

**JSP 456**  
**Defence**  
**Catering Manual**



**Volume 3**

**DEFENCE FOOD**  
**SAFETY MANAGEMENT**

## RECORD OF AMENDMENTS

[illegible]

## **FOREWORD**

1. JSP 456, the Defence Catering Manual Volume 3 Defence Food Safety Management contains policy, agreed between the three Armed Services, to ensure that safe food is available to all members of HM Forces, civilian employees and to other personnel receiving catering services from the Department. Additional chapters may be added as standard procedures, common to the three Services, are developed.
2. The instructions in this publication supersede all single-Service instructions in Food Safety but where unique single-Service accounting procedures still exist they are covered within this manual. Where extracts from this manual are printed in single-Service publications they are to be reproduced verbatim.
3. Proposals for amendments or additions to the text should be forwarded, through normal single-Service Commands, to the: **Defence Catering Group**.

# **INTRODUCTION**

1. The Defence Catering Group has endorsed the production of JSP 456 Defence Catering Manual Volume Three – Defence Food Safety Management, to align the three Services Food Safety procedures.
2. This volume contains Tri-Service rules and regulations for the management and application of food safety procedures and processes and it is to be used as the authoritative document for all food safety related matters. The importance of food safety management must not be underestimated. The supply and production of safe food is key in helping to sustain British Armed Forces, wherever deployed, in support of Operational Capability and the moral component of fighting power.
3. This publication will be updated as necessary, particularly to reflect changes in UK food safety legislation. Where sections are reproduced in single-Service instructions they are to be reproduced verbatim.

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## GLOSSARY

<b>Ambient Temperature</b>	The temperature of the surrounding environment. Commonly used to mean room temperature.
<b>Bacteria</b>	A group of single cell living organisms. Some may spoil food and some may actually cause illness.
<b>Bactericide</b>	Literally, ‘bacteria killer’.
<b>Best Before Date</b>	Date mark required on longer life foods that are not subject to microbiological spoilage (Food Labelling Regulations 1996). This date mark relates to food quality rather than safety.
<b>Between Pack Test</b>	Sandwiching the temperature probe between two packs of food allows non destructive testing.
<b>Blast Chiller</b>	Equipment designed to cool food rapidly after cooking or heating. Usually employs a combination of cooled air and rapid air movement.
<b>Carrier</b>	A person who is infectious but is not exhibiting signs or symptoms of a disease.
<b>Case</b>	A person suffering from a disease who exhibits signs and symptoms likely to be infectious.
<b>Catering Staff</b>	A generic term used to describe RN, Army and RAF personnel involved in the catering and food services function throughout the command chain.
<b>Chilled Display Unit</b>	Food display unit with facility to keep food at reduced temperature. Mechanical cooling may be transferred to food by direct contact, by convected air movement, or fan blown cooled air. Some units use crushed ice. The efficiency of chilled display units is very variable.
<b>Chiller/Refrigerator/Fridge</b>	Equipment to keep food cool. Must operate between 0°C and 8°C.
<b>Cleaning</b>	The removal of food residue, dirt, grease and other undesirable debris.
<b>Cold Store/Freezer</b>	Equipment which keeps food at frozen temperatures, set at a minimum of -18°C.
<b>Command</b>	A generic term used within JSP 456 for a superior HQ e.g. CINCFLEET, RNLO, HQ LAND, HQ PTC or a Div/Bde.
<b>Compliance</b>	Measures that satisfy the legal requirement.
<b>Conduction</b>	Transfer of heat (or cold) through a material, (normally a solid material).



<b>Contamination</b>	The introduction or occurrence in food of any microbial pathogens, chemicals, foreign material, spoilage agents, taints, unwanted or disease matter, which may compromise its safety or wholesomeness.
<b>Cook-chill</b>	System of food preparation in which food is prepared in advance to be reheated several days later. Strict control of chilled storage temperature is needed if the food is to remain safe.
<b>Cook-freeze</b>	System of food preparation in which food is prepared in advance and then deep frozen. If properly packaged the food may be kept for several months with no loss of quality.
<b>Cooler Unit</b>	The cooling unit of a fridge system that passes air, often by a fan, over the cooling plate (evaporator) of the refrigeration system.
<b>Core Temperature</b>	The core temperature is the temperature at the centre of an item of food, such as a joint of meat.
<b>Critical Control Point (CCP)</b>	A Critical Control Point (CCP) is a stage in the preparation of food on which the safety of the final product is entirely dependent.
<b>Control Point</b>	A Control Point (CP) is a stage in the preparation of food on which the safety of the final product is not entirely dependent, but together with other preparation stages is essential to maintain food safety.
<b>Critical Points</b>	Points at which hazards can be controlled.
<b>Cross-contamination</b>	The transfer of germs from contaminated (usually raw) food to other foods. This may be by direct contact, by storage next to each other by drips of blood/liquid, by storage of one above the other, by food handlers or by equipment/work surfaces.
<b>Crown Immunity</b>	The immunity from prosecution for a range of civil and criminal legislation previously enjoyed by agents of the Crown (including MOD).
<b>Danger Zone</b>	Ambient temperature of food that is considered most harmful to health. Recognised as between 10-60°C.
<b>Destructive Testing</b>	Checking the temperature of food products in such a way that the food cannot be used. For example if the probe damages the integrity of packing.
<b>Detergent/soap</b>	Materials for removing dirt during cleaning. Detergents and soaps differ in their composition but have similar action. They do not destroy micro-organisms (see disinfectant).

<b>Disinfectant</b>	Reduction in levels of contamination on food equipment or in food premises, normally by the use of chemicals to kill micro-organisms.
<b>Due Diligence</b>	The legal defence, detailed in Section 21 of the Food Safety Act, that a person has taken all reasonable precautions and exercised all due diligence to avoid commission of the offence, including persons under their control.
<b>Electronic Fly Killers</b>	Equipment to control flies and other flying insects. Insects are attracted by UV lamps and destroyed.
<b>Enteric Fever(s)</b>	Fevers associated with the intestinal tract. Typically used to generically describe typhoid and paratyphoid fevers.
<b>Epidemiology</b>	The study of epidemic disease with a view to finding means of control and future prevention.
<b>Fly Screen</b>	Fine mesh fitted to windows and other openings to prevent the entry of flies and other insects.
<b>Food</b>	Food includes: drink; articles and substances of no nutritional value which are used for human consumption; chewing gum and other products of a like nature and use; and articles and substances used as ingredients in the preparation of food.
<b>Food Borne Illness</b>	One type of ‘food poisoning’. Invasion of the body by pathogenic micro-organisms transmitted by food.
<b>Food Handler</b>	A food handler is any person involved in a food business that handles or prepares food whether open or packaged.
<b>Food Poisoning</b>	Illness transmitted by food. Caused either by infection or intoxication. Symptoms commonly include diarrhoea or vomiting, but many other effects are possible.
<b>Food Premises</b>	An area where food is stored and/or prepared for consumption by a Third Party. Within the context of JSP 456 this includes galleys, kitchens and messes.
<b>Foreign Bodies</b>	Physical contaminants found within food.
<b>Gastrointestinal Illness</b>	Illness of the digestive system. Typically diarrhoea and vomiting.
<b>Germ</b>	Popular term for micro-organisms, especially those that cause illness.
<b>Growth</b>	Bacteria, yeasts and moulds that grow in some foods depending upon physical environmental factors such as moisture and temperature. Growth will allow small initial contamination to reach levels, which may make the food unsafe or unfit.

<b>HACCP</b>	Hazard Analysis Critical Control Point. A management tool that Enables a structured approach to identification and control of hazards. ‘Classic’ HACCP involves a multi-disciplinary expert team.
<b>Hazard</b>	Anything that may cause harm to a person who eats the food.
<b>Hazard Analysis</b>	Identifying hazards, the steps at which they could occur, and the introduction of measures to control them.
<b>High-Risk Foods</b>	High-Risk foods are ready to eat foods which, under favourable conditions, support the multiplication of pathogenic bacteria and are intended for consumption without treatment which would destroy such organisms. They are usually high in protein, requiring strict temperature control and protection from contamination. They include all cooked meat and poultry, cooked meat products including gravy and stock, milk, cream, custards and dairy produce, cooked eggs and products made with eggs (e.g. mayonnaise), shellfish and other seafoods, and cooked rice.
<b>Home Authority</b>	A Local Authority designated as a single point of contact, to provide national bodies with advice for matters relating to food hygiene and safety.
<b>Hygiene</b>	A measure to ensure the safety and wholesomeness of food.
<b>In-House Catering</b>	Work place catering operated directly by the employer rather than a contractor.
<b>Intoxication</b>	Effects of poisonous substances. Some toxins may be formed in food by the growth of bacteria.
<b>Intrinsic</b>	Already present (contamination).
<b>LAEHO</b>	Local Authority Environmental Health Officer. Employed by the local authority to enforce Food Safety legislation.
<b>Logger</b>	Electronic data loggers may be used to memorise data from temperature sensors during a period of time. Data can be recovered and analysed through a PC. Loggers provide more flexibility than old style chart records.
<b>Low Risk Foods</b>	Raw food or ingredients that are still to be cleaned or processed. Contamination of these foods is a low risk because later processing should make it safe. But low risk foods may transfer contamination to ready to eat foods, and they should be kept apart. Low risk foods also include many ambient stable foods such as bread, biscuits, cakes (but not cream cakes which are ‘high risk’), cereals and so on.
<b>Maximum Temperature Time Limits</b>	A maximum temperature time limit is the longest period that food can safely remain at the specified temperature.

<b>Measuring System</b>	A temperature sensor linked to a read out. Read-outs may include dials, digital displays, loggers or records.
<b>Medical Questionnaire</b>	Form to be completed by new staff giving details of their recent medical history and that of close household contacts. Contact with certain infectious diseases may be transmitted by food handlers through food that they prepare.
<b>Micro-organisms</b>	Any small organisms, especially bacteria, yeast, moulds and viruses.
<b>Minimum Temperature Time Limit</b>	A minimum temperature time limit is the minimum time that food should remain at the specified temperature, e.g. to ensure thorough cooking.
<b>MO</b>	Medical Officer.
<b>Notifiable Disease(s)</b>	A range of communicable disease(s) prescribed by law which are required to be notified to the civil health authorities.
<b>Open Food</b>	Unwrapped food that may be exposed to contamination.
<b>Out of Barracks</b>	A situation where food is prepared or served away from a permanently established catering premises, i.e. in tents on exercise or operations.
<b>Outbreak</b>	Two or more cases of a disease linked by time and/or place.
<b>Pasteurisation</b>	Heat treatment to kill cells but not spores. The time and temperature of the treatment must be controlled. Most types of food poisoning bacteria do not form spores so pasteurisation will make food safer by killing the heat sensitive pathogens.
<b>Pathogen</b>	A micro-organism that may cause illness.
<b>Personal Hygiene</b>	Measures taken by food handlers to prevent contamination of food.
<b>Pest</b>	Animal life unwelcome in food premises, especially insects, birds, rats, mice and other rodents capable of contaminating food directly or indirectly.
<b>Potable</b>	Usually related to water supply. Safe to drink and acceptable for use in food preparation.
<b>Probe</b>	A hand sensor fitted into a metal sheath and often with a plastic handle. The probe usually measures temperature at its tip.
<b>Proper Officer</b>	An officer of a Local Authority prescribed by legislation to carry out specific duties. In connection with communicable disease control this will typically be a consultant employed by a health authority, working in support of a number of local authorities.
<b>Proofing</b>	Structure of premises, especially doors, windows and the entry point of service pipes, to prevent the entry of pests.

<b>Sanitisation</b>	A process of both cleaning and disinfecting.
<b>Sanitiser</b>	A chemical agent used for cleansing and disinfecting surfaces and equipment.
<b>Sensor</b>	The temperature sensitive part of the measuring system.
<b>Sneeze Screen</b>	Screen, usually glass or another transparent material, fitted to some food display units. May play a small part in reducing airborne contamination of the food.
<b>Soap/Detergents</b>	Materials for removing dirt during cleaning. Detergents and soaps differ in their composition but have similar action. They do not destroy micro-organisms (see disinfectant).
<b>Spores</b>	Cells formed by some bacteria and many moulds which are able to withstand adverse conditions, including drying and heat. Some spores can withstand very severe heat treatment.
<b>Sterilise</b>	Treatment with heat or chemicals to kill all micro-organisms and viruses. Sterilisation will kill spores.
<b>Target Temperatures</b>	A target temperature is a food temperature standard that must be attained.
<b>Thermal Properties</b>	The physical properties of a food that determine how much heat it will hold and how quickly it will transfer heat through its mass.
<b>Toxic/Toxin</b>	Poisonous substance. May be contaminated from external sources such as chemical spillage, or produced by growth of micro-organisms.
<b>Upper Temperature Limit</b>	An upper food temperature limit is a temperature standard that must not be exceeded.
<b>Use-By Date</b>	Date mark required on microbiologically perishable pre-packed foods (Food Labelling Regulations 1996). It is an offence to sell foods after the declared date.
<b>Viruses</b>	Microscopic particles. Some are transmitted by food and may cause illness. Viruses cannot multiply or grow in food.
<b>Waste Disposal Unit</b>	Unit to grind solid food waste to a slurry that may be flushed away with waste water into the drain.
<b>Yeasts and Moulds</b>	Microscopic organisms. Some are desirable in foods and are important to its characteristics, for example bread fermentation and the ripening of cheese. Others may spoil food and a few may cause illness.

## **ABBREVIATIONS**

<b>Abbreviation</b>	<b>Definition</b>
<b>AMD</b>	Army Medical Directorate
<b>AS of Cat</b>	Army School of Catering
<b>BFG</b>	British Forces Germany
<b>CCDC</b>	Consultant in Communicable Disease Control
<b>CCP</b>	Critical Control Point
<b>CEHO</b>	Civilian Environmental Health Officer
<b>CI</b>	Chief Instructor
<b>CMP</b>	Civilian Medical Practitioners
<b>COSHH</b>	Control of Substances Hazardous to Health
<b>CO</b>	Commanding Officer
<b>CP</b>	Control Point
<b>CPOCA</b>	Chief Petty Officer Catering Accountant
<b>CPOSTD</b>	Chief Petty Officer Catering Steward
<b>DCG</b>	Defence Catering Group
<b>D DCG</b>	Director Defence Catering Group
<b>DE</b>	Defence Estates
<b>DEFRA</b>	Directly Employed Labour
<b>DESB</b>	Defence Environmental Safety Board
<b>DFSMC</b>	Defence Food Safety Management Committee
<b>DGAMS</b>	Director General Army Medical Services
<b>DGMS (RAF)</b>	Director General Medical Services (Royal Air Force)
<b>D (IO)</b>	Instructional Officer
<b>DLO</b>	Defence Logistic Organisation
<b>DOH</b>	Department of Health
<b>EHO</b>	Environmental Health Officer
<b>Env Hlth</b>	Environmental Health
<b>DEFRA</b>	Department of the Environment Food and Rural Affairs
<b>JSP</b>	Joint Service Publication
<b>F Med</b>	Form Medical
<b>FSA</b>	Food Safety Act
<b>FCAT</b>	Form Catering
<b>EP</b>	Environmental Protection
<b>FSO</b>	Food Service Officer
<b>FSWO</b>	Food Services Warrant Officer
<b>FS</b>	Flight Sergeant
<b>FS(GFH)R</b>	Food Safety (General Food Hygiene) Regulations 1995
<b>HM</b>	Her Majesty
<b>HA</b>	Hazard Analysis or Home Authority
<b>HAL</b>	Hazard Analysis Line
<b>HQ</b>	Headquarters
<b>HACCP</b>	Hazard Analysis Critical Control Points
<b>HIO</b>	Higher Instructional Officer
<b>ID</b>	Identity
<b>IO</b>	Instructional Officer

<b>LCH</b>	Leading Chef
<b>LSTD</b>	Leading Steward
<b>LAEHO</b>	Local Area Environmental Health Officer
<b>LACOTS</b>	Local Authorities Co-ordinating Body for Food and Trading Standards
<b>HA</b>	Home Authority/ Hazard Analysis
<b>MARPOL</b>	Marine Pollution Regulations
<b>MDG (N)</b>	Medical Director General (Navy)
<b>MO</b>	Medical Officer
<b>MOD</b>	Ministry of Defence
<b>MACA</b>	Military Aid to Civilian Authority
<b>NAAFI</b>	Navy Army Airforce Institute
<b>NES</b>	Naval Engineering Standards
<b>NSN</b>	Nato stock Number
<b>OC</b>	Officer Commanding
<b>POCA</b>	Petty Officer Catering Accountant
<b>POSTD</b>	Petty Officer Steward
<b>PI</b>	Performance Indicators
<b>PUS</b>	Permanent Under Secretary
<b>PTC</b>	Personnel & Training Command
<b>RNLPO</b>	Royal Navy Logistics Policy Office
<b>RNSO</b>	Royal Naval Supply Officer
<b>SGD</b>	Surgeon General Department
<b>SIO</b>	Senior Instructional Officer
<b>SHEF</b>	Safety Health Fire and Environmental
<b>SHEFB</b>	Safety Environmental and Fire Board
<b>S of S</b>	Secretary of State
<b>TA</b>	Territorial Army
<b>UCM</b>	Unit Catering Manager
<b>UKM</b>	Unit Kitchen Manager
<b>VTEC</b>	Verocytotoxin-producing <i>Escherichia coli</i> .
<b>WOCA</b>	Warrant Officer Catering Accounting
<b>WOSTD</b>	Warrant Officer Steward

# **CHAPTER 1**

## **APPLICATION OF FOOD SAFETY LEGISLATION TO THE MOD**

### **INTRODUCTION**

**0101.** The Food Safety Act (1990) (FSA) received Royal Assent on 29 Jun 90. The Act incorporates most of the previous Food Safety Regulations. It is ‘enabling’ legislation, allowing for the making of new regulations, modifications of existing regulations and the adoption of European Law. It has enabled subsequent regulations to be introduced, e.g. Food Premises (Registrations) Regulations 1991, Food Safety (General Food Hygiene) Regulations 1995, Food Safety (Temperature Control) Regulations 1995 and Food Labelling Regulations 1996. The Act applies in England, Scotland and Wales, and to a limited extent in Northern Ireland. MOD establishments overseas are to comply with the laws of the country in which they are based, but, as with most UK law, they are to apply the ‘Spirit’ of the regulations where these are more stringent than those which apply locally.

### **FOOD SAFETY ACT 1990**

**0102.** The FSA (1990) is the overarching food safety legislation in England, Wales and Scotland. It introduced a number of features for the enforcement of food hygiene and enabled subsequent regulations to be introduced, e.g. the Food Safety (General Food Hygiene) Regulations 1995.

**0103.** There are a number of offences under the Act:

- a. Selling food that is not of the nature, substance or quality demanded by the purchaser.
- b. Falsely describing, advertising or presenting food.
- c. Rendering food injurious to health.
- d. Selling food that does not comply with food safety requirements. This is food that has been rendered injurious to health (e.g. through contamination with food poisoning organisms) or which is unfit for human consumption.

**0104.** The definition of selling food includes food that is offered, displayed, advertised by, or in possession of, the food business. MOD catering operations fall within the definition of a food business.

### **FOOD SAFETY (GENERAL FOOD HYGIENE) REGULATIONS 1995**

**0105.** The Food Safety (General Food Hygiene) Regulations 1995 apply to any premises where the preparation, processing, storage or handling of food is undertaken. They detail key requirements in the following areas:



- a. **Structure.** Premises where food is prepared must comply with a series of structural, maintenance and cleanliness requirements. These are designed to protect food from physical contamination, permit good food hygiene practices and prevent external sources of contamination such as pests.
- b. **Hygiene.** There is a general requirement that any operation involving the preparation, processing, storage or handling of food is carried out in a hygienic way.
- c. **Hazard Analysis.** A manager of a food business shall identify any step in the activities of the food business that is critical to ensuring food safety, and ensure that adequate safety procedures are identified, implemented, maintained and reviewed. This procedure is designed to ensure compliance with Regulation 4(3) of the Food Safety (General Food Hygiene) Regulations 1995. The MOD Hazard Analysis system is shown in Chapter 3 of this JSP.
- d. **Infected Food Handlers.** Food handlers must inform their line manager if they or any member of their household are suffering from, or suspect that they may be suffering from, any infection that may be transmitted through food, e.g. gastro-intestinal infection. Infected lesions of skin, eyes, ears and mouth that may directly or indirectly contaminate food with pathogenic micro-organisms are also to be reported. Appropriate exclusion procedures are to be taken pending medical advice. See Chapter 4 of this JSP for full details of MOD policy in this regard.
- e. **Training.** All food handlers must be supervised, instructed and/or trained in food hygiene matters commensurate with their work activity. See Chapter 6 of this JSP for further information.

## **FOOD SAFETY (TEMPERATURE CONTROL) REGULATIONS 1995**

**0106.** These regulations contain national provisions relating to the temperature control of food. They detail limits for holding hot and cold food at temperatures designed to reduce the risk of bacteriological activity which may give rise to food poisoning.

## **FOOD PREMISES (REGISTRATION) REGULATIONS 1991**

**0107.** Food premises must be registered under the Act if they store or serve food. A copy of the registration form is at Annex A of this chapter. In addition to publicly funded messes, non-public bars and welfare outlets will also be included in the registration process. The Commanding Officer (CO) is also to appoint an officer to oversee non-public catering facilities. The officer is to be formally appointed as per Annex B to this chapter. Arrangements will be made by government to exclude some MOD units from the requirements to register on grounds of National Security. It is expected, however, that such exemptions will be used sparingly and that Local Authority Environmental Health Officers (LAEHOs) will have access to the food premises on almost all MOD units. Vehicles used to transport food around unit sites also have to be registered, as per Annex A of this chapter; RN Ships, Submarines and Military Aircraft are, however, exempt. The registration procedure for MOD food premises will involve the completion of a simple form, which will then be sent to the Local Authority. It will be necessary for units to identify each of their food outlets, and to maintain a list of premises and the Officers in Charge.

**0108.** The FSA applies to any catering establishment, which, by definition, is ‘*an establishment where food is prepared on the premises for delivery to the ultimate consumer and is ready for consumption without further preparation*’. Penalties under the Act vary according to the precise nature of the offence. The maximum on summary conviction is a fine of up to £20,000 or 6 months imprisonment, or both. In Out of Barrack situations (except established training camps where all the conditions of the FSA still apply), the legislation does not require the registration or routine inspection of premises. Due Diligence precautions (see Para 0110 *et seq*) for the prevention of food poisoning apply in all circumstances.

### **FOOD LABELLING REGULATIONS 1996**

**0109.** These regulations detail measures required to protect purchasers and consumers from false or misleading information when purchasing food. The two most important provisions from the food hygiene viewpoint are those relating to indication of durability, and storage conditions or conditions of use:

a. **Indication of Durability.** Most pre-packed foods must be date marked. There are two types of date mark:

(1) **“Use By” Date.** Foods that are microbiologically perishable and may pose a risk to health must bear a “Use By” date. This is the more stringent of the two indicators of durability. It is to be noted that it is an offence to sell, or have in possession for sale, food bearing an expired “use by” date and for anyone other than the person originally responsible for applying the date mark to change it.

(2) **“Best Before” Date.** The majority of foods have a “best before” date, which indicates the period for which it might be expected to retain its specific properties if stored correctly. A “Best Before” date relates to the quality of food rather than safety.

b. **Storage Conditions or Conditions of Use.** Where particular storage conditions are required to maintain specific properties of food, e.g. “keep refrigerated” or “keep frozen”. These instructions must be stated on the label.

### **DUE DILIGENCE**

**0110.** A key concept of the FSA is that of ‘Due Diligence’. This is essentially a defence in the event of prosecution and requires evidence that the person charged took all reasonable precautions and exercised all due diligence to avoid committing the offence. In effect, it enables an enforcement authority to “by-pass” an immediate offender and prosecutes the real offender. The defendant has to prove that due diligence has been exercised and this is where the importance of keeping records is crucial. COs are to incorporate food hygiene considerations into their routine inspection reports and they are to issue a food safety statement applicable to all catering outlets on the unit. An example Food Policy Statement is at Annex C of this chapter.

**0111.** In practice, the due diligence defence will consist of two stages:

a. ‘To take all reasonable precautions’ means that a system is in place to prevent an offence from occurring. Areas of consideration will include:

- (1) Food Safety Policy in accordance with Base/Unit/Stn Food Policy Statement.
- (2) Hazard Analysis systems.
- (3) Staff training programmes.
- (4) Available resources, e.g. technical, staffing, financial.

**(b)** Secondly, exercising due diligence, which concerns day-to-day operation of the system. A court of law would usually require documented evidence that procedures were carried out at a relevant time and by an appropriate person. The usual requirements include details of the following:

- (1) Cleaning schedules.
- (2) Temperature monitoring e.g. dedicated transportation vehicles, temperature at time of receipt, cooking and service, and monitoring of freezers and refrigerators.
- (3) Documentation of any corrective action taken.
- (4) Documentation of supervisory checks.
- (5) Records kept up to date at all times and available for inspection by local authority enforcement officers.

### **APPLICATION OF THE FSA TO MINISTRY OF DEFENCE PREMISES**

**0112.** The FSA has applied to MOD premises since the removal of Crown immunity on 01 Apr 92. It is not possible for the Crown to be criminally liable if it fails to comply, but Local Authorities may request the courts to declare unlawful any act or omission by the Crown which constitutes a contravention of the Act. The provisions of the FSA apply to Government servants, individual Service personnel and Civil servants, who may be liable to prosecution if they contravene the Act in the course of their duties. On MOD units with contract catering, or where NAAFI operates a catering service from MOD premises, the CO/Establishment Head is responsible for ensuring that the buildings and equipment provided by the MOD comply with FSA regulations. NAAFI or the catering contractor is responsible for all other aspects of food safety management such as food quality, food handling, staff training and the cleaning of food rooms. Penalties under the FSA vary according to the precise nature of the offence. The main penalties under the Act, on summary conviction, are currently a fine up to £20,000 or 6 months imprisonment, or both.

**0113.** With effect from 18 Aug 03, Powers of Entry have been extended to LAEHOs permitting access to HM Ships and Submarines, and aircraft. It is MOD policy that the legal standards contained in the above legislation, and the guidance laid down in the associated codes of practice and relevant industry publications, are to be adhered to wherever practicable. In field catering situations (except established training camps where all the conditions of the FSA still apply) the legislation does not require registration and routine inspection of premises; Due Diligence and relevant documentary evidence of procedures designed to prevent food poisoning apply equally.

**0114.** The FSA and its subordinate regulations are specifically applied to Crown (including MOD) premises by FSA Code of Practice No 13, which imposes conditions on both the MOD and enforcement authorities. MOD premises are classified as Group 3 Crown premises, which implies that a LAEHO is not permitted unannounced entry. Three days notice is to be given, with the LAEHO required to contact the Home Authority who will inform the relevant service EHO. In the case of a food poisoning investigation, this need only take the form of a telephone call. LAEHOs inspecting MOD premises must be in possession of an ID card (preferably with a photograph), must comply with any security/health and safety arrangements in place, and are restricted to areas related to food storage and production only (this does not include kitchen areas where staff and others prepare food/beverages for their own consumption). They may take photographs only after permission, may seize samples or food as of right and require copies of relevant documentation.

**0115.** The following enforcement modifications have been made under Code of Practice No 13 – Enforcement of the Food Safety Act 1990 in Relation to Crown Premises:

- a. As for all other food premises, LAEHOs are required to draw upon any reports, notices or letters, a distinction between those matters considered to be contraventions of food safety legislation, and those considered being advice.
- b. When issuing an Improvement Notice or an Emergency Improvement Notice on a food business where the proprietor is the Crown, food authorities should delete all wording in the prescribed forms, which state that it is an offence not to comply with the notice.
- c. If enforcement action by the issue of notices is considered, they must be served on the appropriate person contravening the law. For example, structural contraventions may be seen to be the responsibility of the Crown, whereas procedural contraventions may be seen to be the responsibility of contract caterers working within the premises. If it is considered that the MOD is responsible, the notice will be served on the Secretary of State for Defence, copied to the CO of the Establishment concerned.
- d. LAEHOs can issue Improvement Notices for simple breaches of the regulations, specifying the action to be taken and giving a period of time in which corrective action must be taken. Where there is considered to be an imminent health risk, LAEHOs can issue Emergency Prohibition Notices. Failure to comply with a notice can result in further statutory action in a higher court. Wilfully ignoring a notice could result in prosecution of the individual involved.

## ANNEX A-APPLICATION FORM FOR REGISTRATION OF FOOD PREMISES

### 1. Address of premises

.....  
(or address at which moveable premises are kept)  
..... **Post Code** .....

### 2. Name of food business ..... (Trading name) Telephone no .....

### 3. Type of premises. Please tick ALL the boxes that apply

Farm/smallholding	<input type="checkbox"/>	Staff restaurant/canteen/kitchen	<input type="checkbox"/>
Food manufacturing/processing	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Slaughterer	<input type="checkbox"/>	Hospital/residential	<input type="checkbox"/>
Packer	<input type="checkbox"/>	Home/school/hotel/pub/guest house	<input type="checkbox"/>
Importer	<input type="checkbox"/>	Private house used for a food business	<input type="checkbox"/>
Wholesale/cash/carry	<input type="checkbox"/>	Premises used by number of businesses	<input type="checkbox"/>
Distribution/warehousing	<input type="checkbox"/>	Mobile premises	<input type="checkbox"/>
Retailer	<input type="checkbox"/>	Restaurant/cafe/snack bar	<input type="checkbox"/>
Market	<input type="checkbox"/>	Other: please give details	<input type="checkbox"/>

### 4. Does your business handle or involve any of the following? Please tick ALL the boxes that apply

Chilled foods	<input type="checkbox"/>	Alcoholic drinks	<input type="checkbox"/>
Frozen foods	<input type="checkbox"/>	Canning	<input type="checkbox"/>
Fruit and vegetables	<input type="checkbox"/>	Vacuum packing	<input type="checkbox"/>
Fish/fish products	<input type="checkbox"/>	Bottling and other packing	<input type="checkbox"/>
Fresh/frozen meat	<input type="checkbox"/>	Table meals/snacks	<input type="checkbox"/>
Fresh/frozen poultry	<input type="checkbox"/>	Takeaway food	<input type="checkbox"/>
Meat products or delicatessen	<input type="checkbox"/>	Accommodation	<input type="checkbox"/>
Dairy products	<input type="checkbox"/>	Delivery service	<input type="checkbox"/>
Eggs	<input type="checkbox"/>	Chilled food storage	<input type="checkbox"/>
Bakery	<input type="checkbox"/>	Bulk storage	<input type="checkbox"/>
Sandwiches	<input type="checkbox"/>	Use of private water supply	<input type="checkbox"/>
Confectionery	<input type="checkbox"/>	Other: please give details:	<input type="checkbox"/>
Ice Cream	<input type="checkbox"/>		

**5. Please answer the following questions:**

Are vehicles or ships used for transporting food kept at or used from the premises?

**Yes/No**

Are vehicles, stalls or ships used for preparing or selling food, kept at or used from the premises?

**Yes/No**

Number of vehicles/ stalls/ ships kept at or used from the premises, and used for preparing, selling or transporting food.

5 or less ☐  
6-10 ☐  
11-50 ☐  
51 plus ☐

**6. Name(s) of proprietor(s) of food business**

**7. Address of business head office or registered office**

.....  
.....(If different from address of premises)  
**Post Code** .....

**8. Name of manager if different**

**9. If this is a new business** ..... Yes/No.

If yes, date you intend to open.....

**10. If this is a seasonal business** .....

Period during which you intend to be open each year.....

**11. Number of people engaged in food business**

Count part-timer(s) (25 hrs per week or less) as one-half

0-10  
☐

11-50  
☐

51 plus  
☐

The complete form is to be sent to:.....

**It is an offence to give false or incomplete information**

**Signature:**.....

**Date :**.....

**Name:** .....

(BLOCK LETTERS)

**Position in company/business:**

It is to be noted that on the registration form, the 'Name of proprietor' is to be MOD and the 'Name of manager' is to be the Officer-in-charge.

## **APPENDIX 1-NOTES ON REGISTRATION OF FOOD PREMISES:**

### **What is registration?**

1. Registration of premises used for a food business (including market stalls, delivery vehicles and other moveable structures) is required by law. Registration will allow local authorities to keep an up-to-date list of all those premises in their area so they can visit them when they need to. The frequency of the visits will depend on the type of business.

### **Who needs to register?**

2. If you run a food business for more than 5 days in any 5 consecutive weeks, you must tell (or arrange for someone else to tell) the local authority about any premises you use for storing, selling, distributing or preparing food. Food premises includes restaurants, hotels, cafes, shops, supermarkets, staff canteens, kitchens in offices, warehouses, guest houses, delivery vehicles, buffet cars on trains, market and other stalls, hot dogs and ice cream vans etc.

3. If you use vehicles for your food business in connection with permanent premises such as a shop, or warehouse you only need to tell the local authority how many vehicles you have. You do not need to register each vehicle separately. If you have one or more vehicles but no permanent premises, you must tell the authority where they are normally kept.

4. Anyone starting a new food business must register with the local authority at least 28 days before doing so.

5. The majority of premises will have to be registered. However, certain premises are exempt from registration e.g. some which are already registered for food law purposes, certain agricultural premises, motor cars, tents and marquees (but not stalls) some domestic premises and some village halls. You are to contact your local authority if you think you might be exempt.

### **How do I register?**

6. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to your local authority. The address can be found in the telephone directory. If the form is sent to the wrong address your application will not take effect until it is received at the proper place. If you use premises in more than one local authority area, you must register with each authority separately.

7. You must tick all the boxes, which apply to your business, answer all the questions and give all the information requested. Seasonal businesses operating for a certain period each year should give the dates between which they will be open in answer to question 9. If you have any questions your local authority will help you. It is an offence to give information, which you know is false.

### **What happens to the information given on the form?**

8. The local authority will enter the details on its register. A register of addresses and the type of business carried on at each will be open to inspection by the general public. Records of the other information provided will not be publicly available.

### **Changes**

9. Once you have registered with the local authority you only need notify them of a change of proprietor, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new proprietor will have to complete an application form.

If the local authority wishes to change the entry in the register because of information, which it receives from someone else, you will be given 28 days' notice and an opportunity to comment on the proposed change.

These notes are provided for information only and should not be regarded as a complete statement of law.

## **ANNEX B-FOOD SAFETY ACT 1990**

### **EXAMPLE OF FOOD SAFETY DOCUMENTATION FOR NON-PUBLIC CATERING FACILITIES**

1. The Terms of Reference of the Officer IC ..... include responsibility for ensuring that the food served does not constitute a risk to health. The Officer IC is to identify and, where reasonably practicable, eliminate food hazards.
2. Periodic inspections of premises are to be made by the Officer IC in order to check standards of food safety. The frequency of inspections is to be determined by the nature of activities undertaken. In particular, Officers IC are to ensure that:
  - a. An adequate standard of premises and equipment is provided, properly used and maintained.
  - b. Proper storage facilities, including refrigerators and freezers, are provided and maintained.
  - c. Hygienic working practices are observed by all food handlers.
  - d. Written information on possible hazards and the hygiene precautions to be observed following an appropriate risk assessment based upon the requirements in JSP 456; are readily available and with food safety notices displayed where necessary.
3. The Officer IC is responsible for seeking the advice of the Senior Catering Manager<sup>1</sup> to ensure the correct interpretation of MOD requirements in relation to the Food Safety Act 1990, and its subordinate legislation/codes of practice.

Date:

A N OTHER  
Lt Col  
CO

---

<sup>1</sup> For the RN this is likely to be the Supply Officer (Catering); in the Army the Unit Catering Manager and in the RAF OC Catering Squadron/Flight.



**ANNEX C-EXAMPLE OF A UNIT FOOD SAFETY POLICY STATEMENT-**  
**UNIT FOOD SAFETY POLICY**

1. Unit: .....shall comply with the requirements of the Food Safety Act 1990 and with all its statutory provisions, subject only to the exceptions provided in the legislation for the Ministry of Defence. All Service and Civilian Food Handlers, including Contract Staff, are required to participate in achieving this aim.
2. Every Food Handler on the strength of the Unit, attached to the Unit, or on temporary duty at the Unit, shall be adequately trained in Food Safety commensurate to their work activities and receive effective induction training prior to carrying out any food handling duties. A record of all training must be maintained for inspection. Food Handlers are also required to ensure that their personal hygiene and work practices do not contravene the requirements of the Food Safety Act 1990 and the regulations made there under.
3. It is a fundamental principle of the Unit's Food Safety Policy, that personnel in charge of catering operations, including Non-Public facilities are responsible for ensuring that, as far as is reasonably practicable, hygienic conditions exist in their area of responsibility and that adequate precautions are taken to safeguard the health of their customers.
4. The overall responsibility for Food Safety in the Unit is vested in the Commanding Officer. Officers responsible for premises providing catering facilities are to ensure that the storage, preparation, cooking and service of food and drinks are carried out in accordance with MOD food safety requirements. All personnel are expected to inform the Officer responsible of any practice or occurrence that may present a risk to health.
5. This statement is to be brought to the attention of all food handlers working at .....and is to be exhibited on a prominent notice board in all premises with catering outlets.

A N EXAMPLE  
Lt Col  
CO

(Annual Review Date.....)

# **CHAPTER 2**

## **ORGANISATION OF FOOD SAFETY WITHIN THE ARMED FORCES**

### **INTRODUCTION**

**0201.** A number of organisations (Service and Civilian) have important parts to play in ensuring that satisfactory standards of food hygiene are maintained in the Armed Forces. Each has their own particular areas of expertise and it is vital that all parties are aware of their detailed responsibilities. Close liaison and co-operation must be established and maintained. Effective food safety management is the responsibility of all personnel involved with catering throughout the command chain and the task must not be under estimated.

### **RESPONSIBILITIES FOR FOOD SAFETY MANAGEMENT POLICY**

**0202.** The personal responsibilities of the Secretary of State for Defence (S of S) for food safety management policy are exercised through the Defence Environmental Safety Board (DESB) and the MOD Safety Health Environmental and Fire Board (SHEFB). The Chairman of SHEFB has delegated responsibility for pan-Departmental policy to DG Def Log Sp. This is sub delegated to D DCG who is responsible to the Chairman of the SHEFB for the:

- a. Development and promulgation of food safety management policy for the Armed Forces.
- b. Maintenance of food safety management policy procedures.
- c. Establishment of food safety management performance standards, Management Plan objectives and Performance Indicators.
- d. Production of an annual food safety management report for the SHEFB.
- e. Co-ordination and briefing on the totality of food safety management to the Armed Forces.
- f. Representation of DCG interests in dealings with SGD and D Safety Estates and Security.
- g. Nomination of a focal point (DCG Sp1) for food safety management within the Armed Forces.
- h. Promotion of a positive food safety management culture within the Armed Forces.
- i. Development and maintenance of a continuous improvement programme in food safety management performance.
- j. Awareness by all personnel within the command chain of their statutory food safety management responsibilities. This includes the obligation to notify the command chain of any known or potential risks to food safety to enable legal

obligations to be met, and that the command chain understand their responsibility for food safety management performance.

k. Establishment of uninhibited and effective two-way communication channels on food safety management issues throughout the command chain.

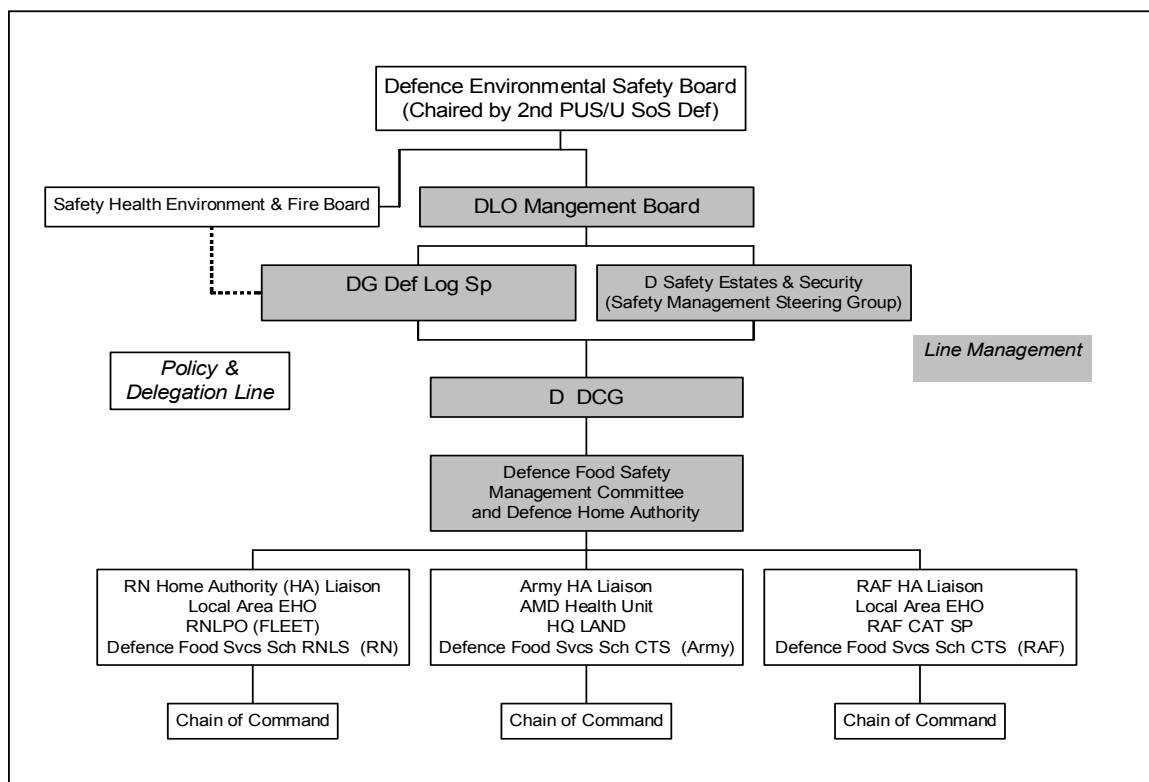
l. Planned approach to the identification, prioritisation and management of risk associated with food safety management.

m. Notification of breaches in Food Safety Legislation to the DCG.

## **DELEGATION AND COMMAND LINES**

**0203.** The Defence Food Safety Management Committee will ensure that a transparent, consistent and coherent food safety management system is applied throughout the Armed Forces. DDCG will represent food safety management issues and concerns to the SHEF Board. DESB will receive food safety management issues from the SHEFB.

**0204.** The monitoring and review of compliance with food safety management policy and food safety legislation will be conducted through the following delegation and command lines:



## **CONTROL, CO-OPERATION, COMMUNICATION AND COMPETENCE**

**0205.** COs, establishment heads and command catering staff are to be actively involved in the process of food safety management, thereby taking ownership of a positive food safety culture which entails:

- a. **Control.** Ensuring that all food is stored, prepared and served in a safe and healthy environment. A food safety management focal point is to be appointed with the necessary competence and authority to provide assurance of compliance with statutory food safety legislation and MOD mandated requirements, throughout the food management area. Safety responsibilities of individuals and line managers are to be defined clearly, and lines of accountability documented as appropriate. This may be achieved by inclusion in Terms of Reference for each appointment.
- b. **Co-operation.** Participation and commitment in food safety management activities by all employees at all levels. This will be secured through appropriate committees and consultative groups, as well as arrangements to ensure co-operation in the management of risk with the site landlord and for the effective control of their contractors whilst working on your behalf.
- c. **Communication.** Regular and effective communication is encouraged throughout the line management chain, including regular briefings. Effective lines of communication are to be established with DCG via the command chain.
- d. **Competence.** Personnel at every level are to be provided with the necessary training and information to enhance and develop their knowledge and skills, to enable them to perform their duties safely, and in compliance with relevant food safety legislation.

## **PLANNING AND MANAGEMENT OF RISK**

**0206.** Hazard Analysis (HA) procedures are to be conducted on all food related activities, and food-operating procedures established to control residual risks. All systems of work, operating procedures and risk assessments are to be reviewed regularly.

**0207.** Local management is to identify and prioritise the requirements for managing food safety risks. Reflection of these requirements in local organisation and arrangements will help develop a positive food safety management culture.

## **MEASURING PERFORMANCE**

**0208.** Performance measurement is an essential ingredient of any continuous improvement programme. The effectiveness of food safety management systems is to be measured continually through active and reactive monitoring. Monitoring must be recognised as a management function, with adequate realistic objectives, resources and the commitment to implement the necessary remedial actions.

## **ACTIVE MONITORING**

**0209.** As a part of routine catering inspections undertaken by commands, food safety is to be included to assure D DCG that adequate risk control systems are in place consistent with the

organisation. Performance assessment is detailed at paragraph 0503. Action plans resulting from the inspection will provide valuable evidence in support of the DCG goal of continuous improvement in the management of food safety. Part of the audit process will provide evidence of best practice to be shared throughout the Armed Forces.

**0210.** A comprehensive and well-planned inspection programme is essential in understanding the strengths and weaknesses of achieving self-improvement. It will also provide assurance to SHEFB, SGD, DSEF Pol and the appropriate enforcing agencies, that the DCG is being active and effective in the provision of policy for the management of food safety risks.

**0211.** DCG is to have visibility of the systematic inspection of catering premises and equipment by command staff. These inspections will form the basis of the verification process.

### **REACTIVE MONITORING**

**0212.** It is essential that all food safety incidents are recorded, investigated and reported through the command chain. Arrangements (see paragraph 0509 and 0512) are in place to ensure that D DCG is made aware of food safety incidents, including actual food poisoning incidents, so that policy amendment is initiated as at paragraph 0511.

### **ANNUAL REPORT**

**0213.** DCG is to submit an Annual Report of food safety to SHEFB and D Safety, Estates and Security for consolidation in a DLO wide Safety Health Fire and Environment (SHEF) Annual Report for submission to the DLO Management Board. The Annual Reports will act as a cumulative record of the strategic effectiveness and weaknesses of the food safety management policy. The report is to contribute to determining further food safety objectives and PIs for SHEFB.

### **DEFENCE FOOD SAFETY MANAGEMENT COMMITTEE (DFSMC)**

**0214.** The DFSMC is accountable to D DCG and consists of the following:

- a. Chairman: DCG - SO1 (Pol, Stnds & IS)
- b. Members:
  - DS and C-OH&S 1
  - SGD –SO2 PHM
  - FLEET/RNLPO – FCO
  - FLEET/RNLPO-RMCO
  - HQ LAND – Log Sp (Food Svcs)
  - RAF Cat Sp – Cat 2
  - 2SL/MDG(N) – SO2 EH PO1
  - DGAMS - SO2 EH
  - DGMS(RAF) – CEHO
  - RNLS/CTS– FHT
  - DFSS CTS (RAF)-OC
  - DFSS CTS (Army)-TTO OFSS (A)
  - DCG – (Sp5a & Ops3)
  - Food Standards Agency – Principal EHO

**0215.** The Defence Food Safety Management Committee is accountable for:

- a. Researching and formulating Food Safety Management Policy.
- b. Providing the intelligent MoD customer focus for Food Safety Management.
- c. Producing and maintaining JSP 456.
- d. Consulting and liaising with LACORS.
- e. Consulting and liaising with single service Home Authorities and other civilian authorities as required.
- f. Ensuring the adoption of best practice across the MoD for Food Safety Management.
- g. Providing written direction as necessary on Food Safety Management.
- h. Acting upon and, when required producing Food Safety Management Policy to meet the requirements of the SHEFB.
- i. Updating the Committee on Def Log Safety issues.

**0216.** The committee shall meet bi-annually.

### **CATERING PERSONNEL**

**0217.** Food handlers employed in a managerial position within a unit act as day-to-day advisers to the CO on all catering matters (including food hygiene and safety) in accordance with this JSP. Catering managers at unit level must demonstrate compliance with this JSP by ensuring that 'Due Diligence' records (as specified within this JSP) are maintained, and by conducting periodic internal audits of the food safety management procedures.

**0218.** Command catering staffs are responsible for strategic management of all aspects of catering management (including food hygiene and safety) within their area. They are to follow the policy promulgated within this JSP, ensuring that ships, units and establishments within their command do the same. There may, however, be circumstances where compliance is impracticable. In these circumstances, informed judgement must be employed to ensure that the alternative action does not compromise food safety. It must be borne in mind by managers deciding on alterations to approved procedure, that qualifications such as the Advanced Food Hygiene Certificate do not imply specialist expertise in food safety matters, especially with regards to the detailed interpretation of the law. Such courses of action should be the exception rather than the rule and are to be taken following definitive advice through command catering staff and, if necessary their Service environmental health staff. Command catering staffs are responsible for carrying out the appropriate catering and food hygiene inspections, which concentrate on management issues.

## **SERVICE ENVIRONMENTAL HEALTH PERSONNEL**

**0219.** Service environmental health personnel are typically established at command HQs. They receive in-depth training in all food safety matters, including statutory requirements. They are to be regarded as the Services' in-house advisers in all environmental health related matters, including food hygiene and safety. Environmental health personnel carry out Medical and Environmental Health Staff Supporting Inspections on behalf of their Command. This is aimed at assessing performance across all of the areas that may affect the health of a unit, both in barracks, onboard ships or ashore, and during operations and exercises. The food safety and hygiene element of the Medical and Environmental Health Staff Inspection is to be regarded as being an External Audit, and recorded accordingly. Furthermore, Service environmental health personnel are to be regarded as the liaison link with Local Authority EHOs (LAEHO). They are to be involved early if there is likely to be a dispute, for example, following a LAEHO visit. Environmental health personnel will play a pivotal role during investigations into suspected outbreaks of food-borne illness.

## **LOCAL AUTHORITY ENVIRONMENTAL HEALTH OFFICERS**

**0220.** The Services enjoy a good relationship with LAEHOs. However, it is not departmental policy that LAEHOs be approached in the first instance, for advice on food safety law and practice. Such matters are to be referred through command catering staffs to Service environmental health personnel.

## **HOME AUTHORITY FOR FOOD HYGIENE AND SAFETY**

**0221.** The Home Authority concept was devised by the Local Authorities Co-ordinating Body for Food and Trading Standards (LACORS), to allow national bodies to have a single Local Authority designated as its point of contact for matters relating to food hygiene and safety. The principles of Home Authority liaison are:

- a. To provide a single point of contact and a forum for policy discussions.
- b. To help ensure uniformity of approach.
- c. To help ensure conformity with legislation and adherence to valid guidance.

## **HOME AUTHORITY ARRANGEMENTS**

**0222.** The Services have Home Authority arrangements as follows:

- a. RN - Portsmouth City Council.
- b. Army – Rushmoor Borough Council.
- c. RAF – Tewkesbury Borough Council

**0223.** Whilst HQ NAAFI is responsible for the management of NAAFI shops and leisure establishments, they are also encompassed within Single Service Home Authority arrangements.

## **OBTAINING HOME AUTHORITY ASSISTANCE/ADVICE**

**0224.** Matters of dispute between Service units/establishments and Local Authorities that cannot be satisfactorily resolved at local or Service liaison meeting level, are to be referred through the command chain to the DFSMC, who will refer the matter to the Defence Home Authority. They will respond to strategic food safety issues that cannot be resolved by Single Service Liaison meetings.

## **TERMS OF REFERENCE – DEFENCE HOME AUTHORITY**

**0225.** The Defence Home Authority Committee will consist of:

- a. DCG - Sp1 (Chair) and Sp1a (Sec).
- b. RN – 2SL/MDG(N)/SO2 EHPO1 & RN HA.
- c. Army – DGAMS/SO2 EH & Army HA.
- d. RAF – DGMS(RAF)/CEHO & RAF HA.

**0226.** The Defence Home Authority Committee will be responsible for:

- a. Provision of strategic Defence Home Authority food safety advice and guidance to the Armed Forces through the Defence Food Safety Management Committee and single Service HA Liaison meetings on policy and technical issues.
- b. Response to enquiries raised by single Service Home Authorities.
- c. Arbitration between single Service Home Authorities with regard to food safety issues that cannot be satisfactorily resolved at local level. The Defence Home Authority may refer to the Food Standards Agency and/or LACORS for a definitive view.

**0227.** The Defence Home Authority Committee will meet on an ‘as required’ basis.



# CHAPTER 3

## FOOD HYGIENE PRACTICES

### INTRODUCTION

- 0301.** Food hygiene includes all practices, precautions and procedures involved in:
- a. Protecting food from the risk of biological, chemical or physical contamination.
  - b. Preventing any organisms multiplying to an extent that would expose consumers to risk or result in premature decomposition of food.
  - c. Destroying any harmful bacteria in food by thorough cooking or processing.
- 0302.** Benefits from high standards of food hygiene include:
- a. Reduced risk of food poisoning, foreign body contamination and spoilage.
  - b. Compliance with MOD and legal requirements.
  - c. Economic advantages, including increased shelf life and reduction of waste.
  - d. Consumer satisfaction and enhanced reputation.
  - e. Increased morale of personnel.

### HAZARD ANALYSIS

**0303.** The Food Safety (General Food Hygiene) Regulations 1995 (FS(GFH)R) refer to *Hazard Analysis* (HA). HA is based on five principles, detailed at Annex A to this chapter and are summarised below:

- a. Analysis of the potential food hazards in a food operation.
- b. Identification of the points in those operations where food hazards may occur.
- c. Deciding which of the points identified is critical to food safety ("critical points").
- d. Identification and implementation of effective control and monitoring procedures at those critical points.
- e. Review of the analysis of food hazards, the critical control points and the control and monitoring procedures periodically and whenever the catering operation changes.

**0304.** In order to meet the requirements of HA across the MOD, a practical guide for the MOD has been produced, based on the principle that there are four main methods of preparing food. The guide, *Hazard Analysis - The Four Line Method*, is at Annex B to this chapter, which is to be used as a template in all Service establishments. Universally recognised Critical Control Points (CCPs) have been identified, however additional Control Points or Critical Points may be applicable in each case. This will be entirely dependant on the type of catering function and the supporting infrastructure. When preparing individual HA profiles, units are advised to consider the following definitions in order to determine the type of risk that applies at each stage of food preparation:

- a. **Control point** – specific stages in those operations where food hazards may occur.
- b. **Critical point** – control points which are considered critical points where the hazard must be controlled to ensure that it is eliminated or reduced to a safe level.
- c. **Critical control point** – is a critical point in the process where a specific hazard must be controlled on the basis that no further process will adequately eradicate that hazard.

**0305.** Written records are also important in establishing a Due Diligence defence under the Food Safety Act 1990 (see Chapter 1). HA, as defined in the FS(GFH) R, includes the principles of:

Critical Points and the Control of those Critical Points. In this document the term Hazard Analysis (HA) will be used, but this is to be taken to be synonymous with HACCP.

**0306.** Regulation 4(3) of FS(GFH)R states that: “a proprietor of a food business shall identify any step in the activities of the food business which is critical to ensuring food safety and ensure that adequate safety procedures are identified, implemented, maintained and reviewed”. This Regulation is designed to make caterers focus on the activities critical to food safety and to find ways of controlling them.

**0307.** The systematic analysis of each individual food item would result in a heavy burden for most MOD catering operations and would be impractical to implement. An approach, that considers the catering operation step by step, from supply through to consumption, is achievable, effective and forms the basis of food HA in the MOD. The HA approach to ensuring food safety and hygiene is intended to give a clearer focus on the controls that are important to Service caterers to ensure that safe food is provided.

**0308.** Where catering is provided by contract, the contractor is to use a Hazard Analysis system that meets legislative requirements or adopt the Four-Line Method. Specialist advice, through the Chain of Command may be obtained from DCG Service Support Contracts

### **SUPPLY OF FOOD AND WATER**

**0309.** The FS(GFH)R state that no raw materials or ingredients shall be accepted by a food business if they are known to be contaminated with parasites, pathogenic micro organisms, toxic, decomposed or foreign substances and that, after normal sorting and/or preparatory processing procedures, they would still be unfit for human consumption.

**0310. Delivery Monitoring** Routine checks must be made on deliveries of food for signs of damage, contamination and the presence of pests. The general condition of the food is to be checked, together with more specific checks such as date marks (Best Before and Use By) and temperature. Unfit food or food past its “Use By” date must not be accepted and is to be immediately returned. Temperature monitoring should be conducted at the time of delivery and should form part of the quantity & quality check. For chilled and frozen foods, checks are to be made that the food is delivered at the correct temperature (less than 8°C for chilled and less than –12°C for frozen). The Delivery Monitoring form is no longer required to be completed, the vehicle temperature printed record must now be attached to the Price Advice Note (PAN)<sup>1</sup>. For bulk stock “between pack” temperatures are to be taken using an air probe and recorded directly onto the PAN. A note stating “Quality & Date Coding Checked” is to be hand written onto the PAN. A commercially produced ink stamp could also be utilised for this task (example below).

<p style="text-align: center;"><b>Quality &amp; Date Coding Checked</b></p> <p>Name:</p> <p>Sig:</p>
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**0311. Potable Water Supply.** It is essential that galleys and kitchens be supplied with potable water for the purposes of food preparation and cleaning.

### **FOOD STORAGE**

**0312.** The FS(GFH)R requires food products and ingredients to be stored in food premises in appropriate conditions, designed to prevent harmful deterioration and to protect food from contamination.

**0313. Dry Provisions Storage.** These storerooms are to be kept clean and orderly to minimise the potential hazards from “foreign bodies” and to prevent the harbourage of pests. Where practicable these stores are to be proofed against pest ingress. Part used packs are to be resealed adequately to prevent contamination. High ambient temperatures (above 13°C) and high humidity are to be avoided. Dry goods should be stored on suitable racking raised off the ground.

**0314. Chilled Storage (5°C).** Cool rooms and refrigerators are to be kept clean and tidy. It is the responsibility of the Catering Manager to raise the appropriate request if refrigerated space is considered inadequate. Best Practice guidance indicates that the ideal operating temperature of a refrigerator is 1-4°C.

**0315. Frozen Storage(-18--21°C).** Freezers are to be kept clean and tidy at all times. Best Practice guidance indicates that the ideal operating temperature of a freezer is between –18°C to –21°C.

**0316.** Satisfactory storage is essential if a galley/kitchen/mess is to serve clean and safe food. This should include routine turnover of stock and checks of Best Before Dates. There are four main groups of foods that require differing storage conditions. The groups are as follows:

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<sup>1</sup> Where reference is made to a Priced Advice Note; this also means any other form of Invoice or Delivery Note

- a. **Fresh Fruit and Vegetables.** These may be contaminated by soil bacteria and are to be stored away from other foods in a cool area, with adequate ventilation, preferably refrigerated at a temperature appropriate to the product.
- b. **Dry Foods.** (including Canned Foods, Cereals and Flour). These are to be stored in dry, well-ventilated rooms ideally at 13°C. Food is to be put on racks, shelves or pallets off the floor.
- c. **Frozen Foods.** These are to be stored in a freezer as soon as they are delivered. Frozen foods are to be used within 1 month. 'Kitchen prepared' chilled foods that are subsequently frozen are also to be used within 1 month.
- d. **Perishable Foods.** Perishable food temperatures in a refrigerator must not exceed the legal limit of 8°C (see paragraph 0324 for Temperature Control and Monitoring). Therefore, perishable foods are to be stored in a refrigerator cabinet, set at a target temperature of 5°C. Such food includes chilled dishes, meat, poultry, eggs, cooked meats and vegetable dishes, prepared salads, soft cheeses, sandwiches, fresh pasta, low acid desserts, smoked or cured meats, fish and dairy produce. Best Practice advice, is that chilled foods are to be used within 48hrs. Food that is spoiled or past its "Use By Date" must be removed from food rooms and appropriate action taken prior to disposal. Broken packaging must be avoided.

**0317. Food Displays/Serveries.** Food displays and serveries should be set at the correct temperature with adequate time allowed for the equipment to achieve target temperatures. It is good practice to have sneeze screens attached to hot and cold food displays to minimise the risk of contamination of food. The handles of utensils should not contact food; this can be achieved by using utensils with longer handles than the service containers.

## **CROSS CONTAMINATION**

**0318.** Cross contamination is the process whereby pathogenic bacteria present in raw food, such as meat, poultry, and vegetables, come into contact with ready to eat food, either directly or indirectly, through contact with surfaces, equipment, splashes, drips, utensils, hands and cloths.

**0319.** To prevent cross contamination, raw and ready to eat foods are to be kept apart. Good management planning of workflow through the kitchen can assist in this. The flow of waste is also be considered, along with raw products and prepared food. Additionally, it is to be ensured that:

- a. Where possible, there are separate designated preparation areas for raw and cooked foods. If, due to limitation of space, preparation surfaces are used for both high and low risk foods then these activities must be separated by time (ideally low risk foods prepared first). Preparation surfaces must be thoroughly cleaned and disinfected between the two operations.
- b. If raw and cooked food is to be stored in the same refrigerator, raw foods are always to be stored (and adequately covered) below cooked or salad foodstuffs.
- c. Food handlers always wash their hands between handling raw and cooked foods and change their protective clothing once heavily soiled.

- d. Separate colour coded cutting boards (red for raw meat, blue for raw fish, green for fresh fruit, salad and vegetables, white for cooked foods) and colour-coded knives are used (details of NSNs for these items are contained in JSP 308). Always thoroughly wash and disinfect cutting boards and knives in between and after use.
- e. Separate machines for raw and cooked food are used, or slicing and mincing machines are thoroughly cleaned and disinfected between raw and cooked food. If separate machines are not available, cooked food must be prepared before raw food.
- f. All food is kept in covered, dated and labelled containers during storage and before service.
- g. Storing and Cooking with Eggs. Some eggs can contain salmonella bacteria inside or on their shells so care must be taken with their use. They are to be stored in a cool dry place or refrigerated, with exterior packaging removed and kept away from other foods. All egg dishes are to be served immediately or cooled quickly and chilled. Commercially pasteurised egg products should be used in preparation of any recipe that is served uncooked or partially cooked. This includes mayonnaise; bearnaise and hollandaise sauces, some salad dressings, ice-cream, icings and tiramisu.
- h. Washing of Fruits and Vegetables. All fruits and vegetables should be washed in potable water before use. In addition fruits and vegetables purchased locally overseas are to be immersed for 30 minutes in water containing either of the agents listed. The items should then be rinsed to remove taste of disinfecting agent:
  - (i) Calcium hypochlorite granules - one level teaspoon per two gallons of water
  - (ii) Milton: 5 teaspoons per gallon of water.

### **DEFROSTING FOOD**

**0320.** It is essential that frozen meat and poultry are thoroughly thawed on trivets, or if unavailable in a designated defrosting area, or ideally in a defrosting cabinet. Frozen vegetables must be cooked directly from frozen.

### **COOKING**

**0321.** It is essential that food is cooked thoroughly to destroy any bacteria on or within it. Food is to be cooked to a core temperature of 75°C, checked with a calibrated digital probe (disinfected with bactericidal wipes). It is important that food such as rolled joints, burgers, and chicken are cooked to 75°C at its thickest part.

### **CHILLING FOOD**

**0322.** When chilling cooked food for later cold or hot consumption, it is essential that the food be cooled as quickly as possible. In accordance with 'Best Practice' hot food is to be taken through the recognised 'Danger Zone' of 60-10°C within 4hrs, and subsequently stored in a refrigerator at 8°C or cooler. (These requirements refer to the temperature of the food, not the air temperature of the equipment). If the target temperatures are not achieved food is to be discarded. The chilling of food to a recognised safe temperature may be achieved using the following methods:

- a. Break food down into shallow trays and cover.
- b. Cool initially to a low ambient temperature, then refrigerate or blast chill to below 'Danger Zone'.
- c. Store in a refrigerator.

### **REHEATING FOOD**

**0323.** It is advised that the re-heating cooked foods is avoided, but if this is not possible it must only be re-heated once and the following steps are to be taken:

- a. Ensure that the food reaches a core temperature of at least 75°C. (In Scotland it is a legal requirement for the centre of the food being re-heated to reach 82°C).
- b. Use digital probe thermometers to check the temperature at the centre of the food. (Probes are to be disinfected using bactericidal wipes between each use).
- c. The food is to be served and eaten as soon as possible.
- d. After re-heating, any leftover cooked food is to be thrown away.

### **TEMPERATURE CONTROL AND MONITORING**

**0324.** The Food Safety (Temperature Control) Regulations 1995 (FS(TC)R) impose two holding temperatures of below 8°C or above 63°C. The purpose of the regulations is to inhibit or prevent harmful micro organisms from multiplying by keeping food outside of the recognised 'Danger Zone' of 60°C to 10°C. The FS(TC)R allow limited periods outside temperature control during preparation, display, service, storage or transport, but it is an offence to keep food out of temperature control for so long that it could become unsafe. The requirements do not apply to foods, which by their nature or their packaging (e.g. canned foods) are inherently safe from the growth of such organisms. In such cases the manufacturer's guidelines are to be followed.

**0325. Refrigerator and Freezer Temperature Recording.** The operating temperature of all appliances should be monitored and recorded thrice daily using either of the templates at Appendices 1 and 4 to Annex B of this Chapter. As a guide, the target operating temperature for a refrigerator is 5°C and for a freezer is -18°C to -21°C, but this will depend on the efficiency, age, contents and capacity of the appliance.

Note: The template to be utilised is dependent on establishment size and the number of appliances.

**0326.** Catering Standing Orders are to specify the corrective action (including Out of Hours/Weekend actions required) to be taken in the event of refrigerators/freezers not achieving recommended operating temperatures or failing completely.

### **FOOD HOLDING TEMPERATURES (TWO AND FOUR HOUR RULE)**

**0327.** Hot food must be kept at 63°C or above. It must either be consumed within 2 hrs from the time the food temperature drops below 63°C, or be disposed of.

**0328.** Chilled food may be displayed (away from under temperature control) for a maximum period of 4 hours. Only one such period is allowed, no matter how short. If, for example a

refrigerated dish has been on display for 1 hour in a non-refrigerated environment, refrigerating it does not mean it can be displayed for a further 3 hours later. Where food is being cooled prior to refrigeration, cooling is to be achieved as quickly as possible as described in paragraph 0322.

**0329.** When hot or cold food is displayed outside a temperature controlled environment, it is to be consumed or discarded.

### **TARGET TEMPERATURES**

**0330.** Food Safety legislation and the Dept of Health require that certain temperatures be maintained throughout the food storage and production process.

	Cook Temp	Service Temperature (At or above)	Reheat	Reheat Scotland	Chilled Storage	Frozen Storage
Legally Required Temperature	70°C for 2 mins	63°C	75°C	82°C	8°C	-18C

### **TEMPERATURE MEASUREMENT AND TEMPERATURE PROBE CALIBRATION**

**0331. Measurement.** A digital thermometer with attached probe is to be used for measuring food temperatures, including final cooking temperatures. The probe is to be disinfected with food safe wipes between measurements. There are also ‘Between Pack Probes’ are available that are to be used to measure temperatures of frozen and chilled foodstuffs, primarily at the delivery stage. Details of these items can be found in JSP 308.

Numbers of parts as available as follows;

Description	NSN	Remarks
Wipe Clean Thermometer	7320 99 0173073	
Robust Penetration Probe	7320 99 2154600	
Thermometer Between Pack Probe	6685 99 9906711	6 x 200 pack
Bacterial Probe wipes	7320 99 995890	
Pocket Stick Thermometer	6685 99 0007159	

**0332. Calibration.** The digital thermometer is to be re-calibrated annually or in accordance with the manufacturer’s instructions and warranty. A monthly calibration check is to be undertaken with an appropriate device in accordance with the manufacturer’s instructions, and recorded on the template at Annex C to this chapter. The Test Plug is also to be calibrated in accordance with manufacturer’s instructions and warranty. Refer to JSP 308 for further details of all calibration equipment.

Calibration Test Plug NSN 7320 99 3004908

### **RECORDS**

**0333. Records.** Records are an important aspect of any due diligence defence and are essential in proving that the temperature requirements were being met in the event of any prosecution or food poisoning outbreak. Records (including Calibration records) are to be retained for 6 months. The mandatory records that are to be kept with unit files are listed below:

- a. Delivery monitoring records.
- b. All refrigerator and freezer temperature monitoring documents.
- c. Food temperature monitoring records.
- d. Calibration records for temperature probes.

## **PERSONAL HYGIENE**

**0334.** Good personal hygiene is a legislative requirement, ensuring safe food. Induction training must ensure that new staff joining are aware of the required standard Food handlers are a potential source of bacterial and physical contamination of food, and so personal hygiene is a key element in ensuring that food is prepared safely. Staff training is to include all the basic elements of personal hygiene (including hand washing training) covered in this section and personnel are to understand the relevance of the precautions.

**0335.** The FS(GFH)R lays down criteria for the personal hygiene of food handlers and the actions to be taken if a food handler is infected. These regulations require every person working in a food handling area to maintain a high degree of personal cleanliness. Any person suffering from a disease that is likely to be transmitted through food must inform the person in charge of the galley/kitchen. A separate regulation (see paragraph 0415) states that any such infected person may not be permitted to work in any food handling area, in any capacity, where they might contaminate food.

## **0336. SPECIFIC REQUIREMENTS**

a. **Hand washing.** The hands of food handlers are the principal agents in the transference of bacteria to food. Hand washing facilities (a separate basin that is only to be used for hand washing) in galleys/kitchens and heads/toilets are to include hot and cold running water, soap, nail brush and a suitable means of drying the hands. Regular checks by senior staff are to be made to ensure these facilities are available and are being used effectively. As a minimum, hand washing, is to take place:

- (1) On entering a food room.
- (2) Between handling raw and cooked food.
- (3) After handling waste food or refuse.
- (4) After smoking or eating.
- (5) After visiting the WC.

b. **Cuts.** Open cuts harbour bacteria and must be covered with clean blue waterproof dressing to aid detection. Stocks of these are to be available in food preparation areas and readily accessible to food handlers.

c. **Jewellery.** The wearing of wristwatches, ear rings ('Studs' are acceptable) and other exposed body piercing, bracelets and rings, is not acceptable as they harbour bacteria and there is a risk of physical contamination of food. The wearing of a plain wedding ring is acceptable.



- d. **Smoking.** Smoking is not permitted in food areas, as it transfers bacteria from the mouth to hands. Cigarette ends and ash also pose physical contamination risks.
- e. **Protective Clothing and Changing Facilities.** Food handlers must wear suitable clean protective clothing (including appropriate footwear and hats) to prevent contamination of food from normal clothing. Such clothing is to be changed at the end of a shift, or sooner if the situation requires, in order to maintain hygienic standards. It is not to be worn outside food areas and associated premises. If necessary, an outer garment is to be worn over protective clothing whilst away from food production environment. Adequate changing facilities must be provided, with locker space for clean and soiled protective clothing. Changing facilities must be kept clean and tidy at all times.
- f. **Visitors.** All visitors to a food preparation area are to be viewed as potential sources of contamination. They must therefore be provided with protective clothing and briefed upon good food hygiene practices before entering the food area. Before entering a food preparation area, visitors must confirm that they are not suffering from diarrhoea and/or vomiting, or heavy cold. Individuals who are suffering should not be allowed to proceed.
- g. **Eating/drinking.** Food handlers are not to eat or drink in food rooms. It is acceptable for cooks to taste dishes during preparation in a manner that does not contaminate the food i.e. a clean spoon each time.
- h. **Toilet Facilities.** Where possible toilets for catering personnel are to be separate from those for non-catering personnel and visitors. Toilets are not to be located directly within a food preparation area. There is to be an intervening ventilated space between toilets and food rooms. Food is not to be stored in that space. Toilets must be ventilated such that associated odours are prevented from permeating into food rooms. They must also be kept clean and tidy, in good repair with adequate supplies of toilet paper, hand washing facilities, nail brushes, soap and hand towels.

**0337. Infected Food Handlers.** See Chapter 4 of this JSP.

### **DISPERSED FEEDING**

**0338.** Dispersed feeding is the production and transportation of food for consumption away from an established unit/galley/kitchen or mess for example to personnel on security duties who are unable to be fed in-mess, non-public section functions, such as barbecues or sports meals. This method of feeding is recognised as high risk, because the majority of foods used require controlled temperatures during transportation in order to comply with Food Safety Legislation. Dispersed feeding should only take place when there is no suitable alternative.

**0339. Documentation.** Before food leaves the kitchen, the Shift NCO (or equivalent if DEL or contract catering staff) is to ensure the completion (in duplicate) of FCAT 1013 - Dispersed Feeding Record (demanded from DSDC Llangennech). An example is shown below:

**DISPERSED FEEDING RECORD**

Unit/Galley/Mess/Kitchen: \_\_\_\_\_

Date: \_\_\_\_\_

Dish	Temp/Time	Temp/Time At Feeding Location	Remarks
(a)	(b)	(c)	(d)

Shift NCO Signature: \_\_\_\_\_

Recipient Signature<sup>1</sup>: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

To be produced in duplicate: 1 x copy retained with Food Safety Records and 1 x copy to accompany recipient of food.

**Completion notes for column:**

- (a) Enter dish e.g. stew or packed meal.
- (b) Enter time and temperature when either hot food is placed into insulated container or cold food leaves a refrigerated environment.
- (c) If products are not temperature probed at the feeding location, consumption is to be within 4 hrs (cold food) or 2 hrs (hot food) of the time in column (b). Cold food is to be consumed within 4 hrs of temperature rising above 8°C. Hot food is to be consumed within 2 hrs of the temperature dropping below 63°C

<sup>1</sup> Recipient signs to confirm receipt of products and requirements for consumption in accordance with completion notes for columns (b) and (c).

**0340.** A copy is to be retained with the food safety records and a copy handed to the person (recipient) taking the food out of the kitchen. The recipient is to be briefed on the following points:

- a. Chilled Products. Chilled foods are to be consumed within 4 hours of being removed once cold products leave from a temperature controlled environment i.e. refrigerator or chilled servery and when the product temperature rises above 8°C, products are to be consumed within 4 hours.
- b. Hot Products. Hot foods are to be consumed within 2 hours of being placed into a container. Food is to be served at 63°C. If a hot container meal arrives at its final destination and the product temperature is below 63°C, it is to be consumed as soon as possible (but always within 2 hours from when the product was placed into the container). This time will have been recorded in column (b) of the FCAT 1013.
- c. When temperature monitoring is unavailable at a dispersed feeding location, the food is to be consumed within 2 hrs (hot product) or 4 hours (cold product) of being placed in the insulated container or leaving a refrigerated environment. Once again the time of service is to be recorded in column (b) of FCAT 1013.

## **TRANSPORT OF FOOD**

**0341.** Movement of temperature-controlled foods may include:

- a. The collection of food from suppliers and transportation to the main ration stores and messes.
- b. The transportation of prepared food from messes to satellite or dispersed feeding facilities.

**0342.** Transport can include items such as trolleys, bags, boxes, trays and crates. These articles must be kept clean. Where transport is also used for materials other than food, it must be thoroughly cleaned between loads to avoid the risk of cross contamination.

**0343.** Non-catering personnel collecting foodstuffs from the mess are to be briefed on the importance of maintaining the integrity of the food chain, and how this is achieved.

**0344.** During transport, all food is to be covered and is to be transported in appropriate insulated containers. High-risk food must be kept separate from anything that could cause contamination. When transporting prepared meals, dispatch and receipt temperature checks are to be recorded in accordance with paragraph 0340.

## **CATERING IN OPERATIONAL ENVIRONMENTS**

**0345.** Certain military catering operations require particular Food Safety care relevant to the environment that they are conducted in. Wherever possible MOD and legislative food safety requirements are to be strictly adhered to. Information relating to specific types of catering is listed below:

Operational Catering -	→	DCM Vol 1, Chap 8
HM Ships and Submarines		
Instructions for preparing food	→	Annex G
by Cook-Chill and Cook- Freeze		
Instructions for Food Safety	→	Annex H.
under Operational Conditions		

## **CLEANING**

**0346.** The FS(GFH)R requires adequate facilities are provided for the cleaning and disinfecting of work utensils and equipment. These facilities must be constructed of materials resistant to corrosion, must be easy to clean and have an adequate supply of hot and cold water.

**0347.** Equipment items that come into contact with high-risk foods will need to be cleaned and disinfected as necessary. Facilities must be provided to clean and disinfect all tools and equipment, crockery, cutlery, glasses and serving dishes. There are to be sufficient cleaning materials and equipment to match the size of the catering facility. Staff involved in cleaning must wear suitable and adequate protective clothing, which must be changed, at the end of each shift.

**0348.** Colour coded cleaning equipment, e.g. mops must be cleaned, dried and stored in a designated area once finished with. Drying of equipment must not cause recontamination, e.g. from soiled cloths. A full list of NSNs of colour-coded equipment is shown in JSP 308.

Equipment must be of durable construction and resistant to corrosion, especially items that will come into contact with powerful cleaning chemicals.

**0349. Sinks.** It is a legal requirement that, where appropriate, adequate provision must be made for any necessary washing of food. Every sink or other facility for the washing of food must have an adequate supply of hot and/or cold potable water as required, and be kept clean. Separate facilities must be provided for hand washing, food preparation and equipment washing if the volume of preparation in the kitchen demands it. In small catering operations, one sink may be used for both equipment and food washing, provided that both activities can be done effectively and without prejudice to food safety, i.e. the sink is to be thoroughly cleaned between each process. It is good practice to have signs above sinks indicating what they can be used for. Hot water supply is not essential if a sink is to be used exclusively for food preparation.

**0350. Disinfection.** Disinfection is a process that reduces micro-organisms to a level that will not lead to harmful contamination or spoilage of food. Sterilisation is a process that destroys all living organisms. The word 'sterilise' is sometimes used in food hygiene literature and in some official publications where the word 'disinfect' would be correct. Cleaning products are often described as 'detergent/sterilise' when 'detergent/disinfectant' would be a more accurate description. The following definitions clarify the relationship between disinfection and cleaning:

- a. A disinfectant is a chemical agent used for disinfection after cleaning.
- b. Sanitisation is a term used mainly in the food and catering industry. It is a process of both cleaning and disinfecting utensils and equipment.
- c. A sanitiser is a chemical agent used for sanitisation.
- d. Sterilisation is a process intended to destroy or remove all living organisms. It is not to be confused with disinfection.
- e. **Cleaning, Heat, and Chemical Disinfectants.** Disinfection is essential in food hygiene. It is achieved by:
  - (1) **Cleaning.** This is the most useful and practical method of removing food residues, dirt, grease and other undesirable debris. It can be used alone or in combination with the other two methods. A high proportion of microbial contamination is removed from equipment, food preparation surfaces and hands by thorough cleaning.
  - (2) **Disinfection by Heat.** This is considered the most reliable of the three methods of disinfection. Immersion in water at 65°C for 10 minutes, or at higher temperatures for shorter times can be relied upon to destroy most microorganisms harmful to health, with the exception of bacterial spores. Boiling water is an effective and cheap disinfectant although bacterial spores may survive boiling. The temperature of the washing or rinse cycle in a dishwashing machine can be adjusted to include heat disinfection in the cycle, in accordance with the manufacturer's instruction.
  - (3) Some chemical disinfectants are active against a wide range of bacteria; others have a narrow range of antibacterial activity. In all circumstances chemical disinfectants must be used in accordance with the manufacturer's

instruction. It is military policy to use general-purpose detergent for general cleaning with surface sanitisers. Chemical disinfectants (stored in a designated COSHH area) are only to be used by appropriately trained personnel following a COSHH assessment in accordance with JSP 375.

## **CLEANING PROCEDURES**

**0351.** Cleaning of food premises is carried out to remove dirt and grease from all surfaces and equipment, including pathogenic bacteria, that could compromise food safety, as well as food debris. It is imperative that high standards of cleaning are maintained for the following reasons:

- a. To comply with the legal requirements of the FS(GFH)R.
- b. To reduce the risk of food poisoning by removing food residues, which could contain harmful bacteria.
- c. To deny pests harbourage and food.
- d. To reduce the risk of foreign objects physically contaminating food.
- e. To promote hygiene awareness amongst catering personnel.
- f. To provide a pleasant working environment and a favourable image to personnel.

**0352. Cleaning Schedule.** A planned cleaning schedule programme is important in ensuring that high standards of cleanliness in all food areas are achieved and maintained. This can be achieved by adhering to a written cleaning schedule. Food preparation surfaces must be regularly cleaned whilst in use. This is particularly important where space is limited and the cross contamination risk is increased.

- a. Instructions for cleaning specific areas or pieces of equipment are to include the following information relative to the task:
  - (1) Job description.
  - (2) Cleaning materials and chemicals to be used (in accordance with manufacturer's instruction).
  - (3) Safety precautions.
  - (4) Job method.
- b. The cleaning schedule is to state how often a specific area or piece of equipment is to be cleaned and who is responsible for checking that all cleaning tasks have been completed to a satisfactory standard.
- c. General information concerning the cleaning of food equipment, surfaces and the material structures, including a list of cleaning equipment and agents used in food rooms/kitchen/galley/mess, are at Annex D to this chapter.
- d. Catering managers are to implement a cleaning schedule that relates to all food areas within their department. A schedule detailing the frequency of routine cleaning

tasks should be produced for each catering facility. It is to be contained within Catering Standing Orders and communicated to all personnel (e.g. by displaying the schedule on a notice board). A matrix showing the frequency, details of the task, type of cleaning required and a signature block is considered the most useful layout and should be readily available for operatives to follow and sign off. A signature block should also be included for a supervisory check.

**0353. Deep Cleaning.** All galleys/kitchens and associated areas are to be deep cleaned in accordance with single Service instructions. Catering managers are to ensure that deep cleaning contracts are adequate to meet the tasks required.

### **FOOD PREPARATION AREAS**

**0354. Surfaces.** The FS(GFH)R require that those surfaces which come into contact with food must be maintained in a sound condition, be easy to clean and, where necessary, disinfect. This requires the use of smooth, washable and non-toxic materials. To comply with this legal requirement, it is important that surfaces that come into contact with high-risk foods must be capable of being disinfected regularly. Examples of such surfaces, assuming that they are properly fixed, applied or installed and maintained, include: stainless steel, ceramics, and food grade plastics. Wooden boards are inappropriate for the preparation of high-risk foods. Food preparation surfaces must either be continuous in their construction or have properly sealed joints.

**0355. Design and Layout.** The design and layout of food areas are to:

- a. Permit adequate cleaning and/or disinfection.
- b. Protect against dirt, contact with toxic materials, and formation of condensation and mould.
- c. Encourage good food hygiene practices and prevent cross contamination by foodstuffs, equipment, materials, water, air supply or personnel and external sources of contamination such as pests.
- d. Where practicable, suitable temperature conditions should be provided for the hygienic preparation of food.

**0356. Structural Requirements.** In areas where food is prepared, consideration is to be given to floor and wall surfaces, ceilings and overhead fixtures, windows, doors and other openings. There are to be adequate washbasins, sanitary conveniences, ventilation, and drainage. Any maintenance requirements and requests to catering premises are to be recorded in either the Maintenance of Catering Premises – Record of Work Services Template at Annex E to this chapter or the unit works service record. Priority awarded to work service request is entirely dependent on the type of establishment and the impact of the equipment failure. The following priorities are to be applied:

PRIORITY			
EMERGENCY-within a matter of hours	VERY URGENT-same day/ next day (incl. Weekends)	URGENT: -3 WORKING DAYS	NON URGENT
Fridges, Freezers, Blast Chillers, Cold Counters, Hot Cupboards, Hot Counters, Temperature Control Equipment, Dishwash Machines, Panwash, Staff WCs and Hygiene Facilities, Work Surfaces, Infestation Prevention, Drainage Sewers		Walls, Floors, Ceilings, Storage Rooms, General Kitchen Equipment	Items with no Hygiene Implications

**0357. MOD Standards.** Defence Estates (DE) Design and Maintenance Guide 18 deals with the design of kitchens and serveries for all ranks, and dining rooms for Junior Ranks. Details of dining rooms for Officers and SNCOs are given in JSP 315 Services Accommodation Code, Scales 29 and 34. The guide is also to be read in conjunction with DE Specification 42 on Catering Equipment and JSP 315, Scales 01, 39, 40, 45, 47 and 52. For HM Ships and Submarines, the relevant Naval Engineering Standards (NES) publication provides guidance in the design, layout and equipping of Galleys, Storerooms (refrigerated and dry) and associated areas.

### **PEST CONTROL**

**0358.** Pests are known to carry a number of pathogenic organisms that can be transmitted to humans through contaminated food. In addition, pests will damage food stocks causing financial loss. It is therefore important that food premises are kept pest free. The Prevention of Damage by Pests Act 1949 and the FS(GFH)R impose legal duties on owners and occupiers of buildings to keep their premises free from infestation.

**0359.** A wide variety of insect and rodent pests will enter food premises for a number of reasons:

- a. **Food.** Even in small quantities, food will enable pests to survive and multiply. Regular and thorough cleaning of spillages is therefore imperative.
- b. **Warmth.** Pests of all types are attracted to buildings, which offer even limited warmth away from outdoor conditions. A few degrees increase in temperature will provide conditions in which breeding is enhanced and proliferation encouraged.
- c. **Shelter.** Almost every building provides a variety of harbourages for pests. Contrary to common belief, it is the newer buildings with suspended ceilings, panelled walls, service ducts and enclosed electrical trunking, which are more likely to create a problem, than older buildings without such features. Access must be provided to these spaces for the effective control of pests.

**0360.** Denial of food, warmth or shelter will prevent the survival of pests. This form of control can be termed ‘environmental control’ and is the first line of defence against possible infestation. Environmental control may be considered as denial of access (proofing), food and harbourage.

**0361. Flying Insect Control.** Emphasis is to be placed on the environmental and physical control detailed previously to reduce the risk of food contamination. Areas around food premises are to be kept clean and tidy to reduce the number of possible breeding sites.

External refuse containers are to be clean and in good repair, and have tight fitting lids. If skips are used they are to be completely enclosed. Waste food containers must be washed out before being stored outside. Windows and other openings which provide ventilation are to be fitted with close fitting and cleanable fly screens where required. Doors are to be kept closed or fitted with screens or clear plastic heavy-duty strips. Electronic fly killers, where required, are to be installed but must not be sited above food preparation areas. The bulbs within electric fly killers must be changed in accordance with the manufacturer's instructions.

**0362. Recording Sightings.** All personnel employed in a kitchen/galley have a duty to report to the Head Chef any evidence of pest infestation. Kitchen Managers are to record such sightings in the Pest Management Register at Annex F to this chapter. The following priorities are to be assigned by the Kitchen Manager when requesting Pest Control Assistance:

<b>PRIORITY: VERY URGENT SAME DAY [incl. Weekends]</b>	<b>URGENT: 3 WORKING DAYS</b>	<b>NON URGENT</b>
Infestation where there is a risk that food may become contaminated.	Infestation in food areas where there is no immediate risk of contamination	Infestation where there are no hygiene implications

Under operational conditions or on exercise, trained Service personnel carry out pest and vector or vermin control. In peacetime (except in some overseas Commands and HM Naval Bases where MOD Civilian pest control operators are employed) civilian contractors normally carry out pest control. There are two ways in which a pest control contractor may be used:

- a. To deal with and eradicate a single infestation.
- b. To act as a long-term contractor who will visit the premises regularly and carry out pest control treatments as necessary. This proactive approach is more suitable and is recommended.

**0363. MOD Pest Control Policy.** JSP 371, Joint Services Pest Control Manual, details the policy and arrangements for pest control in the Armed Forces.

## **WASTE DISPOSAL**

**0364.** The FS(GFH)R require that food waste and other refuse must not be allowed to accumulate in food rooms, except so far as is unavoidable for the proper functioning of the catering department. It is recommended that systems of work are in place to ensure that refuse containers in food rooms are not over filled and are emptied regularly. All waste is to be removed at the end of the working day.

**0365.** Food waste and other refuse must be deposited in sealed containers which must be of an appropriate construction, kept in sound condition, and, where necessary, be easy to clean and disinfect. Lids are not required on refuse containers used for temporary storage of waste in food preparation areas. They are frequently touched by the hands of food handlers and may be a serious source of contamination. Any refuse containers used for storage of waste awaiting collection and removal are to have a lid and to be constructed of durable material, which makes them easy to clean and disinfect. Refuse containers are to be included in the cleaning schedule.

**0366.** The FS(GFH)R state that adequate provision must be made for the removal and storage of food waste and other refuse. Refuse stores must be designed and managed in such



a way as to enable them to be kept clean, prevent access by pests, and protect against contamination of food, drinking water, equipment or premises. Areas for indoor storage of refuse must be remote from food rooms and not sited near the main delivery entrance. In establishments it is good practice to have a separate area designated for the storage of outdoor waste with well-lit hard standing. A hose is to be provided for cleaning purposes.

**0367. Environmental Protection (EP) and Marine Pollution Regulations (MARPOL).**

Disposal of food waste must meet the requirements of EP (JSP 418), DEFRA instructions and MARPOL legislation. Revised legislation relating to the disposal of raw meat and fish produced as waste product came into effect 01 Jul 03. Such products can no longer be sent to landfill for disposal. A transitional period until Dec05 has been granted before which DCG will publish policy regarding disposal of such products.

## ANNEX A-THE FIVE PRINCIPLES OF HAZARD ANALYSIS

<p><b>1. Analysis of the potential food hazards in a food business operation.</b></p> <p>Food Hazard - A hazard is anything that could cause harm to the consumer. There are three main hazards that may arise with food served in catering premises. These are contamination of food by:</p> <ul style="list-style-type: none"> <li>• Bacteria or other micro-organisms that cause food poisoning.</li> <li>• Chemicals, for example by cleaning materials or pest baits.</li> <li>• Foreign materials such as glass, metal, plastic and so on.</li> </ul> <p>Of these, the most important hazard is likely to be harmful bacteria or other germs that may contaminate and multiply in food.</p>
<p><b>2. Identification of the points in those operations where food hazards may occur.</b></p> <p>Food passes through many steps; delivery, storage, preparation, cooking, cooling and so on. Hazards can occur at many or all of the steps. For each type of food, the hazards that may occur at each step are to be identified.</p> <p>Mostly these will be steps in the operation where:</p> <ul style="list-style-type: none"> <li>• Food can become CONTAMINATED with micro-organisms, chemicals or foreign material.</li> <li>• Bacteria can MULTIPLY if the food is held too long at the wrong temperature.</li> <li>• Micro organisms SURVIVE a process that should kill them, e.g. when cooking or disinfection of equipment is inadequate.</li> </ul>
<p><b>3. Deciding which of the critical points identified are critical to ensuring food safety.</b></p> <p>CRITICAL POINTS are steps at which the hazards must be controlled to ensure that a hazard is eliminated or reduced to a safe level.</p> <ul style="list-style-type: none"> <li>• Any step where food may be become CONTAMINATED is to be controlled. Controls include clean and disinfected equipment, the personal hygiene of staff, and separation of raw and cooked food. All food is to be protected from contamination by foreign bodies, pests or chemicals.</li> <li>• Steps where bacteria may be able to MULTIPLY in food must be controlled. The time and temperature at which food is held, stored or displayed are likely to be critical.</li> <li>• Any cooking or reheating step is to be able to KILL harmful micro-organisms. It will be critical that heating is thorough. Cooking is normally the most important control step in most food preparation. Chemical disinfection of equipment is another control point designed to KILL micro-organisms.</li> </ul>
<p><b>4. Identification and implementation of effective control and monitoring procedures at those critical points</b></p> <p>Controls must be set for the critical points, then checks introduced.</p> <p>CONTROLS will either reduce the hazard to an acceptable level or get rid of it completely.</p> <p>The controls are to be precise as possible. For example, it is better to state that certain products will be stored under refrigeration at a set temperature, rather than to simply say that it must be kept in the chiller. A control target is to be set for every critical control point that has been identified.</p> <p>When controls have been set, it is then possible to MONITOR the critical points whenever that preparation step is used. The targets can be checked. The frequency of checks is to be set for each control. Checking temperatures does not always involve probing food with a thermometer. Delivery vans or storage chillers may be fitted with temperature monitors and these can be checked.</p> <p>Other critical controls are more difficult to measure, e.g. cleaning &amp; disinfection of equipment or the personal hygiene of staff. They will be often vital to the safety of food, and there are to be regular checks that standards are kept up.</p>
<p><b>5. Review of the analysis of food hazards, the critical control points and the control and monitoring procedures periodically, and whenever the food business's operations change.</b></p> <p>It is not satisfactory to go through this process once and forget about it. Occasionally the system may need to be reviewed and amended, for example:</p> <ul style="list-style-type: none"> <li>• If controls or methods of checking are found to be ineffective or impracticable.</li> <li>• The menu changes. New dishes may have new hazards and controls.</li> <li>• The method of preparation changes.</li> <li>• New equipment is introduced.</li> </ul>

## ANNEX B-HAZARD ANALYSIS

### **THE FOUR-LINE METHOD**

1. This annex contains:
  - a. Flow Diagram - An Overview of the Four-Lines.
  - b. Flow Diagram – LINE A – Food/dishes served cold.
  - c. Flow Diagram – LINE B – Food/dishes served hot.
  - d. Flow Diagram – LINE C – Food/dishes cooked, chilled and served cold.
  - e. Flow Diagram – LINE D – Food/dishes cooked. Chilled and reheated.
  - f. Hazard Analysis Flow Chart – LINE A.
  - g. Hazard Analysis Flow Chart – LINE B.
  - h. Hazard Analysis Flow Chart – LINE C.
  - i. Hazard Analysis Flow Chart – LINE D.
  - j. Galley/Kitchen/Mess Management Records:
    - (1) Daily Food Safety management Record (Template) – Appendix 1 (For use in a small Galley/Kitchen/Mess).
    - (2) Advance Food Preparation Record (Template) – Appendix 2.
    - (3) Food Time/Temperature Record (Template) – Appendix 3.
    - (4) Galley/Kitchen/Mess Fridge/Freezer/Blast Chiller Daily Monitoring Record (Template) – Appendix 4.
    - (5) Galley/Kitchen/Mess Fridge/Freezer/Blast Chiller Monitoring Record (Template) – Appendix 5.

### **USE OF THE FOUR- LINE METHOD**

2. All caterers are to use this guide as a reference document. Each catering establishment will have unique hazards, which are to be annotated onto the template as a Control Point, a Critical Point or a Critical Control Point.
3. The Four- Line Method is to be used as follows:
  - a. Monitoring and Recording of the HAL's. Record the daily menu on single Service record forms. Determine high-risk menu items and, by referring to the Four-Line method guidance, annotate on the record the relevant Hazard Analysis Line (HAL) to the individual food dish.

- b. Whilst the Four- Line method provides a system of HAL within kitchen and provision areas, other factors will need to be considered in ancillary kitchen areas e.g. delivery bays and pot/crock wash.

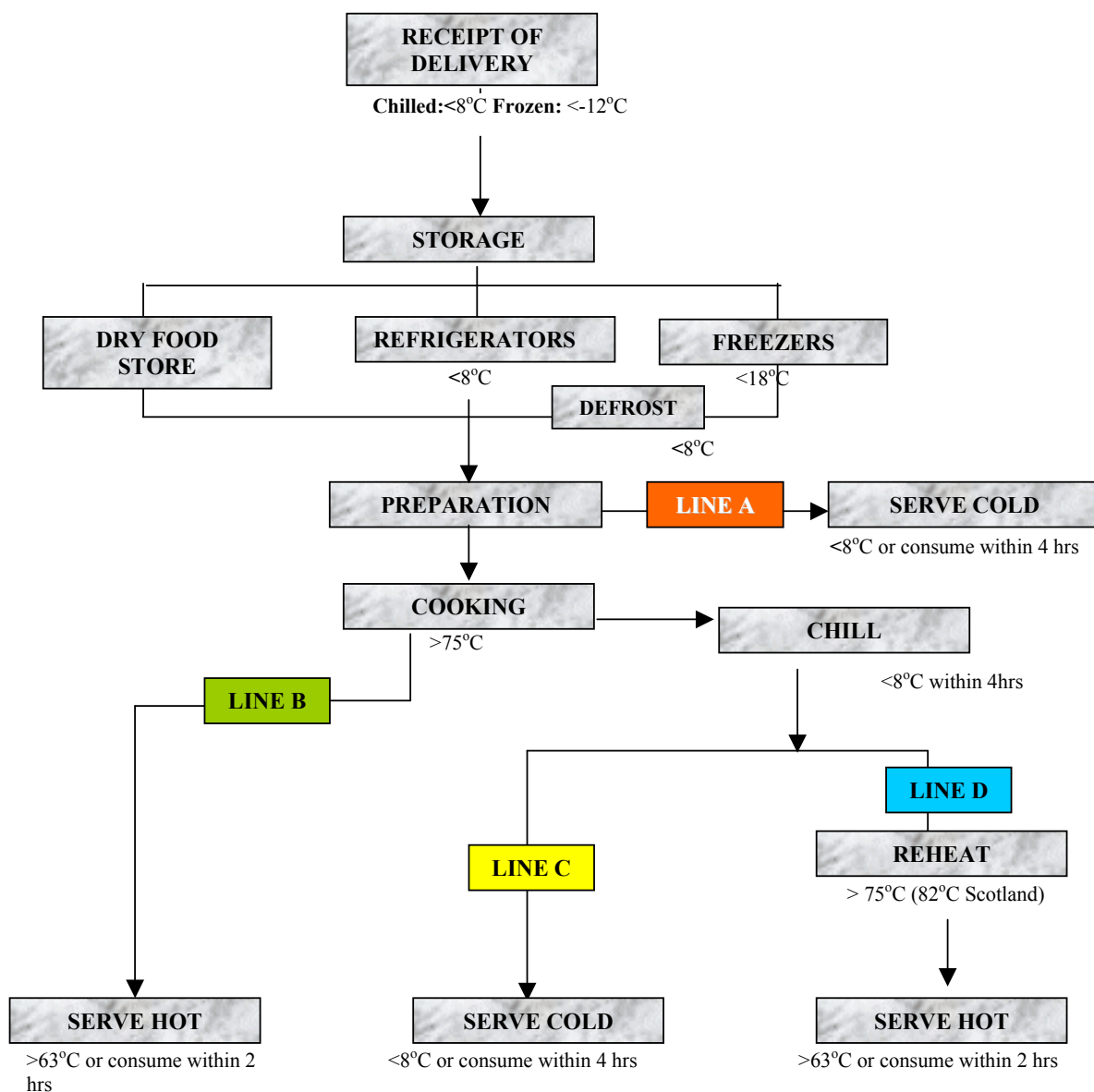
### **REVIEW**

- 4. Once the above action has been taken, it is important to ensure that the process is reviewed regularly and particularly when:
  - a. Methods of control or checking are found to be ineffective or impractical.
  - b. The menu changes.
  - c. Method of preparation changes.
  - d. New equipment is used.
  - e. On change of Galley/Kitchen Manager.

### **TRAINING**

- 5. Personnel will require training on the Four- Line Method in order to understand the rationale, application and implementation of the procedures.

## OVERVIEW OF THE FOUR- LINES

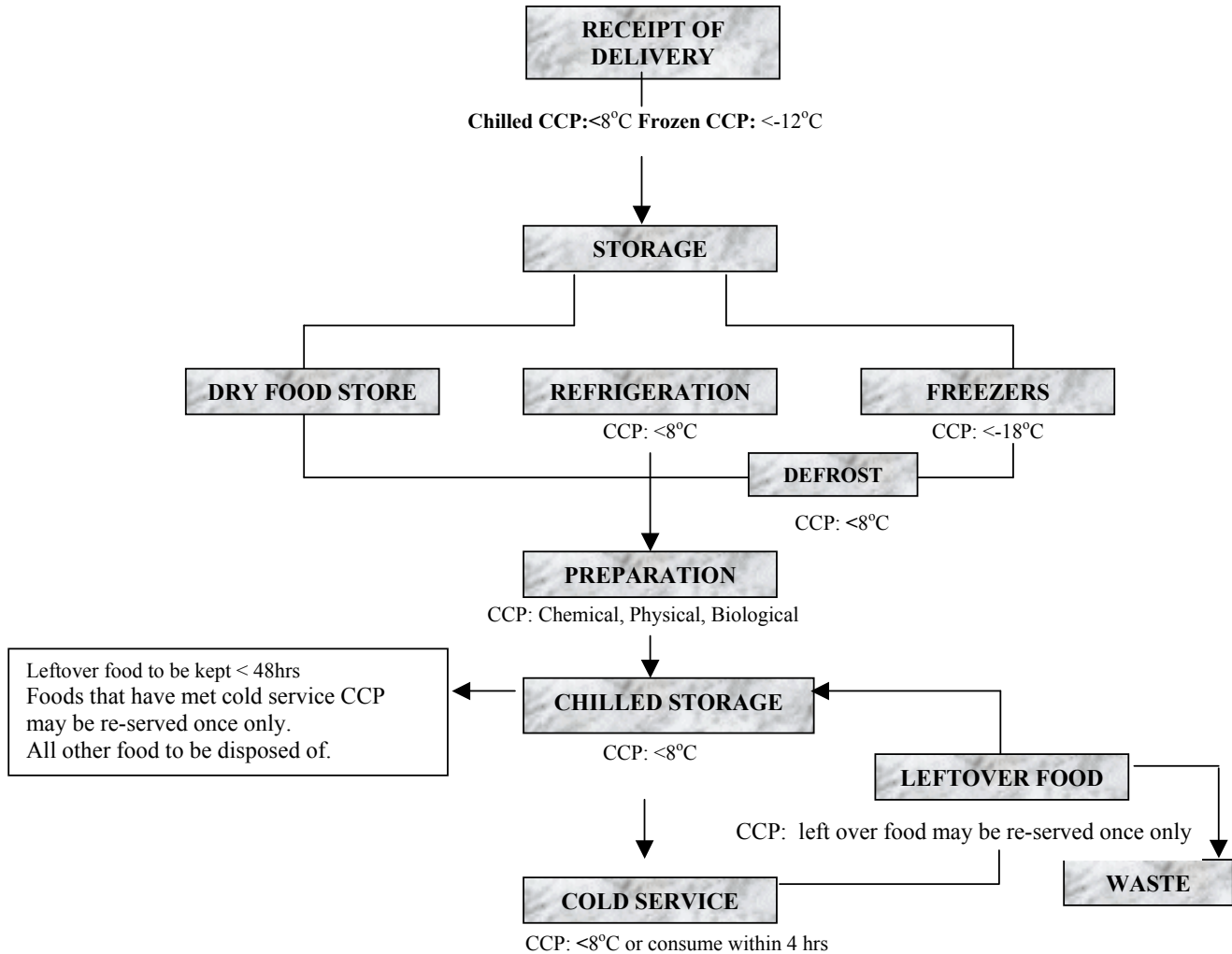


## OTHER POINTS FOR CONSIDERATION

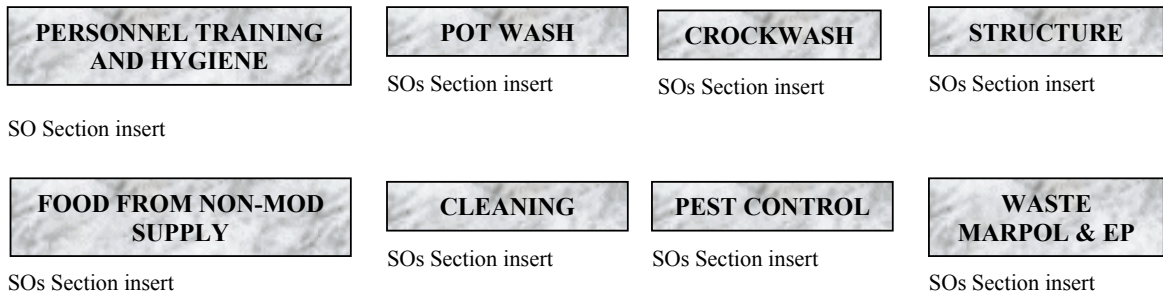
<b>PERSONNEL TRAINING AND HYGIENE</b>	<b>POT WASH</b>	<b>CROCKWASH</b>	<b>STRUCTURE</b>
SOs Section insert	SOs Section insert	SOs Section insert	SOs Section insert
Standing Orders Section insert			
<b>FOOD FROM NON-MOD SUPPLY</b>	<b>CLEANING</b>	<b>PEST CONTROL</b>	<b>WASTE MARPOL &amp; EP</b>
SOs Section insert	SOs Section insert	SOs Section insert	SOs Section insert

# LINE A

## FLOW DIAGRAM - HAZARD ANALYSIS FOOD DISHES THAT ARE SERVED COLD

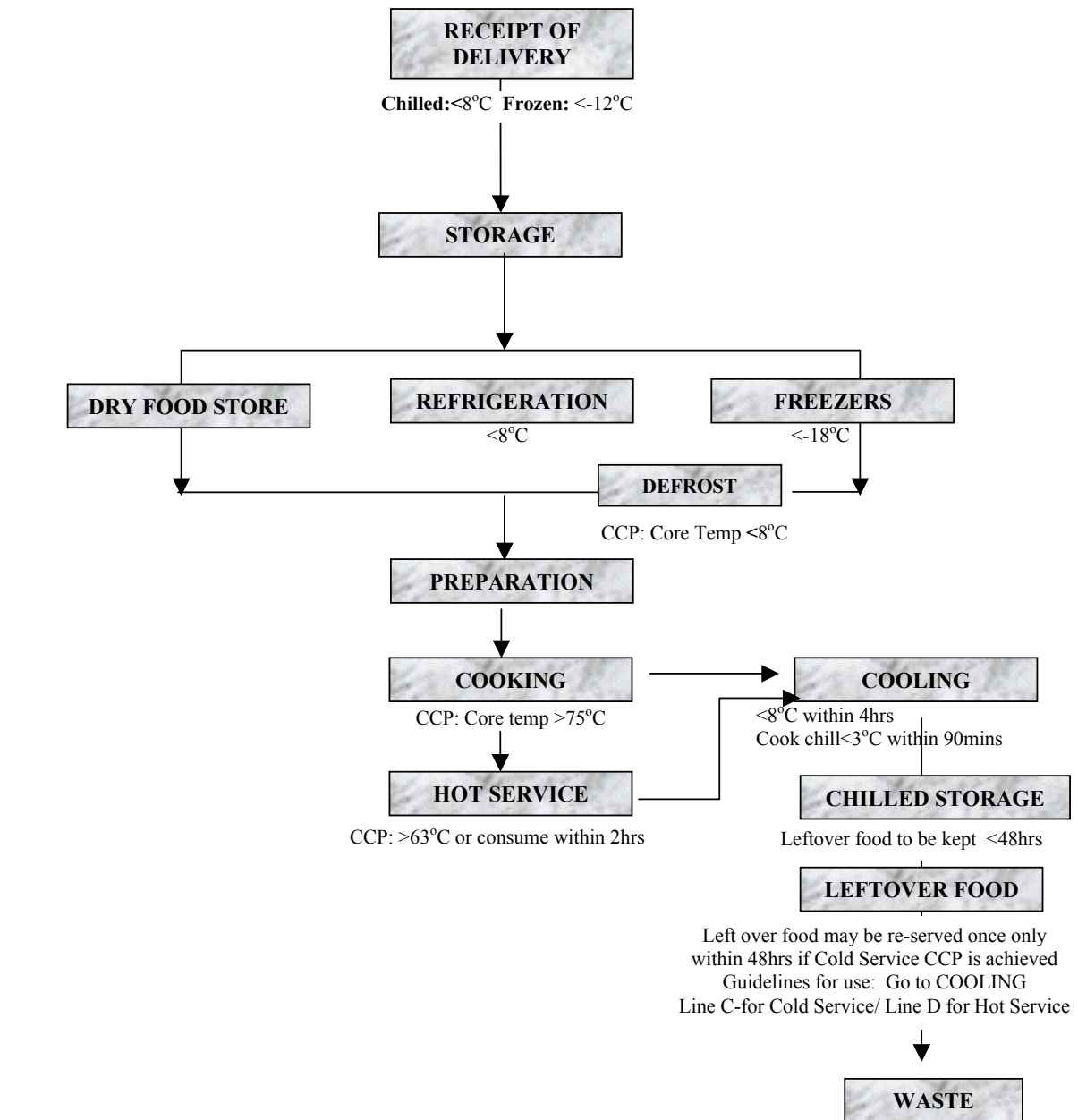


### OTHER POINTS FOR CONSIDERATION

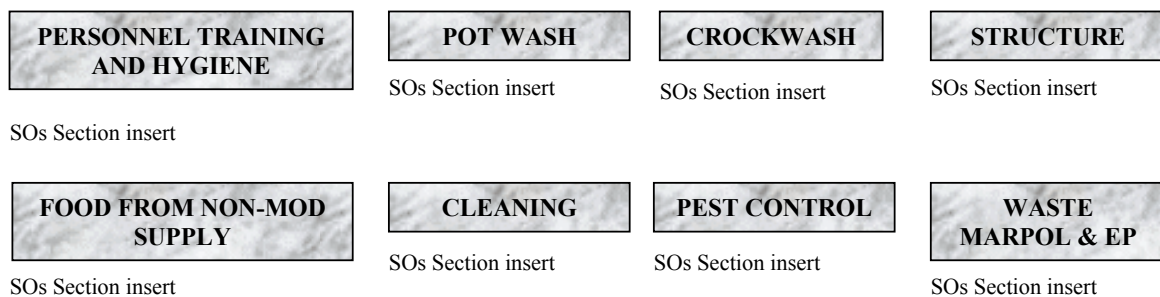


## LINE B

### FLOW DIAGRAM HAZARD ANALYSIS FOOD DISHES THAT ARE SERVED HOT



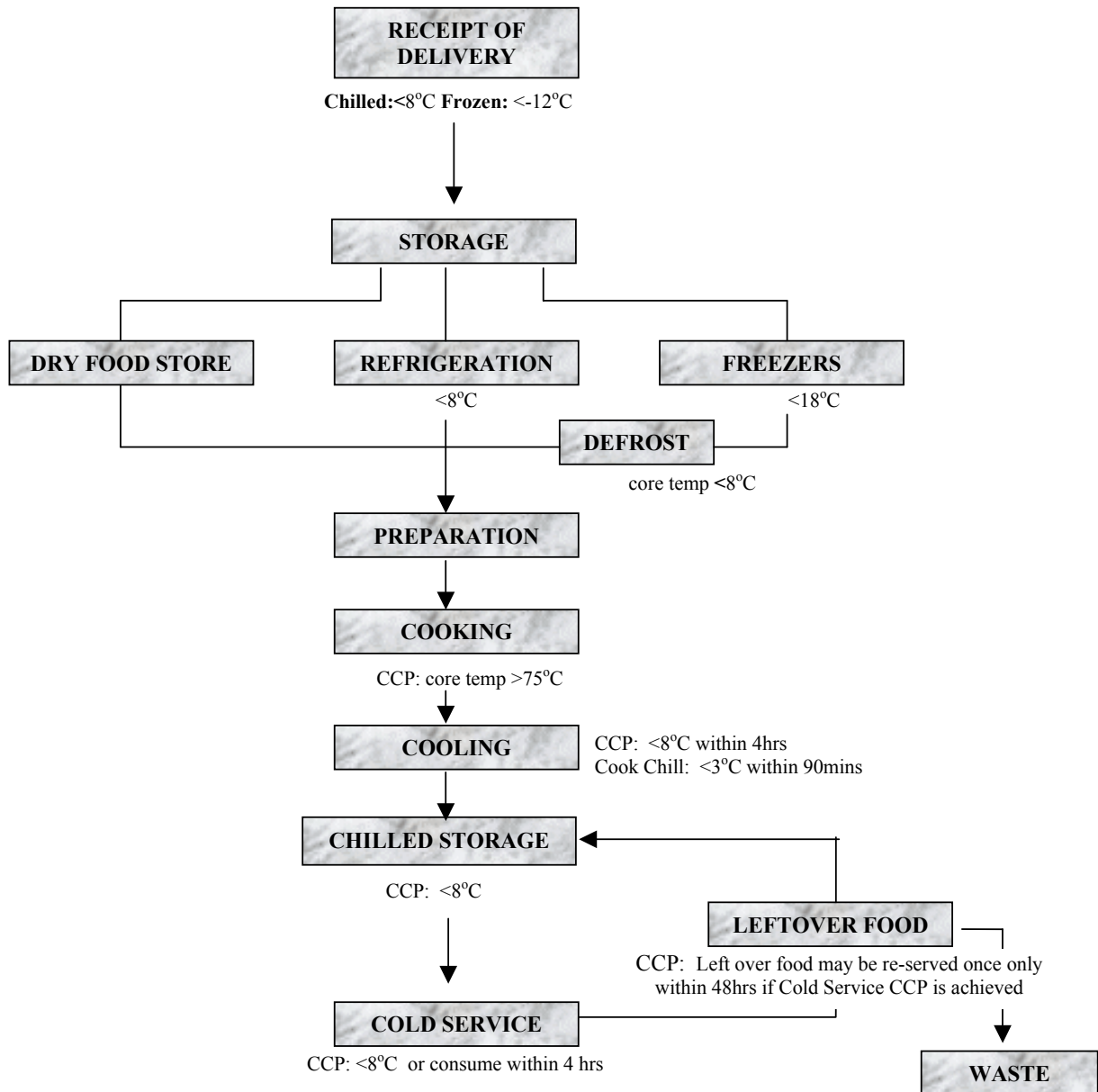
#### OTHER POINTS FOR CONSIDERATION



# LINE C

## FLOW DIAGRAM HAZARD ANALYSIS

### FOOD DISHES THAT ARE COOKED CHILLED AND SERVED COLD



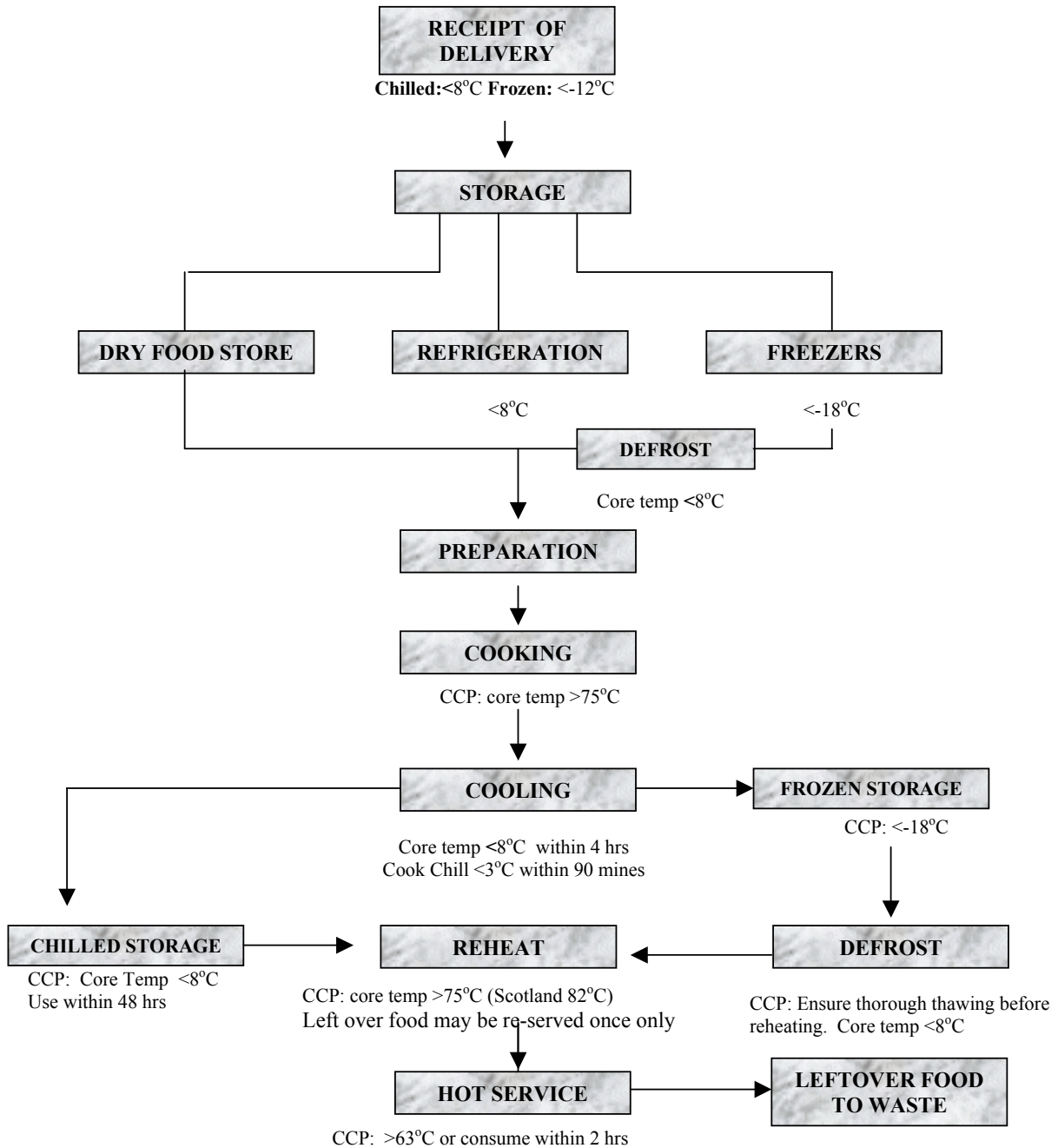
#### OTHER POINTS FOR CONSIDERATION

<b>PERSONNEL TRAINING AND HYGIENE</b>	<b>POT WASH</b>	<b>CROCKWASH</b>	<b>STRUCTURE</b>
SOs Section insert	SOs Section insert	SOs Section insert	SOs Section insert
<b>FOOD FROM NON-MOD SUPPLY</b>	<b>CLEANING</b>	<b>PEST CONTROL</b>	<b>WASTE MARPOL &amp; EP</b>
SOs Section insert	SOs Section insert	SOs Section insert	SOs Section insert



# LINE D

## FLOW DIAGRAM HAZARD ANALYSIS FOOD DISHES THAT ARE COOKED CHILLED AND REHEATED



### OTHER POINTS FOR CONSIDERATION

<b>PERSONNEL TRAINING AND HYGIENE</b> SOs Section insert	<b>POT WASH</b> SOs Section insert	<b>CROCKWASH</b> SOs Section insert	<b>STRUCTURE</b> SOs Section insert
<b>FOOD FROM NON-MOD SUPPLY</b> SOs Section insert	<b>CLEANING</b> SOs Section insert	<b>PEST CONTROL</b> SOs Section insert	<b>WASTE MARPOL &amp; EP</b> SOs Section insert

# FLOW CHART

# LINE A

## HAZARD ANALYSIS -FOOD/DISHES THAT ARE SERVED COLD

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES (CONTROL) What can I do about it?	MONITORING How can I check?	CORRECTIVE ACTION What if it's not right?
1. Receipt of Delivery	<b>Physical</b> Packaging, pests, foreign objects.	Ensure no foreign material present in deliveries.	Visual/sensory checks by staff receiving goods.	Do not accept from supplier or Inform I/C Galley/Kitchen and initiate disposal action.
	<b>Chemical</b> Cleaning agents	Adhere to cleaning schedule and follow manufacturer's instructions.	Check cleanliness of delivery trolleys.	Do not accept from supplier or Inform supervisor and return to catering store staff.
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.	<b>Critical Control Point</b> Check delivery temperature: <b>Chilled:</b> <8°C <b>Frozen</b> <-12°C. Ensure food within "Use By/ Best Before" dates.	Check food temperatures using a calibrated temperature probe. Record temperature in Temperature Log. Check "Use By/ Best Before" dates.	<b>Chilled:</b> >8°C or <b>Frozen:</b> >-12°C. Return to catering store and inform I/C Galley/Kitchen. Do not accept from supplier or Return to catering store if outside "Use By" or "Best Before" dates.
2. Storage	<b>Physical</b> Packaging, pests, foreign objects.	Pest control. Keep food covered. Cleaning schedule.	Routine pest control surveys by (Insert details of MOD or civilian pest control service). Visual/sensory checks. Supervision.	Pest control treatment by ( <i>Insert details of Pest Control Service</i> ). Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform I/C Galley/Kitchen.
	<b>Chemical</b> Cleaning agents.	Keep refrigerators and storage areas hygienically clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Inform supervisor. Clean immediately and review cleaning schedules.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES (CONTROL) What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Biological</b> Contamination and growth of food poisoning bacteria or toxins.	<b>Chilled:</b> CCP<8°C <b>Frozen:</b> CCP <-18°C Ensure food within “Best Before/Use By” dates.	Check temperatures (thrice daily) using a calibrated temperature probe. Record in Temperature Log. Check “Use By/ Best Before” dates. Visual/sensory checks.	Use food immediately or discard if high temperatures ( <b>Chilled:</b> >8°C/ <b>Frozen:</b> >-12°C). Adjust or repair chiller or freezer unit. Separate raw/cooked foods, discard if contamination suspected. Discard food if past “Best Before/Use By” dates.
3. Defrost In accordance with 0320.	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Keep covered when not in use. Cleaning schedule.	Routine pest control surveys by ( <i>Insert details of Pest Control Service</i> ). Supervision. Visual/sensory checks.	Pest control treatment by ( <i>Insert details of Pest Control Service</i> ). Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	Equipment must be clean. Adhere to cleaning schedule and follow manufacturer’s instructions.	Visual/sensory checks. Daily checks on cleaning techniques – check recorded.	Liaise with cleaning supervisor. Dispose of contaminated food.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES (CONTROL) What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	<b>Critical Control Point</b> Wash hands before handling food. Surfaces and equipment to be sanitised prior to defrosting. Keep raw food separate. Defrost Temp: <8°C Keep covered <8°C until required for use. Ensure food within "Use By/ Best Before" dates.	Visual/sensory checks. Supervision. Regularly check "Use By/ Best Before" dates.	Discard contaminated food, and separate raw and cooked foods to remove risk of cross contamination. Discard food if past "Best Before/Use By" dates. Supervision/staff training.
4. Chilled Storage	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Keep covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	Equipment must be clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Daily checks on cleaning techniques – check recorded.	Liaise with cleaning supervisor. Dispose of contaminated food.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	<b><u>Critical Control Point</u></b> Wash hands before handling food. Surfaces and equipment to be sanitised prior to defrosting. Keep raw food separate. Keep covered, <8°C until required for use. Ensure food within "Use By/ Best Before" dates.	Visual/sensory checks. Supervision. Regularly check "Use By/ Best Before" dates.	Discard contaminated food, and separate raw and cooked foods to remove risk of cross contamination. Discard food if past "Best Before/Use By" dates. Supervision/staff training.
5. Preparation	<b>Physical</b> Packaging, pests, foreign objects.	<b><u>Critical Control Point</u></b> Pest Control. Keep covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks. Planned preventative maintenance every 3 months.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	<b><u>Critical Control Point</u></b> Equipment must be clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Daily checks on cleaning techniques - check recorded.	Liaise with cleaning supervisor. Dispose of contaminated food.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	<b><u>Critical Control Point</u></b> Wash hands before handling food. Preparation surfaces and equipment to be sanitised prior to food prep. Keep raw food separate. Keep covered once prepared and under temperature control until required for use. Ensure food within "Use By/ Best Before" dates.	Visual/sensory checks. Supervision. Regularly check "Use By/ Best Before" dates.	Discard contaminated food. Discard food if past "Best Before/Use By" dates. Separate raw and cooked foods to remove risk of cross contamination. Supervision/staff training.
6. Cold Service	<b>Physical</b> Packaging, pests, foreign objects.	<b><u>Critical Control Point</u></b> Pest control. Keep food covered when not in use. Cleaning schedule.	Routine pest control survey by <i>(Insert details of Pest Control Service)</i> Visual/sensory checks. Supervision. Planned preventative maintenance every 3 months.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> Dispose of contaminated food. Clean immediately and review cleaning schedule. Report to supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	<b><u>Critical Control Point</u></b> Equipment must be clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Daily check on cleaning techniques record checks.	Clean immediately and review cleaning schedule. Dispose of contaminated food. Inform supervisor.
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	<b><u>Critical Control Point</u></b> Equipment must be clean. Cold service: <8°C	Use calibrated food probe. Record temperature in <i>Temperature Log</i> .	Discard food if >8°C or consume within 4 hrs.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
7. Left Over Food	<b>Physical</b>	<b>Critical Control Point</b> Food held at the Service Point at <8°C may be retained for 1x further service period (providing the next service is within 48 hrs).	Visual/sensory checks. Supervision. Determine whether foods have been kept <8°C using temperature monitor.	Discard any food >8°C.
	<b>Chemical</b>			
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.			
8. Waste	<b>Physical</b> Packaging, pests, foreign objects.	Food waste to be removed from food rooms at end of each meal. <b>All external waste containers must be covered to prevent pest ingress.</b>	Supervision and staff training.	Staff retraining. Remove damaged bins.
	<b>Chemical</b> Cleaning agents.	Waste area must be clean. Include on cleaning schedule.	Supervision and staff training.	Re-clean, Remove damaged bins. Staff training.
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.	Removal of food waste to be undertaken so as to prevent the risk of cross contamination.	Supervision and staff training.	Separate. Retrain staff. Liaise with contractor and arrange for more frequent removal.

## FLOW CHART

## LINE B

### HAZARD ANALYSIS -FOOD/DISHES THAT ARE SERVED HOT

STEP	HAZARDS What can go wrong here?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
1. Receipt of Delivery	<b>Physical</b> Packaging, pests, foreign objects.	Ensure no foreign material present in deliveries.	Visual/sensory checks by staff receiving goods.	Do not accept from supplier or Inform I/C Galley/Kitchen and initiate disposal action.
	<b>Chemical</b> Cleaning agents.	Adhere to cleaning schedule and follow manufacturer's instructions.	Check cleanliness of delivery trolleys.	Do not accept from supplier or Inform supervisor and return to catering store staff.
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.	Check delivery temperature: <b>Chilled:</b> <8°C <b>Frozen:</b> <-12°C. Ensure food within "Use By/ Best Before" dates.	Check food temperatures using a calibrated temperature probe. Record temperature in Temperature Log. Check "Use By/ Best Before" dates.	<b>Chilled:</b> >8°C or <b>Frozen:</b> >-12°C return to catering store and inform I/C Galley/ Kitchen. Do not accept from supplier or Return to catering store if outside "Use By/ Best Before" dates.
2. Storage	<b>Physical</b> Packaging, pests, foreign objects.	Pest control. Keep food covered. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Visual/sensory checks. Supervision.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform I/C Galley/Kitchen.
	<b>Chemical</b> Cleaning agents.	Keep refrigerators and storage areas hygienically clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Inform supervisor. Clean immediately and review cleaning schedules.



STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Biological</b> Contamination and growth of food poisoning bacteria or toxins.	Refrigerators to operate: <8°C Freezers to operate: <-18°C Separate raw and cooked foods. Rotate stock – observe “Best Before/Use By” dates.	Check temperatures thrice daily using a calibrated temperature probe. Record in Temperature Log. Check “Use By/ Best Before” dates. Visual/sensory checks. Bulk storage: refer to single service requirements.	Use food immediately or discard if high temperatures: Refrigerator: >8°C or Freezer: >-18°C. Adjust or repair faulty refrigerator/freezer unit. Separate raw and cooked foods, discard if contamination suspected. Discard food if past “Best Before/Use By” dates.
3. Defrost In accordance with 0320.	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Keep covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	Equipment must be clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Daily checks on cleaning techniques – check recorded.	Liaise with cleaning supervisor. Dispose of contaminated food.
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	Wash hands before handling food. Surfaces and equipment to be sanitised prior to defrosting. Keep raw food separate. Defrost Temp:<8°C . Keep covered <8°C until required for use. Check “Use By/ Best Before” dates.	Visual/sensory checks. Supervision. Regularly check “Use By/ Best Before” dates.	Discard contaminated food, and separate raw and cooked foods to remove risk of cross contamination. Discard food if past “Best Before/Use By” dates. Supervision/staff training.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
4. Preparation	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Keep covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	Equipment must be clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Daily checks on cleaning techniques - check recorded.	Liaise with cleaning supervisor. Dispose of contaminated food.
5. Cooking	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Cleaning schedule. Equipment maintenance.	Routine pest control by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks. Planned preventative maintenance by PROPMAN every 3 months for RN seagoing units undertake routine management checks.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Report to I/C Galley/Kitchen. Report defect to PROPMAN/galley manager – submit defect report form. Recall suspect food.
	<b>Chemical</b> Cleaning agents.	Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Biological</b> Survival of food poisoning bacteria or toxins.	<b><u>Critical Control Point</u></b> Core temperature of food >75°C.	Use calibrated temperature probe for every batch. Record temperatures in Temperature Log.	Continue cooking at least until temperature is reached. Inform I/C Galley/Kitchen. Revise cooking routines.
6. Hot Service	<b>Physical</b> Packaging, pests, foreign objects.	Pest control. Keep food covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules.
	<b>Chemical</b> Cleaning agents	Equipment must be clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Weekly check on cleaning techniques - record check.	Dispose of contaminated food.
	<b>Biological</b> Contamination and growth of food poisoning bacteria or toxins.	<b><u>Critical Control Point</u></b> Equipment must be clean. Hot service CCP: temperature >63°C. If <63°C consume within 2 hrs of service.	Use calibrated food probe in accordance with Kitchen Standing Orders Record temperature in Temperature Control Log.	If food <63°C use within 2 hrs from end of the cooking cycle. Inform I/C Galley/Kitchen. Staff retraining. Check equipment for defects.
7. Left Over Food	<b>Physical</b> Pests, foreign objects.	<b><u>Critical Control Point</u></b> Food <63°C: to be disposed of. Food >63°C that is intended for further use must be cooled to a CCP of <8°C within 4hrs & stored at <8°C. Food item to be used <48hrs.	Visual/sensory checks. Supervision. Determine whether foods have been kept >63°C.	Discard any high-risk foods <63°C or any food that has not been kept under adequate temperature control.
	<b>Chemical</b> Cleaning agents.			
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.			

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
8. Reheating	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Cleaning schedule. Equipment maintenance.	Routine pest control by <i>(Insert details of Pest Control Service)</i> Visual/sensory checks. Supervision. Planned preventative maintenance by PROPMAN every 3 months for RN seagoing units undertake routine management checks.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Report defect to PROPMAN/ Galley Manager.
	<b>Chemical</b> Cleaning agents.	Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor.
	<b>Biological</b> Survival of food poisoning bacteria or toxins.	<b>Critical Control Point</b> Core temperature of food to reach >75°C (>82°C in Scotland).	Use calibrated temperature probe for every batch. Record temperature in Temperature Control Log.	Continue reheating until temperature is reached. Inform I/C Galley/Kitchen. Revise reheating routines.
9. Waste	<b>Physical</b> Packaging, pests, foreign objects.	Food waste to be removed from food rooms at end of each meal. All external waste containers must be covered to prevent pest ingress.	Supervision and staff training.	Staff retraining. Remove damaged bins.
	<b>Chemical</b> Cleaning agents.	Waste area must be clean. Include on cleaning schedule.	Supervision and staff training.	Re-clean, Remove damaged bins. Staff training.
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.	Removal of food waste to be undertaken so as to prevent the risk of cross contamination.	Supervision and staff training.	Separate. Retrain staff. Liaise with contractor and arrange for more frequent removal.

# FLOW CHART

# LINE C

## HAZARD ANALYSIS -FOOD/ DISHES THAT ARE COOKED, CHILLED AND SERVED COLD

STEP	HAZARDS What can go wrong here?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
1. Receipt of Delivery	<b>Physical</b> Packaging, pests, foreign objects.	Ensure no foreign material present in deliveries.	Visual/sensory checks by staff receiving goods.	Do not accept from supplier or Inform I/C Galley/Kitchen and initiate disposal action.
	<b>Chemical</b> Cleaning agents.	Adhere to cleaning schedule and follow manufacturer's instructions.	Check cleanliness of delivery trolleys.	Do not accept from supplier or Inform supervisor and return to catering store staff.
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.	Check delivery temperature: <b>Chilled:</b> <8°C <b>Frozen:</b> < -12°C Ensure food within "Use By/ Best Before" dates.	Check food temperatures using a calibrated temperature probe. Record temperature in Temperature Log. Check "Use By/ Best Before" dates.	<b>Chilled:</b> >8°C or <b>Frozen:</b> >-12°C return to catering store and inform I/C Galley/Kitchen. Do not accept from supplier or Return to catering store if outside "Use By/ Best Before" dates.
2. Storage	<b>Physical</b> Packaging, pests, foreign objects.	Pest control. Keep food covered. Cleaning schedule.	Routine pest control surveys by Insert details of MOD or civilian pest control service. Visual/sensory checks. Supervision.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform I/C Galley/Kitchen.
	<b>Chemical</b> Cleaning agents.	Keep refrigerators and storage areas hygienically clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Inform supervisor. Clean immediately and review cleaning schedules.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Biological</b> Contamination and growth of food poisoning bacteria or toxins.	Refrigerators to operate at or below <8°C Freezer to operate <-18°C. Separate raw and cooked foods. Rotate stock – observe “Use By/ Best Before” dates. Bulk Storage, refer to Single Service Requirements.	Check temperatures thrice daily using a calibrated temperature probe. Record in Temperature Log. Check “Use By/ Best Before” dates. Visual/sensory checks.	Use food immediately or discard. <b>Refrigerator:</b> >8°C or <b>Freezer:</b> >-18°C inform I/C. Adjust or repair refrigerator or freezer unit. Separate raw and cooked foods, discard if contamination suspected. Discard food if past “Use By/ Best Before” dates.
3. Defrost In accordance with 0320.	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Keep covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	Equipment must be clean. Adhere to cleaning schedule and follow manufacturer’s instructions.	Visual/sensory checks. Daily checks on cleaning techniques – check recorded.	Liaise with cleaning supervisor. Dispose of contaminated food.
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	Wash hands before handling food. Surfaces and equipment to be sanitised prior to defrosting. Keep raw food separate. Defrost Temp:<8°C . Keep covered <8°C until required for use. Ensure food “Use By/ Best Before” dates.	Visual/sensory checks. Supervision. Regularly check “Use By/ Best Before” dates.	Discard contaminated food, and separate raw and cooked foods to remove risk of cross contamination. Discard food if past “Use By/ Best Before” dates. Supervision/staff training.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
4. Preparation	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Keep covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks. Consult PROPMAN every 3 months. For RN seagoing units undertake routine management checks	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	Equipment must be clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Daily checks on cleaning techniques - check recorded.	Liaise with cleaning supervisor. Dispose of contaminated food.
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	Wash hands before handling food. Preparation surfaces and equipment to be sanitised prior to and after raw food prep. Keep raw food separate from cooked. Wash hands after handling raw food. Keep covered once prepared. Ensure food within "Use By/ Best Before" dates.	Visual/sensory checks. Supervision. Regularly check "Use By/ Best Before" dates.	Discard food if past "Use By/ Best Before" dates. Separate raw and cooked foods to remove risk of cross contamination. Supervision/staff training.

5. Cooking	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Cleaning schedule. Equipment Maintenance.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks. Consult PROPAN every 3 months. for RN seagoing units undertake routine management checks	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Report to I/C Galley /Kitchen. Report defect to PROPAN Galley Manager –submit defect report form. Recall suspect food.
	<b>Chemical</b> Cleaning agents.	Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor.
	<b>Biological</b> Survival of food poisoning bacteria or toxins.	<b><u>Critical Control Point</u></b> Core temperature of food > 75°C.	Use calibrated temperature probe for every batch. Record temperatures in <i>Temperature Log</i> .	Continue cooking until temperature is reached. Inform I/C Galley Kitchen. Revise cooking routines.
6. Cooling	<b>Physical</b> Packaging, pests, foreign objects.	Pest control. Keep food covered. Cleaning schedule.	Routine pest control surveys by <i>Insert details of pest control service</i> . Supervision. Visual/sensory checks.	Pest control treatment by <i>Insert details of pest control service</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor.
	<b>Chemical</b> Cleaning agents.	Ensure chilling area hygienically clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Daily check on cleaning techniques - record check.	Dispose of contaminated food.



STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins; growth of surviving spores or pathogens.	<b><u>Critical Control Point</u></b> Cool food as quickly as possible through the critical zone from >63°C to <8°C in 4 hrs. (Cook Chill 3°C within 90mins). Store <8°C. Use clean, shallow trays to aid cooling. Keep raw food separate	Record chilling time and temperature in <i>Temperature Log</i> .	If longer than 4 hrs discard food. Inform supervisor. Investigate possible process failure. Staff training.
7. Chilled Storage	<b>Physical</b> Packaging, pests, foreign objects.	Pest control. Keep food covered. Cleaning schedule.	Routine pest control surveys by ( <i>Insert details of MOD or civilian pest control service</i> ). Visual/sensory checks. Supervision.	Pest control treatment by ( <i>Insert details pest control service</i> ). Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform I/C Galley/Kitchen.
	<b>Chemical</b> Cleaning agents.	Keep storage mediums hygienically clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Inform supervisor. Clean immediately and review cleaning schedules.
	<b>Biological</b> Contamination and growth of food poisoning bacteria or toxins.	<b><u>Critical Control Point</u></b> Separate raw and cooked food. Store <8°C. Rotate stock. Observe "Use By/ Best Before" dates.	Check temperatures thrice daily using a calibrated temperature probe. Record on <i>Temperature Log</i> . Check "Use By/ Best Before" dates. Visual/sensory checks.	<b>Chilled:</b> Discard if >8°C or consume within 4hrs. <b>Frozen:</b> Use immediately if >12°C Keep raw/cooked foods separate. Discard food if past "Use By/ Best Before" dates.
8. Cold Service	<b>Physical</b> Packaging, pests, foreign objects.	Pest control. Keep food covered when not in use. Cleaning schedule.	Routine pest control survey by ( <i>Insert details of Pest Control Service</i> ). Visual/sensory	Pest control treatment by ( <i>Insert details of Pest Control Service</i> ) Dispose of contaminated food.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
			checks. Supervision. Planned preventative maintenance every 3 months.	Clean immediately and review cleaning schedule. Report to supervisor. Staff training.
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	<b>Critical Control Point</b> Equipment must be clean. Cold service: CCP <8°C.	Use calibrated food probe. Record temperature in <i>Temperature Log</i> .	Discard food if >8°C or consume within 4hrs
9. Left Over Food	<b>Physical</b>	<b>Critical Control Point</b> Food held at the Service Point at <8°C may retained for 1x further service period providing the next service is within 48 hrs.	Visual/sensory checks. Supervision. Determine whether foods have been stored <8°C using temperature monitor.	Discard any food > 8°C.
	<b>Chemical</b>			
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.			
10. Waste	<b>Physical</b> Packaging, pests, foreign objects.	Food waste to be removed from food rooms at end of each meal. <b>All external waste containers must be covered to prevent pest ingress.</b>	Supervision and staff training.	Staff retraining. Remove damaged bins.
	<b>Chemical</b> Cleaning agents.	Waste area must be clean. Include on cleaning schedule.	Supervision and staff training.	Re-clean, Remove damaged bins. Staff training.
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.	Removal of food waste to be undertaken so as to prevent the risk of cross contamination.	Supervision and staff training.	Separate. Retrain staff. Liaise with contractor and arrange for more frequent removal.

## FLOW CHART

## LINE D

### HAZARD ANALYSIS -FOOD/ DISHES THAT ARE COOKED, CHILLED/FREEZE AND REHEATED

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
1. Receipt of Delivery	<b>Physical</b> Packaging, pests, foreign objects.	Ensure no foreign material present in deliveries.	Visual/sensory checks by staff receiving goods.	Do not accept from supplier or Inform I/C Galley/Kitchen and initiate disposal action.
	<b>Chemical</b> Cleaning agents.	Adhere to cleaning schedule and follow manufacturer's instructions.	Check cleanliness of delivery trolleys.	Do not accept from supplier or Inform supervisor and return to catering store staff.
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.	Check delivery temperature: <b>Chilled:</b> <8°C <b>Frozen:</b> < -12°C. Ensure food within "Use By/ Best Before" dates.	Check food temperatures using a calibrated temperature probe. Record temperature in <i>Temperature Log</i> . Check "Use By/ Best Before" dates. dates.	<b>Chilled:</b> >8°C or <b>Frozen:</b> >-12°C return to catering store and inform I/C Galley/Kitchen. Do not accept from supplier Return to catering store if outside "Use By/ Best Before" dates.
2. Storage	<b>Physical</b> Packaging, pests, foreign objects.	Pest control. Keep food covered. Cleaning schedule.	Routine pest control surveys by <i>Insert details of MOD or civilian pest control service</i> . Visual/sensory checks. Supervision.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform I/C Galley/Kitchen.
	<b>Chemical</b> Cleaning agents.	Keep refrigerators and storage areas hygienically clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Inform supervisor. Clean immediately and review cleaning schedules.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Biological</b> Contamination and growth of food poisoning bacteria or toxins.	<b>Refrigerator:</b> <8°C <b>Frozen:</b> <-18°C Separate raw and cooked foods. Rotate stock – observe “Use By/ Best Before” dates.	Check temperatures thrice daily using a calibrated temperature probe. Record in <i>Temperature Log</i> . Check “Use By/ Best Before” dates. Visual/sensory checks.	Use food immediately or discard if high temperatures <b>Refrigerator:</b> >8°C or <b>Freezer:</b> >-18°C Adjust or repair chiller or freezer unit. Separate raw and cooked foods, discard if contamination suspected. Discard food if past “Use By/ Best Before” dates.
3. Defrost In accordance with 0320.	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Keep covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	Equipment must be clean. Adhere to cleaning schedule and follow manufacturer’s instructions.	Visual/sensory checks. Daily checks on cleaning techniques – check recorded.	Liaise with cleaning supervisor. Dispose of contaminated food.
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	Wash hands before handling food. Surfaces and equipment to be sanitised prior to defrosting. Keep raw food separate. Defrost Temp:<8°C. Keep covered <8°C until required for use. Ensure food within “Use By/ Best Before” dates.	Visual/sensory checks. Supervision. Regularly check “Use By/ Best Before” dates.	Discard contaminated food, and separate raw and cooked foods to remove risk of cross contamination. Discard food if past “Use By/ Best Before” dates. Supervision/staff training.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
4. Preparation	<b>Physical</b> Packaging, pests, foreign objects.	<b><u>Critical Control Point</u></b> Pest Control. Keep covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks. PROPMAN every 3 months,. for RN seagoing units undertake routine management checks	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents	<b><u>Critical Control Point</u></b> Equipment must be clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Daily checks on cleaning techniques - check recorded.	Liaise with cleaning supervisor. Dispose of contaminated food.
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	Wash hands before handling food. Preparation surfaces and equipment to be sanitised prior to and after raw food prep. Keep raw food separate from cooked. Wash hands after handling raw food. Keep covered once prepared. Ensure food within "Use By/ Best Before" dates.	Visual/sensory checks. Supervision. Regularly check "Use By/ Best Before" dates.	Discard food if past "Use By/ Best Before" dates. Separate raw and cooked foods, remove risk of cross contamination. Supervision/staff training.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
5. Cooking	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Cleaning schedule. Equipment maintenance.	Routine pest control by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks. Planned preventative maintenance by PROPMAN every 3 months for RN seagoing units undertake routine management checks	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Report to I/C Galley/Kitchen. Report defects to PROPMAN/ galley manager - submit <i>defect report form</i> . Recall suspect food.
	<b>Chemical</b> Cleaning agents.	Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor.
	<b>Biological</b> Survival of food poisoning bacteria or toxins.	<b><u>Critical Control Point</u></b> Core temperature of food >75°C.	Use calibrated temperature probe for every batch. Record temperatures in <i>Temperature Log</i> .	Continue cooking until temperature is reached. Inform I/C Galley/Kitchen. Revise cooking routines.
6. Cooling	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Keep food covered. Cleaning schedule.	Routine pest control survey by ... Visual/sensory checks. Supervision.	Pest control treatment by <i>(Insert details pest control service)</i> . Dispose of contaminated food. Inform supervisor.
	<b>Chemical</b> Cleaning agents.	Ensure chilling area hygienically clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	<b>Critical Control Point</b> Cool food as quickly as possible to CCP <8°C, within 4 hrs. (Cook Chill <3°C within 90mins). Store at <8°C Use clean, shallow trays to aid cooling. Keep raw food separate	Record chilling time and temperature In <i>Temperature Log</i> .	If food cannot be chilled within 4 hrs then discard. Inform supervisor. Investigate possible equipment failure. Staff training.
7. Chilled & Frozen Storage	<b>Physical</b> Packaging, pests, foreign objects.	Pest control. Keep food covered. Cleaning schedule.	Routine pest control surveys by <i>Insert details of MOD or civilian pest control service</i> . Visual/sensory checks. Supervision.	Pest control treatment by ( <i>Insert details pest control service</i> ). Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform I/C Galley/Kitchen.
	<b>Chemical</b> Cleaning agents.	Keep storage mediums hygienically clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Inform supervisor. Clean immediately and review cleaning schedules.
	<b>Biological</b> Contamination and growth of food poisoning bacteria or toxins.	<b>Critical Control Point</b> Separate raw and cooked food <b>Chilled CCP:</b> <8°C <b>Frozen CCP:</b> <-18°C Rotate stock Observe "Use By/ Best Before" dates. Frozen Rechauffe dishes: stored covered & labelled- use within 30 days.	Check temperatures thrice daily using a calibrated temperature probe. Record on <i>Temperature Log</i> . Check "Use By/ Best Before" dates. Visual/sensory checks.	<b>Chilled:</b> Discard if >8°C or consume within 4hrs. <b>Frozen:</b> Use immediately if >12°C Adjust or repair chiller or freezer unit. Keep raw/cooked foods separate. Discard food if past "Use By/ Best Before" dates.

STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
8. Defrost In accordance with 0320.	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Keep covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	Equipment must be clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Daily checks on cleaning techniques - check recorded.	Liaise with cleaning supervisor. Dispose of contaminated food.
	<b>Biological</b> Cross contamination and growth of food poisoning bacteria or toxins.	Wash hands before handling food. Surfaces and equipment to be sanitised prior to defrosting. Keep raw food separate. Keep covered <8°C until required for use. Ensure food within "Use By/ Best Before" dates.	Visual/sensory checks. Supervision. Regularly check "Use By/ Best Before" dates.	Discard contaminated food, and separate raw and cooked foods to remove risk of cross contamination. Discard food if past "Use By/ Best Before" dates. Supervision/staff training.
9. Reheating	<b>Physical</b> Packaging, pests, foreign objects.	Pest Control. Cleaning schedule. Equipment maintenance.	Routine pest control by <i>(Insert details of Pest Control Service)</i> Visual/sensory checks. Supervision. Planned preventative maintenance by PROPMAN every 3 months for RN seagoing units undertake routine management checks	Pest control treatment by <i>(Insert details of Pest Control Service)</i> Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Report defect to PROPMAN/ galley manager.



STEP	HAZARDS What can go wrong here ?	PREVENTIVE MEASURES CONTROL What can I do about it ?	MONITORING How can I check ?	CORRECTIVE ACTION What if it's not right ?
	<b>Chemical</b> Cleaning agents.	<b><u>Critical Control Point</u></b> Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Supervision.	Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor.
	<b>Biological</b> Survival of food poisoning bacteria or toxins.	<b><u>Critical Control Point</u></b> Core temperature of food >75°C (82°C in Scotland).	Use calibrated temperature probe for every batch. Record temperature in <i>Temperature Control Log</i> .	Continue reheating until temperature is reached. Inform I/C Galley/Kitchen. Revise reheating routines.
10. Hot Service	<b>Physical</b> Packaging, pests, foreign objects.	Pest control. Keep food covered when not in use. Cleaning schedule.	Routine pest control surveys by <i>(Insert details of Pest Control Service)</i> . Supervision. Visual/sensory checks.	Pest control treatment by <i>(Insert details of Pest Control Service)</i> . Dispose of contaminated food. Clean immediately and review cleaning schedules. Inform supervisor. Staff training.
	<b>Chemical</b> Cleaning agents.	Equipment must be clean. Adhere to cleaning schedule and follow manufacturer's instructions.	Visual/sensory checks. Weekly check on cleaning techniques - record check.	Dispose of contaminated food.
	<b>Biological</b> Contamination and growth of food poisoning bacteria or toxins.	<b><u>Critical Control Point</u></b> Equipment must be clean. Hot service: temperature >63°C.	Use calibrated food probe in accordance with Standing Orders. Record temperature in <i>Log</i> .	If food 63°C use within 2 hrs from the end of the cooking cycle. Inform I/C Galley. Staff retraining / Check equipment for defects.

<b>STEP</b>	<b>HAZARDS</b> <b>What can go wrong here ?</b>	<b>PREVENTIVE MEASURES</b> <b>CONTROL</b> <b>What can I do about it ?</b>	<b>MONITORING</b> <b>How can I check ?</b>	<b>CORRECTIVE ACTION</b> <b>What if it's not right ?</b>
11. Waste	<b>Physical</b> Packaging, pests, foreign objects.	Remove waste from food rooms at end of each meal. <b>All external waste containers must be covered to prevent pest ingress.</b>	Supervision and staff training.	Staff retraining. Remove damaged bins.
	<b>Chemical</b> Cleaning agents.	Waste area must be clean. Include on cleaning schedule.	Supervision and staff training.	Re-clean, Remove damaged bins. Staff training.
	<b>Biological</b> Contamination from food poisoning bacteria or toxins.	Removal of food waste to be undertaken so as to prevent the risk of cross contamination.	Supervision and staff training.	Separate. Retrain staff. Liaise with contractor and arrange for more frequent removal.

## APPENDIX 1 - DAILY FOOD SAFETY MANAGEMENT RECORD (TEMPLATE)

**GALLEY/KITCHEN/MESS:** \_\_\_\_\_ **IC SHIFT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

TIME	FREEZER NO	FREEZER NO	FRIDGE NO	FRIDGE NO		INITIALS	REMARKS

FOOD TEMPERATURE RECORDS Meal:	HAL	END COOK		END COOK		END COOK		END OF SERVICE (Only for items to be cooled and re-used)		NAME & SIGNATURE
		TIME	TEMP	TIME	TEMP	TIME	TEMP	TIME	TEMP	
Meal:	HAL	END COOK		END COOK		END COOK		END OF SERVICE		
Meal:	HAL	END COOK		END COOK		END COOK		END OF SERVICE		
Meal:	HAL	END COOK		END COOK		END COOK		END OF SERVICE		

**APPENDIX 2 - ADVANCE FOOD PREPARATION RECORD (TEMPLATE)**  
**(Only to be used when production is for consumption the next day)**

**GALLEY/KITCHEN/MESS:** \_\_\_\_\_ **IC SHIFT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

		End Cook		From Servery		Into Fridge/Freezer		Labelled <sup>1</sup>	
Dish Name	HAL	Time	Temp	Time	Temp	Time	Temp	(tick)	Name & Signature

<sup>1</sup> To contain product name, preparation date and In House consumption date.

### APPENDIX 3 - FOOD TIME/TEMPERATURE RECORD (TEMPLATE)

**GALLEY/KITCHEN/MESS:** \_\_\_\_\_ **IC SHIFT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MEAL:** \_\_\_\_\_

		End Cook		End Cook		End Cook		End of Service (Only for items to be cooled and re-used)		
Dish Name	HAL	Time	Temp	Time	Temp	Time	Temp	Time	Temp	Name & Signature

# APPENDIX 4- GALLEY/KITCHEN/MESS FRIDGE/FREEZER MONITORING RECORD (TEMPLATE)

GALLEY/KITCHEN/MESS:.....

WEEK COMMENCING:.....

Day	MON			TUE			WED			THU			FRI			SAT			SUN		
Times																					
Fridges																					
Freezers																					
Initials																					
IC Shift Initials																					

Comments & Remarks:

**APPENDIX 5- GALLEY/ KITCHEN/ MESS BLAST CHILLER  
MONITORING RECORD (TEMPLATE)**

**GALLEY/KITCHEN/MESS:** \_\_\_\_\_

**DATE & BATCH NO:** \_\_\_\_\_

<b>Time In:</b>		<b>Temp:</b>		<b>Remarks (relating to intended use or quantity)</b>
<b>Time Out:</b>		<b>Temp:</b>		

**DATE & BATCH NO:** \_\_\_\_\_

<b>Time In:</b>		<b>Temp:</b>		<b>Remarks (relating to intended use or quantity)</b>
<b>Time Out:</b>		<b>Temp:</b>		

**DATE & BATCH NO:** \_\_\_\_\_

<b>Time In:</b>		<b>Temp:</b>		<b>Remarks (relating to intended use or quantity)</b>
<b>Time Out:</b>		<b>Temp:</b>		

**DATE & BATCH NO:** \_\_\_\_\_

<b>Time In:</b>		<b>Temp:</b>		<b>Remarks (relating to intended use or quantity)</b>
<b>Time Out:</b>		<b>Temp:</b>		

**DATE & BATCH NO:** \_\_\_\_\_

<b>Time In:</b>		<b>Temp:</b>		<b>Remarks (relating to intended use or quantity)</b>
<b>Time Out:</b>		<b>Temp:</b>		

**DATE & BATCH NO:** \_\_\_\_\_

<b>Time In:</b>		<b>Temp:</b>		<b>Remarks (relating to intended use or quantity)</b>
<b>Time Out:</b>		<b>Temp:</b>		

**ANNEX C- CALIBRATION RECORD FOR TEMPERATURE PROBE**  
**(SERIAL NO): \_\_\_\_\_ (TEMPLATE)**

<b>MONTH</b>	<b>CALIBRATION TEST PLUG READING</b>	<b>NAME &amp; SIGNATURE</b>



## ANNEX D- COOK-CHILL AND COOK-FREEZE

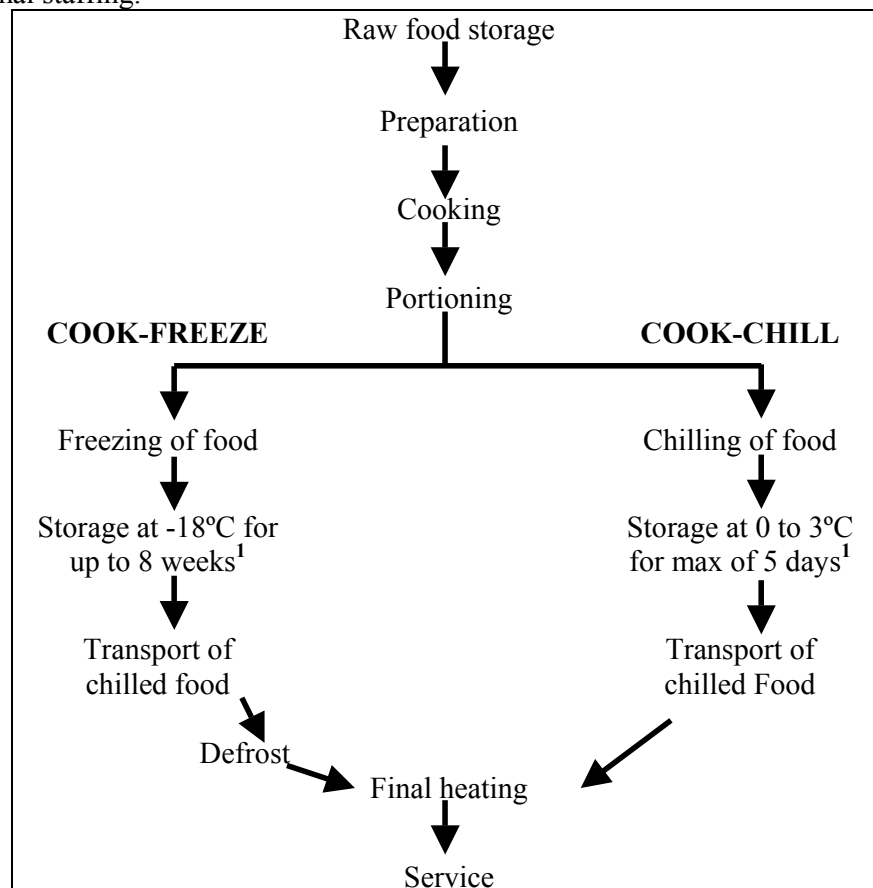
### INTRODUCTION

1. A number of Service establishments, specifically in-flight catering production units utilise a dedicated cook-chill or cook-freeze procedure. Cook-chill and cook-freeze systems are methods of preparing food in advance of need, thus allowing the separation of food preparation and service, and the rationalisation of the catering process.

### OVERVIEW

2. The two methods of producing in-flight meals by a cook-chill/cook-freeze system are summarised below and illustrated in the diagram:

- a. **Cook-chill.** Cook-chill is a system where food is prepared and cooked in economic quantities, retained in a state of 'suspended freshness' by rapid chilling and storage at less than 3°C, and served within 5 days from finishing galleys/kitchens with minimal staffing. Kitchens supporting the provision of satellite feeding (ships in refit) may also utilise such a system.
- b. **Cook-freeze.** This is a system where high quality food is prepared and cooked in economic quantities, retained in a state of 'suspended freshness' by rapid chilling, freezing and storage, and served up to 8 weeks later from finishing galleys/kitchens with minimal staffing.



<sup>1</sup> As defined in the Department of Health Guide.

## **HAZARD ANALYSIS**

3. The principles of hazard analysis described in para 0303 should be applied to cook-chill and cook-freeze. Potential hazards that are to be considered include:
- a. Mistakes in the batch preparation of food could lead to a far greater outbreak of food poisoning than smaller scale cooking based on normal meal times.
  - b. Difficulties in ensuring adequate heat penetration and rapid cooling after cooking.

## **COOK-CHILL/COOK- FREEZE CONTROL MEASURES**

4. Where hazards are identified, control measures must be introduced through catering standing orders. The main emphasis must be placed on the correct storage between cooking and service to prevent the multiplication of organisms which may have survived the heat process, or which have reached the food after cooking.

## **UNDERLYING PRINCIPLES OF COOK-CHILL**

5. The development of effective refrigeration equipment, particularly blast chillers, allowed the introduction of a safe system, which depends upon a number of characteristics of bacteria to prevent food poisoning. The method of food preservation in many cook-chill foods is low temperature. Pathogenic bacteria will not increase at temperatures below 3°C and the activity of many spoilage organisms is also severely curtailed at this temperature. The growth of all bacteria has a lag phase, a period when no increase occurs when in a new environment, as would occur following cross-contamination. This period normally lasts for several hours. Cook-chill therefore depends upon cooking foods to at least pasteurisation temperature to ensure that most pathogens are killed, and then rapidly reducing the temperature of the food to 3°C or below within the lag phase period. This is followed by strict temperature control during the storage period to maintain the safety and integrity of the product.

## **THE PRINCIPLES OF CHILLING**

6. Chilling, as used in cook-chill catering, is not to be confused with refrigerated storage as practised by most caterers. Cook-chill relies on specifically dedicated equipment capable of removing heat from food in a rapid and controlled way. The rate of chilling relies upon a number of independent and dependent factors as listed below:
- a. The nature of the chilling medium (air, nitrogen, carbon dioxide, water).
  - b. The temperature of the chilling medium.
  - c. The circulation of the chilling medium.
  - d. The shape of the food container.
  - e. The depth of food in the container.
  - f. The headspace in the container.

- g. Whether or not the container is lidded.
7. Factors dependent on the food being chilled include the following.
- a. Food heat conductivity and heat capacity.
  - b. Food density.
  - c. Initial temperature.
  - d. Food bulk and volume.
  - e. Food moisture content.
8. The factors listed have significant effects upon chilling rates. For example, containers without lids chill about 15% more quickly than lidded ones, although gas chilled systems such as air and nitrogen do tend to dry out uncovered foods. Similarly, a headspace reduction from 20mm to 10mm will also give a 15% saving in chilling time, but remember to cut down the headspace by using a shallower container rather than by increasing the depth of the food.

### **THE COOK-CHILL METHOD**

9. The basis for cook-chill catering systems is laid down in guidelines issued by the Department of Health in 1989: Chilled and Frozen: Guidelines on Cook-Chill and Cook-Freeze Catering Systems (ISBN 0 11 321161 9). Any caterers using cook-chill as the basis of their system are to ensure that the system complies fully with this guidance, particularly if operating in the healthcare sector where compliance is viewed as being mandatory. Strict personal and equipment hygiene must be maintained; ideally separate equipment and staff will be used in the pre and post-cooking areas, especially in large-scale operations.
10. Cook-chill systems can be broken down into the following stages:
- a. Cook the food to ensure pasteurisation. This means ensuring that the food reaches a core temperature of 75°C.
  - b. Portion or tray the food into containers for chilling within 30 minutes of the end of cooking. The depth of food in trays is not to exceed 50mm and joints of meat are not to exceed 2.5kgs in weight.
  - c. Place the food into a blast chiller and chill to 3°C or below within 90 minutes. Meat and poultry joints are to reach 3°C within 150 minutes. Meat products are not to exceed 2.5kgs in weight, and large poultry carcasses are to be broken down into sections prior to chilling.
  - d. Place in refrigerated storage between 0 and 3°C.
  - e. Transport/distribute at between 0 and 3°C.
  - f. Reheat to a core temperature of 75°C (82°C in Scotland) and commence serving within 15 minutes of the end of the reheating process.

11. The recommended maximum life for cook-chill catering foods is five days, including the days of production and consumption. If, during storage, the temperature of the food rises to above 5°C, but below 10°C, the food must be consumed within 12 hours. If the temperature of the food rises above 10°C, it is to be discarded. If any food is not consumed after reheating, it must be discarded. Due to the strict temperature requirements on food storage, refrigeration used must be specifically for cook-chill food storage with an operating range between 0 and 2°C, and preferably fitted with automatic temperature monitoring, recording and an alarm.

### **COOK-FREEZE METHOD**

12. Once the core temperature (upon initial cooking) reaches 75°C, products being prepared and stored using cook-freeze must be frozen to –5°C within 90 minutes. Products are then to be stored and distributed (for up to 8 weeks) at –18°C or below until reheated. Prior to re-heating, products must be correctly thawed. This must be monitored to ensure that the product temperature does not rise excessively or above 3°C. Consumption must then be within 24 hours.

### **MONITORING THE SYSTEM**

13. Any food production operation should have been subject to a food safety assessment based on HACCP principles and, although not a strict legal requirement, such a system must be documented when it covers such a high-risk operation. The following monitoring and recording is to be completed, whether a full-scale production system is being operated or a caterer is using cook-chill/ freeze as a supplement to a conventional system:

- a. The name of the food and the production date.
- b. The time at the end of the cooking process and the core temperature of the food.
- c. The time the food entered the chiller/ freezer.
- d. The time the food left the chiller and the core temperature of the food.
- e. The temperature of the storage refrigerator/ freezer.
- f. The core temperature of the food at the end of reheating.
- g. Effective monitoring by supervisors must be provided to monitor the temperature control points. All temperature recording devices, refrigerators, chillers, freezers, automatic cooking equipment, are to be checked and regularly maintained.

14. During storage, the container is to be labelled with the name of the food and either the production or Use-By date to ensure correct stock rotation. The records above will establish that the food was pasteurised (b), was portioned within 30 minutes (c–b), was chilled within 90 minutes (d–c), was chilled to the correct temperature (d), was stored at the correct temperature (e) and was re-pasteurised on reheating (f). The same records are to be kept when operating a cook-freeze system.

### **SUMMARY**

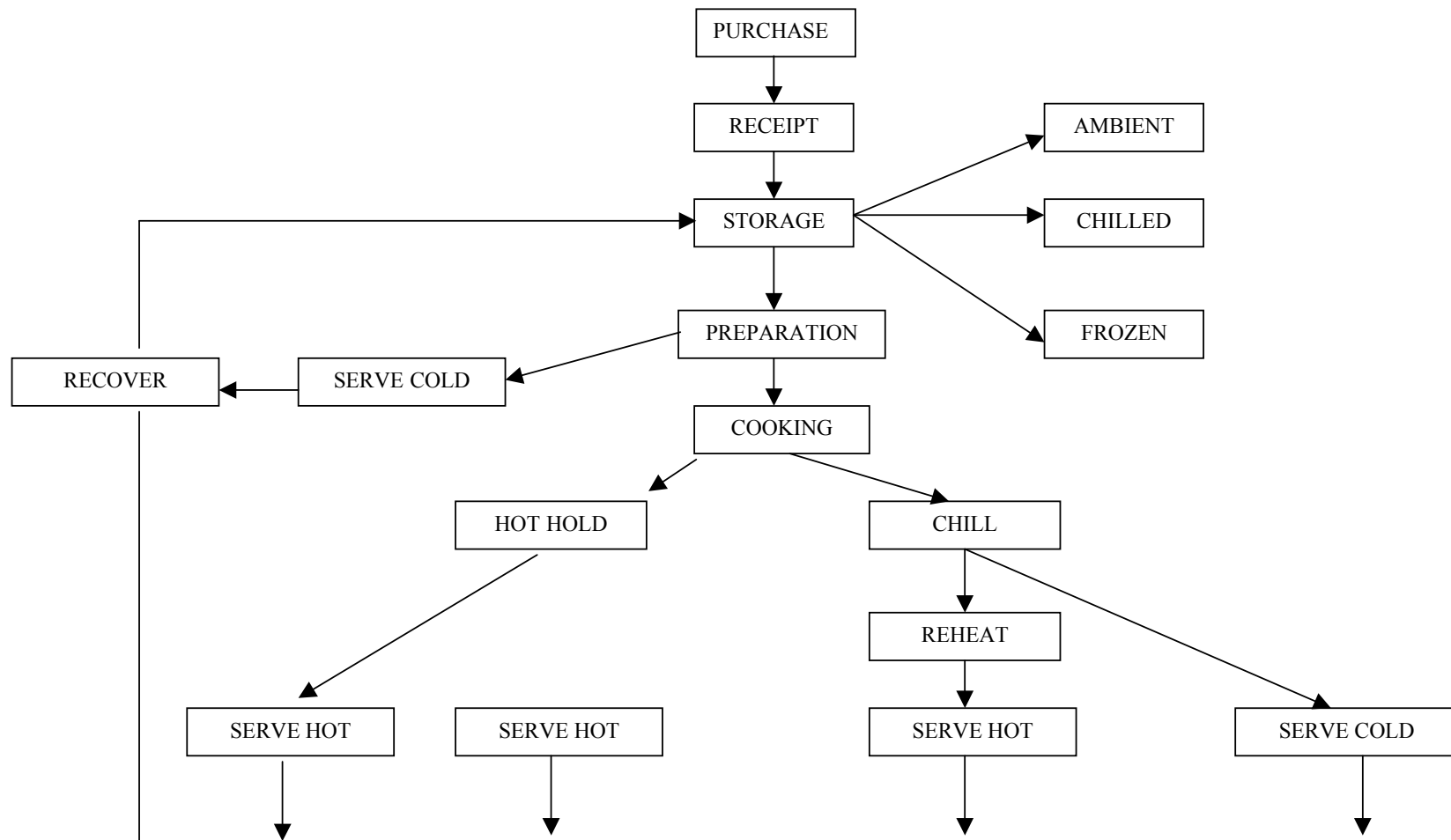
15. The following checklist is to be referred to if cook-chill or freeze food production process is used:

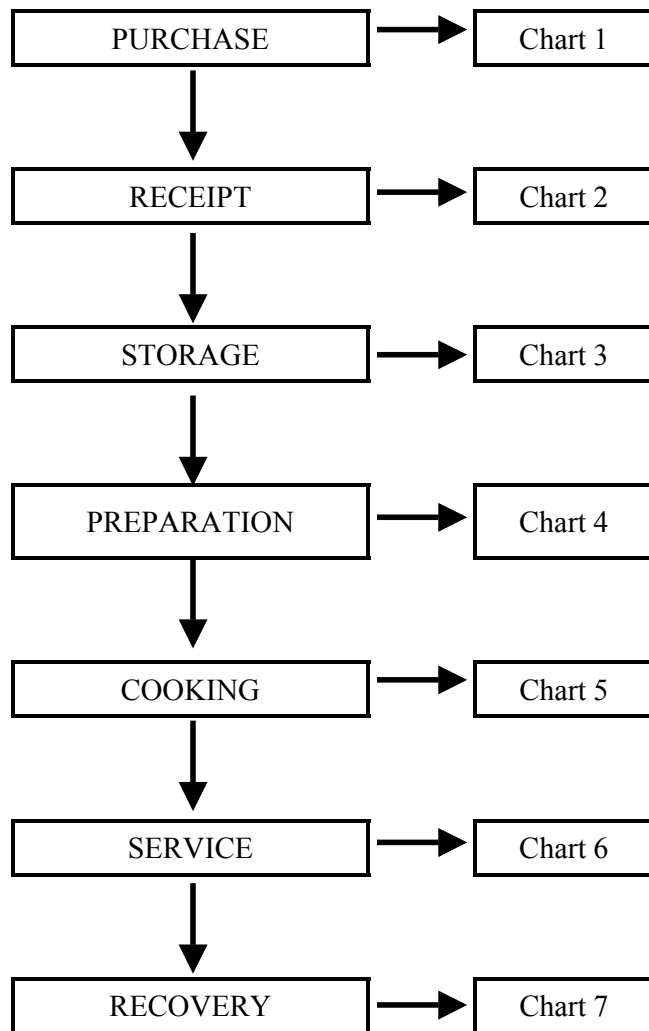
- a. Cook-chill methodology:
  - (1) Cook to ensure pasteurisation.
  - (2) Portion food for chilling within 30 minutes of the end of cooking.
  - (3) Place in refrigerated storage between 0 and 3°C.
  - (4) Transport / distribute at between 0 and 3°C.
  - (5) Reheat to a core temperature of 75°C (82°C in Scotland).
  - (6) Commence serving within 15 minutes of the end of the reheating process.
- b. Follow the Department of Health's guidelines on cook-chill and cook-freeze catering systems.
- c. It is imperative that personnel conducting the regeneration of food must be trained and recognised food handlers. They must be given adequate induction training and a documented record of their training and responsibilities is to be maintained.

## **ANNEX E-FOOD SAFETY UNDER OPERATIONAL CONDITIONS**

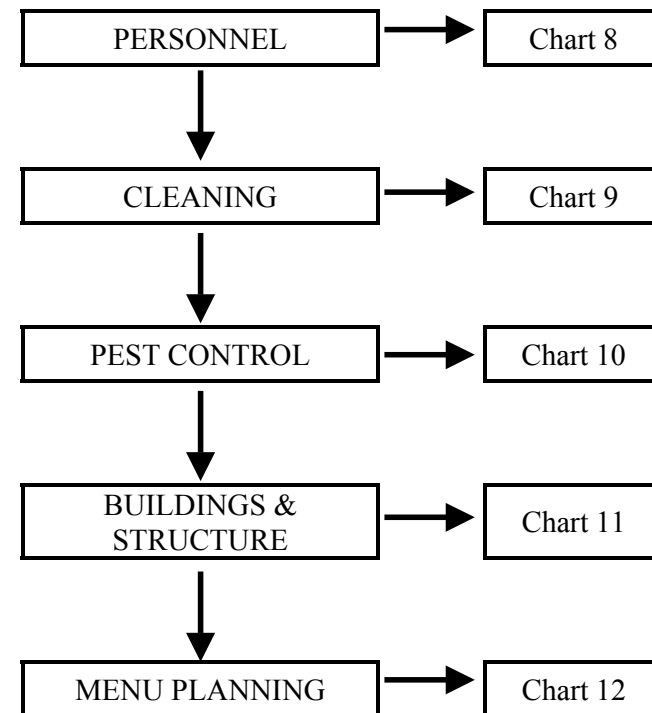
1. The aim of Annex J is to assist kitchen managers to assess food safety problems that could be faced when establishing a catering facility under operational conditions. As such, it can be used by junior Food Service/Catering personnel who may only have a limited knowledge of HACCP-based systems. It is, however, envisaged that more senior Food Service/Catering personnel will be available to advise on detail, as appropriate.
2. This system takes the form of a series of 'yes/no' flow charts to aid decision-making under such conditions. These are designed to be complementary to the policy and advice given at Chapter 3 to this JSP.
3. Kitchen managers are to work through the flow charts, identifying potential food safety hazards. Where these are identified, options are given for their removal/reduction or alternative actions are suggested.
4. *If it is considered that an unacceptable risk still remains, that particular procedure is not be carried out. This may ultimately mean reverting to the use of Operational Ration Packs (ORP) and informing the chain of command that the risks are too high.*
5. If further advice is required, it is to be sought from catering or Service environmental health staffs.

## OVERVIEW- CHARTS 1-12



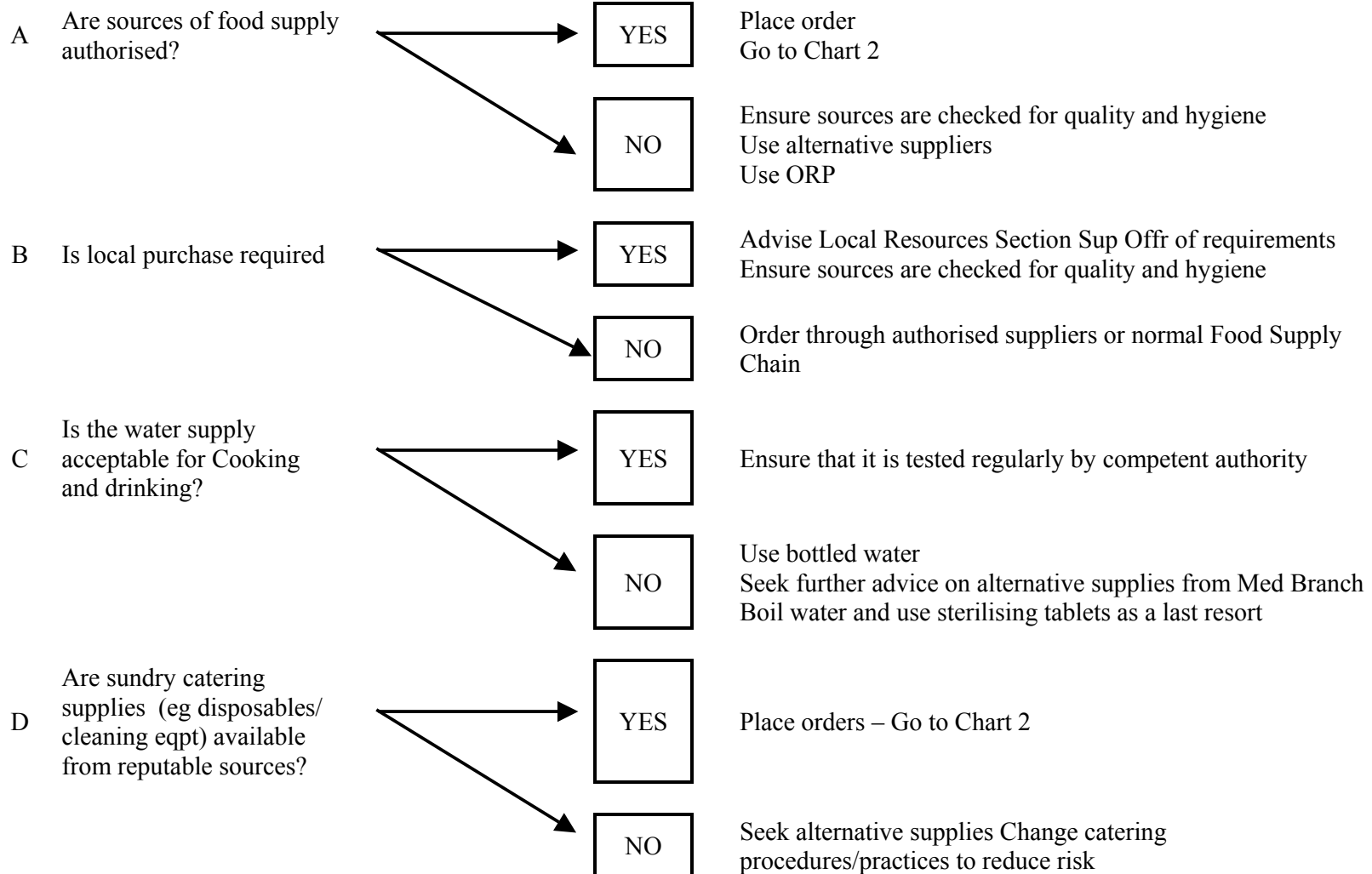


## CHART INDEX

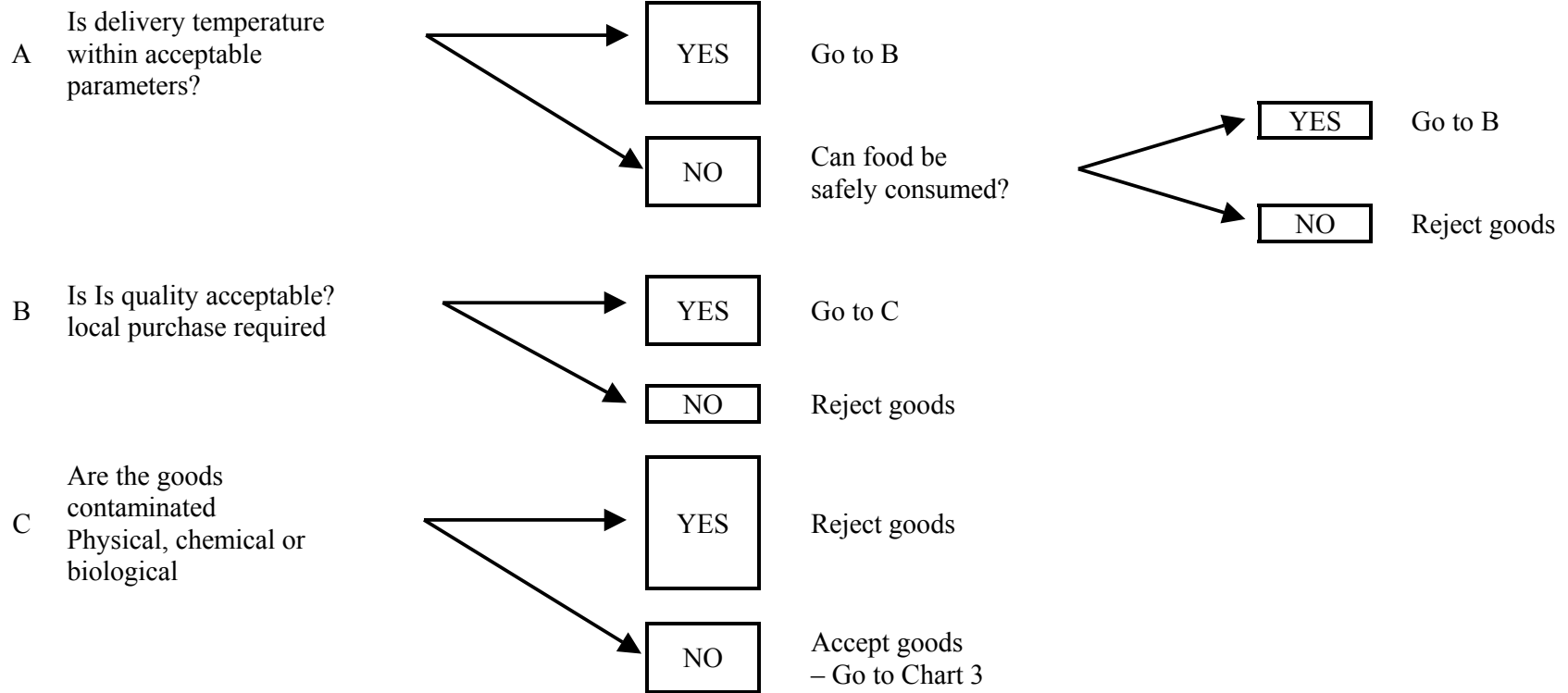




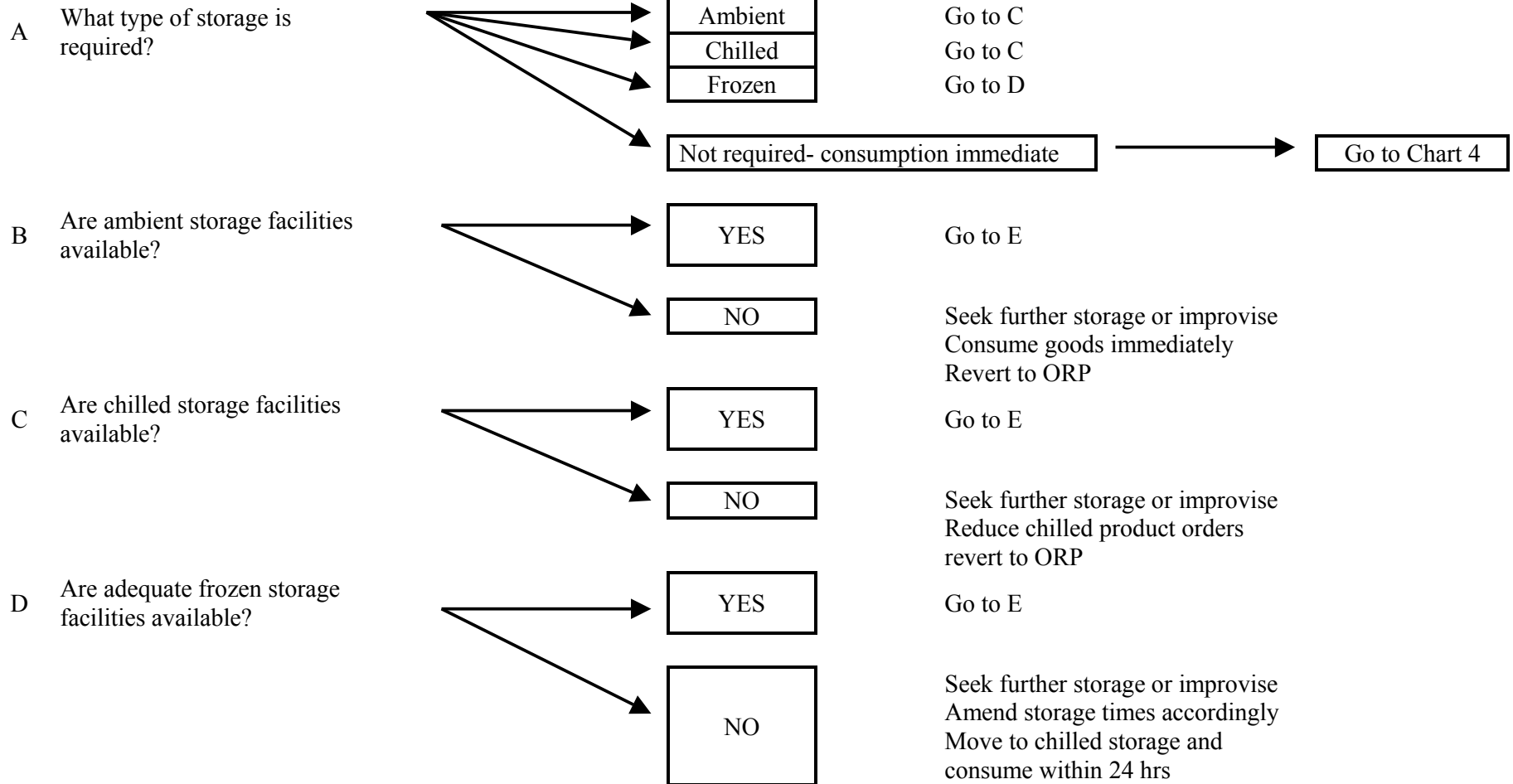
## CHART 1 – PURCHASE



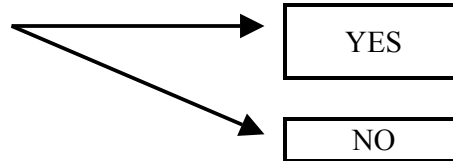
## CHART 2 – RECEIPT



### CHART 3 – STORAGE



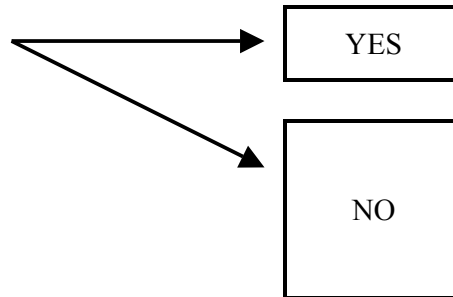
E Can the correct storage temperature be maintained?



Go to F

Seek urgent repairs  
Amend storage times  
Initiate Write off procedure for  
condemned/unfit goods

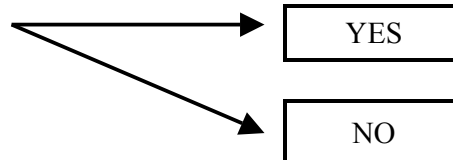
F Can high risk and ready to eat products be kept separate?



Go to E

Seek further storage or Keep  
separate by using containers and  
covers Move goods to suitable  
storage Prevent pests  
contaminating food

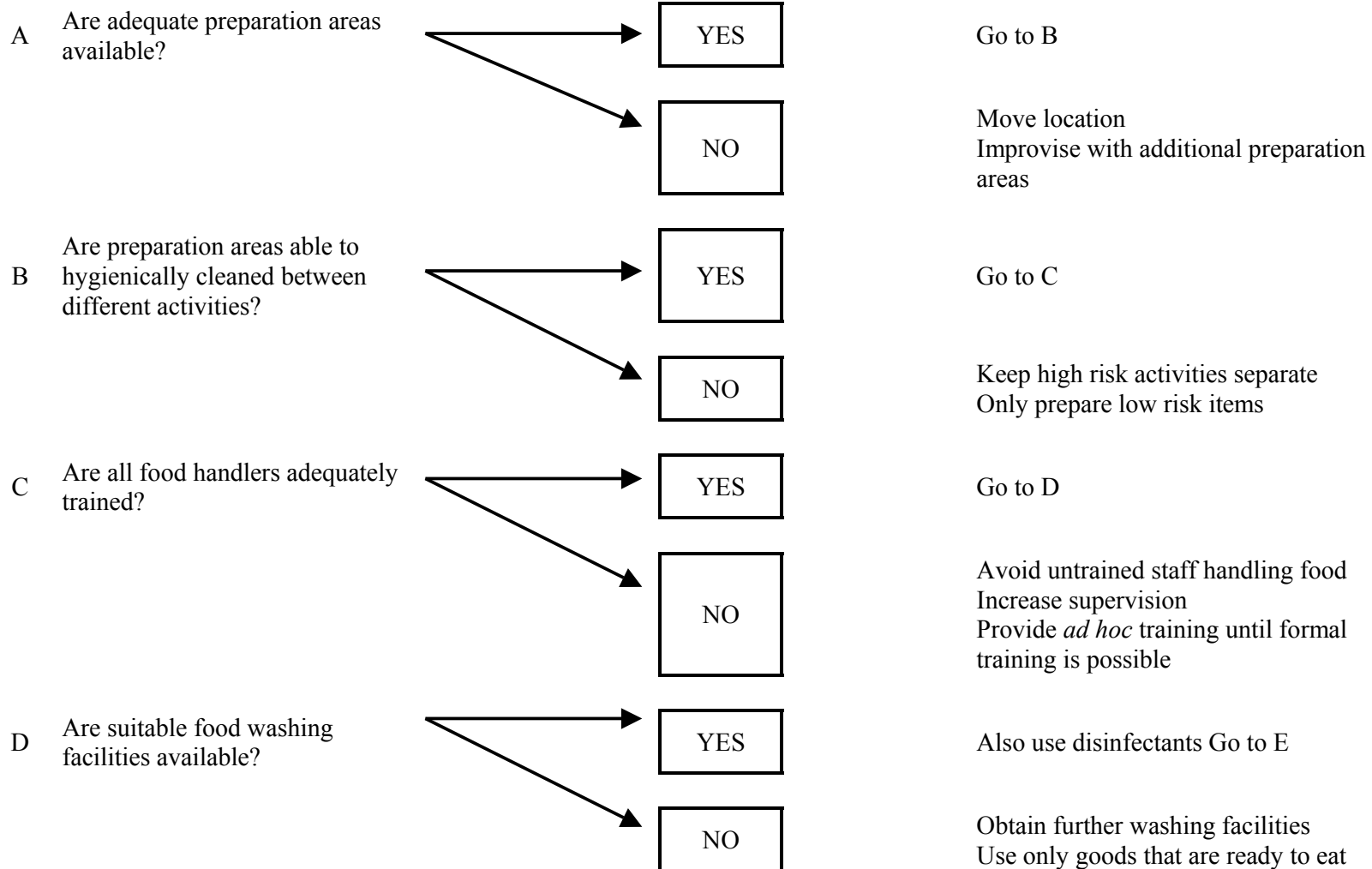
G Can pests contaminate food?

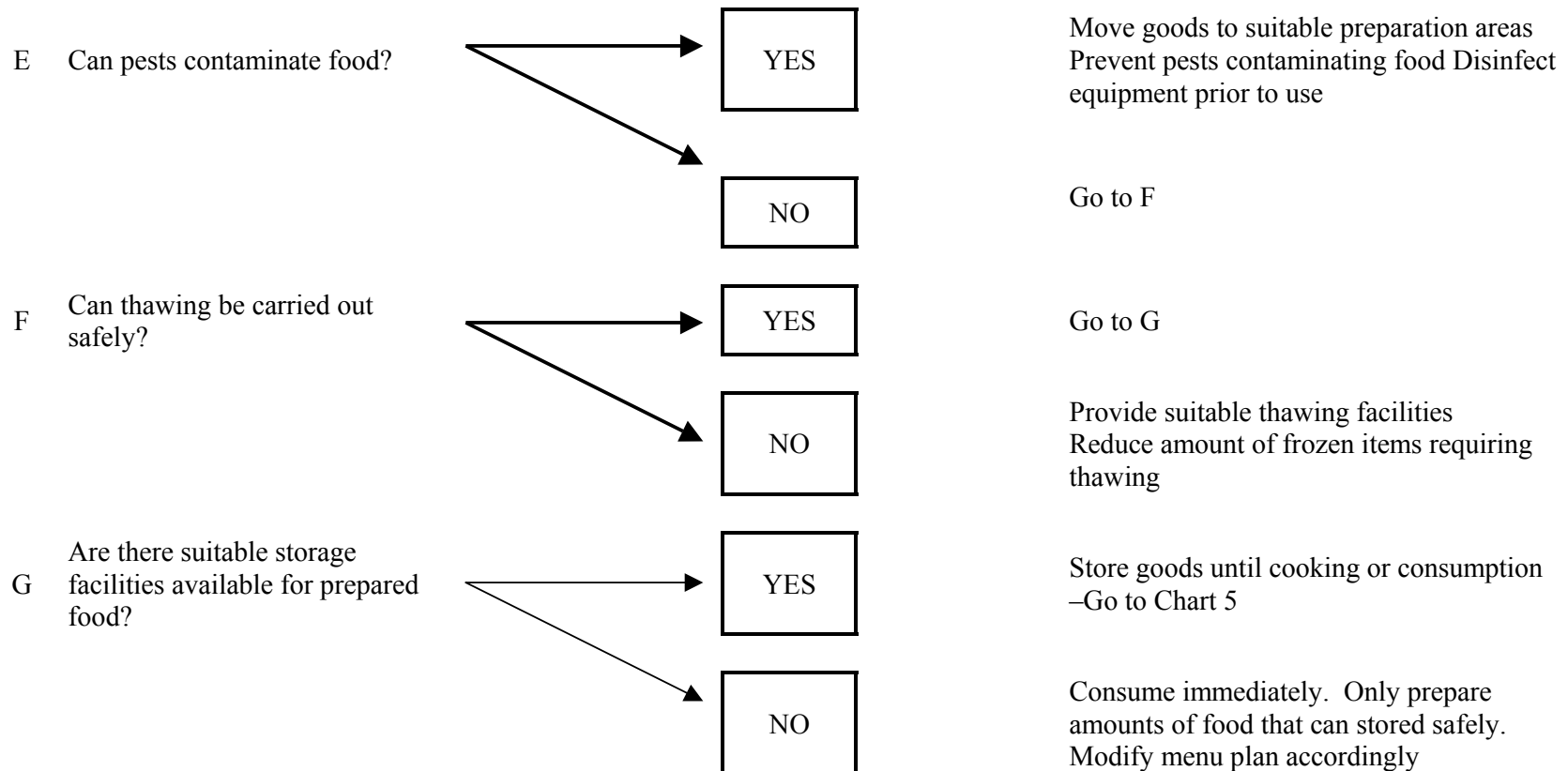


Go to E

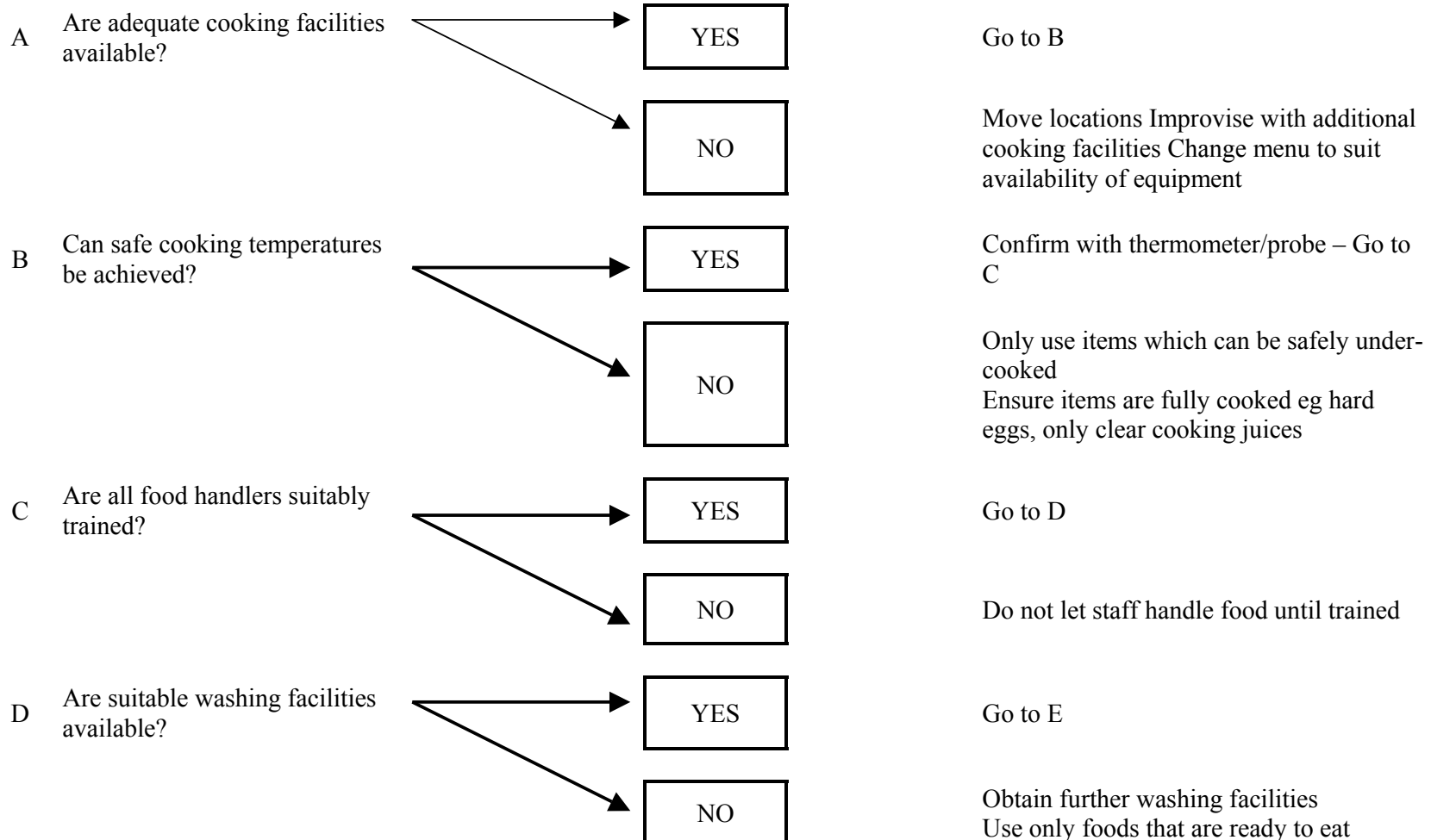
Store goods until 'use by' date  
or consumption  
Go to Chart 4

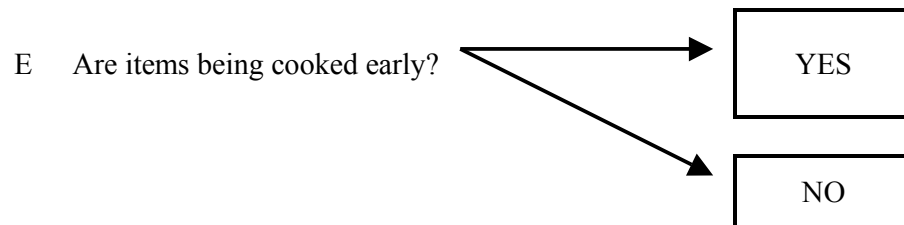
#### CHART 4 – PREPARATION





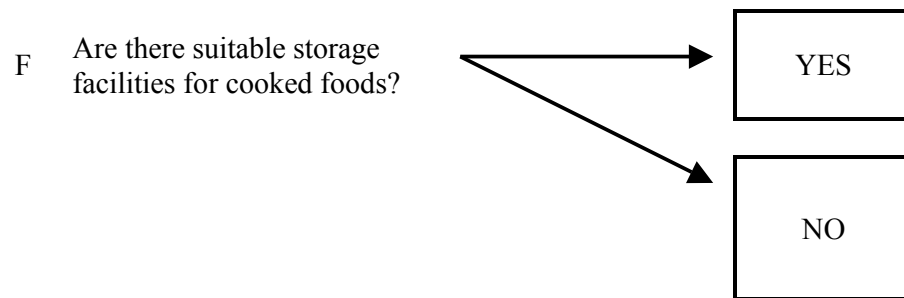
## CHART 5 – COOKING





Ensure safe hot holding facilities are available  
Alter menu to suit equipment availability

Go to F

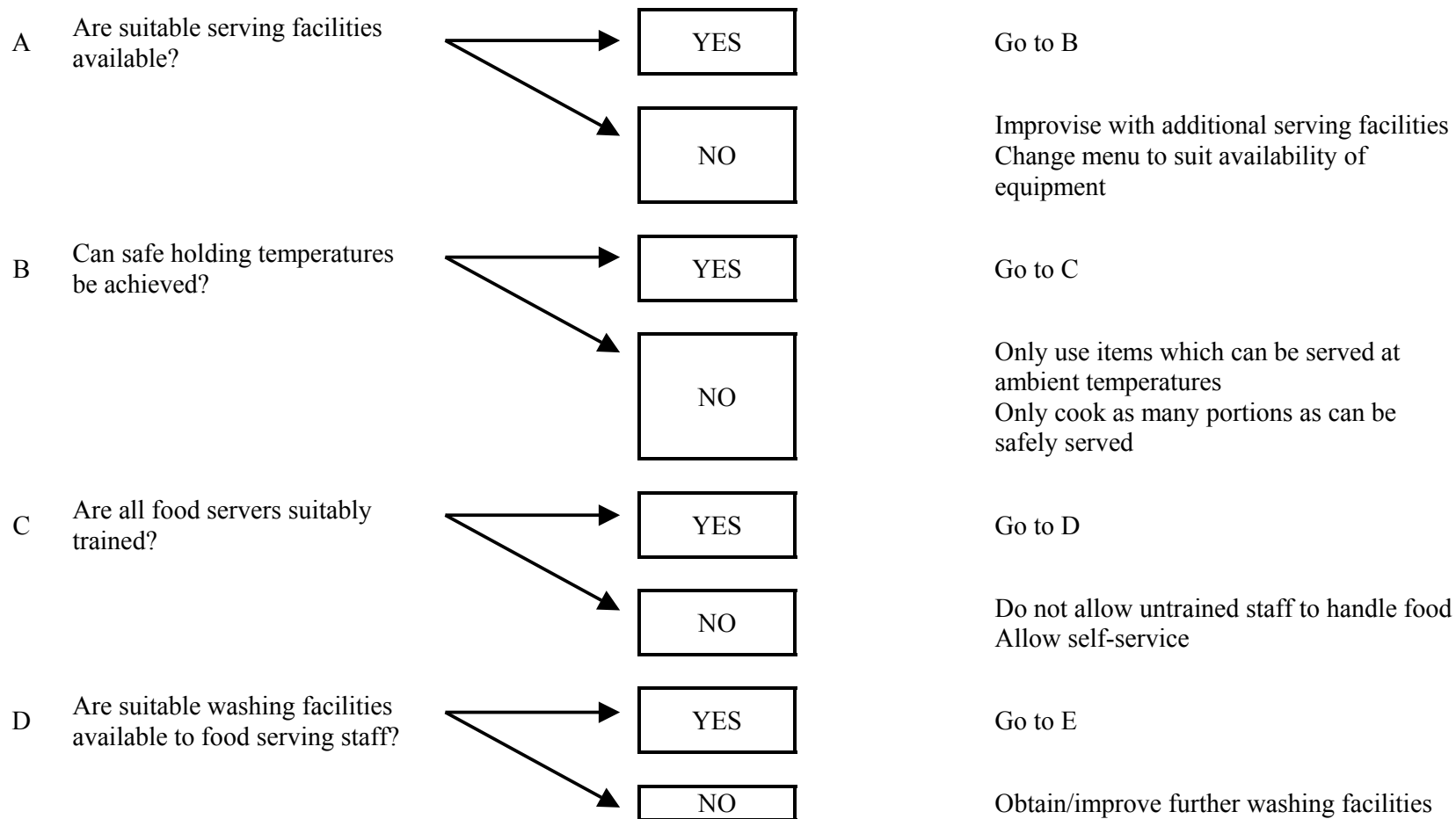


Store goods until consumption  
– Go to Chart 5

Provide suitable storage facilities  
Consume immediately  
Only prepare amounts of food that can be stored safely



## CHART 6 – SERVICE



E Can eating items be hygienically  
cleaned after use?

YES

Go to F

NO

Provide disposable items  
Ensure consumers have suitable washing-up facilities

F Is all food consumed from the  
servery within 2 hrs?

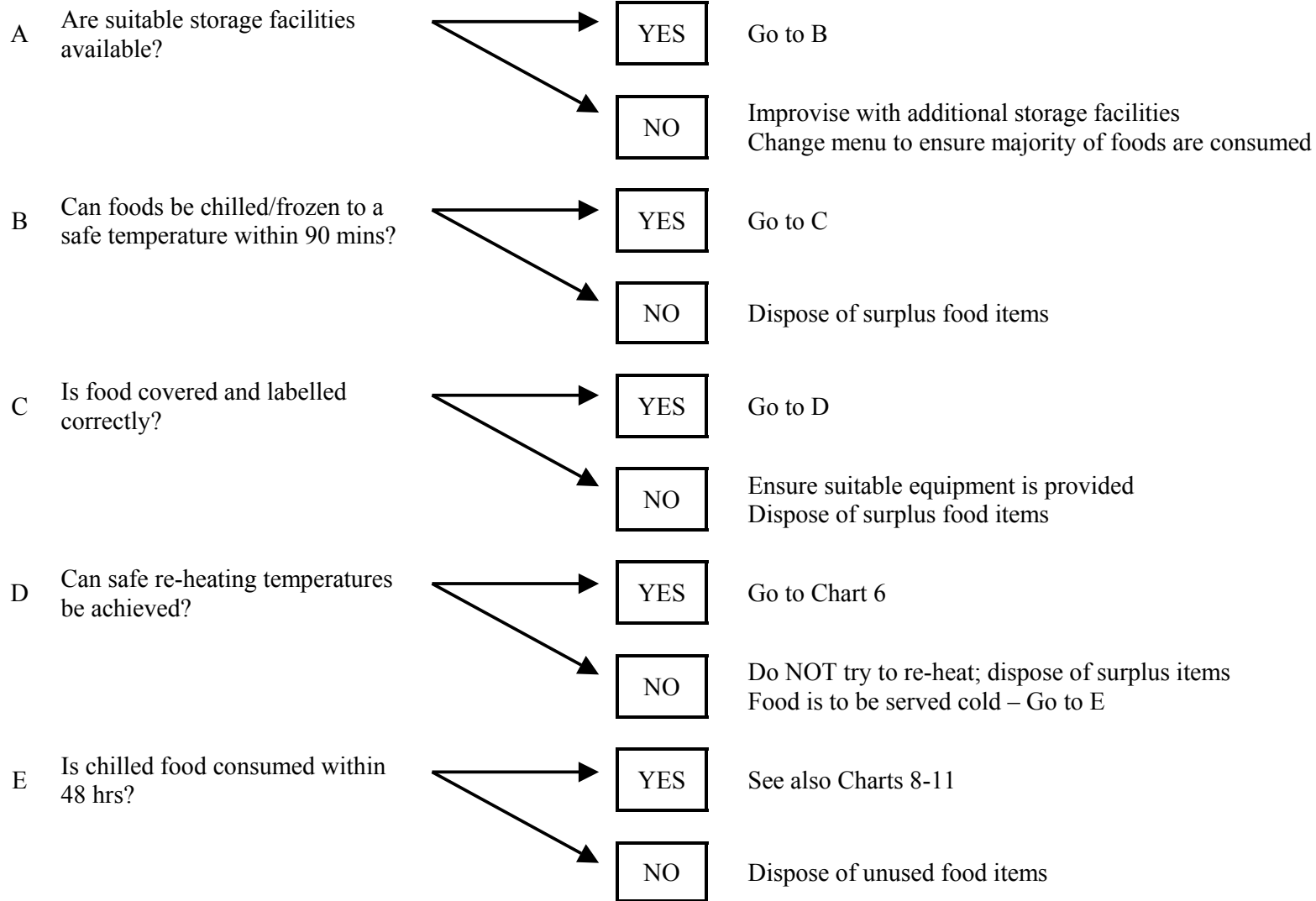
YES

See also Charts 8-11

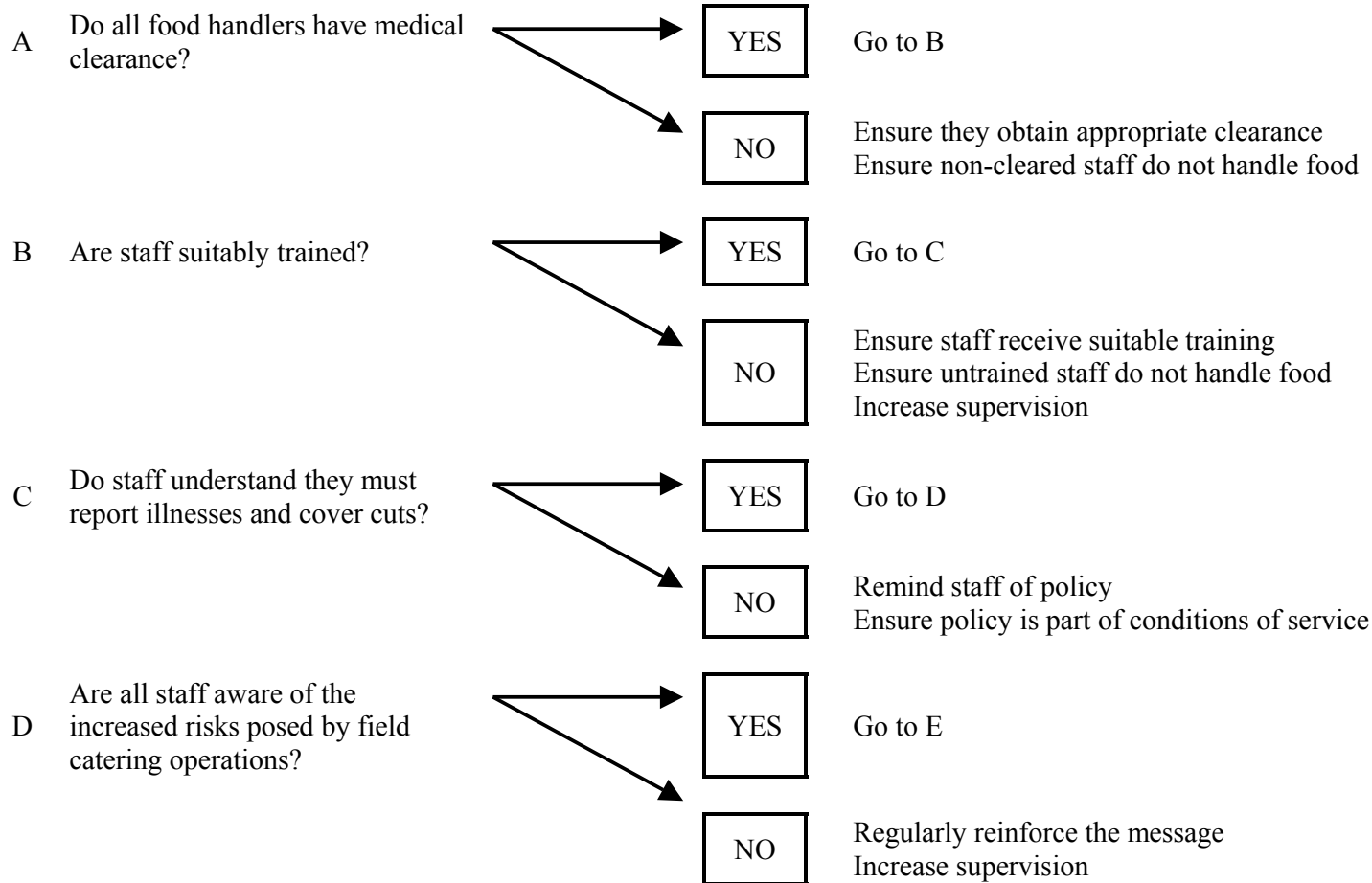
NO

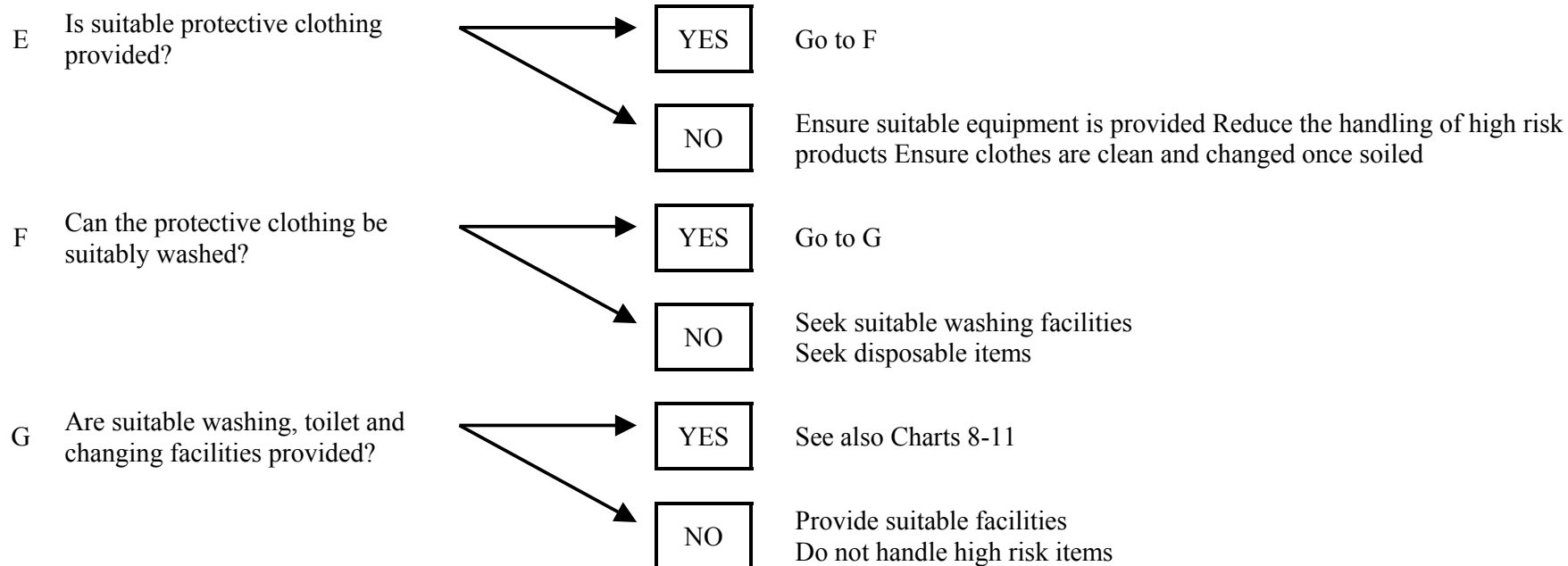
Dispose of food remaining past this time  
Recover food for chilling/freezing – Go to Chart 7  
Only prepare amounts of food that are required for  
immediate consumption

## CHART 7 – RECOVERY

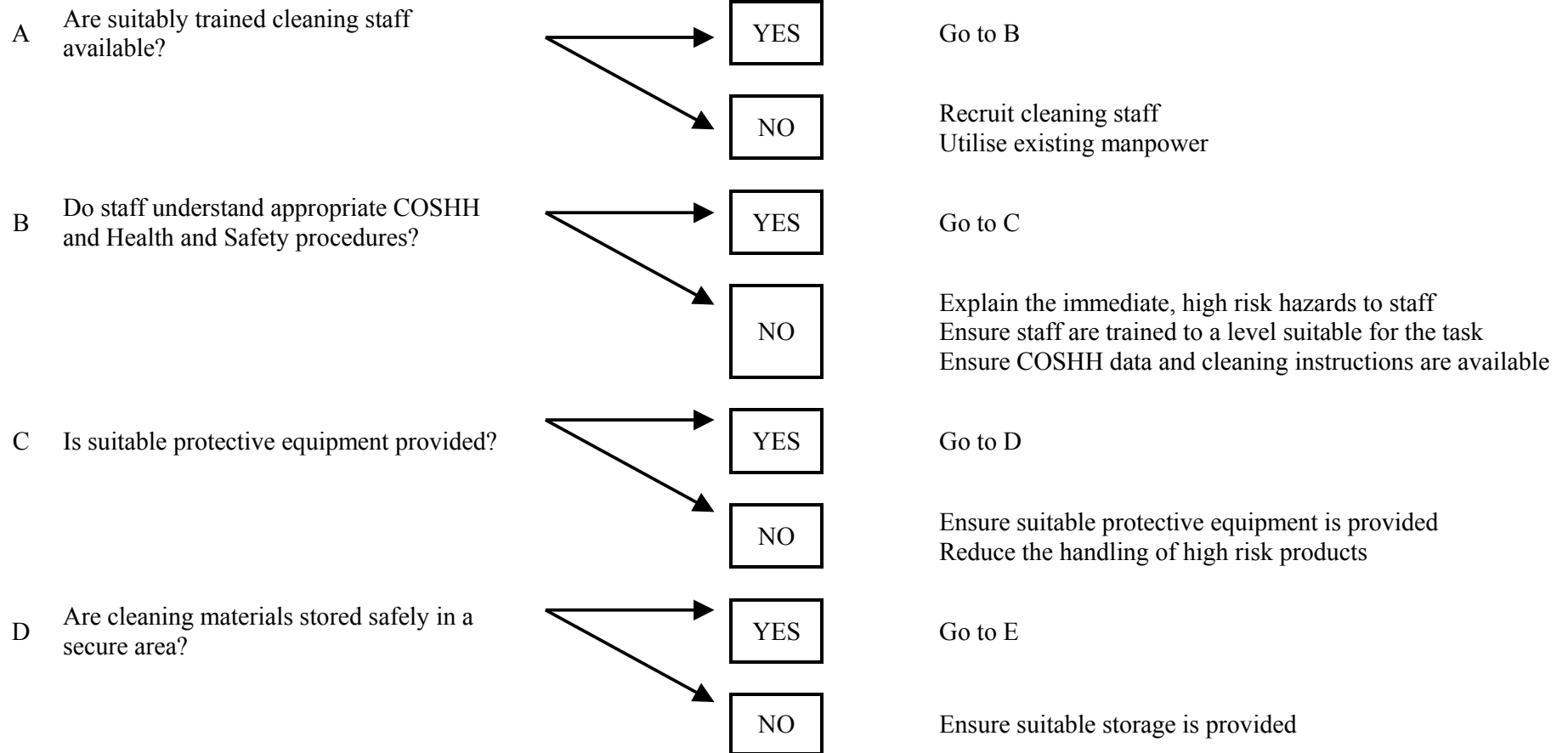


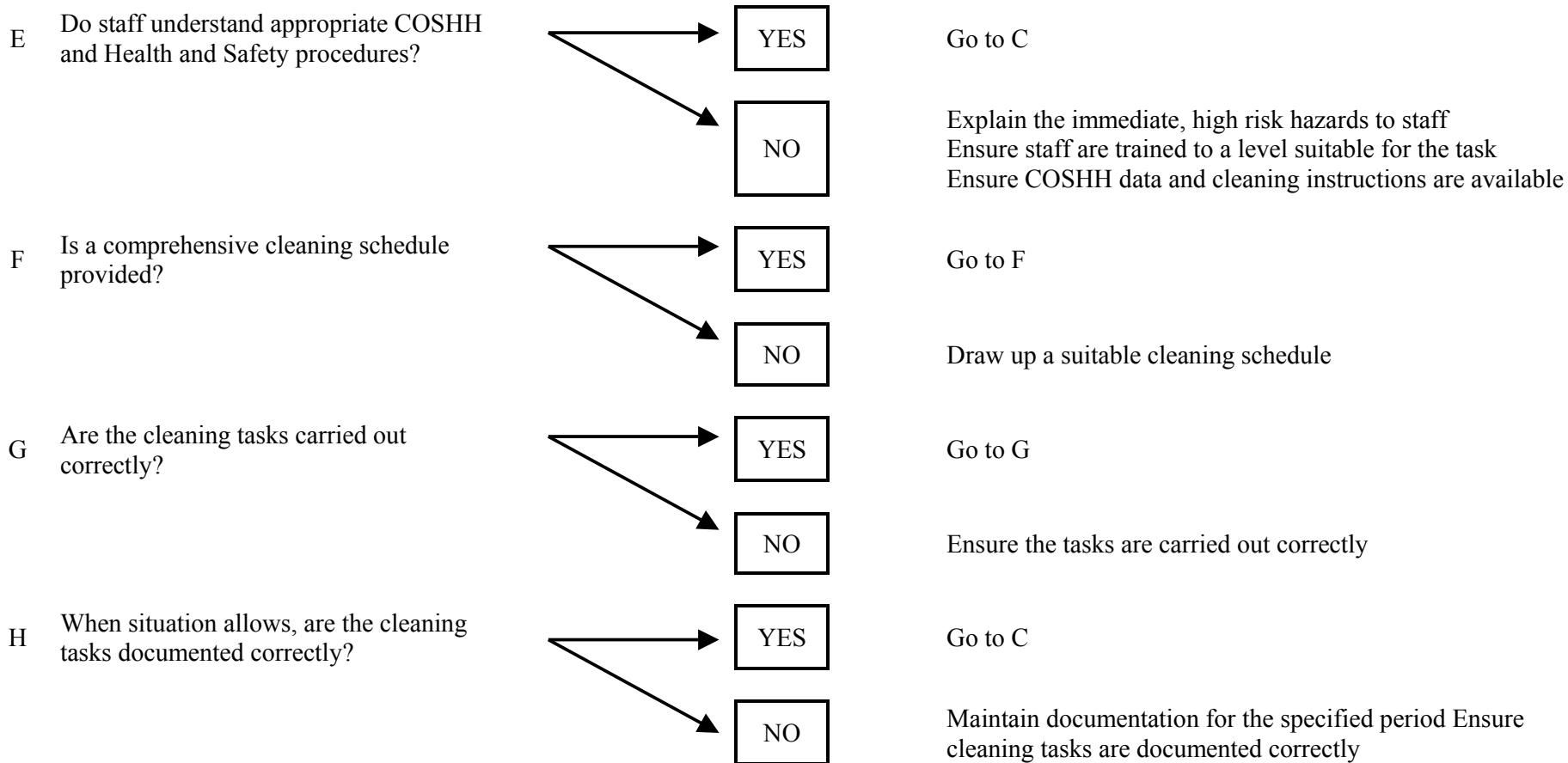
## CHART 8 – PERSONNEL



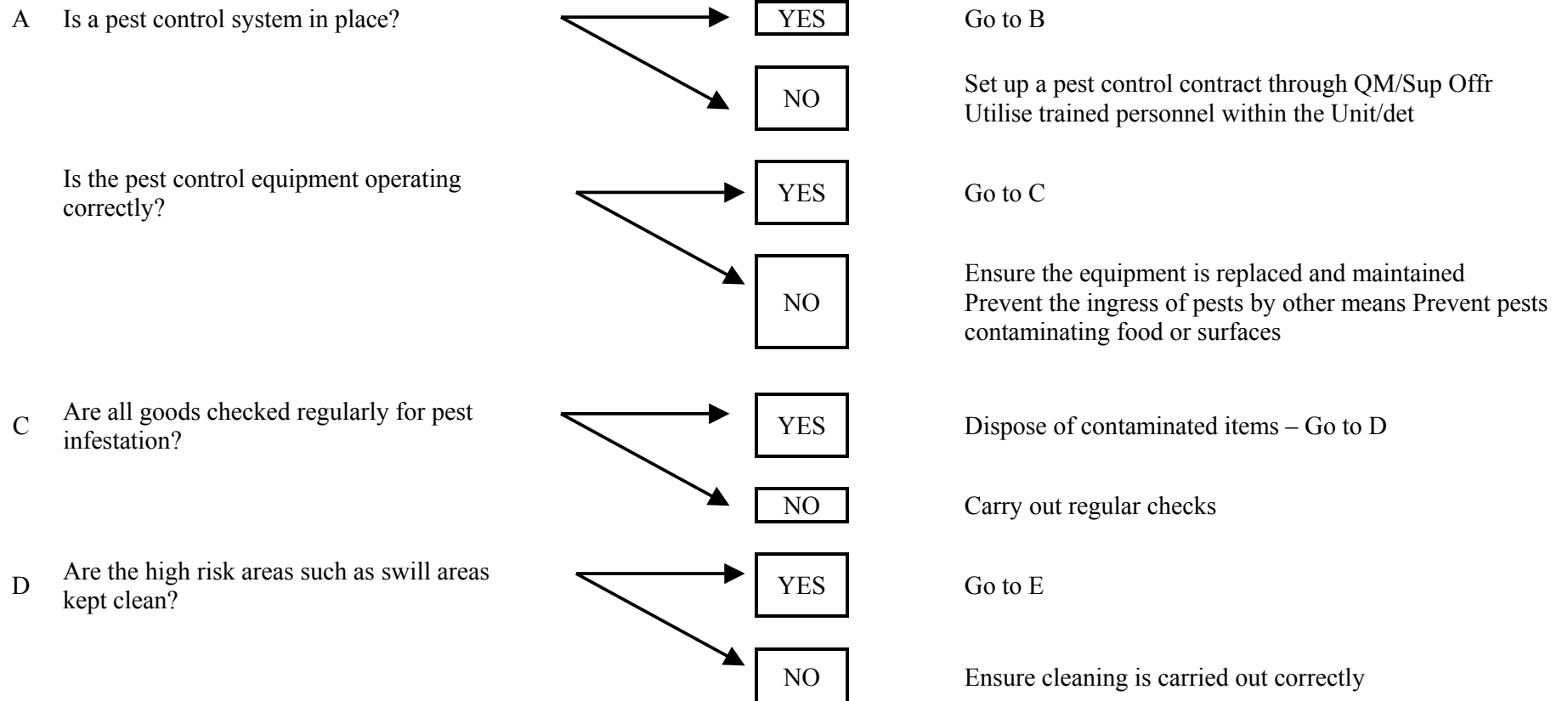


## CHART 9 – CLEANING



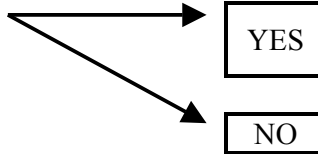


## CHART 10 – PEST CONTROL





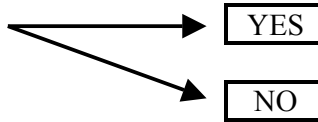
E Are there seasonal problems that can be pre-empted?



Ensure control systems are established early Alter catering systems to suit seasonal changes – Go to F

Go to F

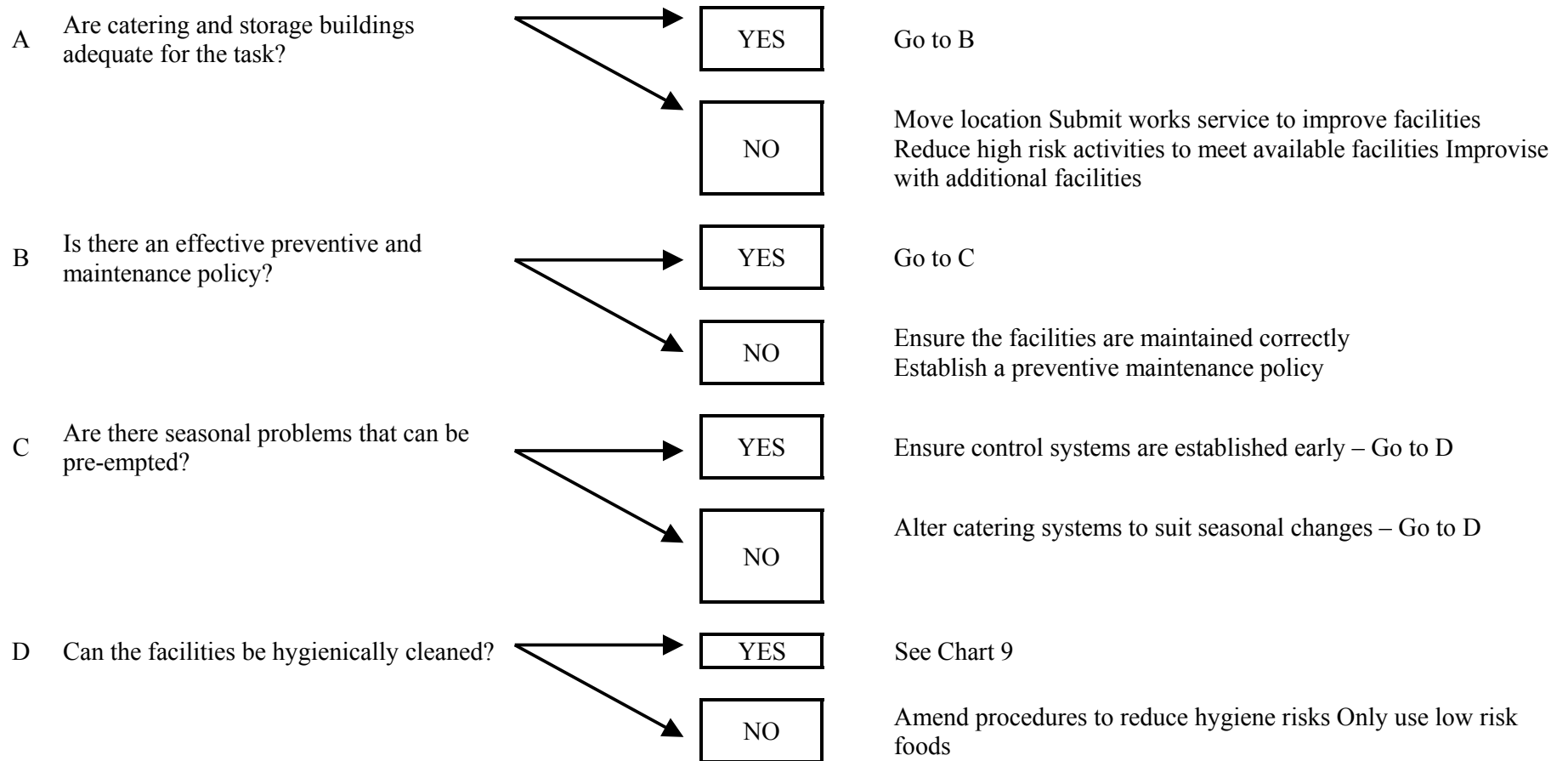
F Are the pest control procedures documented?



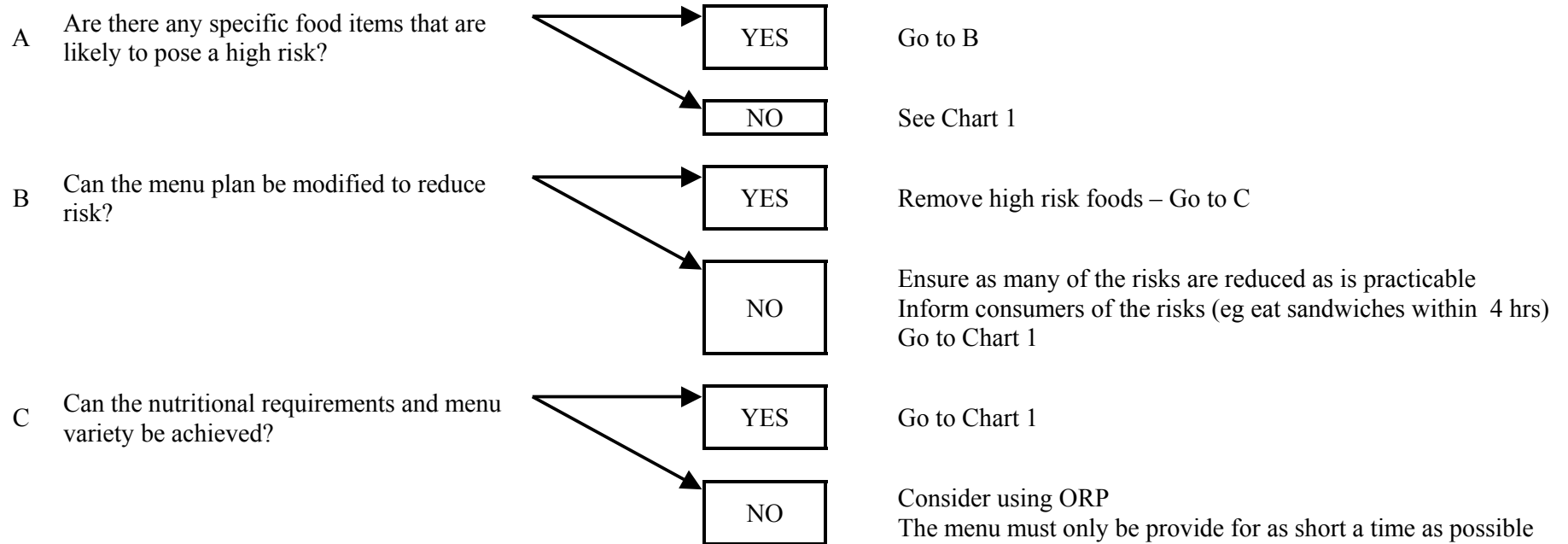
Maintain documentation for the specified period

Ensure the appropriate documentation is kept

## CHART 11 – BUILDINGS AND STRUCTURE



## CHART 12 – MENU PLANNING



## ANNEX F-CLEANING GUIDE

EQUIPMENT/ AREA	CLEANING AGENT	CLEANING ROUTINE	FREQUENCY	PRECAUTIONS
Ceiling/Overheads	Detergent	Wash with hot water and detergent.	Periodically*	
Cooking Range	Detergent proprietary cleaner	Clean as you go during the day. At the end of each day, wash surfaces with hot water and detergent. Use proprietary cleaner if necessary.	Daily	
Deep Fat Fryer	nil	Clean as you go. Remove old oil when necessary and give thorough clean before refilling. (To remain empty overnight)	Daily	Ensure oil has cooled before changing and follow HSE guide line.
Doors	Detergent	Wash with hot water and detergent	Periodically*	
Crockery/Utensils	Detergent	Clean in dishwasher or sink using hot water and detergent.	After each meal	
Floor/Deck	Detergent	All spillages are to be dealt with immediately. At the end of each day sweep and wash with hot water and detergent.	After each meal	
Food Mixer	Detergent	Clean with hot water and detergent.	After use	Ensure safe system of work
Gravity Feed Slicer	Sanitiser	Clean with hot water and detergent.	After use	Ensure safe system of work
Kitchen/Galley Utensils	Detergent	Clean in dishwasher or sink using hot water and detergent.	After use	
Microwave Oven	Detergent	All spillages are to be dealt with immediately. At the end of each day, wash with hot water and detergent.	Daily	
Oven	Oven cleaner	Clean all internal surfaces with proprietary cleaner.	Weekly	Ensure safe system of work
Pots and Pans	Detergent	Clean in dishwasher or sink using hot water and detergent.	After use	
Vegetable Preparation Machine	Detergent	Clean with hot water and detergent.	After use	

EQUIPMENT/ AREA	CLEANING AGENT	CLEANING ROUTINE	FREQUENCY	PRECAUTIONS
Refrigerator/Freezer	Detergent Sanitiser	Spillages are to be dealt with immediately. Scrub the shelves and wash the food compartments with hot water and detergent, rinse with clean hot water and apply sanitiser. Defrost according to manufacturers instructions.	Weekly	When sanitisers are used ensure that the necessary contact period is achieved.
Servery	Detergent Sanitiser	Clean as you go during the day. Before preparing ready to eat food and at the end of each day, wash all surfaces with hot water and detergent, rinse with clean hot water and apply sanitiser.	Daily	When sanitisers are used ensure that the necessary contact period is achieved.
Sinks	Detergent Sanitiser	Clean as you go during the day. At the end of each day scour, wash with hot water and detergent and rinse. Where sinks are used for food, equipment and hand washing, they must be cleaned and disinfected between uses.	Daily	When sanitisers are used ensure that the necessary contact period is achieved.
Storage/Display Units	Detergent Sanitiser	Spillages are to be dealt with immediately. Wash with hot water and detergent. If used for both cooked and uncooked food, wash with hot water and detergent, rinse and apply sanitiser.	Weekly (wrapped, tinned bottled goods). Daily (unwrapped food, wrapped high risk food).	When sanitisers are used ensure that the necessary contact period is achieved.
Walls/Bulkhead - behind work surfaces	Detergent Sanitiser	Clean as you go during the day. Before preparing ready to eat food and at the end of each day, wash all surfaces with hot water and detergent, rinse with clean hot water and apply sanitiser.	Daily	When sanitisers are used ensure that the necessary contact period is achieved.
Walls/Bulkhead - high and low level	Detergent	Wash with hot water and detergent.	Weekly	
Waste Compactor	Detergent	Clean with hot water and detergent.	Weekly	
Waste Containers	Detergent	Clean with hot water and detergent.	Daily	
Waste Disposal Unit	Detergent	Clean with hot water and detergent.	Weekly	Ensure safe system of work
Windows	Detergent	Clean with hot water and detergent.	Periodically*	

EQUIPMENT/ AREA	CLEANING AGENT	CLEANING ROUTINE	FREQUENCY	PRECAUTIONS
Wiping Cloths	Sterilising solution	Preferably use disposable cloths. If not, change cloths frequently. Boil or soak in sterilising solution at the end of each day.	Daily	
Work Surfaces	Detergent Sanitiser	Clean as you go during the day. Before preparing ready to eat food and at the end of each day, wash all surfaces with hot water and detergent, rinse with clean hot water and apply sanitiser.	Daily	When sanitisers are used ensure that the necessary contact period is achieved.

\*Periodically means 'as necessary' and relates to the build up of dirt., COSHH Risk Assessments must be conducted prior to use of substances that are classified as toxic, harmful, corrosive, irritant or very toxic. Staff must be trained prior to use, in the safe use of cleaning chemicals and effective cleaning procedures.

**ANNEX G- MAINTENANCE OF CATERING PREMISES  
- RECORD OF WORKS SERVICES (TEMPLATE)**

**Galley/Kitchen/Mess:** \_\_\_\_\_

SER NO	WORK REQUIRED	WORKS SERVICE REFERENCE NO	DATE REPORTED	PRIORITY	HASTENING ACTION			CHECK OF WORK COMPLETED/ REMARKS
					DATE & INITIALS	DATE & INITIAL	DATE & INITIAL	

## ANNEX H-PEST MANAGEMENT REGISTER (TEMPLATE)

UNIT: \_\_\_\_\_

GALLEY/KITCHEN/MESS: \_\_\_\_\_

SER NO	LOCATION & TYPE OF INFESTATION	TIME & DATE REPORTED	SIGNATURE OF REPORTING SUPERVISOR	ACTION TAKEN PESTICIDE/ INSECTICIDE USED	DATE OF PEST CONTROL	SIGNATURE OF CONTRACTOR <sup>1</sup> OR ENV HLTH PERSONNEL	REMARKS/WORK REQUIRED TO FABRIC TO ASSIST CONTROL	DATE OF NEXT EXTERNAL CHECK

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<sup>1</sup> Contractor's Logs should be attached to this record.



## CHAPTER 4

### MEDICAL ASPECTS OF FOOD SAFETY

#### INTRODUCTION

**0401.** Although the majority of food safety issues are, by definition, matters which are the responsibility of catering and food service personnel, a number of aspects require close liaison with Service medical organisations. Advice is to be sought, in the first instance, from unit/station medical officers (MO) or Civilian Medical Practitioners (CMP), who in turn may consult Service Environmental Health (Env Hlth) personnel.

#### MANAGEMENT AND CONTROL OF SUSPECTED FOOD POISONING OUTBREAKS

**0402.** There are significant (and increasing) numbers of cases of food-borne illnesses in the UK each year. The reasons given for this are many and varied. The potential for outbreaks occurring under operational constraints is not to be underestimated. Although many cases of food-borne illness may be mild and have relatively short duration, it is not to be forgotten that some types can result in extremely severe symptoms, which can be fatal.

**0403.** Food-borne illnesses can be caused by a number of factors, including bacteria, viruses, toxins and chemicals. This chapter will concentrate on disease caused by biological contamination, although its principles are also largely valid for that caused by physical and chemical contamination.

#### DEFINITION OF FOOD POISONING

**0404.** Food poisoning was defined by the Advisory Committee on the Microbiological Safety of Food in 1992 as:

*Any disease of an infectious or toxic nature caused by or thought to be caused by the consumption of food or water.*

**0405.** Although the term “food poisoning” is used in public health legislation, the generally preferred term for these conditions is “food-borne illness”. This generally refers to a group of gastrointestinal diseases caused by the consumption of contaminated or poisonous foods. The symptoms most commonly associated with this type of illness are diarrhoea, vomiting, nausea and abdominal pain. For the purposes of this chapter, diseases caused by the consumption of water are not discussed.

#### DEFINITION OF OUTBREAK

**0406.** An “outbreak” of food borne illness may be defined as:

*Two or more cases of the same illness, linked by time and/or space.*

## **LEGAL REQUIREMENTS**

**0407.** “Food poisoning” is designated as a Notifiable Disease under the Public Health (Control of Disease) Act 1984. This legislation, which applies to the MOD, requires cases of Notifiable Disease to be formally notified to the “Proper Officer” (usually a Consultant in Communicable Disease Control) of the appropriate Local Authority. On the UK mainland, “Proper Officers” (and Local Authority Environmental Health Officers acting on their behalf) retain a statutory right to enter MOD premises for the purposes of disease investigation. Service medical (including Env Hlth) personnel have a facilitating and coordinating role under such circumstances (as will be discussed later), and retain responsibility for communicable disease investigation and control abroad and during operational deployments.

## **REPORTING PROCEDURES**

**0408.** Most food poisoning outbreaks are identified by establishment medical personnel, who are instructed on the importance of rapid and accurate notification to the appropriate military and civil health authorities. Occasionally, however, catering personnel may suspect that cases of food poisoning have occurred, and they must be aware that it is their statutory duty to report this to catering management and establishment medical staff. Action to be taken by catering personnel who suspect that a food handler is suffering from food poisoning is given at paragraph 0411.

## **ACTION TO BE TAKEN**

**0409.** The objectives in investigating and controlling a food poisoning outbreak are:

- a. To reduce to the minimum the number of primary cases of the illness. This involves the prompt recognition of the outbreak, and identification and control of the source of the infection or contamination.
- b. To reduce to the minimum the number of secondary cases of infection, by the early identification of primary cases and taking the appropriate action to prevent any spread.
- c. To prevent further episodes of the illness by identifying continuing hazards and eliminating them or the risk they pose.

**0410.** Investigation and control of an outbreak is only likely to be effective if there is full cooperation between all parties involved, both civilian and Service, and between food service and medical personnel.

**0411.** In the event of an outbreak or suspected outbreak of food poisoning, the unit/establishment catering manager is to carry out the following procedure:

- a. Immediately report the occurrence to the establishment MO or CMP and CO/OC and the appropriate catering chain of command.
- b. After consultation with the MO/CMP, consider (in rare cases) closing the department concerned to permit a full investigation and to prevent further outbreaks.
- c. Exclude infected food handlers from food handling duties until cleared to do so by the unit/station MO/CMP.

- d. Preserve any food residues that may be useful to isolate a source of infection. Such items are to be bagged, labelled and refrigerated. *Unless instructed otherwise, there is no requirement to routinely maintain samples of food being cooked in the department.*
- e. Prepare the following information for the Investigating Team:
  - (1) A list of all food handlers (including casual staff) who have worked in the department during the previous 7 days. The list is to include contact details for each individual.
  - (2) Routine cleaning rosters and shift details that can identify which staff were employed on specific tasks.
  - (3) All menus and recipes used in the department during the previous 7 days, including special functions.
  - (4) All receipts for food supplies, which identify their source.
  - (5) Department records, such as temperature monitoring records, staff training records, cleaning schedules and pest eradication registers.
- f. Consider revising menus to avoid the preparation of high-risk foods until the Investigating Team has given clearance.

**0412.** The establishment MO/CMP (or duty medical staff) will take the following action:

- a. Notify the “Proper Officer” and appropriate Service Env Hlth personnel by the fastest possible means.
- b. Be prepared to advise establishment executive and catering managers on measures to be taken to control the outbreak.
- c. Ensure that all suspected cases complete a disease outbreak questionnaire under Single Service arrangements and policies.
- d. Maintain a location list of cases
- e. Ensure stool samples are taken from cases/suspected cases. All samples are to be sent for virology, parasitology and bacteriological examination, following consultation with the “Proper Officer”.

**0413.** Service Env Hlth staff (possibly in conjunction with appropriately qualified specialist Service Medical Officers, civilian “Proper Officers” and LAEHOs) will then carry out a formal investigation into the outbreak (including its extent and epidemiology), and give advice on measures to be taken to control its further spread. This will culminate in a report being compiled, which will attempt to identify the source of the outbreak and provide advice on how to prevent a recurrence.

## **MEDICAL SUPERVISION OF FOOD HANDLERS**

**0414.** Food, which is contaminated by harmful micro-organisms, in particular bacteria and viruses, can cause illness. Prevention of food-borne disease is based primarily on a combination of food hygiene training, good catering practice and supervision of food handlers by catering management in accordance with the Food Safety (General Food Hygiene) Regulations 1995 (FS(GFH)R) and JSP 456 Vol 3. Medical supervision of food handlers is necessary in certain circumstances. Food handlers who are suffering from certain infections, or who are carrying certain micro-organisms (in or on their bodies) without showing symptoms of an infection, may contaminate food.

## **STATUTORY CONSIDERATIONS**

**0415.** It is a legal duty for a food-handler who is suffering from, or is a carrier of a disease that is potentially transmitted by food to report this fact to their supervisor. (Reg 5(1) and paragraph 2 of Ch VIII to Schedule 1 of the FS(GFH)R).

**0416.** These Regulations require employers to instruct all food handlers on appointment, preferably in writing, of this statutory duty. If food handlers suffer from any gastrointestinal illness, skin infection or suspect they may be a carrier of a disease transmitted through food, they are required to notify their manager at the beginning of the shift before they start handling food.

**0417.** A supervisor notified in this way would be expected to take appropriate action to ensure food does not become contaminated. 'Appropriate Action' would in most cases necessitate seeking medical advice, and the food handler would then continue to be medically supervised until deemed fit to return to food handling duties.

**0418.** It is good practice (although not a statutory requirement) for food handlers to be asked to complete a medical questionnaire on appointment.

**0419.** Pre-employment medical examination is required for some specific food industries, none of which are relevant to MOD activities, and may also remain a feature of some national legislation outside the UK.

## **DEFINITIONS**

**0420.** Food handlers may be classified as those employed directly in the production, preparation and service of foodstuffs, whether they are Service personnel, permanent or casual civilian directly employed labour (DEL), or contractors.

**0421.** Those personnel who handle *only* pre-wrapped, canned or bottled food, and Service personnel preparing food for their own personal consumption, are *not* considered to be food handlers for the purposes of this chapter of JSP 456.

**0422.** Service and civilian personnel classified as food handlers include specialist catering personnel and personnel for whom food handling is not their primary role. Those who are temporarily or intermittently engaged, for however short a period of time, in the preparation or service of food (other than that excluded in paragraph 0421 above) are to be classified as food handlers.

**0423.** These definitions are considered to be essentially consistent with current Department of Health advice<sup>1</sup>.

## **INSTRUCTIONS FOR MEDICAL SUPERVISION**

### **0424. Service Personnel.**

- a. **Pre-Employment.** No Service person may undertake food handling duties until they have completed an approved medical questionnaire and this has been reviewed by the unit medical officer or unit civilian medical practitioner (unit MO/CMP). All Service catering personnel are to complete the questionnaire during their period of induction training. Non-specialist personnel temporarily tasked to food handling duties are to complete the questionnaire once assigned to food handling duties and before the first occasion that food handling is undertaken. In both cases, the pre-employment questionnaire at Annex A to this chapter is to be completed by an MO/CMP or appropriately trained and qualified representative and held in the F Med 4. A copy of the authorised certificate at Annex B to this chapter is to be forwarded to, and retained by, the appropriate Catering Manager. The certificate will remain valid until the food-handler becomes, or is suspected to be, unfit to handle food.
- b. **Review during/after illness.** Any service food handler who is suffering from, or is suspected to be suffering from, any infectious or communicable medical condition is to be seen by the unit MO/CMP. The food handler will not be permitted to resume food handling duties until cleared by the MO/CMP and appropriate certification has been passed to the Catering Manager.

**0425. Civilians (Directly Employed Labour –DEL).** DEL includes permanent employees or casual staff who are paid directly from public funds. The catering manager may be Service or a directly employed civilian.

- a. **Pre-employment of Permanent Staff.** The pre-employment medical questionnaire at Annex A to this chapter is to be completed by the employee and reviewed by the unit MO/CMP or appointed representative. A copy of the authorised certificate at Annex B to this chapter is to be forwarded to, and retained by, the appropriate Catering Manager. The certificate will remain valid until the food handler becomes, or is suspected to be, unfit to handle food. The MO/CMP is to retain the completed questionnaire until informed by the Catering Manager that the food handler's period of employment has been terminated.
- b. **Pre-employment of Casual Staff.** As far as possible the requirements for permanent staff are to be followed. In appreciation of the short-notice engagement of this category of food handler, unit MOs/CMPs are asked to review completed questionnaires and issue certificates promptly. For casual food handlers engaged for one event only (e.g. a summer ball) the requirements of the FS(GFH)R are to be met as a minimum, and MOs/CMPs are to provide advice to the Catering Manager as necessary.

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<sup>1</sup> DOH Expert Working Group. Food Handlers Fitness to Work. 1995.

c. **Review during/after illness.** Permanent or casual DEL who are suffering from, or are suspected to be suffering from any infectious or communicable medical condition, are to be removed from food handling duties immediately. In cases of doubt as to the need for removal from duties, the unit MO/CMP is to provide advice at the Catering Manager's request. The MO/CMP may require the individual to attend the medical centre in order that a full history can be taken, and if necessary for examination and further investigation. Treatment, with the exception of emergency treatment, is the responsibility of the employee's own doctor.

d. **Return to Work.** Permanent or casual DEL are not to be permitted to resume food handling duties following sickness absence or removal from such duties for medical reasons until they have been seen and cleared by a doctor. The requirements differ according to location, as follows:

(1) **UK and British Forces Germany (BFG).** DEL are to be seen and cleared by the unit MO/CMP, or are to produce a valid medical certificate from their own doctor certifying fitness to return to food handling duties. In Germany there is a statutory requirement for civilian staff to be seen by their own doctors and declared fit for food handling duties. Such certification is also considered adequate for MOD purposes.

(2) **Overseas Locations (excluding BFG).** At overseas locations (excluding BFG), only certificates issued as a result of an assessment by a Service medical authority are acceptable as evidence that a DEL may return to food handling duties.

**0426. Delegation of Medical Supervision.** The unit MO/CMP may delegate the medical supervision of food handlers, where appropriate, to a suitably trained appointed representative whom they consider to be competent (e.g. Practice Nurse, medically qualified Practice Manager). The appointed representative is to consult the MO/CMP in all cases where the appropriate action is not immediately clear.

**0427. Contract Catering Food Handlers.** The supervision of contract catering staff is the responsibility of the contractor. The unit MO/CMP is to provide advice to the unit Commander in the event of any suspicion that a food handler employed by a contractor, working on a Service unit, may be suffering from, or carrying, an infection transmissible via food. In circumstances that pose a threat to public health, the unit MO/CMP is to take whatever appropriate action is necessary, seeking advice from suitably qualified specialist Service Medical Officers and Env Hlth staff if required.

**0428. Visitors.** Visitors to catering facilities, including maintenance personnel, may be in direct contact with food, or with surfaces and equipment that are in contact with food. It is the responsibility of the catering management staff to ensure that visitors do not pose a risk to food safety and are aware of their personal hygiene aspects of the essentials of food hygiene, as stated in the FS(GFH)R. In the event of a potentially infected visitor, the unit MO/CMP is to give advice should doubt exist on the appropriate course of action.

**0429. Other Food Handlers.** There may be other food handlers working on Service units who neither work for contractors nor are paid from public funds. Examples include volunteers at charitable events and welfare-related activities, and staff paid from non-public funds. The organizers of the activities or events for which food is being prepared have a duty to ensure that the statutory requirements of the FS(GFH)R are met. Where there is a risk to

public health, the unit MO/CMP is to provide advice to the unit Commander and take appropriate action, including seeking further advice from Service Env Hlth staff.

**0430. Return from Overseas Travel.** There is a statutory duty on all food handlers to inform their Catering Manager if they suffer from diarrhoea and/or vomiting, or other gastrointestinal symptoms, during or on return from travel abroad. To meet the requirements of the FS(GFH)R, the following action is to be taken:

- a. Service and DEL food handlers are to inform their Catering Manager before resuming food handling duties.
- b. Service and DEL food handlers are to be advised of this requirement, preferably in writing, before commencing such employment. It is the duty of the Catering Manager to ensure that staff comply with this requirement.
- c. The unit MO/CMP is to provide advice on the request of the Catering Manager, and may request to see and examine the food handler. The actions for return to work after illness, as at paragraphs 0424b and 0425c, are to be followed.

#### **PREVENTIVE MEASURES AND MANAGEMENT OF INFECTED FOOD HANDLERS**

**0431. General.** The following measures are based on current Department of Health<sup>2</sup> and PHLS<sup>3</sup> guidelines.

#### **0432. Diarrhoea and/or Vomiting.**

- a. Any food handler who has diarrhoea and/or vomiting is to report to their line manager and immediately leave the food-handling area. They are to normally leave the work area, but may be given safe alternative work (ie no direct contact with open food or with surfaces and equipment where open food is stored and processed).
- b. If there is only one bout of diarrhoea and/or vomiting in a 24-hour period, and there is no fever, the unit MO/CMP may advise that full food-handling duties may be resumed, *provided* the food handler is reminded of the importance of – and complies with – good food hygiene practises, particularly hand washing.
- c. If symptoms persist, the person is not to be allowed to return to work unless the following criteria have been met:
  - (1) There has been no vomiting for 48 hours after spontaneous resolution or following the cessation of any treatment.
  - (2) The bowel habit has returned to normal for 48 hours, either spontaneously or following cessation of treatment with anti-diarrhoeal drugs.
  - (3) The food handler is capable of maintaining good hygiene practice, particularly hand washing, in all circumstances.

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<sup>2</sup> DOH. Management of Outbreaks of Food-borne Illness. Dec 94.PHLS Salmonella Committee.

<sup>3</sup> PHLS Salmonella Committee. The prevention of human transmission of gastrointestinal infections, infestations and bacterial intoxications. CDR 1995; R11.

d. Stool testing of such personnel is *not* a necessary condition for their return to full food-handling duties. In the case of food handlers who have had positive stool samples for gastrointestinal pathogens (other than verotoxin-producing *E coli* or the enteric fevers) further stool samples are not normally required in order to certify fitness for work, *provided the criteria at subparagraph c (above) have been met.*

**0433. Enteric Fever.** Typhoid and paratyphoid fevers merit special consideration because of the severity of the illness and the possibility of a carrier state being induced following recovery. ***Anyone suffering from, carrying or in contact with these diseases must be excluded from food-handling duties, as follows:***

a. Cases and carriers are to be excluded from food-handling duties until stool testing indicates that the infecting organism is no longer being excreted. This will typically take at least 3 months. Advice is initially to be sought from Single Service focal points for communicable disease control, through the medical chain of command. Investigation and management of such cases will typically be carried out by Local Authority “Proper Officers”, in conjunction with the Tri-Service Consultant in Communicable Disease Control (CCDC).

b. In the case of food handlers who continue to excrete typhoid or paratyphoid organisms in their stools, but are otherwise well, permission may be considered for return to work in a ***non-food-handling capacity*** after discussions between the appropriate “Proper Officer” and/or Service CCDC.

c. Food-handlers who have been in close domestic contact with a known case, or who has been exposed to an outbreak, are to be excluded from food-handling duties. Advice is to be sought from Single Service focal points for disease control, through the chain of command via medical channels.

**0434. Verotoxin- producing *E. coli* (VTEC).** In circumstances where VTEC infection is identified in a food handler or a member of their household, the food handler is to be excluded from work until the bowel habit has been normal for 48 hours, and two negative stool samples taken 48 hours apart have been obtained and reported as negative.

**0435. Hepatitis A.** Food-handlers suffering from Hepatitis A are to be excluded from work for a minimum of seven days after the onset of overt disease. Advice is to be sought as at paragraph 0432d. Symptomless contacts of a case of Hepatitis A can continue food handling *provided* they follow good hygiene practices.

**0436. Skin Conditions.** Food handlers with actively weeping or discharging lesions on exposed skin (hands, face, neck or scalp) are to be excluded from work until the lesions have healed. Particular attention is to be paid to the following:

a. Any infection of the finger nail-bed or a weeping boil on the face or other exposed skin, even if covered with a blue waterproof dressing, will usually be considered to be a bar to food handling.

b. Clean wounds are to be covered with a blue waterproof dressing, but there is normally be no need to discontinue food handling.



**0437. Infections of the Eyes, Ears and Mouth.** Any food handler whose eyes, ears, mouth or gums are weeping or discharging is to be excluded from food handling until they are cleared to do so by a doctor.

**0438. Non-Infective Gastrointestinal Disorders.** Disorders such as Crohn's disease or ulcerative colitis are not a bar to employment as a food handler, even though they may result in diarrhoea. Such workers are, however, to be made aware that they are to seek medical advice and notify their line managers if any *change* from their normal bowel habit occurs, as this must be assumed to be infectious until proven otherwise.

**0439. Chest and Other Respiratory Diseases.** There is no evidence that these cause food-borne infection. Coughing and sneezing over food is, however, not hygienically acceptable, and cases may need to be excluded from food-handling duties for this reason.

**0440. Further Advice.** Whilst having wide applicability, there may be rare occasions when a local risk assessment of a suspected infected food handler, or an outbreak of food-borne illness, necessitates more stringent measures than those shown above. Further advice is available from appropriately qualified Service specialist Medical Officers and Env Hlth personnel.

## ANNEX A-CONFIDENTIAL PRE-EMPLOYMENT HEALTH QUESTIONNAIRE FOR FOOD HANDLING DUTIES

<b>POST APPLIED FOR:</b>	
<b>RANK OR TITLE [Mr/Mrs/Miss/Ms]:</b>	
<b>SURNAME:</b>	
<b>FORENAME[S]:</b>	
<b>CONTACT TELEPHONE NUMBER:</b>	
<b>PRESENT POST:</b>	
<b>HOW LONG HAVE YOU HELD THIS POST?</b>	
<b>NAME &amp; ADDRESS OF YOUR DOCTOR (GP OR MEDICAL OFFICER):</b>	

**Please answer the following questions:**

Please ✓YES or NO as applicable

<b>1.</b>	<b>Have you suffered from any of the following in the past 6 months?</b>	<b>YES</b>	<b>NO</b>
a.	Skin disease or a rash		
b.	Discharge or infection of the ears, or hearing defect		
c.	Asthma or hay fever of sufficient severity to require time off work [or school]		
d.	Allergies [including sensitivity to antibiotics or other drugs]		
e.	Recurrent sore throats or sinusitis		
f.	Bronchitis or pneumonia		
g.	Tuberculosis		

PLEASE CONTINUE OVERLEAF:

RESTRICTED – MEDICAL (When Completed)

		YES	NO
2.	Have you ever had enteric fever [typhoid or paratyphoid] or are you known to be a carrier?		
3.	Do you currently have diarrhoea and/or vomiting, or have you suffered from diarrhoea and/or vomiting over the last seven days?		
4.	Have you been abroad in the last three weeks?		
	If you answered YES to 4, what countries did you visit?		
	If you answered YES to 4, were you ill while abroad, or have you been ill since your return?		
5.	<b>At present are you suffering from any of the following:</b>  a. Skin trouble affecting hands, arms or face?  b. Boils, styes or septic fingers?  c. Discharge from the eye, ear, gums or mouth?		
6.	<b>Do you suffer from:</b>  a. Recurring skin or ear trouble?  b. A recurring stomach or bowel disorder?		
<b>If you answered YES to any of the questions please provide below any further details that may assist in determining your acceptability to work in food handling duties. Please continue, if necessary, on a separate sheet:</b>          			

**I declare that the answers to these questions and any additional information supplied are accurate to the best of my knowledge. If further enquiries are necessary I consent to my General Practitioner supplying relevant information to the appointed Medical Adviser or Medical Officer.**

<b>Signature:</b>	<b>Date:</b>
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**OFFICIAL USE**

To be completed by the MO or appointed representative:

Details of Food Handler	
<b>Surname:</b>	<b>Forenames:</b>
<b>Rank or Title:</b>	<b>Ship/Unit/Station:</b>

**I declare that I have reviewed the responses on the Health Questionnaire for Food Handling Staff and have determined that the above applicant is:**

[✓ as applicable]

<b>Suitable for employment as a food handler:</b>	
<b>Unsuitable for employment as a food handler:</b>	
<b>Signature:</b>	<b>Date:</b>
<b>Name and Rank/Title:</b>	<b>Appointment:</b>

RESTRICTED – MEDICAL (When Completed)  
**ANNEX B-FOOD HANDLER HEALTH CERTIFICATE**

<b>SURNAME:</b>	
<b>FORENAME[S]:</b>	
<b>RANK/TITLE:</b>	
<b>SHIP/UNIT/STATION:</b>	

Please ✓ as applicable:

<b>PRE-EMPLOYMENT:</b>		<b>FITNESS FOR RETURN TO FOOD HANDLING DUTIES AFTER A PERIOD OF EXCLUSION:</b>	
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**I declare that I have reviewed the above individual and have determined that he/she is suitable for employment as a food handler.**

<b>Signature:</b>	<b>Date:</b>
<b>Name and Rank/Title:</b>	<b>Appointment:*</b>

\*To be signed by a Medical Officer or an appointed representative.

# CHAPTER 5

## AUDIT AND INSPECTION

### INTRODUCTION

**0501.** Audits and inspections have an important and integral part to play in any system designed to ensure food safety and hygiene standards. Within the MOD, as in other public sector activities and the private commercial sector, a joint catering management and environmental health approach to audits and inspections is in place to ensure satisfactory standards at all levels, and compliance with relevant legislation and Service instructions.

### INTERNAL AUDITS

**0502.** Catering managers at unit level have a legal and moral responsibility to ensure that satisfactory standards of food hygiene are achieved and maintained on a day to day basis. Periodic internal audits are to be conducted according to Single Service requirements but ideally not less than every 3 months, to ensure that 'Due Diligence' records are maintained and that systems such as cleaning schedules remain effective. Systems considered to be unsatisfactory, i.e. not meeting the requirements of this JSP are to be reviewed and rectified immediately. If required, guidance is to be sought from Command catering/environmental health staff. A template audit proforma for use by catering managers is at Annex A to this chapter, and once completed it is to be retained for 24 months.

### EXTERNAL AUDITS AND INSPECTIONS

**0503.** Command catering staff provide an upper tier of management control. They are responsible for all aspects of catering management. Command catering staff mandate the implementation of, and compliance with current Service catering regulations. The template audit proforma should be relied upon as a management, rather than technical audit. Nevertheless, areas of weakness are to be supported with a documented Action Plan and specialist technical assistance is to be sought from command environmental health staff. If a single area is found to be UNSATISFACTORY (i.e. non-compliance with the prescribed procedures and practices within JSP 456) then the overall grading is to be UNSATISFACTORY and immediate remedial action initiated.

**0504.** Service Environmental Health Staff will undertake technical audits. The Defence Medical Services employ EHOs and Technicians whose role with regard to food safety and hygiene is to provide what might be considered an in-house consultancy. Their role includes assistance with the formulation and implementation of food safety policy, input to food hygiene training and education, provision of professional advice and an objective audit and inspection service. Such audits and inspections (which are carried out under Single Service arrangements and procedures) form an integral part of the MOD strategy for food safety. Applying the same guidelines and codes of practice as those employed by local authority enforcement officers, the aim is not to pre-empt their inspections, but to:

- a. Ensure a consistent approach to food safety across the MOD.
- b. Promote best possible practice.
- c. Form a valuable contribution to the concept of due diligence.
- d. Advise on the implementation and application of food safety policy and procedures.
- e. Identify to unit commanders defects or deficiencies in structure, fixtures, fittings and facilities.

**0505.** Service EHOs are also responsible for the management, investigation and monitoring of outbreaks of communicable disease, including food borne illness. In undertaking this responsibility they seek assistance from the Single Service focal points for communicable disease control and, where required, the tri-Service Consultant in Communicable Disease Control, in accordance with Surgeon General's policy.

**0506.** Within the UK, central government has devolved much of the responsibility for the protection of public health and enforcement of food safety legislation to local authorities. The Food Safety Act 1990 identifies local authorities as 'Food Authorities', responsible for enforcing and executing the provisions of the Act. Food hygiene and processing regulations made under the Act stipulate that in executing and enforcing the regulations, food authorities shall ensure that food premises are inspected, and that such inspections shall be conducted with a frequency which has regard to the risk associated with those premises. To comply with their responsibilities, including the requirement for inspections, food authorities are required to appoint suitably qualified authorised officers. These will usually be EHOs, but authorities may also appoint technical officers with specialist food qualifications. Food hygiene inspections conducted by authorised officers have 2 principle objectives:

- a. To identify risks arising from the activities conducted and the effectiveness of food businesses' own assessment and control of risks.
- b. To identify contravention of the Food Safety Act and food hygiene and processing regulations.

**0507.** Should any food safety incident be subject to Local Authority Environmental Health Officer investigation resulting in a Prohibition, Improvement or Crown Censure Notice, then DCG is to be informed via the Command chain. An explanation of the investigation and the proposed remedial action is also to be provided and DCG will then inform the additional appropriate authorities as required.

### **VERIFICATION OF FOOD SAFETY MANAGEMENT POLICY**

**0508.** There is a requirement to verify the effectiveness of Food Safety Management policy within the Armed Forces. The verification process will be through the medium of inspections conducted by Command staff identifying:

- a. The number of breaches against JSP 456 and specific statutory standards discovered during Service Env Hlth audits or as a result of Env Hlth investigations into complaints and/or disease outbreaks.

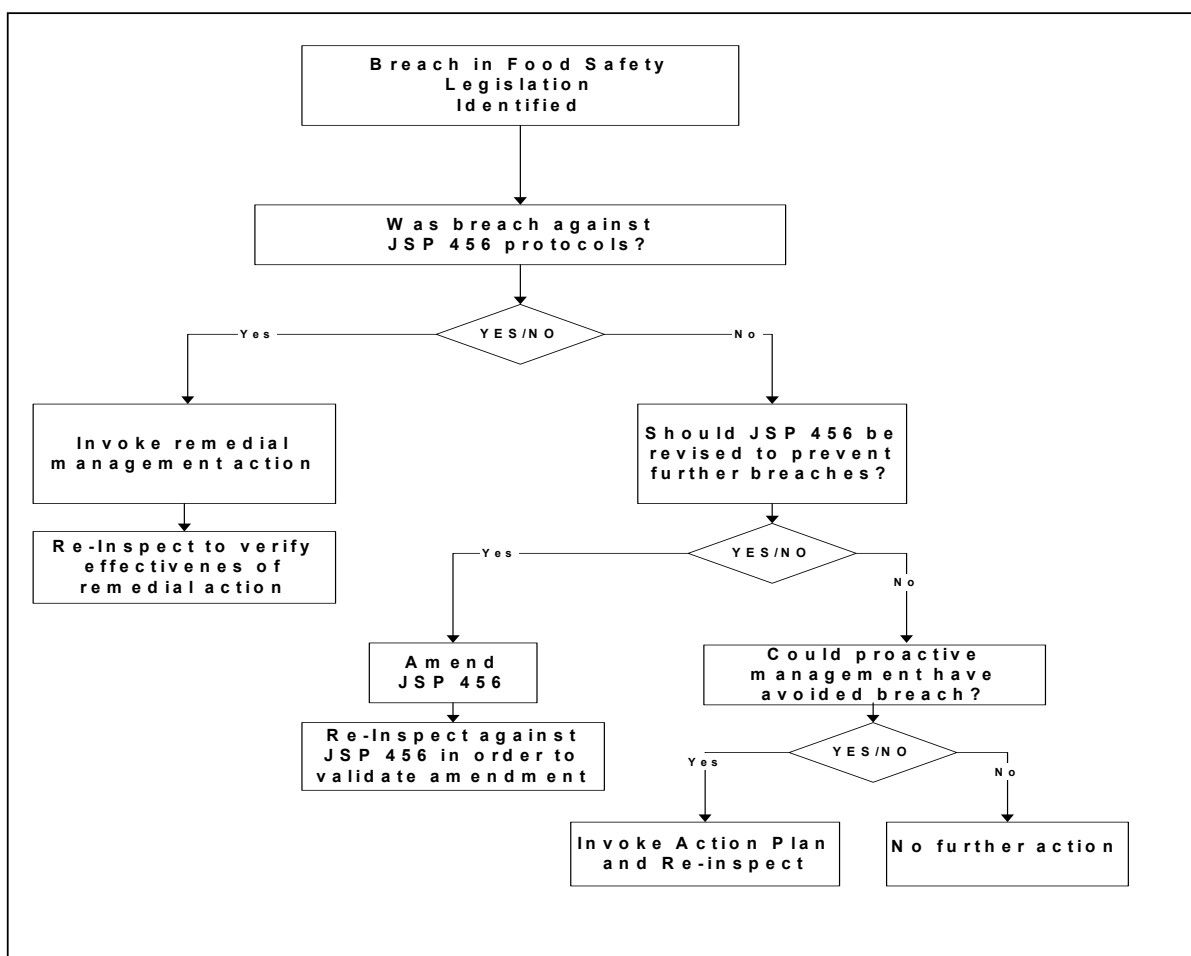
- b. Breach of statute and accepted practice by LAEHO during enforcement visits.

## **BREACHES IN FOOD SAFETY**

**0509.** Breaches against Food Safety Management Policy will be identified as a result of the auditing procedures conducted by Command environmental health and catering/food services staff against the standards imposed in JSP 456.

**0510.** Breaches against food safety and specific statutory food standards will be considered external. Incidents will be considered using the flow diagram at paragraph 0511 and the appropriate corrective action indicated will be taken. These breaches will then be expressed as a percentage against the number of units/ships or establishments inspected. This information will be used as a Performance Indicator (PI), when required to the appropriate authority, verifying the effectiveness of JSP 456.

**0511.** Once a breach is identified the following action is to be undertaken:





## **REPORTING**

**0512.** Separate instructions will be issued by DCG for the submission of quarterly food poisoning statistics (suspected and confirmed). Not all the food poisoning statistics will be used as a Performance Indicator because:

- a. Such cases are under-reported.
- b. Many of the cases may not have been caused by food *per se* (e.g. viral outbreaks).
- c. Service personnel do not eat exclusively in Service establishments. It follows that not all food poisoning cases reported amongst Service personnel need necessarily have been caused by eating Service provided food.

**0513.** DCG will only report upon food poisoning statistics if:

- a. There is 100% certainty that the cause was exclusively from a Service kitchen, either supervised and/or manned by Service personnel, or Service environmental health staff confirm the statistics can be used.
- b. The Command Environmental Health staffs confirm that the statistic can be used.

## **PERFORMANCE INDICATOR CATEGORIES**

**0514.** Breaches resulting from a missing procedure(s) in Food Safety Management Policy will be expressed as 'Policy Non-Effectiveness Percentage' against the number of units/ships or establishments inspected by commands. This percentage will be used as a Performance Indicator (PI) verifying the effectiveness of JSP 456. These percentages are categorised as follows:

Serial	Policy Non-Effectiveness Percentage	Comments
(a)	(b)	(c)
1	10% - Grade A	A sound policy is in place. It is to be maintained and reviewed as necessary to reflect the changes in legislation.
2	11-20% - Grade B	Policy is found to be largely compliant with some 'fine tuning' required. Concentrated action on specific problems required.
3	21-30% - Grade C	Inadequacies in policy found. Remedial action is required as a matter of urgency.
4	31-40% - Grade D	Significant inadequacies in policy found. Immediate action required amending JSP 456.

## **DCG MANAGEMENT REPORTING**

**0515.** DCG Food Safety management reports will be submitted in accordance with the delegation and command structure in Chapter 2. Reporting will be of a strategic nature regarding the effectiveness and efficiency of food safety management. If the strategic overview identifies trends, then these will be highlighted, e.g. poor kitchen infrastructure due to lack of funding, or a breakdown in processes or procedures as a result of inadequate training.

## ANNEX A - TEMPLATE AUDIT REPORT

(To be completed by Unit Head Chef/Catering Manager)

**LOCATION:**

**DATE OF AUDIT:**

**KEY: ✓ = SATISFACTORY X – UNSATISFACTORY**

ITEM 1 RAW MATERIALS	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
1.1. Foods and raw materials to be purchased from MOD food contractor or approved supplier.			0309			
1.2. All deliveries to be inspected to ensure that they are acceptable.			0310			
1.3. In respect of temperature-sensitive deliveries the temperature to be taken and recorded.			0310			
1.4. Records of delivery checks to be maintained for 6 months			0310			
1.5. Rejected, damaged, unfit or contaminated material on delivery to be segregated and clearly labelled			0310			
1.6. After checking, goods to be labelled with a goods received date and immediately placed in appropriate storage			0310			

ITEM 2 STORAGE	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
2.1. Stock to be arranged on a first in, first out basis, ensuring date expired items removed from storage			0316			
2.2. Food to be stored in clean containers ensuring containers have not previously been used for contaminants like cleaning chemicals			0316			
2.3. Containers to be kept off the floor or in other unhygienic locations			0312			
2.4. Temperature sensitive foods to be kept under temperature control and temperatures recorded at least thrice daily, keeping records for 6 months			0316 & 0333 Appendix 1 & 4 to Annex 3B			

ITEM 3 PREPARATION	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
3.1. Raw food and food to be served without further heat treatment to be kept apart at all times.			0319			
3.2. Foods during thawing to be kept separate from other foods, thawed in suitable areas and are completely thawed before use.			0319/20			
3.3. Minimise food handling as much as possible			0319			
3.4. Ensure frequent washing of hands during each task and between different tasks. Wash hand basins only must be used for hand washing			0336			
3.5. Ensure temperature-sensitive foods are kept as cool as possible during preparation and return to temperature control when appropriate			Appendix 2 to Annex 3B			
3.6. Worktables must be kept clean and tidy. Where possible one surface is to be used for one purpose only and washed, sanitised and dried between each task			0319			

<b>ITEM 3 - PREPARATION</b>	✓	X	<b>JSP 456 Reference &amp; Record Form</b>	<b>COMMENTS</b>	<b>ACTION REQUIRED</b>	<b>ACTION COMPLETED &amp; REMARKS</b>
<b>3.7.</b> Separate tools and utensils for preparing raw and high risk foods are to be used. As a minimum, knives and boards must be colour coded. The colour code is to be displayed.			<b>0319</b>			
<b>3.8</b> Paper towels are preferably to be used as wiping cloths. Where material cloths are used they must be clean, discarded or sterilised at the end of the day and colour coded if used in raw and prepared food areas			<b>0319</b>			

ITEM 4 COOKING	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
4.1. Ensure food is thoroughly cooked to a core temperature of 75 <sup>0</sup> C, recording temperatures and maintaining records for 6 months			0321 Appendix 1-3 Annex 3B			
4.2. Ensure foods are not contaminated after cooking			0319			
4.3. Ensure foods to be cooled are chilled and stored at 8 <sup>0</sup> C. Cook: Chill 3 <sup>0</sup> C within 90 minutes			0322 Appendix 1-3 Annex 3B			
4.4. Ensure when reheating foods that they are thoroughly heated to a core temperature of 82 <sup>0</sup> C in Scotland and 75 <sup>0</sup> C in the rest of UK, recording temperatures and maintaining records for 6 months.			0323 Appendix 1-3 Annex 3B			

ITEM 5 SERVICE	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
5.1. Ensure foods kept hot before service are held at a temperature in excess of 63°C			0327 Appendix 1-3 Annex 3B			
5.2. Ensure foods to be served cold are kept at a temperature below 5°C			0328 Appendix 1-3 Annex 3B			
5.3. Ensure that foods held for service are not contaminated			0319			
5.4. Ensure that containers in which prepared foods are placed are in a clean and sanitised condition			0319			

ITEM 6 CLEANING	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
6.1. Ensure that a comprehensive cleaning schedule and cleaning materials chart are maintained			0346 Annex 3F			
6.2. Ensure that suitable cleaning materials and chemicals are available for use, suitably stored and utilised to prevent product contamination			0346 Annex 3F			
6.3. Ensure that cleaning equipment is kept in a clean condition			0347			
6.4. Ensure that adequate protective clothing is available for staff when carrying out cleaning tasks			0347			
6.5. Ensure that all food and hand contact surfaces are maintained in a clean condition			0346 0354			
6.6. Ensure that all other areas are maintained in a clean condition			0346 0354			



ITEM 7 PEST CONTROL	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
7.1. Employ an Environmental Health approved contractor to carry out surveys and treatments, in respect of pests			0358 Annex 3H			
7.2. Maintain the premises free of pests			0358 Annex 3H			
7.3. Maintain the premises pest proof so that pests cannot gain entry			0358 Annex 3H			
7.4. Ensure all refuse is removed from kitchen as quickly as possible, is never left in such areas overnight and is stored prior to collection in a manner to prevent attraction of pests			0364			
7.5. Ensure that electric fly killing devices are in suitable locations, kept clean and in working order			0354 0361 Annex 3H			

ITEM 8 PERSONNEL	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
8.1. Food handlers, prior to employment, to complete a medical questionnaire which is to be examined by a competent person to determine the suitability of the applicant for food handling tasks			0424 Annex 4A			
8.2. Persons returning to work after sickness, to be assessed.			0424			
8.3. Food handlers to be provided with and wear clean protective clothing which completely covers their ordinary clothing and prevents contamination of food			0336e			
8.4. Adequate first aid facilities are to be readily available including the provision and use of blue waterproof plasters to cover any cut or wound			0336b			

ITEM 9 MANAGEMENT CONTROL	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
<b>9.1.</b> Ensure the premises and equipment are maintained in a good state of repair, especially surfaces and equipment that come into contact with food.			<b>0347 Annex 3G 0354</b>			
<b>9.2.</b> Ensure that temperature controlled areas, rooms and equipment are maintained in a good working order and that all temperature indicators, are calibrated at least annually			<b>0332 Annex 3C Annex 3G</b>			
<b>9.3.</b> Ensure that all probe thermometers and other temperature measuring devices are calibrated at least annually			<b>0332 Annex 3C</b>			
<b>9.4.</b> Ensure that visitors, maintenance workers, observe appropriate hygiene practices			<b>0336f</b>			

**Have Actions from previous audit (date:                      ) been completed?**  
**State reasons for non compliance:**

**Notes:**

**Signed:**

**Appointment:**

**Date:**

# CHAPTER 6

## FOOD HYGIENE TRAINING

### INTRODUCTION

**0601.** The Food Safety (General Food Hygiene) Regulations 1995 state that ‘*The proprietor<sup>1</sup> of a food business shall ensure that food handlers engaged in the food business are supervised, instructed and/or trained in food hygiene matters commensurate with their work activities*’. Therefore, all personnel involved within the food supply, production and service chain, regardless of their rank, must undertake food hygiene training in order to meet the legal requirement. Training must relate to the actual job of the individual and the type of food that they handle. The training requirement must therefore be based upon assessed risk.

### REQUIRED TRAINING

**0602.** The minimum acceptable level of training is that recommended by Part 3 of the Industry Guide to Good Hygiene Practice: Catering Guide. Food hygiene training is required to be undertaken by all food handlers commensurate with their task. This requirement includes stewards, bar and mess ancillary staff- less contracted staff that provide their own Food Safety Training:

	Stage 1	Stage 2	Stage	3
Category of Staff	The Essentials of Food Hygiene	Hygiene Awareness Instruction	Formal Training Level 1	Formal Training Level 2 and/or 3
<u>Category A</u> Handle low risk or wrapped food only	Guide to compliance (before starting work for the first time)	Guide to compliance (within 4 weeks; 8 weeks part time staff)		
<u>Category B</u> Food Handlers who prepare open, high risk foods.	Guide to compliance (before starting work for the first time)	Guide to compliance (within 4 weeks)	Guide to compliance (within 3 months)	
<u>Category C</u> Food handlers who also have a supervisory role	Guide to compliance (before starting work for the first time)	Guide to compliance (within 4 weeks)	Guide to compliance (within 3 months)	Good practice (according to responsibilities)

**0603.** The level of knowledge required has been defined as Basic (minimum of 6 hours instruction)/ Intermediate (minimum of 18 hours instruction)/ Advanced (minimum of 36 hours instruction). Service catering staffs are classified as Category B and C staff (above). Training levels have been further defined and are listed at Annex A.

### REFRESHER TRAINING

**0604.** Refresher training must be conducted for all levels from Basic to Advanced. The importance of this training is outlined in the Industry Guide to Good Hygiene Practice, which states:

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<sup>1</sup> CO/Estb Hd for military/DEL chefs and the Contractor for contract chefs.

*‘Refresher or update training may be necessary at intervals. The frequency should be related to the risk and nature of the business and the food handled also the skill, competence and experience of the individual employee. The key points of hygiene principles can be reinforced. In addition, this training can take account of any changes in the business, e.g. changes in menu or production systems may raise new hygiene issues and controls. Any faults that have been identified can also be addressed’.*

and that,

*‘After formal training it is good practice that food handlers should be assessed to test their understanding of the principles. Assessment may be a multiple-choice test paper or a verbal test’*

**0605.** It is Service policy that refresher training must be undertaken at least bi-annually<sup>2</sup> using a refresher training package approved by Service catering schools, with the agreement of respective Front Line Comds and single Service EH staff. It is recommended that a minimum of 4 x question banks per competency be produced. Refresher training will be reviewed annually at the October committee meeting of the DFSMC. The table below illustrates the Core Competencies that must be taught during refresher training:

<b>Ser</b>	<b>Food Safety Refresher Core Competencies</b>
<b>(a)</b>	<b>(b)</b>
1.	<b>Food Poisoning</b> Pathogenic bacteria and conditions for growth, high risk foods, high protein foods, moisture, temperature, time, pH, atmosphere, symptoms of food poisoning, 10 main reasons for food poisoning outbreaks.
2.	<b>Contamination and its Prevention</b> Bacterial, physical, and chemical contamination, humans, raw food, vegetables, pests, rodents, flies, cockroaches, birds, clothing, refuse, protecting food from contamination, , destroying bacteria
3.	<b>Personal Hygiene</b> Hands, nails, cuts, boils and spots, skin infections, jewellery, perfume, hair, clothing, smoking, staff illnesses and habits.
4.	<b>Storage and Temperature Control</b> Stock rotation, receiving a delivery of food, checking goods on receipt, use by dates, best before dates, dry stores, refrigerators, freezers, thawing of frozen foods, conventional cooking, cook-chill, microwave ovens and recording of temperatures, and preventing bacteria from multiplying.
5.	<b>Cleaning and Disinfection</b> Detergent, disinfection, sanitise, sterilisation and washing up using sinks.
6.	<b>Hazard Analysis</b> The principles of Hazard Analysis, the 4 Line Method and supporting documentation.

**0606.** Personnel initially trained to Basic or Intermediate level, are to receive suitable refresher training reflecting this JSP; this requirement must not be neglected. It is recommended that for intermediate food hygiene trained personnel, the basic refresher-training package is used but with a different and more demanding question bank. Advanced trained personnel receive a monthly update bulletin issued by FSA, co-ordinated by DCG Sp 1a. This provides current information, relating to Food Safety issues and legislation. Individuals are required to inform FSA, via the website, on change of address.

<sup>2</sup> Whilst each subject matter is to be covered at least annually, the required areas to be covered must be split into at least two formal periods of instruction per training year.

**0607.** The following general points should also to be made during refresher training:

- a. During the refresher training, a general overview/update of food safety matters should be given e.g. pending changes in legislation and the impact upon Service caterers.
- b. Food safety weaknesses identified, as a result of audit (see para 0502) should be addressed during refresher training.

### **SUPPORT STAFF**

**0608.** Support staff are personnel who either directly handle food such as casual mess staff or personnel who, whilst they do not handle food, have a direct influence on food hygiene such as cleaners and maintenance staff. Both categories must receive appropriate food hygiene instruction and/or training. On completion of training they should understand the importance and principles of food hygiene, and prevention of contamination following which they must be supervised effectively.

### **RECORDS**

**0609.** Training records are to be kept for all food handlers. The records are to show:

- a. The qualifications held and the date(s) on which they were gained.
- b. Details of refresher training indicating the subjects covered, the name and qualifications of the trainer and the dates on which the training was conducted.

## ANNEX A-FOOD HYGIENE TRAINING REQUIREMENTS

Ser	Service	Appointment/Rank	Level of Training	Remarks
(a)	(b)	(c)	(d)	(e)
1.	<b>RN</b>	Commands and FOST Catering Staffs	A	
2.		Logistics Officer (SURFLOT and SUBFLOT)	I	
3.		Catering Officer (Shore)	A	
4.		Catering Officer (Afloat)	I	
5.		Junior Logistics Officer	B	
6.		WOCS (Base inspection role)	A	
7.		WOCS	I	
8.		CPOCS	I	
9.		POCA	I	
10.		POSTD	I	
11.		LCH	I	
12.		LSTD	I	
13.		CH/STD	B	
14.	<b>RM</b>	WO1 (RMCO)	A	
15.		WO2	I	
16.		CSgt	I	
17.		Sgt	I	
18.		Cpl	I	
19.		LCpl/Mne	B	
20.	<b>Army</b>	FSO - Inspector	A	
21.		FSWO - Inspector	A	
22.		UCM - Manager	A	
23.		UKM/Production Supervisor – Manager	I	
24.		Chef CI/Production NCO - Supervisor	I	
25.		Chef CI 2/3	B	
26.		Advanced Victualler – Supervisor	I	
27.		Victualler	B	
28.		Butcher	B	
29.		Mess Manager – Supervisor	I	
30.		Mess Steward	B	
31.		Baker	B	
32.	<b>Army (TA)</b>	TA UCM	B	1
33.		TA Chef	B	1
34.	<b>RAF</b>	Catering Officers – Inspection	A	
35.		Food Hygiene Trainer	A	
36.		WO Chef – Manager	A	
37.		WO Mess Manager	I	
38.		WO Catering Accountant – Inspectoral Role	I	
39.		FS Chef – Kitchen Manager	A	
40.		FS Mess Manager	I	
41.		FS Catering Accountant	I	
42.		Sgt Chef – Kitchen Manager	A	



Ser	Service	Appointment/Rank	Level of Training	Remarks
(a)	(b)	(c)	(d)	(e)
43.		Sgt Mess Manager	I	
44.		Sgt Catering Accountant	I	
45.		Cpl Chef – Manager	I	
46.		Cpl Steward	B	
47.		Cpl Catering Accountant	B	
48.		SAC Chef	B	
49.		SAC Steward	B	
50.		SAC Catering Accountant	B	
51.		Air Load Master – if involved in food service	B	
52.		Personnel handling food on a regular basis on base.	B	
53.	<b>Civil Service/ Flagship Instructors</b>	CI (SIO)	A	
54.		C2 (HIO)	A	
55.		D (IO)	I	
56.		Temporary Food Handlers i.e. Casual Mess Staff		2
57.	<b>MOD Civilian</b>	Support staff - responsibility rests with respective Civil Admin Offices on advice from Formation staff.	B	
58.	<b>Locally Employed Civilians (LEC)</b>	Training of LECs to a level commensurate with their responsibilities is the duty of In Theatre Food Services staff. Permanent employees (i.e. those in continuous employment of 6 months or more) are to be trained to the same level as Basic, this will include all core competencies).	B	

Notes:

1. Training is commensurate with risk. Formation Food Service Staff are responsible for assessing risk.
2. Risk Assessment then On Job Training.