

Step Description	What could go wrong? The Hazards	How can we ensure safety? The Control Points	What should we do? (<i>Italics</i> = Write something Bold = When Control Points are not met)	What will we do in our organisation to make this happen?	Where does this fit in our standard procedures
Buying Frozen foods	<ul style="list-style-type: none"> Food uncovered Cabinet dirty Incorrect temperature Contamination by handler or other food 	<ul style="list-style-type: none"> Temperature below -18°C. Packaging intact. Display cabinet clean 	Check temperature/cleanliness of display cabinet goods. Check packaging. Don't purchase goods that have started to thaw. Don't purchase goods with broken packaging.	Guidelines about buying food are part of the guideline sheet provided to all who are preparing food at home or at the church. Annual training session.	See also Standard Procedure 1.1
Buying Refrigerated foods	<ul style="list-style-type: none"> Food uncovered Cabinet dirty Incorrect temperature Contamination by handler or other food 	<ul style="list-style-type: none"> Temperature below 5°C. Packaging intact. 	Check temperature and cleanliness of display cabinet & goods. Check packaging. Don't purchase goods that are above 5°C. Don't purchase goods with broken packaging.	Guidelines about buying food are part of the guideline sheet provided to all who are preparing food at home or at the church. Annual training session.	See also Standard Procedure 1.1
Transport of goods to premises	<ul style="list-style-type: none"> Food uncovered Vehicle dirty Incorrect delivery temperature Contamination by food handler or from other food 	<ul style="list-style-type: none"> Temperature below 5°C for refrigerated food and below -18°C for frozen food. Food covered and packaging intact. 	Check temperature. Transport potentially hazardous goods in an esky and ensure cleanliness of vehicle & goods. Refrigerated foods should feel cold and frozen foods should be rock hard Check packaging. Throw out frozen goods that have started to thaw and refrigerated goods that are above 10°C. Use refrigerated food between 5°C and 10°C immediately or discard. Discard any food with broken packaging. <i>Any food identified not to be safe will be disposed of appropriately.</i>	Guidelines about transporting food are part of the guideline sheet provided to all who are transporting food for church food events. Annual training session.	See also Standard Procedure 1.1 & 1.8
Transfer frozen or chilled goods to storage from portable cooler.	<ul style="list-style-type: none"> Incorrect temperature Physical damage to packaging 	<ul style="list-style-type: none"> Time out of freezer to be limited. Temperature below -18°C (frozen) or below 5°C (chilled). Packaging intact. 	Frozen foods to be placed in freezer within 10 minutes. Throw out frozen food that has started to thaw. Discard any food with broken packaging. <i>Any food identified not to be safe will be disposed of appropriately.</i>	Guidelines about transporting food are part of the guideline sheet provided to all who are transporting food for church food events. Annual training session.	See also Standard Procedure 1.1 & 1.8

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Storage of Frozen and Chilled Foods.	<ul style="list-style-type: none"> Food uncovered Food has started to thaw (from frozen) or heated above 5°C (from chilled) Contamination by food handler or from other food Contamination by pests Swollen or dented cans 	<ul style="list-style-type: none"> Temperature below -18°C (frozen) or below 5°C (chilled). Stock turn over. Monitor 'use by' dates. Food to remain covered/packaged 	<p>Monitor fridge/freezer temperature daily <i>Record measured temperatures on the fridge/freezer temperature record sheet kept in the Careful Kitchen Crew cupboard.</i></p> <p>Ensure that all food is covered/packaged. Mark stock to identify date opened (long life products). Use stock on First in First out basis (FIFO). Check stock weekly for use by dates. Take corrective action if fridge/freezer temperatures are outside acceptable limits. Visually inspect stock for evidence of pests or broken packaging/lack of covering.</p> <p>Throw out frozen food that has started to thaw from frozen. Throw out frozen food suspected of being contaminated. Throw out any stock that shows evidence of pest contamination or spoilage. Throw out any swollen or dented cans. Refrigerated foods that have been out of the refrigerator for longer than 4 hours in total must either be discarded, or cooked immediately. Any food identified not to be safe will be disposed of appropriately.</p>	Careful Kitchen Crew to check temperatures of fridge and freezer and keep records on Refrigerator Temperature Record Chart. Annual training session.	See also Standard Procedure 1.2
Dry Storage	<ul style="list-style-type: none"> Food uncovered Incorrect temperature Contamination by food handler or from other food Contamination by pests Swollen or dented cans Contamination by spoilage 	<ul style="list-style-type: none"> Protected from vermin & pests Avoid contamination. Stock turn over. Monitor stock use by dates. 	<p>Store in dry place secure from pests Mark stock/donated foods to identify receipt date. Use stock on First in First out basis (FIFO). Check stock weekly for use by dates. Visually inspect stock daily for evidence of pests or broken packaging/lack of covering.</p> <p>Throw out any stock that shows evidence of pest contamination or spoilage. Throw out any swollen, rusted or dented cans. Any food identified not to be safe will be disposed of appropriately.</p>	Guidelines about correct storage of food are part of the kitchen guidelines sheet provided to all kitchen helpers and home cooks. Annual training session.	See also Standard Procedure 1.2

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Thawing Frozen food	<ul style="list-style-type: none"> Inappropriate length of time in thawing Contamination of ready to eat food 	<ul style="list-style-type: none"> Temperature below 5°C or above 60°C. Minimise time between 5°C and 60°C. 	Thaw frozen food in a microwave (if using immediately) or in a refrigerator Ensure that thawing food is not above or can drip onto ready to eat food. Throw out food that has started to thaw before this step. Ready to eat food that may be contaminated must be discarded. Any food identified not to be safe will be disposed of appropriately.	Guidelines about thawing of food are part of the Kitchen Guidelines provided to all kitchen helpers and home cooks. Annual training session.	See also Standard Procedure 1.3
Preparation for cooking This could involve the following: <i>wash, mix, slice, chop, weigh, remove leaves, spread, cover assemble, add toppings, whip cream, glaze, wrap</i>	<ul style="list-style-type: none"> Contamination by (1) foreign objects, (2) bacterial growth from food at room temp for too long, (3) chemical residues on surfaces or by storage of chemicals near food prep area Poor food handling techniques Inadequate cleaning of utensils/surface Cross contamination from raw to cooked foods Inadequate washing of food 	<ul style="list-style-type: none"> Minimise time food is held between 5°C and 60°C. Wash fruit and vegetables well under running water. Check that food handling procedures are being followed. Avoid contamination of ready to eat food. Clean well according to the cleaning procedures. 	Commence preparation as soon as frozen food is thawed. Visually check to see that all dirt and other foreign material has been removed. Commence cooking as soon as preparation is complete. If delay is necessary, refrigerate during any waiting period. Food requiring refrigeration must not be left out of refrigeration for more than 2 hours. Food that has been left out of refrigeration for more than 2 hours must be used immediately or discarded. Food that has been contaminated with chemicals must be discarded. If raw foods (especially raw meat juices) contaminate cooked food, cooked food is to be thrown out. Any food identified not to be safe will be disposed of appropriately. Take out small quantities at a time to allow rapid preparation. Store chemicals away from food preparation areas. Hands washed before the start of the process using the procedure detailed in the Personal Hygiene section of this program. Supervise personal hygiene techniques of helpers, providing guidance where necessary. Utensils to be kept for the same type of food or cleaned after each use. Serving utensils which contact hands and potentially contaminated surfaces must be washed All wrapping is to be kept in a manner that prevents contamination. Any wrapping that contacts potentially contaminated surfaces must be discarded.	Guidelines about food preparation and personal hygiene are part of the Kitchen Guidelines provided to all kitchen helpers and home cooks. Annual training session.	See also Standard Procedure 1.3 & 3

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Cooking <i>Roast, Fry, Toast, Boil</i>	<ul style="list-style-type: none"> Contamination by foreign matter or food handler Inadequate temperature Unclean utensils/dishes 	<ul style="list-style-type: none"> Cooking time & temperature to ensure food is cooked thoroughly Utensils and cooking equipment are clean Avoid contamination. 	<p>Utensils and plates used to handle and hold precooked food must be washed.</p> <p>Clean plates and utensils to be used for cooked food.</p> <p>Follow any manufacturers instructions for cooking food where these are given</p> <p>Any food whose juices are not running clear or which has not boiled for 5 minutes by the end of the relevant time, should be placed back in the oven or on the heat until it has done so.</p> <p>If foreign matter is observed in cooked food, the cooked food should be thrown out.</p> <p>Any food identified not to be safe will be disposed of appropriately.</p>	<p>Information about correct cooking is provided to Food Event Coordinators and to home cooks.</p> <p>Annual training session.</p>	See also Standard Procedure 1.4
Storing Cooked food <i>Cool</i>	<ul style="list-style-type: none"> Contamination by foreign objects Bacterial growth by food left at room temperature for too long 	<ul style="list-style-type: none"> Ensure food is covered. Food must cool from 60°C to 21°C within 2 hours and 5°C or less within a further 4 hours. Avoid contamination. Clean utensils to be used. No contact with contaminated surfaces 	<p>Serve food to customer without delay.</p> <p>Store cooked food in a refrigerator as soon as it has stopped steaming.</p> <p>Use wide shallow containers where appropriate</p> <p>Throw out any cooked food that may have been contaminated by raw food.</p> <p>Food that has not cooled from 60°C to 21°C or less within 2 hours must be discarded.</p> <p>Food that has not cooled to 5°C or less within a further 4 hours must be discarded.</p> <p>Food that has contacted potentially contaminated surfaces must be discarded.</p> <p>Any food identified not to be safe will be disposed of appropriately.</p>	<p>Information about correct cooling is provided to Food Event Coordinators and to home cooks and kitchen helpers.</p> <p>Annual training session.</p>	See also Standard Procedure 1.5

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Reheating	<ul style="list-style-type: none"> Contamination by foreign matter or food handler Inadequate temperature Unclean utensils/dishes Reheating food more than once 	<ul style="list-style-type: none"> Avoid contamination. Core temperature of food must be brought to 70°C or above as quickly as possible and held there for 2 minutes. Reheat only once 	<p>Verify that the core temperature of the food has reached 70 °C and then that it is still above 70 °C after 2 minutes.</p> <p>Adjust reheating schedule if core temperature inadequate (food should be above 70 °C for at least 2 minutes or boiled for 5 minutes if it is a soup).</p> <p>Serve as soon as possible after heating.</p> <p>Any contaminated food must be thrown out, including if any foreign matter is observed in the food.</p> <p>Discard food if reheating takes longer than 2 hours.</p> <p>Discard food that has been reheated once.</p> <p>Any food identified not to be safe will be disposed of appropriately.</p>	<p>Information about correct reheating is provided to Food Event Coordinators and to kitchen helpers.</p> <p>Annual training session.</p>	<p>See also Standard Procedure 1.9</p>
Serving uncooked non-packaged frozen foods, eg. Ice cream	<ul style="list-style-type: none"> Contamination by foreign matter or food handler Inappropriate temperature 	<ul style="list-style-type: none"> Avoid contamination. Clean serving utensils to be used. No contact with hands or contaminated surfaces. Temperature below -18°C. 	<p>Serve directly from freezer if possible.</p> <p>Utensils to be cleaned after each use.</p> <p>Serving utensils which contact hands and potentially contaminated surfaces must be washed</p> <p>Serving utensils must NOT be stored in containers that allow a build-up of hazardous foods.</p>	<p>Information about correct serving of frozen foods is provided to Food Event Coordinators and kitchen helpers.</p> <p>Annual training session.</p>	<p>See also Standard Procedure 1.2</p>
Serving uncooked non-packaged refrigerated foods, eg. Sliced fresh fruit	<ul style="list-style-type: none"> Contamination by foreign matter or food handler Inappropriate temperature 	<ul style="list-style-type: none"> Avoid contamination. Clean serving utensils to be used. No contact with hands or contaminated surfaces. Temperature below 5°C. 	<p>Serve directly from refrigerator if possible.</p> <p>Utensils to be cleaned after each use.</p> <p>Serving utensils which contact hands and potentially contaminated surfaces must be washed</p> <p>Serving utensils must NOT be stored in containers that allow a build-up of hazardous foods.</p>	<p>Information about correct serving of cold foods is provided to Food Event Coordinators and kitchen helpers.</p> <p>Annual training session.</p>	<p>See also Standard Procedure 1.3 & 3</p>

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Serving cold cooked food, eg. Cold meats, cold desserts	<ul style="list-style-type: none"> Contamination by foreign objects Bacterial growth by food left at room temperature for too long 	<ul style="list-style-type: none"> Avoid contamination Minimise time food is held between 5°C and 60°C. Maximum time must not exceed 4 hours. Serve cold food within 4 hours. 	<p>Serve directly from refrigerator if possible. Remove from refrigerator for minimum period or time. Do not handle food with hands. Serving utensils to be cleaned at least once per hour.</p> <p>If food is out of the refrigerator and not served within 4 hours after it was first taken out, it should be thrown out.</p> <p>Serving utensils that contact hands and potentially contaminated surfaces must be washed.</p> <p>Any contaminated food must be thrown out, including if any foreign matter is observed in the food.</p> <p>Any food identified not to be safe will be disposed of appropriately.</p>	Information about correct serving of cold foods is provided to Food Event Coordinators and kitchen helpers. Annual training session.	See also Standard Procedure 1.3 & 3
Serving Hot Food	<ul style="list-style-type: none"> Contamination by foreign objects Bacterial growth by food left at room temperature for too long 	<ul style="list-style-type: none"> Avoid contamination. Clean serving utensils to be used. Food does not come into contact with hands or contaminated surfaces. 	<p>Serving utensils for hot food must be kept in the Bain-Marie/similar or washed after use. Serving utensils to be cleaned at least once per hour.</p> <p>Throw out any cooked food that may have been contaminated by raw food.</p> <p>Serving utensils that contact hands and potentially contaminated surfaces must be washed.</p> <p>Serving utensils must NOT be stored in containers that allow a build-up of hazardous foods.</p> <p>Any contaminated food must be thrown out, including if any foreign matter is observed in the food.</p> <p>Any food identified not to be safe will be disposed of appropriately.</p>	Information about correct serving of hot foods is provided to Food Event Coordinators and kitchen helpers. Annual training session.	See also Standard Procedure 1.2, 1.3 & 3

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Displaying hot cooked food, eg. Food stalls at fete	<ul style="list-style-type: none"> Contamination by foreign objects Bacterial growth by food left at room temperature for too long Incorrect holding temperature due to faulty equipment 	<ul style="list-style-type: none"> Temperature of food to be kept above 60°C. Store for maximum of 4 hours. Equipment working well 	<p>Place food in Bain-Marie so that all food is kept hot. Check all heating elements are functioning. Do not allow customers to have access to food and provide a shield between the customers and the food.</p> <p>Throw out any cooked food that may have been contaminated by raw food. Replace/fix faulty heating equipment</p> <p>Measure temperature in Bain-Marie before placing food in it. Measure temperature in different areas of Bain-Marie to make sure that all food is kept above 60°C.</p> <p><i>Record temperature of the Bain-Marie on the Fete food safety sheet (part of Temporary Food Premises permit)</i></p> <p>Place stock in Bain Marie so that it can be sold on a First in First out basis (FIFO).</p> <p>Dispose of all hot food held at room temperature for longer than 4 hours in total.</p> <p>Any food identified not to be safe will be disposed of appropriately.</p>	Information about correct handling and storage of hot food are part of the Kitchen Guidelines and the Food Stall Guidelines provided to all helpers. Annual training session.	See also Standard Procedure 1.2, 1.3 & 3
Sale of cold cooked take-away food, eg. sushi.	<ul style="list-style-type: none"> Contamination by foreign objects Bacterial growth by food left at room temperature for too long 	<ul style="list-style-type: none"> Avoid contamination Minimise time food is held between 5°C and 60°C. Maximum time between 5°C and 60°C must not exceed 4 hours. 	<p>Sell directly from refrigerator if possible. Remove from refrigerator for minimum period or time. Do not handle food directly with hands. Serving utensils to be cleaned at least once per hour.</p> <p>If foreign matter is observed in cooked food, the cooked food should be thrown out.</p> <p>Throw out any cooked food that may have been contaminated by raw food or contaminated hands or utensils.</p> <p>Discard food that has been held between 5°C and 60°C for longer than 4 hours in total.</p> <p>Any food identified not to be safe will be disposed of appropriately.</p> <p>Serving utensils that contact hands and potentially contaminated surfaces must be washed.</p> <p>All packaging must be kept in a manner that ensures cleanliness.</p>	Information about correct handling and storage of cold food are part of the Kitchen Guidelines and the Food Stall Guidelines provided to all helpers. Annual training session.	See also Standard Procedure 1.2, 1.3 & 3

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Sale of hot take-away food	<ul style="list-style-type: none"> Contamination by foreign objects Bacterial growth by food left at room temperature for too long 	<ul style="list-style-type: none"> Avoid contamination Minimise time food is held between 5°C and 60°C. Maximum time between 5°C and 60°C must not exceed 4 hours. 	<p>Serving utensils for hot food must be kept in the Bain-Marie or washed after use.</p> <p>Serving utensils to be cleaned at least once per hour.</p> <p>Serving utensils that contact hands and potentially contaminated surfaces must be washed.</p> <p>Serving utensils must NOT be stored in containers that allow a build-up of hazardous foods.</p> <p>Discard food that has been held between 5°C and 60°C for longer than 4 hours in total.</p> <p>Throw out any cooked food that may have been contaminated by raw food or contaminated hands or utensils.</p> <p>Any food identified not to be safe will be disposed of appropriately.</p> <p>All packaging must be kept in a manner that ensures cleanliness.</p>	Information about correct handling and storage of hot food are part of the Kitchen Guidelines and the Food Stall Guidelines provided to all helpers. Annual training session.	See also Standard Procedure 1.2, 1.3 & 3