



# Getting started with your template food control plan

**You should use a template food control plan if you are a:**

- food service business such as restaurant, café, takeaway, caterer, or hospital kitchen
- food retailer that prepares or manufactures and sells food – including retail butchers, fishmongers, delis, and supermarkets.

## Information

### What's a food control plan?

Higher risk food businesses need to use a written plan to keep food safe. This is called a food control plan. The plan helps you to manage food safety on a day to day basis, and keep a written record of what you do.

MPI has produced templates to make creating your plan easy. You can find the templates on the MPI website.

### Why does it look so long?

It's also been created to suit lots of different businesses. This means you don't need to use the whole thing – but can select the pages that apply to you.

The template includes:

- Information about food safety standards you need to meet to comply with the law
- Advice on how to meet them
- Record templates, which you can use to show you are doing things correctly

### How do I get started?

You will find the templates on the MPI website [www.mpi.govt.nz/foodact](http://www.mpi.govt.nz/foodact)

If you are unable to download these templates, you should contact MPI or your local council.

You need to work out which templates to complete. There are a number of different ones depending on what you need to do.

## Overview of the process



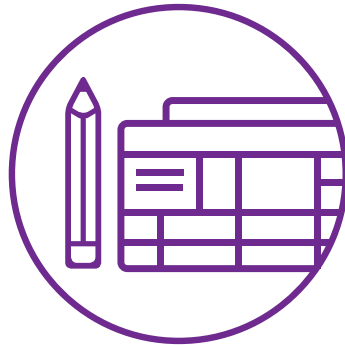
**Find the right template**



**Select the pages that apply to you**



**Fill out your plan**

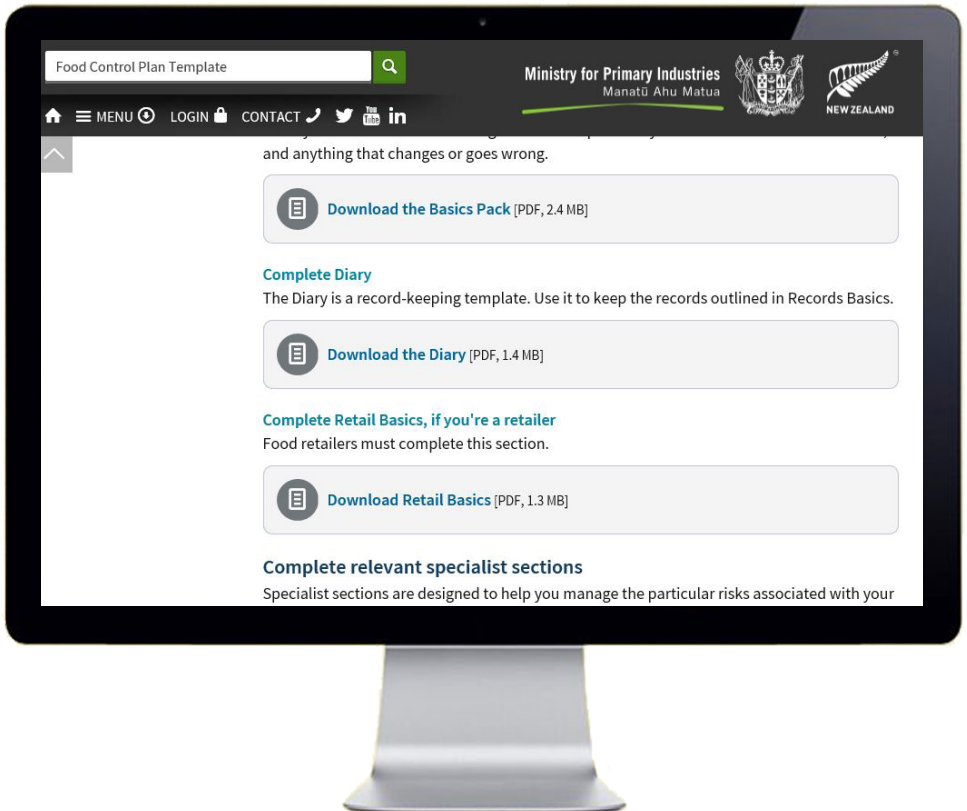


**Use the plan**



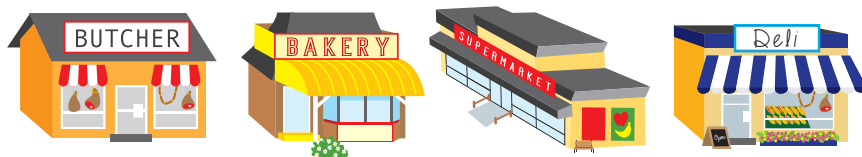
## Find the right template

### 1 Go to the MPI website



## 2 Work out if you are food retail or food service

### Food retail businesses include:



Butchers, bakeries, fishmongers, supermarkets and delis.

### Food service businesses include:

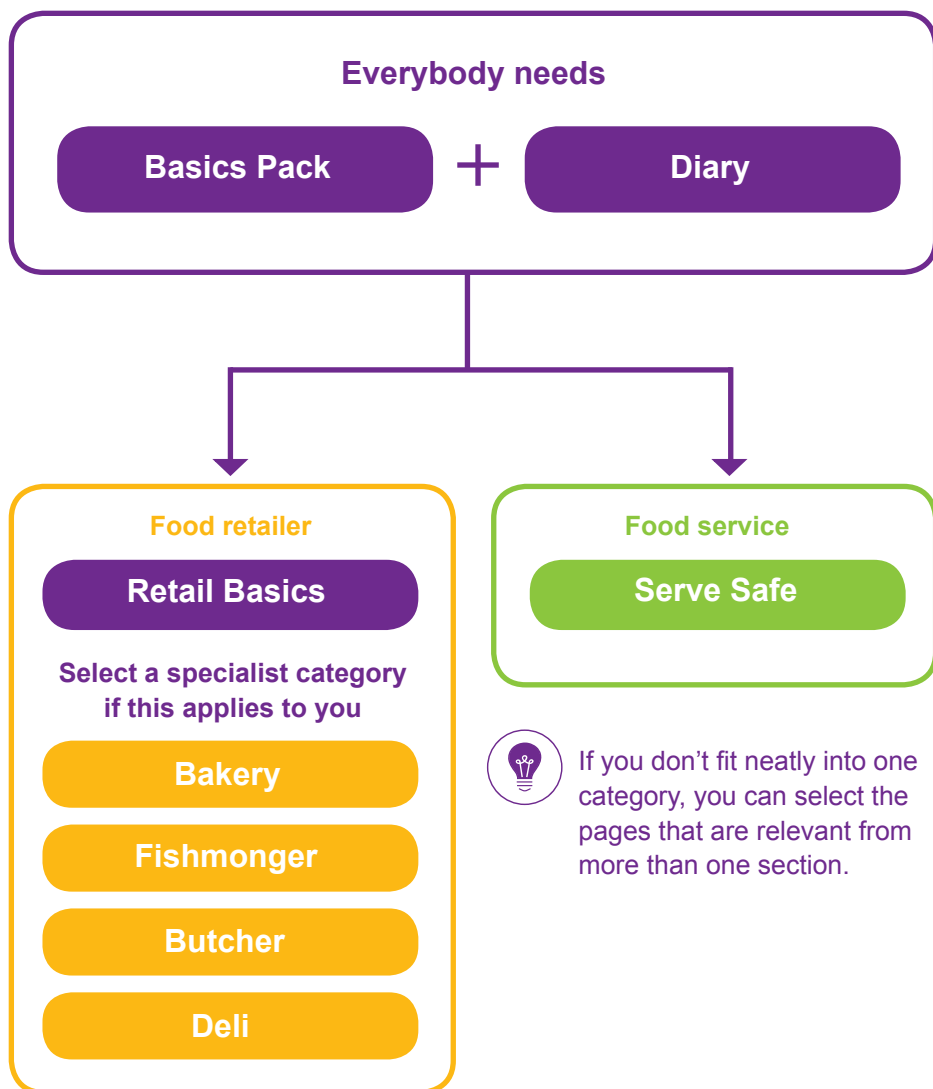


Restaurants, cafés, caterers, food trucks, schools, hospitals or rest homes.



Most businesses in these sectors can use the template. However, if you use processes that are not covered by these templates, or you want to do things differently, you can choose to develop your own plan, called a custom food control plan.

### 3 Choose your templates and download them





## Select the pages that apply to you

- 1 Tick the sections that apply to you
- 2 Put those sections together to form your plan

3.7	Designing a cleaning schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.8	Cleaning schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.9	Waste management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.10	Pest and animal control	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.11	Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.12	Designing a maintenance schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.13	Maintenance schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4.0</b>	<b>People Basics</b>		
4.1	Sickness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2	Exclusion of infected persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.3	Hand hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4	Personal hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5.0</b>	<b>Food Basics</b>		
5.1	Potentially hazardous food	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2	Checking temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.3	Purchasing and receiving goods	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4	Perishable and shelf-stable food storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.5	Chilled and frozen food storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6	Fruit and vegetables	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.7	Food stalls, food promotions & tastings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.8	Food vending machines	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.9	Making and selling ice	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.10	Customers reheating food	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.11	Food allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.12	Food composition	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.13	Equipment, packaging and other items in contact with food	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.14	Food labelling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.15	Transporting food	<input type="checkbox"/>	<input checked="" type="checkbox"/>



## Fill out your plan

### 1 Write down your business details

Management		<h1>Business management details</h1>
<b>Business details</b>		
Legal name	Barney's Restaurant	
Trading name	Barney's Restaurant	
Legal status <small>(tick as appropriate)</small>	<input type="checkbox"/> sole trader <input type="checkbox"/> partnership <input checked="" type="checkbox"/> limited liability company <input type="checkbox"/> other [specify]: _____	
Type of business <small>(tick as appropriate)</small>	<input checked="" type="checkbox"/> single outlet <input type="checkbox"/> managed branch of company <input type="checkbox"/> franchise <input type="checkbox"/> other [specify]: _____	
Activity <small>(tick as appropriate)</small>	<b>Food Service:</b> <input checked="" type="checkbox"/> dine in <input checked="" type="checkbox"/> takeaway <input type="checkbox"/> on-site catering <input type="checkbox"/> off-site catering <input type="checkbox"/> other [specify]: _____ <b>Food Retail:</b> <input type="checkbox"/> butcher <input type="checkbox"/> delicatessen <input type="checkbox"/> bakery <input type="checkbox"/> fishmonger <input type="checkbox"/> fresh produce <input type="checkbox"/> grocery <input type="checkbox"/> transport/delivery <input type="checkbox"/> supply other businesses <input type="checkbox"/> transport/logistics <input type="checkbox"/> other (specify): _____ <input type="checkbox"/> mobile food service or retail	
Postal address	123A Grove Road, Suburbia, Wellington 1234	
Telephone	04 123 4567	
Fax		
Email	barneysrestaurant@hotmail.com	
<b>Location(s)</b>		
Street address (1) <small>(premises where food business operates)</small>	32 Bay Road, Suburbia, Wellington 1234	
Water supply	City council	
<b>Additional sites</b> <small>(continue on a separate sheet if needed and attach)</small> List below any other premises that are used in connection with the food business (e.g. premises used for storage or pre-preparation of food). These activities and sites will also be covered by this FCP. If water is used for food purposes, identify the source of the water supply.		

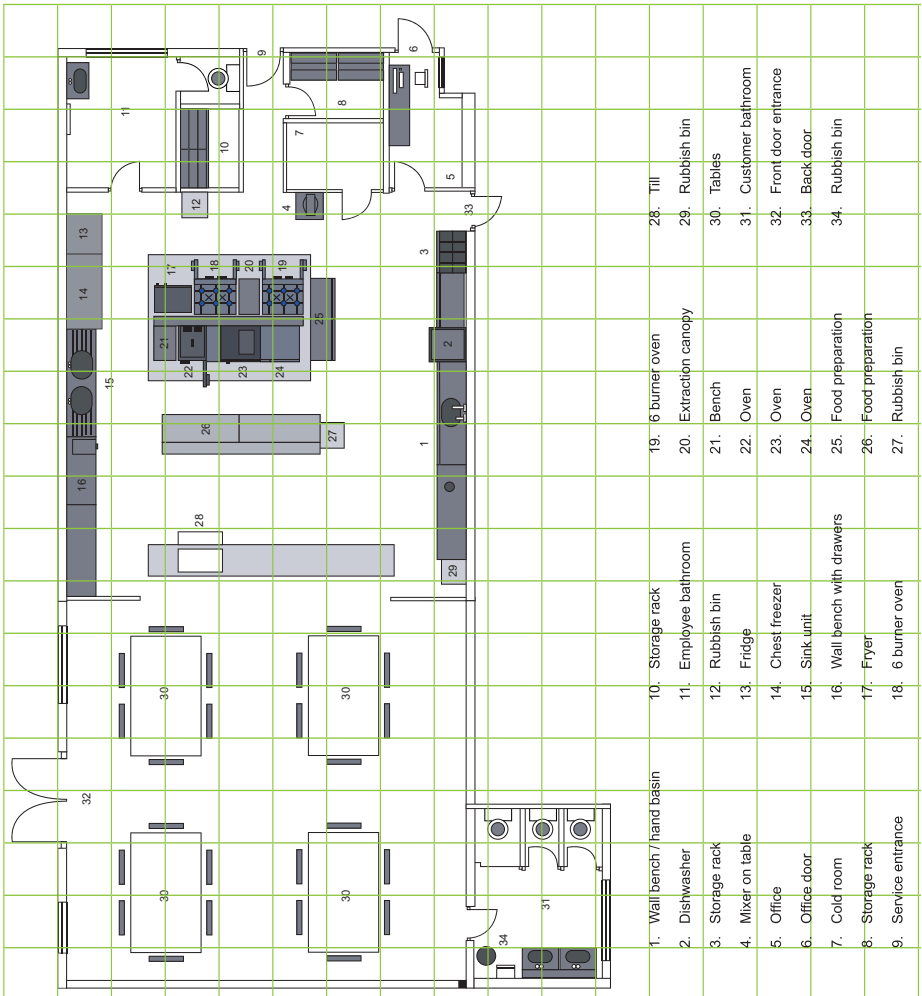


## 2 Draw a map of your business (this can be hand drawn)

Management

# Physical boundaries and layout

Business name	Barney's Restaurant
Site address	32 Bay Road, Suburbia, Wellington 1234



**3** Fill out the rest of your plan

The Basics

## Cleaning schedule

Items and areas to be cleaned	Frequency of cleaning [tick]				Method of cleaning <small>(including dilution of any chemicals)</small>	Who is responsible <small>e.g. kitchenhand</small>
	After use	Every shift	Daily	Weekly/Other		
Fridges and chiller				✓	Wipe down shelves and if dirty wash with hot, soapy water (detergent cloth)	Kitchen hand
Working surfaces (Benches)	✓				Pre-diluted food grade sanitiser using pink cloth	Chef
Chopping boards	✓				After washing in hot water + detergent (use blue cloth + scrub brush) use pre-diluted food grade sanitiser	Chef
Floors			✓		Handy Andy + hot water. Use mop.	Kitchen hand
Extractor Hood				Monthly	Degreaser + hot water with cloth. Follow with stainless steel cleaner on special cloth	Kitchen hand



## Use your plan

### 1 Check you have the correct procedures in place

#### How this is done

Everyone (including contractors) must follow good hand hygiene practices by washing and drying their hands, as described in the steps below especially:

- when entering any area where unwrapped ready-to-eat food is handled;
- before touching unwrapped ready-to-eat foods;
- after touching raw food (meat, vegetables etc);
- before putting on gloves and after removing them;
- after coughing and sneezing;
- after using the toilet.

#### Hand washing

**Step 1:** Clean under each fingernail using warm running water, soap and a nail brush.

**Step 2:** Wash hands with warm running water and soap, rubbing vigorously (front, back and between fingers).

**Step 3:** Dry hands thoroughly (front, back and between fingers) by using: [tick option]

single-use cloth (roller) towel

Rub hands on two sections of towel.

single-use paper towel

Rub hands on two paper towels.

air blower

Rub hands whilst air blower operating.

#### Using gloves

Gloves must be changed between tasks (e.g. after handling uncooked food and before handling ready-to-eat foods etc).

Information about when and where you should complete procedures.

Step by step information to ensure you get the job done right.

Check boxes help you to identify what procedures you could put in place. Tick the one you will use.

Suggestions regarding other ways of completing procedures.

## 2 Work out the records you need

### Write it down

You must write down in the Diary when employees are noticed not following good hand hygiene and what was done to correct them.



Gloves do not protect food from cross-contamination (e.g. passing microbes from raw food to cooked food). Gloves, just like hands, can transfer microbes from raw food, equipment, utensils and surfaces to ready-to-eat food. Change gloves frequently. Hands need to be washed when dirty gloves are removed and before clean gloves are put on.



*Staff that do tasks that don't involve unwrapped food may be able to keep hands clean by using other cleaning methods, such as hand wipes or gels. Hand sanitisers are not effective unless hands are cleaned first.*

➤ These sections in the template tell you when you need to keep records. You can use the diary or a different format if you prefer.

➤ The template provides tips and information about what you should do to keep food safe, using the exclamation mark and light bulb icons.

## **3 Keep records**

**Record sheets are in the diary and at the back of the plan.**

**You should use the diary to:**

- Write down anything that goes wrong and how you corrected it
- Confirm you are following the procedures in your plan
- Record temperatures of cooked, stored and displayed food

**Using record sheets**

- The record sheets in the plan are examples that you can use to make keeping records easier. You can create your own if you prefer.
- See page 14 and 15 for two examples of ‘two-hour hot-held food temperature’ records.

**Why keep records?**

- You must carry out regular checks so you can spot if things go wrong.
- Records help you know your plan is working
- You’ll need to show your records to your verifier.

Record

## Two-hour hot-held food temperature

Hot-held food is kept hot at 60°C or above. Any food that has been held for two hours is checked with a temperature probe to ensure that it is still at, or above, 60°C (this temperature check is repeated for every two hours that the food is hot held).

Date	Time*	Food items	2hr temp	Time of check	Comments/action	Initials
2/4/13	11:30am	Chicken drumsticks	75°C	1:30pm	No action	JS
		" "	58°C	3:30pm	Thrown out	JS
3/4/13	11:30am	chicken drumsticks	75°C	1:30pm	no action	JS
4/4/13	7:00am	Mince pies	74°C	9am	no action	JS
4/4/13	9:00am	Mince pies	76°C	11:15am	no action	JS

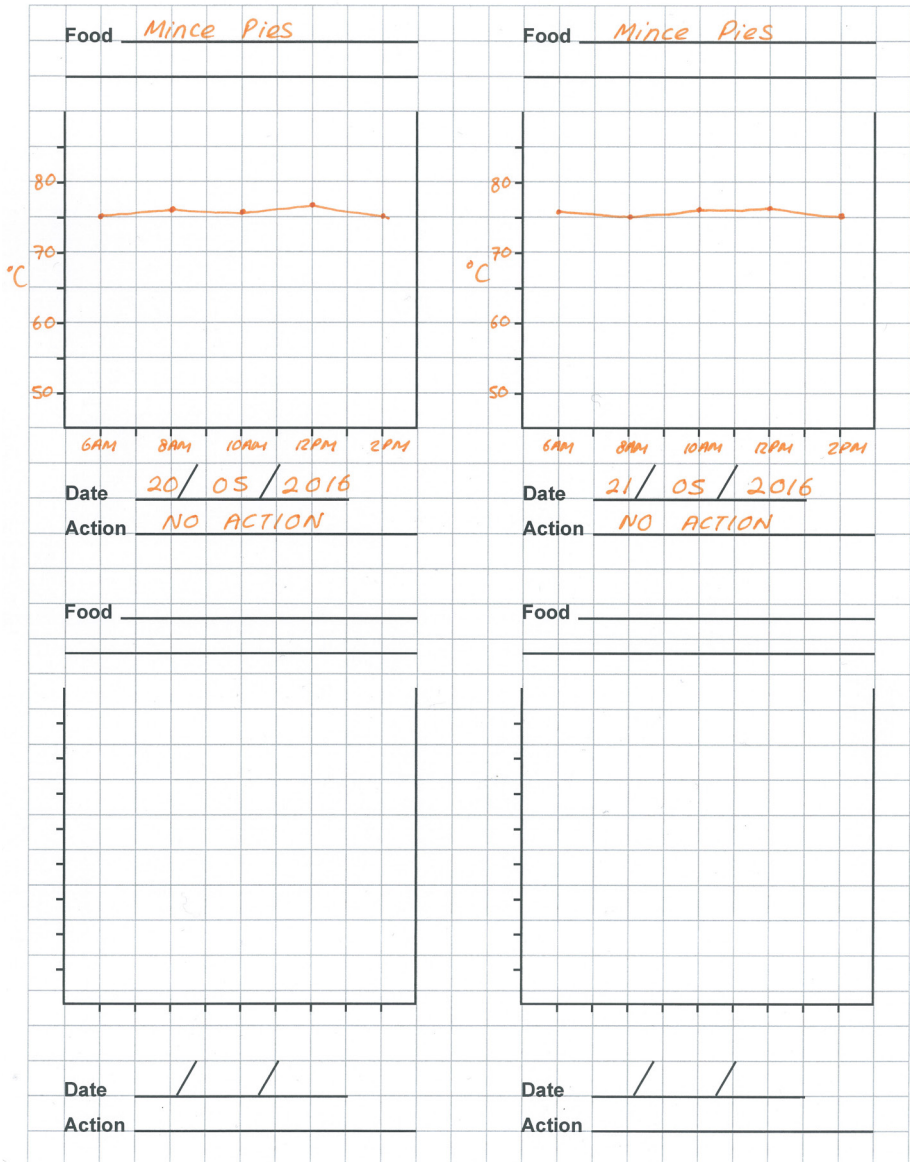
\* Time the food commenced hot-holding.

**What if food is below 60°C?**

- If hot food has been held at a temperature below 60°C for two hours or less, it can either be:
- thoroughly reheated to 60°C or above, and served hot (above 60°C); or
  - cooled to below 5°C and kept at this temperature until it's eaten. Continued cooling needs to ensure that the food has spent no more than four hours between 60°C and 5°C;

If hot food has been held at a temperature below 60°C for more than two hours it must be thrown away.

## Two hour hot-held food temperature



**Record** **Staff training**

Name: Steven Gerrard	Telephone: 297 1345
Position: Head chef	Start date: 14/2/2011
Address:	

Topic	Relevant	Employee signed*	Supervisor signed†	Date
<b>Essential training</b>				
Health and sickness	<input checked="" type="checkbox"/>	SG		2/3/2011
Hand hygiene	<input checked="" type="checkbox"/>	SG		"
Personal hygiene	<input checked="" type="checkbox"/>	SG		"
Cleaning and sanitising	<input checked="" type="checkbox"/>	SG		"
Food allergens	<input checked="" type="checkbox"/>	SG		"
Readily perishable food	<input checked="" type="checkbox"/>	SG		"
<b>Training as needed</b>				
Record keeping	<input checked="" type="checkbox"/>	SG		15/4/2011
Waste management	<input checked="" type="checkbox"/>	SS		"
Pest control	<input checked="" type="checkbox"/>	SG		"
Maintenance	<input checked="" type="checkbox"/>	SG		"
Customer complaints and recalls	<input checked="" type="checkbox"/>	SG		"
Checking temperatures	<input checked="" type="checkbox"/>	SG		"
Purchasing and receiving	<input checked="" type="checkbox"/>	SG		"
Storage	<input checked="" type="checkbox"/>	SG		"
Chilled/frozen storage	<input checked="" type="checkbox"/>	SG		17/5/2011
Defrosting frozen food	<input checked="" type="checkbox"/>	SG		"
Preparation	<input checked="" type="checkbox"/>	SG		"
Cooking	<input checked="" type="checkbox"/>	SG		"
Cooking poultry and meat products	<input checked="" type="checkbox"/>	SG		"
Hot holding prepared food	<input checked="" type="checkbox"/>	SG		"
Cooling hot prepared food	<input checked="" type="checkbox"/>	SG		"
Reheating prepared food	<input checked="" type="checkbox"/>	SG		"
Transporting food	<input type="checkbox"/> N/A			
Display and self service	<input type="checkbox"/> N/A			
Off-site catering	<input type="checkbox"/> N/A			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

\* I acknowledge that I have received training in the procedure and agree to follow it.

† The employee has been trained and has demonstrated a good understanding of the procedure and has been observed consistently following it.

**Other training**

Date	Details
Notes:	



Record

# Sickness

Name	Symptoms (state if vomited at work)	Date of symptom onset	Date notified	Action taken	Faecal result (if any)	Date excluded from work	Date returned to work
James Carragher	Nausea + cramps Diarrhoea Slight fever	1/7/12 (Weekend off)	3/7/12 (Monday)	Stayed off work. Went to GP. Faecal specimens taken	Positive for Salmonella	3/7/12	20/7/12 GP approved
Robert Fowler	Diarrhoea Nausea Vomiting	12/10/12	12/10/12	Stayed off work. Went to GP. Off work until symptom free for 48 hours.	GP diagnosed as Norovirus	12/10/12	18/10/12

## More about the plan

Following your plan will help you do all the right things to keep your food and customers safe.

These are some of the important things you need to do:



### People

- Staff must have the right food safety skills. Record this in their training record.
- Staff need to be healthy, wear clean clothes and handle food hygienically. Record staff sickness in the sickness record.



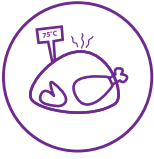
### Places

- Keep the environment clean and free from rubbish and pests.
- Create a cleaning schedule to show how often things will be cleaned. Use the diary to confirm the schedule has been followed.
- Make a maintenance schedule to identify how often equipment will be checked. This will help stop equipment breaking-down.



### Products

- Keep records of who supplies your food, the products, date and amount received. This is important to show you are sourcing safe food and can trace ingredients if there's a problem.



## Processes

The temperature of food is very important. You must check (and keep records to show) that potentially hazardous food, such as chicken, meat, or dairy products is:

- Stored at the right temperature (as identified in your plan) .
- Cooked to the right temperature .
- Cooled to the right temperature in the right time frame.
- Transported at the right temperature.



## Problems

Things never run smoothly all the time. Record anything that could affect the safety of your food, and how you put it right, e.g. what you did when you discovered mouse droppings, or when you saw a food recall notice in the local newspaper.

Don't worry – you can find the answers to these situations in your plan.

## Next steps

### Getting registered

Once you have personalised your plan, contact your local council about registering. If your business operates in more than one local area, you can register with MPI.

### Verification

Once your plan is registered, a food safety verifier will visit to check you are following it.

They will watch what you're doing, ask you and your staff questions, look at your diary and records and check that your plan is working for your business. If you are managing food safety well, they will visit less frequently.

### More information

If you have any questions contact MPI or your local council.

**Visit:** [www.mpi.govt.nz/foodact](http://www.mpi.govt.nz/foodact)

**MPI:** [info@mpi.govt.nz](mailto:info@mpi.govt.nz) 0800 00 83 33

**Find your local council:** [www.lgnz.co.nz](http://www.lgnz.co.nz)