

HACCP CONTROL CHART

HACCP – Purchase

Hazard	Control measures	Monitoring	Corrective action
Contamination with harmful bacteria, toxic chemicals or foreign bodies.	Use only reputable suppliers. Select least hazardous ingredients. Agree specifications with suppliers. Visit supplier's premises.	Ensure supplier has good HACCP practices. Check supplier's references.	Reject delivery. Warn supplier. Change supplier.

HACCP - Delivery

Hazard	Control measures	Monitoring	Corrective action
Contamination with harmful bacteria, toxic chemicals or foreign bodies.	Food covered/protected or in suitable containers.	Internal audit (looking, touching and smelling) Check condition of the packaging.	Reject the delivery. Return stock to the supplier.
	Establish a deboxing/unpacking area	Check the condition of the vehicle. Check the cleanliness of the driver and clothing.	Inform Chef/Manager. Warn supplier.
	Use only approved suppliers.		Change supplier.
	Use date codes/labels.	Use only approved suppliers.	Staff training.
Multiplication of food poisoning bacteria	Specify delivery requirements.	Check the date code on any packaging.	
	Chilled food to be delivered at 5°C or less. Frozen food to be delivered at -18°C or less.	Check the specified condition. Test the temperature with a calibrated probe thermometer.	
	Move to correct temperature controlled storage within 15 minutes of delivery	Time the move to storage.	

HACCP – Refrigerate

Hazard	Control measures	Monitoring	Corrective action
Contamination with harmful bacteria, toxic chemicals or foreign bodies.	Food covered or protected in suitable containers.	Internal audit (looking, touching and smelling).	Discard unfit food. Inform Chef/Manager
	Separation of raw and high risk foods.	Food within date code.	Staff training. Contingency plan (what to do if a fridge breaks down).
Multiplication of food poisoning bacteria.	Use disinfected temperature probe.		
	Don't overload fridges.	Check air temperature.	
	Do not store food in open tin cans.	Check temperatures in all parts of the fridge (Especially walk in fridges).	Organise fridge to allow good air-flow.
	Chilled food held below 5°C.		
	Frozen food held below -18°C.		Maintain fridges (service annually and check door seals)
	Good stock rotation.		
	Date labels.		

HACCP – Defrosting

Hazard	Control measures	Monitoring	Corrective action
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Contamination with harmful bacteria, toxic chemicals or foreign bodies.	Allow sufficient time to defrost large pieces of frozen meat or fish.	Check core temperature with a disinfected probe thermometer to ensure the item is thoroughly defrosted.	Do not use until thoroughly defrosted.
Multiplication of food poisoning bacteria	<p>Always defrost in a fridge, ensuring that the surface temperature does not exceed 5°C.</p> <p>Place raw and uncooked items at the bottom of the fridge.</p> <p>Do not allow cross contamination from raw food to cooked food.</p> <p>Place in a suitable sized container to contain any liquids that might be produced.</p>	<p>Check smaller items visually.</p>	<p>Discard unfit food.</p> <p>Inform Chef/Manager.</p> <p>Staff training.</p>

HACCP –Prepare and store

Hazard	Control measures	Monitoring	Corrective action
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Contamination with harmful bacteria, toxic chemicals or foreign bodies.	Dry stores in cool dry condition, well lit and ventilated.	Internal audit.	Discard unsatisfactory food.
	No food items stored on the floor (sufficient shelving).	Visual checks.	Good maintenance of the building.
	Food within relevant date code.	Good housekeeping.	Staff training.
Multiplication of food poisoning bacteria	Care in handling.	Cleaning schedule.	Discard high risk food that has been kept at room temperature for more than 2 hours.
	Good stock control (FIFO)		
	Keeping raw foods away from high risk food.		Reduce quantities prepared.
	Colour coded boards.		
	Prepare only what is needed.		
	Exclude staff with food poisoning symptoms or other illnesses.	Staff sickness records.	
	Maximum time at room temperature (30 minutes).		

HACCP – Vacuum packing raw food

Hazard	Control measures	Monitoring	Corrective action
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Contamination with harmful bacteria.	Use the vacuum packing machine solely for raw produce that will eventually be cooked.	Internal audit.	Discard any food that may have been contaminated.
C. Botulinum E.Coli. Salmonella. Listeria Monocytogenes	Maximum shelf life for goods 5 days or less	Correct cleaning schedule. (Detergent followed by disinfectant).	Discard any food that has exceeded the 5 day rule.
Cross contamination from raw food to high risk food.	Use only fresh food, vacuum packing old stale food will not increase its shelf life. Minimise direct handling. Maintain cleanliness of the equipment. Store products at 5°C or less. Date labelling. Stock rotation.	Check to see that each packet is correctly sealed. Staff awareness of the risks. Hygienic use of the machine by the staff.	Staff training. Good maintenance.

HACCP – Vacuum packing cooked food

Hazard	Control measures	Monitoring	Corrective action
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Contamination with harmful bacteria.	Use the vacuum packing machine solely for cooked food.	Internal audit.	Discard any food that may have been contaminated.
C.Botulinum. E.Coli. Salmonella. Listeria Monocytogenes.	NO RAW MEAT OR FISH PRODUCTS Maximum shelf life for goods 5 days or less.	Correct cleaning schedule. (Detergent followed by disinfectant). Check to see if each packet is correctly sealed.	Discard any food that has exceeded the 5 day rule.
Cross contamination from raw food to high risk food.	Use only fresh food, vacuum packing old stale food will not increase its shelf life. Minimise direct handling. Maintain cleanliness of the equipment. Store products at 5°C or less. Date labelling. Stock rotation.	Staff awareness of the risks. Hygienic use of the machine by the staff.	Staff training. Good maintenance.

HACCP– Cooking

Hazard	Control measures	Monitoring	Corrective action
Survival of harmful bacteria, spores and toxins.	Cook poultry, stews, stocks and soups to a core temperature of at least 75°C.	Core temperature checks using a clean probe thermometer.	Extend cooking time until the correct core temperature has been reached.
C.Botulinum C.Perfringens Campylobacter Jejuni B.Cereus	Boil liquids. Stir and skim stockpots. Cook and serve food as quickly as possible. Avoid copper or aluminium for acid food.	Internal audit. Visual checks.	Discard any soup or stock where the liquid has not been stirred for 2 hours. Discard any stock where there has been a loss of heat for more than 30 minutes.
Contamination with harmful bacteria, toxic chemicals or foreign bodies.	Keep food covered to prevent physical contamination.		

HACCP– Cooling

Hazard	Control measures	Monitoring	Corrective action
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Multiplication of food poisoning bacteria, toxin build up and the formation of spores.	Keep cooked foods away from raw foods.	Internal audit	Inform Chef/Manager
	Cool food as rapidly as possible, especially rice products.	Time the cooling period	Discard contaminated food.
B.Cereus C.Botulinum C.Perfringens	Refrigerate cooled food immediately.	Check the temperature of the food using a clean probe thermometer.	Discard food that has been left out longer than 90 minutes.
	Cool liquids in shallow trays.	Keep food covered.	Staff training.
Contamination with harmful bacteria, toxic chemicals or foreign bodies.	63°C to 5°C in less than 90 minutes.		

HACCP – Re-heating and service

Hazard	Control measures	Monitoring	Corrective action
Contamination with harmful bacteria, toxic chemicals or foreign bodies.	Only re-heat any item of food once.	Internal audit	Discard contaminated food.
	Ensure that the product has reached a core temperature of at least 75°C.	Check core temperature using a clean probe thermometer.	Inform Chef/Manager. Staff training.
	If not consumed then discard the product.	Visual inspection	
	Minimize handling. Minimize time the high-risk food is at room temperature.		
Multiplication of food poisoning bacteria.	Serve within 15 minutes of cooking/re-heating.		
	Observe good hand hygiene.		

HACCP – Use of the slicer

Hazard	Control measures	Monitoring	Corrective action
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<p>Contamination with harmful bacteria.</p>	<p>Clean and disinfect after every session.</p> <p>Ensure guards are in place</p>	<p>Internal audit</p> <p>Visual inspection.</p> <p>Staff awareness of risks.</p>	<p>Discard any food that may have been contaminated.</p> <p>Inform Chef/Manager.</p> <p>Staff training.</p> <p>Good maintenance.</p>
<p>Cross contamination between raw and cooked foods</p>	<p>Clean and disinfect before switching from slicing raw to slicing cooked products.</p>	<p>Correct cleaning schedule (Detergent followed by disinfectant)</p>	