

Food Hazard Analysis

Daily Checks (Bengali)

Record any problems on the separate form or in a diary

<p>Delivery(all foods) Is packaging and food in good condition? Is temperature of high-risk food below 8°C? Do dates and codes give adequate shelf life? Is temperature of frozen foods below -18°C? Are hygiene standards of driver and vehicle acceptable? Is food put into storage within 15 minutes of delivery?</p>	<p>Keeping Food Cold(cooked food awaiting orders) Are only small portions of cooked food kept out whilst awaiting orders(when premises are busy)? Is all cooked food put straight back in fridge after preparation of each order (when premises are not busy)?</p>
<p>Personal Hygiene(all staff and visitors) Are personal hygiene standards being complied with? Is there; hot water, soap and towel at every wash hand basin? Are visitors complying with standards? Are overclothing and hats being worn?</p>	<p>Cooling(all cooked meats, vegetables and rice) Is food being cooled as quickly as possible? Does cooling take longer than 90 minutes? Is food being split into smaller portions or placed in clean shallow trays to help cooling? Are the standard procedures being used? Is food transferred to fridge to finish cooling? Is cooling food covered and placed where no contamination can take place?</p>
<p>Cooking(all cooked meats) Is all meat checked to make sure: Juices run clear? No blood present? Are frozen foods thoroughly defrosted before cooking?</p>	<p>Cross Contamination(all high risk foods) Are separate chopping boards, knives and other equipment used for raw and cooked foods? Are separate work surfaces provided and used for raw and cooked foods? Is dirty equipment stacked away from clean equipment? Are frozen raw foods thawed away from cooked foods? Are surfaces used for high risk foods sanitised before use?</p>
<p>Refrigerators/chill storage(high risk food; cooked meat and vegetables, rice, yoghurt, sauces) Is the temperature of high risk food below 8°C? Is the inside clean? Are all foods covered? Are raw foods stored under high risk foods? Are all high risk food dated and within their use by dates? Are cooked and raw foods in the correct fridge?</p>	<p>Cleaning(all food rooms) Do all surfaces look clean? Are food contact surfaces sanitised daily? Is all equipment stored off the floor? Are cloths being washed and disinfected after use?</p>

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Reheating(all meals) Is food thoroughly reheated quickly as possible? Are manufacturer's instructions or standard procedures being used?	Hot Holding(rice) Is hot food kept above 63°C? Is the food and equipment being preheated? Is food put in equipment straight after cooking/reheating?
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Food Hazard Analysis

Weekly Checks

Pest Control(whole of premises) Does the fly killer work? Are the window and door screens being used? Are there any signs of: Rats/mice? Flies? Cockroaches? Is the Pest Control contract effective?	Cleaning and Maintenance(whole of premises) Is the cleaning schedule being complied with? Are there sufficient cleaning materials/equipment available? Are cleaning chemicals stored and used properly? Is cleaning equipment in good condition? Are all parts of the structure clean? (See separate list) Are all parts of the structure in good condition?
Dry Store Are any packets or containers damaged? Is all food within shelf life? Are all spillages cleaned away?	General Are refuse bags and surrounding areas kept clean? Is waste being bagged before throwing out? Are any pets or pet equipment in food rooms? Do the bin lids fit properly Is all lighting working properly?

Record of problems found

Date	Problem	Action taken	Name