacted and updated certification requested.
- Please contact the Food Alert support-line if you require assistance in reviewing the information returned by suppliers.

Section 3: Critical Control Point Records

Monitoring the safety and quality of food received

- All foods should be subject to visual inspection when they are delivered.
- In addition, the temperature of high risk food must be checked and recorded on the record sheet entitled ***Form 3.4***.
- Chilled food should be at or below 5^{o}C. If it is above 8^{o}C, then it should be rejected. Frozen food should be at or below –15^{o}C and should be rejected if it is higher this. Any action taken should be recorded.
- Suppliers should be informed if they consistently deliver foods that are outside of the acceptable range.
- The Head Chef should sign the form off at the end of the week to confirm correct completion of the records.

Monitoring of refrigerators and freezers

- The temperature of the refrigerators and freezers in which food is stored must be checked and recorded.
- Refrigerators and walk-in chillers should be operating between 1^{o}C and 5^{o}C and freezers should be at or below –18^{o}C. Temperatures must be recorded on the record sheet entitled ***Form 3.5***.
- All refrigerators and freezers should be entered in the left hand column.
- Twice a day the air temperature of the equipment should be tested using an accurate thermometer. The temperature reading should be entered on the form under the column for the appropriate day. The air gauge can be used during the week, but a probe or infra-red gun should be used at least once during the week and these temperatures should be high-lighted.
- Some companies utilise automatic temperature monitoring systems. It is important to ensure appropriate alarm facilities are incorporated into the system and are acted upon and signed off. It is useful to cross-check the accuracy of the system periodically using a calibrated probe thermometer.
- NB High-risk food can be displayed for service at temperatures above 8ºC for a period not exceeding 4 hours.
- The Head Chef should sign the form off at the end of the week to confirm correct completion of the records.

Monitoring of cooked food cooked and reheated

- High risk foods should be checked to ensure that the centre of the food has reached 70ºC for 2 minutes (or equivalent).
- Records must be kept using the record sheet entitled ***Form 3.6***.
- NB In Scotland a temperature of at least 82°C must be achieved for the reheating of foods.
- The Head Chef should sign the form off at the end of the week to confirm correct completion of the records.

Chilling of high risk foods

- High risk foods that are cooked and then cooled must be monitored.
- Records should be kept on the record sheet entitled ***Form 3.7***.
- Chilling foods in a blast chiller is the preferred method: spread the food out on shallow, metal trays and ensure the door is not opened unnecessarily during cooling. A blast chiller should be able to reduce the temperature below 5°C within 90 minutes.
- High-risk foods must be cooled as rapidly as possible. If you are cooling foods in a cool part of the kitchen use shallow, metal, uncovered trays. The temperature after 90 minutes should be about the same as the temperature of the room itself, prior to placing into refrigerated storage.
- The Head Chef should sign the form off at the end of the week to confirm correct completion of the records.

Hot storage of food during service or on display (hot holding)

- The temperature of foods which are being held hot should be checked and recorded.
- The foods must be above 63ºC.
- The foods should be probed at least once during service. Temperatures must be recorded on ***Form 3.8***.
- Alternatively, food can be displayed at temperatures below 63ºC for a period not exceeding 2 hours, but you must keep quantities of food to a minimum and have a system in place to demonstrate your time control.
- The Head Chef should sign the form off at the end of the week to confirm correct completion of the records.

Checking of temperature probes

- The temperature probes should be checked for accuracy every month.
- Use melting ice which should be at 0°C +/- 1°C.
- Record on ***Form 3.9***
- Should the probe be out of calibration then it should be returned to the supplier or replaced.
- Where the probe comes with a Calibration Certificate, this should be retained.

Checking of hot water supply and dishwasher rinse cycle

- The temperature of the hot water supply should be checked daily using a probe thermometer and recorded on ***Form 3.10***.
- The temperature should be at or above 50°C.
- The temperature of the rinse cycle on the dishwasher should be checked daily using the gauge (if fitted).
- The temperature should be at or above 82°C.
- Record any action taken if temperatures do not meet these standards.

Kitchen 'due diligence' diary

- You may find ***Form 3.11*** useful for recording all the temperatures on one daily page.

Forms

Form number	Form title
3.1	List of approved high-risk food suppliers
3.2	Letter requesting approval information
3.3	Supplier information request form
3.4	Temperature/quality of foods received
3.5	Temperatures of refrigerators and freezers
3.6	Cooking and reheating temperatures
3.7	Cooling times and temperatures
3.8	Temperature of foods during hot holding
3.9	Check of temperature probes
3.10	Temperatures of hot water and dishwasher rinse cycle
3.11	Kitchen ‘due diligence’ diary

Form 3.1: List of approved high-risk food suppliers

Supplier	Foods supplied	Approval details	Certification expiry date

Form 3.2: Letter requesting approval information

[Date]

[Name]
[Position]
[Company name]
[Address]

Dear [Name]

We are currently reviewing our food safety systems and suppliers.

Please find enclosed an information request form regarding food safety standards of your operation. I would appreciate it if you could please complete the form and return with the information as appropriate.

We confirm that all chilled and frozen foods must be maintained at the correct temperature throughout the distribution chain:

- chilled high risk foods should be delivered at or below 5°C. If the temperature exceeds 8°C the goods will be returned;
- all frozen foods must be delivered at or below –15ºC. If the temperature exceeds this temperature the goods will be returned;
- uncooked products which contain egg and need no further cooking should be made using pasteurised eggs; and
- all vehicles used for the delivery of the foods shall be specific for that purpose and be clean throughout.

We trust that this is self-explanatory and look forward to your reply.

Should you have any queries regarding the contents of this correspondence, please do not hesitate to contact me.

Yours sincerely

[Name]
[Position]

Form 3.3: Supplier information request form

Company requesting information:	

Supplier details	
Name of supplier	
Address	
Contact name	
Telephone number	
Fax number	
E-mail address	
Foods supplied	

Information requested	Attached
Accreditation certification (e.g. British Retail Consortium: Global Standard for Food, SALSA or equivalent). This is automatic approval.	
OR	
Hazard Analysis Critical Control Points (HACCP)	
CCP monitoring sheets	
Most recent external independent report (e.g. Environmental Health Officer/ Local Health Officer)	
Pest control contract and last 3 service reports	
Summary of food hygiene training completed	

Information received: sign off by Post representative	
Name	
Signature	
Date	

Form 3.4: Temperature and quality of foods received

Date	Supplier	Food	ºC	Quality	Action/comments	Signature
Sign off by Head Chef						

Temperature of chilled high risk foods should be below 5°C and must be rejected if above 8°C
Temperature of frozen foods should be below –18°C and must be rejected if above –15°C

Form 3.5: Temperatures of refrigerators and freezers

Week commencing: / /

Location	No.	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Initials															
Details of remedial action taken															
Sign off by Head Chef															

Temperature of fridges to be at or below 5°C
Temperature of freezers to be at or below –18°C

Form 3.6: Cooking and reheating temperatures

Date	Time	Food	ºC	Comment/action	Initials
Sign off by Head Chef					

Monitoring to occur of bulk produced high protein foods: meat, poultry, fish, shellfish, dairy produce, rice
Temperature to exceed 70°C for 2 minutes.

Form 3.7: Cooling times and temperatures

Date	Food	Time cooling started	Temperature at start °C	Time cooling ended	Temperature at end °C	Cooling method	Comments/action	Initials
Sign off by head chef								

To be used for monitoring high-risk foods: meat, poultry, rice, meat/fish based soups, stocks etc.
Blast chiller: Cool to below 8°C within 90 minutes
Chilling at ambient: Maximum 90 minutes in coolest part of the kitchen (record temperature at end of this period), followed by refrigerated storage

Form 3.8: Temperature of foods during hot holding (e.g. bain-marie, soup kettle, hot lamps, rice cookers)

Date	Time	Food	°C	Comments/action*	Initials
Sign off by Head Chef					

***Hot high risk foods must be at least 63^{o}C, but they can fall below this temperature for a period not exceeding 2 hours after which they must be discarded, cooled or reheated and served (ensure a comment is added)**

Form 3.9: Check of temperature probes (monthly)

Date	Probe	Temperature in melting ice ºC	Action/comments	Signature

Form 3.10: Temperatures of hot water and dishwasher rinse cycle (daily)

Date	Hot water after 1 minute (ºC)	Dishwasher rinse (ºC)	Action/comments	Initials

Temperature of hot water to be at or above 50°C
Dishwasher rinse cycle to be at or above 82°C

Form 3.11: Kitchen 'due diligence' diary

DATE:

CHEF ON DUTY:

Food Alert
Food Hygiene • Health & Safety

CRITICAL CONTROL POINT: DELIVERY TEMPERATURES

Acceptable range	Supplier	Food checked	ºC	Action taken	Initials
≤8ºC					
≤8ºC					
≤8ºC					
≤-15ºC					
≤-15ºC					

CRITICAL CONTROL POINT: FRIDGE AND FREEZER TEMPERATURES

Unit	Acceptable range	AM	PM	Unit	Acceptable range	AM	PM
Fridge 01	≤5ºC			Walk-in 1	≤5ºC		
Fridge 02	≤5ºC			Walk-in 2	≤5ºC		
Fridge 03	≤5ºC			Freezer 01	≤-18ºC		
Fridge 04	≤5ºC			Freezer 02	≤-18ºC		
Fridge 05	≤5ºC			Freezer 03	≤-18ºC		
Fridge 06	≤5ºC			Walk-in 1	≤-18ºC		
Initials				Initials			

CRITICAL CONTROL POINT: COOKING/REHEATING TEMPERATURES

Food	Acceptable range	Time	Temperature ºC	Initials
	>70ºC/2 mins			
	>70ºC/2 mins			
	>70ºC/2 mins			

CRITICAL CONTROL POINT: CHILLING TIMES AND TEMPERATURES

Food	Time cooling started	Temperature at start °C	Time cooling ended	Temperature at end °C	Initials

HOT WATER CHECK			**DISHWASHER RINSE TEMPERATURE CHECK**		
Acceptable range: ≥50 ºC	Temperature after 1 minute	Initials	Acceptable range: ≥82 ºC	Temperature of rinse cycle	Initials

PROBLEMS IDENTIFIED	**ACTION TAKEN**	**MANAGER'S SIGNATURE**
MANAGER'S SIGNATURE		