

Welcome & Introduction



Compass Food Safety Management System

This folder contains Version 2 of the Compass Food Safety Management System (FSMS) released in March 2022, and updated versions of GHP 9: Cooking and GHP13: Allergens, which were reviewed in August 2024.

It is important that Unit Managers read the following information to understand what they need to do.

Actions:

1. Complete the **Food Flow Diagram** to indicate which steps you currently undertake in your unit.
2. Collate the associated **HACCP** sheets depending upon which stages in the Food Flow Diagram you have ticked.
3. Read, sign and date the relevant HACCP sheets and complete the front page to indicate the date you have implemented this in your unit.
4. Familiarise yourself with the contents of the **Good Hygiene Practices** (GHPs) and ensure that all relevant food safety practices and procedures are being adhered to.
5. Use the **Food Safety Task Cards** to train your team.
6. Record this training on the **Training Matrix** document contained in the FSMS folder.
7. Display the **HACCP Posters** in appropriate locations in your kitchens for colleagues to refer to.
8. Display the **Shelf-Life Posters** in a suitable area of the kitchen for colleagues to read and follow.
9. Review the HACCP sheets annually, following a change in operation (e.g. new cooking method, new equipment or additional food services) and when there is a change of unit manager or head chef.