

## Food Safety Hazard Analysis Record


### 1: Receipt & Delivery

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Inherent contamination - Bacterial growth - Cross contamination	Check the temperature of one product per chilled and frozen food delivery Chilled Foods +1°C to +5°C Frozen Foods -18°C  Use a dedicated probe thermometer when checking the temperature of chilled and frozen deliveries  Place goods into chilled and frozen storage without delay  Follow good personal hygiene rules and wash hands after handling delivery	Chilled foods = max +8°C (+5°C Healthcare & ROI) Frozen foods = -15°C to -23°C	Complete <b>Food Delivery Record</b>  Check shelf life dates and condition of food  Check separation of ready-to-eat and raw foods  Check that only products from authorized suppliers are used  Complete <b>Country of Origin</b> record – Ireland only	Reject Chilled Foods greater than +8°C (5+°C Healthcare & ROI)  Reject Frozen Foods less than -15°C  Discard unauthorized food products  Reject any product past its Use By date or if unsatisfactory quality & advise Foodbuy
<b>Physical contamination</b>	Carry out inspections of food deliveries for dented, split, damaged packaging / mould / odours / discolouration / pest activity		Check packaging for obvious signs of pest damage	Reject unsatisfactory products & advise Foodbuy
<b>Chemical contamination</b>	Carry out inspections of food deliveries for signs of discolouration of packaging and chemical odours		Check packaging for obvious signs of damage	Reject unsatisfactory products & advise Foodbuy
<b>Allergens</b>	Only purchase goods from authorised suppliers  Check for potential cross contamination		Check packaging is intact and no obvious signs of damage	Reject unsatisfactory products & advise Foodbuy

<b>Site Specific Actions</b>	
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<b>Name</b>	<b>Date</b>
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 **Also refer to the following *Good Hygiene Practice* guides for additional guidance: Training / Food Storage / Pest Control / Food Labelling & Shelf Life / Cross Contamination**

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## Food Safety Hazard Analysis Record


### 2: Food Storage

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Cross contamination	Maintain the temperature of all chilled and frozen foods: +1°C to +5°C -18°C to -23°C  Use all foods within shelf life date  In unit frozen food must be used within 6 months (3 months in Ireland)  Use first in / first out, when storing chilled foods  After opening, adequately label and store foods in accordance with manufacturers' instructions  Separate raw foods, unwashed salads, fruit and vegetables from cooked/ready-to-eat foods	Chilled foods maximum storage temp = +8°C (max +5°C Ireland & Healthcare)  Frozen foods minimum storage temp = -18°C  Do not exceed use-by dates / discard on dates	Complete <b>Opening and Closing Checklist</b>  Check refrigerator temperatures (minimum) twice daily and record on <b>Refrigerator / Freezer Temperature record</b>  Check freezer temperatures once daily using between pack temperature readings and record on <b>Refrigerator / Freezer Temperature record</b>	If temperature exceeds critical limit, keep door closed and re-check after 1 hour.  If still out of range, then follow Refrigerator and Freezer Breakdown section in GHP 6: Food Storage  Request maintenance for defective equipment.  Discard contaminated or date expired foods.
<b>Physical contamination</b>	Ensure all foods (including unit produced) are correctly labelled, wrapped and stored off the floor  Maintain food stores, containers and equipment in a clean condition  Keep all fridges, freezers and ambient shelving clean and in good condition  Maintain premises free from pest infestation		Check premises are free from pest activity  Check condition of catering equipment  Complete <b>Opening and Closing Checklist</b>	If any evidence of pests, contact your pest control provider and follow the Pest Escalation Process in GHP 3: Pest Control  Report any defective equipment and remove from use  Discard any contaminated foods.
<b>Chemical contamination</b>	Use only approved chemical products for cleaning  Store all cleaning chemicals away from food storage areas		Complete <b>Opening and Closing Checklist</b>	Discard any contaminated foods.
<b>Allergens</b>	Segregate items containing allergens once opened and store securely in lidded containers  Complete an allergen risk assessment for the premises		Complete <b>Opening and Closing Checklist</b>	Discard any cross contaminated foods

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## Food Safety Hazard Analysis Record

### 3: Food Preparation

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Cross contamination	All food handlers to wear suitable and clean uniform and employ effective handwashing techniques. Hair coverings to be worn where high risk food preparation is undertaken  Hold high risk foods at ambient temperature for the shortest possible time  Prepare raw / ready to eat foods separately or separate by time  Use separate / designated equipment for raw and ready-to-eat (RTE) foods.  Clean and sanitise surfaces, equipment and sinks between preparation of raw and RTE food  Use separate complex equipment for preparation of either raw or RTE food  Only use pasteurized egg in raw or lightly cooked foods  Pre-chill ambient meat / fish / pulses for use in sandwiches	Keep ready-to-eat foods at ambient temperature for a single period not exceeding 2 hours	Complete <b>Opening and Closing Checklist</b>  Check personal hygiene  Check handwashing  Check separation of raw and ready-to-eat food  Check temperature control of food under refrigeration	Discard any contaminated food.  Retrain food handlers  Increase monitoring frequency
<b>Physical contamination</b>	Prevent exposure of food to physical contamination  Check work surfaces and equipment for damage before food preparation		Check equipment before use for possible physical contamination  Complete <b>Opening and Closing Checklist</b>	Discard any contaminated food.  Report any defective equipment and remove from use
<b>Chemical contamination</b>	Wash salads, fruit and vegetables intended to be consumed without cooking.  Store cleaning chemicals away from food prep areas		Check chemical storage  Check food washing  Complete <b>Opening and Closing Checklist</b>	Discard any contaminated food.  Retrain food handlers  Increase monitoring
<b>Allergens</b>	Adhere to authorised recipes and ingredients Avoid Allergen cross contamination Use separate equipment to prepare allergen free foods	Provide accurate allergen report for all menu items	Accurate allergen report to be made available for all menu items  Check sources of allergenic contamination	Review menu and recipes for compliance

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 **Also refer to the following Good Hygiene Practice guides for additional guidance: Food Storage / Food Preparation / Personal Hygiene / Cross Contamination / Cleaning / Allergens**

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## Food Safety Hazard Analysis Record

### 4: Defrosting

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Cross contamination	<b>Defrost In Refrigerator</b> <ul style="list-style-type: none"> <li>Defrost food in refrigerator operating between +1°C to +5°C</li> <li>Once fully defrosted label with 72hrs shelf life (24 hours in Ireland) or follow manufacturer's instructions.</li> <li>Defrost raw meat or poultry in the bottom of a refrigerator.</li> <li>Separate raw foods from cooked/ready-to-eat foods</li> </ul> <b>Defrost at Room Temperature</b> <ul style="list-style-type: none"> <li>Do not defrost high risk foods at room temperature unless manufacturers' instructions stipulate.</li> <li>Defrost foods in suitable food grade containers</li> <li>Cook and serve immediately upon defrost</li> </ul> <b>Defrost in Microwave</b> <ul style="list-style-type: none"> <li>Use a microwave oven only when the food is to be immediately cooked or served.</li> <li>Use suitable microwave container</li> </ul> Never refreeze defrosted foods.	+1°C to +5°C  72hrs shelf life (24 hours in Ireland) or manufacturers issued Use By date	Check foods are completely defrosted prior to cooking or service  Complete defrosting HACCP record (Ireland only)	Continue defrosting until foods are fully defrosted
<b>Physical contamination</b>	Defrost in a covered container  Ensure when defrosting at room temperature the location is away from any physical or chemical contamination sources		Complete <b>Opening and Closing Checklist</b>	Destroy any food believed to be contaminated
<b>Chemical contamination</b>	Ensure when defrosting at room temperature the location is away from any physical or chemical contamination sources		Check chemical storage  Complete <b>Opening and Closing Checklist</b>	Destroy any food believed to be contaminated
<b>Allergens</b>				

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 Defrosting / Cooling & Re-heating / Cross Contamination / Personal Hygiene

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## Food Safety Hazard Analysis Record

### 5: Vac Packing

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b>  - Bacterial growth  - Spore formation & toxin production  - Bacterial survival  - Cross contamination	<p>Only persons trained and authorized in use of Vacuum Packers to use equipment</p> <p>Vacuum Packing machines are to be dedicated for use on raw or cooked/ready-to-eat food only. The use for both raw and cooked is prohibited. No cooked/ready to eat foods to come in contact with vacuum packing machine for raw foods. Each machine should be clearly marked "For Raw Food Only" or "For Ready-to-Eat Food Only"</p> <p>Clean and sanitise machine thoroughly before and after each use and according to the manufacturers' instructions sanitiser contact time with machine must be adequate and in accordance with manufacturers' instructions</p> <p>Maintain interior and exterior of equipment in clean condition. Operate 'clean as you go' routine</p> <p>Ensure Food is labelled once packed</p>	<p><b>Chilled in-unit produced:</b> label and use up to 7 days from production (3 days in Ireland).</p> <p><b>Chilled bought in:</b> label according to manufacturer's instructions</p> <p><b>Frozen in-unit produced:</b> Label and use within 6 months (3 months in Ireland), including day of preparation Do not exceed shelf life beyond this.</p>	<p>Complete Cleaning Record daily and verify standards by visual inspection</p> <p>Briefing/ Training records</p> <p>Maintenance records</p> <p>Visually check condition of equipment</p> <p>Operate equipment in accordance with manufacturers specifications where applicable</p> <p>Supervision of use.</p> <p>Periodic checks on labelling standards</p>	<p>Clean and sanitise machine before use.</p> <p>Request maintenance for defective equipment</p> <p>Inform Manager if controls cannot be met.</p>
<b>Physical contamination</b>	Machine to maintained with a Planned, Preventative and Reactive Maintenance contract in place			
<b>Chemical contamination</b>				
<b>Allergens</b>				

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 **Also refer to the following *Good Hygiene Practice* guides for additional guidance: Temperature Control / Cross Contamination / Personal Hygiene / Allergens / Cleaning**

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## Food Safety Hazard Analysis Record

### 6: Cooking

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Cross contamination	Cook to a core temperature of +75°C for 30 seconds  Never undercook rolled, minced, pork or lamb.  The outer surface of whole cuts of meat to be browned and sealed before serving  Restrict joint size to 2.5 kg  Certain fish dishes may be cooked to a lower temperature  Use probe thermometer to check the core temperature of all protein items or visually check where appropriate, e.g. fried eggs  Ensure the probe is sanitised between uses.	Core temperature of +75°C (unless dish-specified).	Check and record core cooking temperatures.  Complete <b>Food Production Temperature Record</b> for all main protein dishes  Always ensure you: <ul style="list-style-type: none"> <li>Probe the thickest part of the meat.</li> <li>Check several batches where batch cooking is employed</li> </ul> Highlight rare meat and fish cooked to lower temperature on <b>Food Production Temperature Record</b>  Use visual cooking checks for items such as bacon, pizza and eggs	Continue to cook until +75°C achieved.
<b>Physical contamination</b>	Where appropriate cover foods during the cooking process  Check equipment for signs of damage before commencing cooking process  Do not use defective equipment. Take out of use and report defect.		Check cooking equipment before use for sources of physical contamination  Check the cooking container used is in good condition  Check protective clothing	Discard any contaminated food.  Retrain food handlers  Use alternative cooking methods if defective equipment found
<b>Chemical contamination</b>	Store cleaning chemicals away from food prep areas  Follow cooking guidance in GHP 9 regarding Acrylamide prevention	Only cook starch-based foods to a golden yellow colour	Check chemical storage  Complete <b>Closing Checklist</b>  Visually check during cooking process	Discard any overcooked / brown / burnt foods
<b>Allergens</b>	Control exposure of food to allergenic cross contamination.  Use separate equipment for known allergen free foods			

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 **Also refer to the following Good Hygiene Practice guides for additional guidance: [Cooking](#) / [Cross Contamination](#) / [Personal Hygiene](#) / [Allergens](#) / [Food Labelling & Shelf Life](#) / [Cleaning](#)**

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## Food Safety Hazard Analysis Record

### 8: Re-Heating

Food Safety Hazards	Control Measures	Critical Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Bacterial survival - Cross contamination	Follow manufacturers' instructions where applicable for re-heating ready to eat foods  Reheat foods rapidly  Re-heat and serve foods immediately or hold above 63°C	Core temperature of +75°C ( <b>England, Wales Northern Ireland and Republic of Ireland</b> ) for 30 seconds  Core temperature of +82°C in <b>Scotland</b> for 30 seconds  Never reheat foods more than once	Check and record core temperature of all reheated foods on completion of reheating.  Check several batches if batch cooking employed	Continue to reheat to +75°C (+82°C in Scotland)
<b>Physical contamination</b>	Where appropriate cover foods during the re-heating process  Check equipment for signs of damage before commencing re-heating process  Do not use defective equipment. Take out of use and report defect.		Check equipment before use for sources of physical contamination  Check re-heat container used is in good condition	Discard any contaminated food.  Retrain food handlers  Use alternative cooking methods if defective equipment found
<b>Chemical contamination</b>	Store cleaning chemicals and sources of physical contamination away from food handling areas		Check chemical storage  Complete <b>Opening and Closing Checklist</b>	Discard any contaminated food.
<b>Allergens</b>	Control exposure of food to allergen cross contamination.			

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 Cooling & Re-heating / Cross Contamination / Personal Hygiene / Allergens**

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## Food Safety Hazard Analysis Record

### 9: Hot Holding

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Bacterial survival - Cross contamination	Display / hot hold food at +63°C or hotter  Hot food maybe kept at less than +63°C for a single period of no more than two hours  Do not add freshly cooked food (topping up) into existing food containers  Closed pies & sausage rolls cooked in unit can be held at ambient for max of 1 day	Display / Hot Hold food at +63°C or hotter  Hold for maximum of 2 hours at temperature less than 63°C  Maximum shelf life of 1 day. Discard any leftover stock at end of day	Check and record temperature of one meat, fish, dairy, pulses, pasta and or rice dishes per hot cabinet every 90 minutes  Highlight rare cuts of meat on <b>Food Service Temperature Record</b>  Complete <b>Closing Checklist</b>	Re-heat food to 75°C (82°C in Scotland) if not previously reheated  Discard food not maintained above 63°C or that has been previously reheated
<b>Physical contamination</b>	Where appropriate cover foods during hot holding with lid or suitable food grade material  Do not use glass food containers  Check equipment for signs of damage  Do not use defective equipment. Take out of use and report defect.		Check equipment before use for sources of physical contamination	Discard any contaminated food.  Request maintenance for defective equipment
<b>Chemical contamination</b>	Store cleaning chemicals and sources of physical contamination away from food handling areas		Check chemical storage  Complete <b>Opening and Closing Checklist</b>	Discard any contaminated food.
<b>Allergens</b>	Control exposure to allergen cross contamination by adopting measures highlighted in GHP13  Ensure all allergen free or Medical diet meals are covered and correctly labelled	Allergen free or Medical Diet meals not served unless adequately labelled	Double Check Record sheet (Chartwells & Healthcare)	

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## Food Safety Hazard Analysis Record

### 10: Counter Service

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Bacterial survival - Cross contamination	Display / hot hold food at +63°C or hotter  Hot food may be kept at less than +63°C for a single period of no more than 2 hours  Use a designated probe thermometer designated for use with cooked foods  Ready-to-eat food above +8°C (5°C in Ireland): display limited to one period of 4 hours maximum.  Provide appropriate and separate serving utensils  Clean and sanitise surfaces, equipment between handling raw and ready-to-eat foods	Display / Hot Hold food at +63°C or hotter.  Hold for maximum of 2 hours at temperature less than 63°C  Display / Serve cold food at +8°C (5°C in Ireland) or colder  Food above +8°C (5°C in Ireland) must be displayed for maximum of 4 hours	Check and record temperature of one meat, fish, dairy, pulses, pasta and or rice dishes per hot plate every 90 minutes, using the <b>Food Service Temperature Record</b>  Check and record time and temperature cold buffet was displayed from, using the <b>Food Service Temperature Record</b>	Re-heat food to 75°C (82°C in Scotland) if not previously reheated  Food displayed above +8°C (5°C in Ireland) (for a maximum period of 4 hours) must be discarded.  At end of service period, cool and refrigerate food within shelf life  Discard food that has been previously reheated or exposed to risk of contamination  Request maintenance for defective equipment
<b>Physical contamination</b>	Check display equipment for signs of damage before service  Avoid use of glass containers and display in glass jars etc  Do not use defective equipment. Take out of use and report defect.		Check equipment before use for sources of physical contamination  Monitor for any breakages (e.g. heat lamps etc) during service periods  Complete <b>Opening and Closing Checklist</b>	Discard any contaminated food.  Request maintenance for defective equipment  Discard all food on service counter in the event of glass breakage
<b>Chemical contamination</b>	Store cleaning chemicals and sources of physical contamination away from food handling areas		Check chemical storage  Complete <b>Closing Checklist</b>	Discard any contaminated food.
<b>Allergens</b>	Control exposure to allergen cross contamination by adopting measures highlighted in GHP13  Ensure all allergen free or Medical diet meals are covered and correctly labelled  Allergen report to be made available for all menu offer	Allergen free or Medical Diet meals not served unless covered & labelled  Conduct pre-service briefing to all FOH team	Double Check Record sheet (Chartwells & Healthcare)  Complete Food Service Temperature Record – Pre Service Brief	Discard / do not serve any food believed to have been exposed to allergen cross contamination  Refresher training for all staff

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## Food Safety Hazard Analysis Record

### 11: Hospitality Service

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Bacterial survival - Cross contamination	Display / hot hold food at +63°C or hotter  Hot food maybe kept at less than +63°C for a single period of no more than 2 hours  Use a designated probe thermometer designated for use with cooked foods  Ready-to-eat cold buffet food left above +8°C (5°C In Ireland): display limited to 4 hours maximum.  Provide appropriate and separate serving utensils  Clean and sanitise surfaces, equipment between handling raw and ready-to-eat foods	Display / Hot Hold food at +63°C or hotter.  Hold for one period of a maximum of 2 hours at temperature less than 63°C  Display / Serve cold food at +8°C (5°C in Ireland) or colder  Food above +8°C (5°C in Ireland) must be displayed for one period only for a maximum of 4 hours  Mixed hot and cold buffets displayed for a maximum of 2 hours	Check and record temperature of one meat, fish, dairy, pulses, pasta and or rice dishes per hot cabinet every 90 minutes, using the <b>Food Service Temperature Record</b>  Check and record time and temperature cold buffet was displayed from, using the <b>Food Service Temperature Record</b>	Re-heat food to 75°C (82°C in Scotland) if not previously reheated  Food displayed above +8°C (5°C in Ireland) (for a maximum period of 4 hours) must be discarded.  At end of service period, cool and refrigerate food within shelf life  Discard food that has been previously reheated or exposed to risk of contamination  Request maintenance for defective equipment
<b>Physical contamination</b>	Check display equipment for signs of damage before service  Avoid use of glass containers and display in glass jars etc  Do not use defective equipment. Take out of use and report defect.		Check equipment before use for sources of physical contamination  Monitor for any breakages (e.g. heat lamps etc) during service periods  Complete <b>Opening and Closing Checklist</b>	Discard any contaminated food.  Request maintenance for defective equipment  Discard all food on service counter in the event of glass breakage
<b>Chemical contamination</b>	Store cleaning chemicals and sources of physical contamination away from food handling areas		Check chemical storage  Complete <b>Closing Checklist</b>	Discard any contaminated food.
<b>Allergens</b>	Control exposure to allergen cross contamination by adopting measures highlighted in GHP13  Provide accurate allergen report with all hospitality food  Allergen free foods must be separately plated and labelled		Check that allergen reports reflect dishes on the menu  Complete <b>Opening Checklist</b>	Remove any food from the counter without an allergen report or provide the correct report before service

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## Food Safety Hazard Analysis Record

### 12: Bar Service

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Bacterial survival - Cross contamination	Effective handwashing by all food handlers  Clean and sanitise surfaces and equipment before and after use  Only use pasteurized egg in cocktails  Ensure beer lines are cleaned at regular intervals  Clean and sanitise ice machines regularly  Do not store scoop or tongs in the ice to minimise cross contamination from hands		Check personal hygiene  Check handwashing   Complete <b>Opening and Closing Checklist</b>	Retrain food handlers  Increase monitoring frequency
<b>Physical contamination</b>	Prevent exposure of food to physical contamination  Check work surfaces and equipment for signs of damage before commencing bar service		Check equipment before use for possible physical contamination  Complete <b>Opening and Closing Checklist</b>	Discard any contaminated food.  Report any defective equipment & remove from use
<b>Chemical contamination</b>	Wash salads, fruit and vegetables for use in drinks.  Store cleaning chemicals and sources of physical contamination away from food preparation areas  Ensure beer lines are thoroughly rinsed after line cleaning		Check chemical storage  Check food washing  Complete <b>Opening and Closing Checklist</b>	Discard any contaminated food.  Retrain food handlers  Increase monitoring frequency
<b>Allergens</b>	Adhere to authorised recipes and ingredients  Use separate boards / knives and other equipment when preparing allergen free items  Accurate allergen reports must be provided for customers  Allergen free foods must be separately plated and labelled		Adhere to recipes and brand specifications where applicable  Check sources of allergenic contamination	Review menu and recipes for compliance

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## Food Safety Hazard Analysis Record

### 13: Food Transportation

(When food is prepared in a central kitchen and transported to outlying catering units)

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Bacterial survival - Cross contamination	High risk foods to be served at ambient temperature which is transported above +8°C (5°C In Ireland) should be held at ambient temperature for a maximum of 2 hours (including transit and display/service time)  Separate food safe containers must be provided for the transport of raw and ready to eat foods	Transport cold food below +8°C (5°C In Ireland)  Transport hot food above +63°C  Ready to eat foods served cold which is transported above +8°C (5°C in Ireland) must be used/served within 2 hours	Check and record food temperatures before leaving production site and on arrival at service unit, using the <b>Food Transportation Record Form</b>	Food above +8°C (5°C in Ireland) (for a maximum period of 4 hours) must be discarded. Food below 63°C during service can be reheated to 75°C (82°C in Scotland) if not previously reheated.  At end of service period, discard any leftover food.
<b>Physical contamination</b>	Transport all food in suitable containers, covering or wrapping the food, and transporting in a clean vehicle		Check condition and cleanliness of food containers before use  Complete weekly vehicle checklist	Discard any food found to be physically contaminated  Request maintenance for defective equipment
<b>Chemical contamination</b>	Clean, food safe containers to be used for the transportation of all foods		Cleaning schedule to include all food transportation containers	Discard any contaminated food.
<b>Allergens</b>	Control exposure of food to cross contamination.  Ensure all food items are correctly labelled		Check Allergen Reports are provided for all transported foods  Complete <b>Opening Checklist</b>	

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 **Also refer to the following Good Hygiene Practice guides for additional guidance: Food Service & Display / Cross Contamination / Personal Hygiene / Allergens / Cleaning**

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Document Owner	<b>Food Safety</b>	Date of Issue	<b>February 2022</b>
Classification	<b>Internal Use</b>	Version No	<b>03</b>

## Food Safety Hazard Analysis Record

### 14: Food Vending Service

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
<b>Microbiological growth</b> - Bacterial growth - Bacterial survival - Cross contamination	Use food within shelf life  For customer re-heating provide re-heating guidance and advise to re-heat once only  Use dedicated probe thermometer to check the vending machine temperature during re-filling	Cold vending machines at +5°C or colder  Do not exceed use by dates	Check and record temperature of high-risk cold food vending machines daily  All vending products checked whenever replenishing stock to ensure all food is in date	Request maintenance for defective equipment  Remove products from defective cold food vending machines  Discard food not maintained at or below +5°C
<b>Physical contamination</b>	Ensure vending machines are cleaned as per cleaning schedule and free from pests		Check location is clean and pest free whenever replenishing stock	
<b>Chemical contamination</b>	Ensure vending machines are cleaned as per cleaning schedule			
<b>Allergens</b>	Ensure all foods (including unit produced) are correctly labelled with full allergen information  Label any in-unit made or prepared PPDS foods with a full ingredient and allergen label in accordance with GHP21: Natasha's Law		Check that allergen reports reflect items in the vending machine during re-fill  Complete <b>Opening Checklist</b>	

<b>Site Specific Actions</b>	
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**The above control measures and monitoring procedures are implemented within my unit**

<b>Name</b>	<b>Date</b>
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 **Also refer to the following *Good Hygiene Practice* guides for additional guidance:**  
 Food Service & Display / Food Labelling & Shelf Life / Cross Contamination / Cleaning / Allergens / Pest Control

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