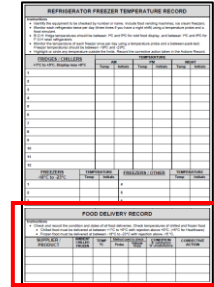
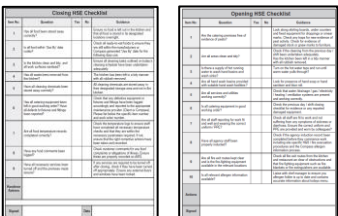
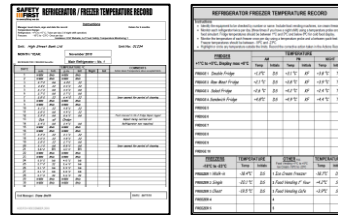
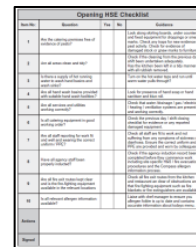
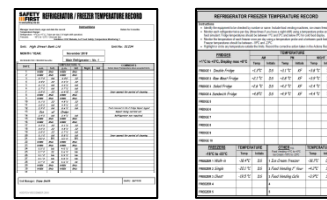
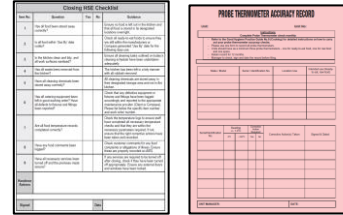
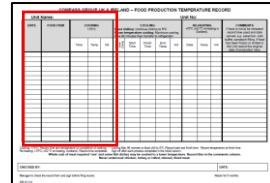
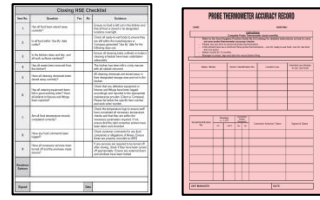


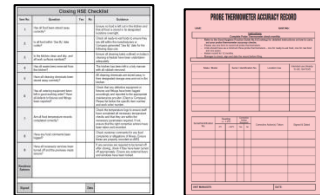
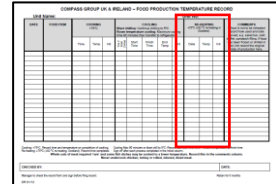
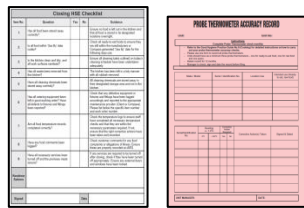
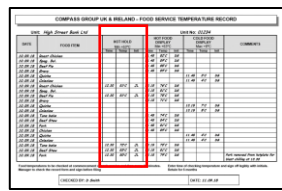
Appendix 2 - Key Points

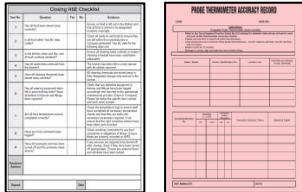
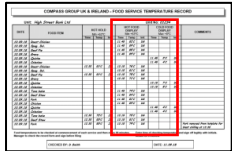
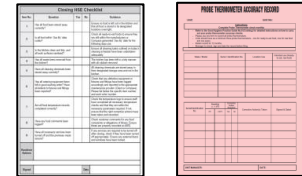
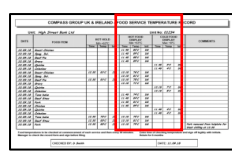
Topic	Questions	Validation	Observation	Guidance
Hand Washing	- Are there suitable and sufficient wash hand basins available within the kitchen / food preparation & service areas. - Are all wash hand basins easily accessible and not obstructed to inhibit the washing of hands by Compass colleagues. - Is suitable hot running water, sanitising soap and means of hand drying provided at the wash hand basin. - Are Compass colleagues seen washing their hands effectively, in particular after undertaking raw food preparation, cleaning tasks or other hygiene reasons.	- Wash hand basins should be suitably located where high risk or ready to eat foods are being prepared or handled. - Wash hand basin should not be used for food or equipment washing and must not be blocked to an extent that easy access cannot be obtained to the WHB. - Wash hand basins should be provided with hot & cold running water either from a mixer tap or separate taps, bactericidal soap, and effective means of hand drying i.e. paper towels or blue roll. - Colleagues should demonstrate effective handwashing technique as referred to on Page 3 of GHP 2: Personal Hygiene		Good Hygiene Practice Guide No 2: Personal Hygiene Colleague HACCP posters
Pest Control	- Are daily pest checks being undertaken as part of the opening checklist. - Does the Supervisor / Manager / Head Chef know what signs of pest activity to look for. Question the team on what they actually check when undertaking this task. - Does the Supervisor / Manager / Head Chef know what the correct escalation process is should signs of pest activity be observed	- View daily checklist record form within HSE logbook for evidence that pest check has been completed. - Are there no signs of pest activity during the visit to verify the completed checklist. - Colleagues should demonstrate knowledge of the signs of activity to look for referring to rodent droppings, damaged packaging, gnaw marks and urine / smear marks. - Managers to demonstrate knowledge of the pest escalation procedure as referred to on page 5 of GHP 3: Pest Control and know to report it immediately to their Regional Manager, their client and via the Compass AIR3 incident reporting system.	 	Good Hygiene Practice Guide No 3: Pest Control Colleague HACCP posters
Fridge Check	- Is the fridge operating within the correct temperatures (+10C - +50C) - Is a food simulant with the blue weekly temperature monitoring label used to monitor the actual operating temperature of the refrigerator twice per day. - Is ready to eat food segregated and placed above raw foods within the refrigerator. - Is all ready to eat food clearly labelled with either its original packaging information or the Compass BOH food label and is within its Use by Date. - The refrigerator is clean and in a good state of repair.	- Check the digital dial on the refrigerator is indicating a temperature of between +10C and +50C. If not undertake a food temperature check to verify the operating temperature. - Ensure a food simulant (block of butter or a pot of jelly) is used to record the operating temperature. This should have a blue weekly Temperature Monitoring label attached to indicate the day and time temperatures were taken. - Check ready to eat foods are placed above raw meats & vegetables to avoid the risk of cross contamination. - In unit ready to eat food is clearly labelled with the Compass BOH food label to indicate its shelf life and any allergen ingredients present. - Is the refrigerator clean of food spillages / debris and in good repair that does not affect the operating temperature of the equipment.		Good Hygiene Practice Guide No 2: Personal Hygiene Colleague HACCP posters

HACCP Stage	Critical Control Points	Monitoring	Evidence	Documentation	Guidance
Food Delivery	Temperature Control - Chilled foods +8°C (+5°C Healthcare) - Frozen foods -18°C Shelf Life - All RTE food within Use By Date. Physical Contamination - All food deliveries checked for signs of damage and pest activity.	Food Delivery Record form within HSE logbook completed for each delivery, recording: - Delivery vehicle temp check, or - Food temp check - Evidence of pest contamination - Shelf life check - Damaged product	Completion of Food Delivery Record for each delivery capturing: - Supplier & food type delivered - Temperature of delivery (This could be via a vehicle printout or between pack temperature readings) - Record of physical check for damage or signs of pest activity Attach delivery vehicle temperature readout to HSE logbook if available from delivery driver.	 HSE Logbook - Food Delivery Record	Good Hygiene Practice Guide No 6: Food Delivery & Storage Colleague HACCP posters
	Temperature Control - Chilled foods +8°C (+5°C Healthcare) - Frozen foods -18°C Shelf Life - All RTE food within Use By Date. - In unit made foods labelled with Use By Date. In-unit frozen food max 6 months shelf life. Physical Contamination - All food stored off the floor Allergens - Opened powdered ingredients stored in lidded plastic containers	Opening Checklist completed prior to opening. Refrigerator / Freezer Temperature Record Form completed x2 per day. Pest check completed as part of Opening Checklist Closing Checklist completed from previous day.	Completion of Opening Checklist capturing: - Evidence of pest activity - Cleanliness - Kitchen facilities & services - Condition of equipment Completion of daily Refrigerator / Freezer Temperature Record form. (Evidence of use of probe thermometer and a food simulant with blue circle weekly food temperature label) 	 Opening Checklist Closing Checklist  Refrigerator / Freezer Temperature Record HSE Logbook	Good Hygiene Practice Guide No 6: Food Delivery & Storage Good Hygiene Practice Guide No 5: Food labelling & shelf life Colleague HACCP posters

HACCP Stage	Critical Control Points	Monitoring	Evidence	Documentation	Guidance
Food Preparation	Temperature Control - Ready to Eat foods kept chilled at below +8°C (+5°C Healthcare) until ready for use. Cross Contamination - Separate raw & RTE food preparation areas & equipment. - Clean & sanitise surfaces & equipment between use. - Effective handwashing implemented Physical Contamination - All food handlers to wear suitable & clean uniform. - Salads fruit & vegetables washed before use. - No glass products use in kitchen. Allergens - Authorised recipes used. - Separate equipment & utensils used for preparing allergen free foods.	Unit completed the Opening Checklist prior to operating the kitchen and Closing Checklist from previous day. Refrigerator / Freezer Temperature Record Form completed x2 per day. Pest check completed as part of opening check. Defective equipment logged & removed from service. Source recipes used for menu planning and allergen reports provided for all menu items on offer.	Completion of Opening Checklist capturing evidence of pest activity and condition of premises & equipment. Completion of Closing Checklist to validate cleaning and shelf life of food. Hand wash basins are accessible and provided with running hot & cold water, suitable antibacterial soap, and hand drying facilities (blue roll). Colour coded chopping boards and knives are used for food preparation. Separate complex equipment for raw and RTE foods is used where necessary. A food wash sink is available for washing raw vegetables and salad items	 Opening Checklist  Closing Checklist	Good Hygiene Practice guide No 2: Personal Hygiene Good Hygiene Practice Guide No 7: Food Preparation Good Hygiene Practice Guide No 13: Allergens Colleague HACCP posters
Defrosting	Temperature Control - Defrost food in refrigerator operating between +1°C - +5°C Shelf Life - Once fully defrosted label and use within 72hrs of defrost Cross Contamination - Defrost raw food in covered container at bottom of refrigerator	Unit completed the Opening Checklist prior to operating the kitchen. Refrigerator / Freezer Temperature Record Form completed x2 per day. Check product is completely defrosted prior to cooking.	Completion of Opening Checklist to record kitchen facilities & equipment in good working order. Defrost date & time applied to the Compass Food Storage Label. A suitable shelf life of +72hrs is applied to the Food Storage Label. High risk food is defrosted in a covered container at the bottom of a refrigerator operating between +1°C and +8°C. Low risk foods can be defrosted at room temperature.	 Refrigerator / Freezer Temperature Record HSE Logbook  Compass Food Storage & Allergen Label	Good Hygiene Practice Guide No 8: Defrosting Good Hygiene Practice Guide No 5: Food labelling & shelf life Colleague HACCP posters

HACCP Stage	Critical Control Points	Monitoring	Evidence	Documentation	Guidance
Cooking	Temperature Control - Disinfected probe thermometer used to check core temperature of all protein food items. - Core temperature of +75°C for 30 seconds. Physical Contamination - Cooking equipment clean & in good condition before use. Chemical Contamination - Cook starch based products to a golden yellow colour to minimise acrylamide. Allergens - Authorised recipes used. - Separate equipment & utensils used for preparing allergen free foods.	Opening Checklist completed prior to operating the kitchen. Temperature probe calibrated monthly Cooking temperatures recorded on Food Production Temperature Record. Visual cooking assessment used for certain food items (e.g. pizza, bacon and egg).	Completion of Opening Checklist to record kitchen facilities & equipment in good working order. Completion of monthly Probe Calibration Record to validate operating parameters of probe thermometer. Cooking temperatures recorded on Food Production Temperature Record form for all protein items Notes added to Food Production Temperature Record where certain food items cooked below +75°C. e.g. fish or whole cuts of beef or lamb.	 Opening Checklist Probe Calibration Form  Food Production Temperature Record	Good Hygiene Practice guide No 9: Cooking UK Hospitality Industry Guide to Acrylamide Colleague HACCP posters
	Temperature Control - Blast chilling undertaken until core temperature of +5°C achieved. - Cooling at room temperature restricted to max 90mins. Physical Contamination - Equipment clean & in good condition before use. Shelf Life - Post cooling chilled products used within 72hrs of production, or 6 months if frozen.	Opening Checklist completed prior to operating the kitchen. Temperature probe calibrated monthly. Cooling times & temperature recorded on Food Production Temperature Record Compass Food Storage Label applied	Completion of Opening Checklist capturing condition of equipment. Completion of monthly Probe Calibration Record to validate operating parameters of probe. Cooling commences within 30mins of completion of cooking Final core food temperature & time recorded on cooling section of Food Production Temperature Record Food is wrapped or placed into a suitable container after cooling and applied with a date code label indicating its shelf life	 Opening Checklist Probe Calibration Form  Food Production Temperature Record  Compass Food Storage Label	Good Hygiene Practice guide No 9: Cooking UK Hospitality Industry Guide to Acrylamide Colleague HACCP posters

HACCP Stage	Critical Control Points	Monitoring	Evidence	Documentation	Guidance
Re-heating	Temperature Control - Food is re-heated once to a core temperature of +75°C (England, Wales & N.I.) or +82°C (Scotland). Physical Contamination - Cooking equipment clean & in good condition before use. Shelf Life - Re-heat once and serve immediately. Discard any leftovers	Opening Checklist completed to ensure catering equipment in good condition. Temperature probe calibrated monthly. Thoroughly defrost all frozen food before re-heating. Core temperatures recorded on Food Production Temperature Record.	Completion of Opening Checklist to record condition of unit & equipment. Completion of monthly Probe Calibration Record to validate operating parameters of thermometer. All protein-based food dishes are temperature checked and recorded in re-heating section of Food Production Temperature Record Rice only re-heated if cooled prior to re-heating in blast chiller	 Opening Checklist Probe Calibration Form  Food Production Temperature Record	Good Hygiene Practice guide No 10: Cooling & Re-heating Colleague HACCP posters
Hot Hold	Temperature control Food is held above +63°C until served or held out of temperature for a maximum period of 2hrs. Physical contamination Food is placed in covered containers while in hot hold Shelf Life Food used within day of service or discarded. Allergens Specific allergen free meals are suitably labelled indicating which allergen ingredients they contain	Opening Checklist completed prior to opening. Temperature probe calibrated monthly. Temperature check x1 protein food item per hot cabinet at start of service and every 90mins and record on Food Service Temperature Record. Hot food held outside of temperature control for a maximum period of 2 hrs	Completion of Opening Checklist to record condition of unit & equipment. Completion of monthly Probe Calibration Record to validate operating parameters of thermometer. Core food temperature of x1 protein item per hot cabinet recorded in the Hot Hold section of the Food Service Temperature Record	 Opening Checklist Probe Calibration Form  Food Service Temperature Record	Good Hygiene Practice guide No 11: Food Service & Display Colleague HACCP posters

HACCP Stage	Critical Control Points	Monitoring	Evidence	Documentation	Guidance
Food Service & Display	Temperature control - Hot food is held above +63°C until served or held out of temperature for a maximum period of 2hrs. - Cold food is held below +8°C until served or held out of temperature for a maximum period of 4hrs. Physical contamination - Cooking equipment clean & in good condition before use. - Service suspended and food discarded if glass breakage occurs Allergens - Any specific allergen free food to be covered and adequately labelled indicating all known allergen ingredients. - Separate service utensils used for each food item. - Allergen report to be displayed for all food items on the menu.	Opening Checklist completed prior to opening Temperature probe calibrated monthly. Food service temperatures recorded on Food Service Temperature Record. Food held outside of temperature control (2 hrs hot and 4hrs cold) to be discarded at end of service. Check allergen report matches menu offer prior to service.	Completion of Opening Checklist to record condition of food service equipment. Completion of monthly Probe Calibration Record to validate operating parameters of thermometer. Temperatures of one protein food item per service counter taken at start of service and every 90mins and record on Food Service Temperature Record. Service start time logged on Food Service Temperature Record. Allergen report for the full menu offer is displayed in a customer facing location.	 Opening Checklist Probe Calibration Form  Food Service Temperature Record  Customer Allergen Report	Good Hygiene Practice guide No 11: Food Service & Display Good Hygiene Practice Guide No 13: Allergens Colleague HACCP posters
	Temperature control - Hot food is held above +63°C until served or held out of temperature for a maximum period of 2hrs. - Cold food is held below +8°C until served or held out of temperature for a maximum period of 4hrs. - Mixed buffet food is held out of temperature for a maximum period of 2hrs. Physical contamination - Food to remain covered until consumed. Allergens - Any specific allergen free food to be adequately labelled indicating all known allergen ingredients. - Full allergen report for buffet food to be made available in room.	Opening Checklist completed prior to opening. Temperature probe calibrated monthly. Food service temperatures recorded on Food Service Temperature Record. Food held at outside temperature control for a maximum period of 2hrs. Check allergen report matches menu offer prior to service	Completion of Opening Checklist to record condition of unit & equipment. Completion of monthly Probe Calibration Record to validate operating parameters of thermometer. Holding temperatures recorded on Food Service Temperature Record for hot held (+63°C) or cold held (+8°C) hospitality food. Food held at ambient temperature discarded if not consumed. Allergen report for today's menu is displayed in a customer facing location	 Opening Checklist Probe Calibration Form  Food Service Temperature Record  Customer Allergen Report	Good Hygiene Practice guide No 11: Food Service & Display Good Hygiene Practice Guide No 13: Allergens Colleague HACCP posters