

Name of business:

Meat at Stalls Draft Food Safety Programme

A template for businesses that sell pre-packaged red meat from stalls.



Contents

Section 1: Management	Version Update	Page
Getting started		
Management details		
Putting the Programme in place - checklist		
Keeping documents and records		
Design and construction of meat stalls		
Support facilities and equipment		
Training and supervision		
Section 2: Meat safe		
Allergens and food labelling		
Cleaning and personal hygiene		
Pests, rubbish and maintenance		
Customer complaints and recalls		
Sourcing meat		
Meat inventory		
Storing meat		
Displaying meat		
Transporting meat		
Section 3: Diary		
Using the Diary		
Diary checks		
Occasional operation		
Daily operation		
Four week review		
Section 4: Records		
Staff training		
Approved suppliers		
Meat inventory record		
Cleaning schedule		
Maintenance schedule		

Getting started

This Meat at Stalls Food Safety Programme has been developed by the New Zealand Food Safety Authority to help businesses selling pre-packaged meat at stalls to manage food safety and suitability.

Is this programme for me?

The Meat at Stalls Food Safety Programme is written to enable a stall holder to sell pre-packaged 'red meat' at a stall, such as at a farmers' market or general market.

A 'stall' includes any movable stand, mobile shop, road vehicle, or similar structure or vehicle from which meat is sold.

A 'home base' or 'support facility' includes any other place used as a part of the business, eg, for storing meat when not at the stall.

'Leakproof packaging' is sealed packaging that prevents meat juices from escaping and contaminants from entering. It usually involves a heat-sealing process, such as occurs at vacuum-packing.

The red meat covered by this programme includes raw beef, raw sheep meat (eg, lamb or mutton), raw pork or venison that has been subject to inspection in the regulated system and declared fit for human consumption.

The programme covers:

- the transport of meat
- the receipt and storage of meat
- the display and sale of meat at a stall.

The programme does not cover other activities using raw red meat such as cutting and packaging.

If you sell other meat such as hams, bacon or pre-packed poultry you will be able to conduct these activities under the Food Hygiene Regulations 1974, or a registered Food Safety Programme or a registered risk management programme for these activities.

It is important your Food Safety Programme fits your business. You will need to think about the activities of your business and check that the procedures in this Food Saety Programme cover the types of things that you do. If you're in doubt, contact your local council.

It is illegal to sell homekill or recreationally caught meat (such as venison or boar that has been shot in the wild)

What's in the programme?

This Food Safety Programme has three main sections, including a Diary to help with the record keeping requirements. The sections are:

1. **Management** – contains your business details, document control requirements, and training and supervision requirements.
2. **Meat Safe** – includes procedures that relate to the safe storage, handling, transport, inventory control, display and labelling of meat.
3. **Records and Diary** – are used to confirm that important tasks have been completed, that meat is traceable and the action that has been taken if something goes wrong.

How does it work?

Simply put, the programme doesn't work, unless you do! It provides you with guidance and a system to **help you** sell safe meat from a stall for your customers.

The key to success is **leadership**. If management is committed to following the programme and selling safe meat, then staff will be more likely to take their responsibility seriously.

Making it yours

Take the time to read through the programme and make sure it's suitable for your business.

Some of the procedures require you to identify the way you do things in your business (this is referred to as 'tailoring'). It is important you take time to do this so the document becomes your Food Safety Programme and reflects what happens in your business.

The person carrying out the tailoring should set aside time specifically for this task. Some people have found it helpful to involve other staff in this process. This helps them become familiar with it and develops a sense of ownership.

Once the programme has been tailored make sure that any other people who work in the business are familiar with the procedures that relate to their job (see *Training and Supervision*).

Use the *Getting Started Checklist* to assist in implementing the Food Safety Programme.

Management details

Business details

Legal name	<input type="text"/>
Trading name	<input type="text"/>
Legal status [tick as appropriate]	<input type="checkbox"/> sole trader <input type="checkbox"/> partnership <input type="checkbox"/> limited liability company <input type="checkbox"/> other [specify].....
Activity	<input type="checkbox"/> single stall <input type="checkbox"/> multiple stall <input type="checkbox"/> other [specify].....
Postal address	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Operator – the operator is the person who has overall control of the food business

Name and/or position	<input type="text"/>	Fax	<input type="text"/>
Telephone	<input type="text"/>		

Day-to-day manager [write 'as above' if the day-to-day manager is the operator]

The day-to-day manager is the person who has overall responsibility to ensure the Food Safety Programme is being followed and that appropriate checks and records are completed

Name and/or position	<input type="text"/>	Fax	<input type="text"/>
Telephone	<input type="text"/>		

Location(s) that support the business when stall is not in use (ie, storage of meat, storage of a trailer)

Street address(es) where a mobile stall is kept	<input type="text"/>		
Vehicle registration number(s)	<input type="text"/>		
Postal address	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

Site(s) used for storage of chilled or frozen meat

Street address (1)	<input type="text"/>		
<input type="checkbox"/> chilled <input type="checkbox"/> frozen			
Postal address	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>

Sites used for storage of chilled or frozen meat (continued)

Street address (2)		
<input type="checkbox"/> chilled <input type="checkbox"/> frozen		
Postal address		
Telephone		Fax
Street address (3)		
<input type="checkbox"/> chilled <input type="checkbox"/> frozen		
Postal address		
Telephone		Fax

Trading site(s) (eg, markets, events) and usual operating days/times

Location 1	
Location 2	
Location 3	
Location 4	
Location 5	
Location 6	
Location 7	
Location 8	

Registration Authority (eg, NZFSA, local council)

Registration authority		
Contact person		
Address		Telephone
Email		
Fax		

Verifier/auditor (eg, NZFSA VA, local council)

Verifier (agency)		
Contact person		
Address		Telephone
Email		
Fax		

Management:

Putting the Programme in Place

- Checklist

First Steps

Use the following checklist to assist in putting your Food Safety Programme in place.

- | | | |
|---|---|----------------------------------|
| 1 | Read through all pages in each section and fill in blanks or tick boxes them in to show what happens in your business. | Done
<input type="checkbox"/> |
| 2 | If you do things not covered by this Food Safety Programme (eg, cutting and packaging meat) stop and contact your registration authority for advice on whether this programme is appropriate for your business. | Done
<input type="checkbox"/> |
| 3 | In the Diary write down the equipment used to keep meat cold during storage, transport and display at the stall. | Done
<input type="checkbox"/> |
| 4 | In the Diary complete the cleaning and maintenance schedules and identify the opening and closing checks carried out each trading day. | Done
<input type="checkbox"/> |
| 5 | Make sure that everyone who works in the business is trained and is familiar with your Food Safety Programme. | Done
<input type="checkbox"/> |
| 6 | Register your completed Food Safety Programme. | Done
<input type="checkbox"/> |
| 7 | Follow the procedures contained in your Food Safety Programme at all times your business operates. | |
| 8 | Review your Food Safety Programme when things change (to ensure that the programme still fits your business) or go wrong (to ensure that they can be prevented in the future), and make amendments as required. | |

After your Food Safety Programme is registered your business will be checked (verified) against the programme on a regular basis. The verifier will want to confirm that your programme continues to fit the type and extent of your business activities, (See *Getting Started*- 'is this programme for me?') to see your completed records and Diary and to discuss with you and your staff what you do to keep food safe.

Contact your local council's Environmental Health Officer if you need more help to complete and register your Food Safety Programme.

Management:

Keeping documents and records

Making changes

If you carry out any activities outside the scope of this Food Safety Programme (eg, cutting and packaging red meat), please contact your registration authority for advice. These other activities may require separate registration.

Changes that you may make to this programme are:

- using your own record sheets as long as they contain at least the same information as those provided in this Food Safety Programme
- changing the order of the sections.

If you're unsure about any aspects of your programme contact your registration authority for advice.

Record keeping

Completing the Diary is an important part of record keeping. The Diary is used to:

- write down anything that goes wrong
- write down what was done to correct the problem and prevent customers from being affected
- write down what was done to prevent it from happening again
- confirm that the procedures in the Food Safety Programme have been followed.

The Diary at the back of the programme also contains forms for keeping records of:

- the meat inventory ie, pre-packaged meat that has been received, is in store and has been sold
- refrigeration temperature checks
- your cleaning methods
- your maintenance activities.

Other important record-keeping documents in the Diary include:

- Approved Suppliers
- Staff training record

Document control

NZFSA may make changes to the programme that you will need to implement. When this happens make sure your programme is updated and put into practice.

When changes are made to any of the information in the Food Safety Programme, the *Contents* page at the front must also be updated with the new version number.

All documents, including versions no longer used, and monitoring records must be kept for at least **four years** and **made available on request**.

Management:

Design and construction of meat stalls, support facilities and equipment



Food business operators must ensure that the stall and anywhere used to support the business is designed and constructed appropriately. Stalls and support facilities need to be capable of being used in ways that keep meat safe and suitable for sale.

The following matters have been considered to prevent or minimise meat deteriorating in the design and construction of stalls and support facilities at the home base and any other place used by the business:

- constructed of materials that are easy to clean and without cracks and crevices that could harbour dirt and contaminants
- allows good access to areas for cleaning, sanitation, checking and maintenance
- protects the meat from external factors (eg, dust, dirt, animal access and shielding meat from the sun).

In addition stalls, support facilities and equipment are:

- used exclusively for the purpose of the food business (this includes any chillers and freezers where meat is stored at the home base).
- not used to stored food or other meat not associated with the business (eg, homekill, recreational catch or food that is not for business use)
- not used for any purpose which is likely to contaminate or adversely affect the meat.



Food business operators must ensure that the stall and any other place used as a part of the business is appropriate for business operation and the through-put of meat. The food business must be operated in a manner that does not exceed its capacity.

The following matters have been considered in the operation of the food business:

- suitable facilities that can meet temperature control requirements for the storage, transport and display of meat for sale (eg, chillers, chilly bins and slicker pads/ice, freezers)
- size that is sufficient for the range and amount of red meat stored, transported and displayed
- appropriate facilities for regularly cleaning equipment, containers and surfaces
- appropriate facilities to clean surfaces and hands in the event of leaking packaging.



Food business operators must ensure that any power and/or water is provided wherever needed to maintain meat as safe and suitable.

The following matters have been considered in the provision of power and water:

- suitable power source(s) to maintain chilled or frozen meat temperatures during storage, transport and at stalls
- suitable source(s) of water for cleaning, personal hygiene and, if necessary, ice during storage, transport and at stalls.

Training and supervision

Goal	Why?
<ul style="list-style-type: none">• To ensure all staff are trained and have a good understanding of the Food Safety Programme requirements related to their area of work.• To provide appropriate supervision.	<ul style="list-style-type: none">• Food may deteriorate and customers made ill if staff are not trained in safe working practices.• Some staff may need supervision.

How this is done

! The day-to-day manager must be familiar with, and understand, all the procedures in the Food Safety Programme.

Training
The manager trains staff in each safe practice procedure relevant to their work, and then watches them performing the task to confirm that they understand.

When to train staff:

- before new staff start working
- when introducing new procedures
- when existing procedures are changed
- when something goes wrong due to staff failing to follow procedures.

Unless a staff member has received training in a specific task, then they are not allowed to perform that activity.

What if there is a problem?
Retrain staff when necessary.

You should also:

- review how you train staff to see if it can be improved
- make sure staff know why it's important to follow safe practices
- make sure staff have access to the relevant procedures in the Food Safety Programme
- consider the need to increase supervision
- write down in the Diary what went wrong, why and what you have done to help prevent it happening again.

Write it down

Complete a 'Staff training record' for each person who works in the business (see *Records*)

Sign-off each task on an employee's 'Staff training record' when he/she has received training in a task, has demonstrated a good understanding and has been observed consistently following the correct procedure.

Record any retraining or refresher training received by an employee in their 'Staff training record.'

Meat safe: **Allergens and food labelling**

Goal

- To provide customers with accurate information on the contents of the package.
- To accurately label meat for sale.

Why?

- Customers must be able to make informed choices about the food they, and people in their care, eat.
- Food allergies can result in life threatening reactions, often within minutes of eating the food.
- Food for sale in New Zealand must meet the requirements of the Australia New Zealand Food Standards Code.

How this is done

Allergens

We have asked our suppliers about other activities they do which could lead to meat coming into contact with the common allergens.

! Ask your supplier about any allergens that might have come into contact with the meat during cutting and packaging. This is possible if, for example, the supplier produces speciality foods such as schnitzel (egg and breadcrumbs) or barbecue skewers (satay sauce with peanuts) or they use preservatives.

Foods that most frequently cause allergic reactions include cereals, shellfish, eggs, fish, milk, nuts, sesame seeds, peanuts, soybeans, sulphites, wheat and bee products such as royal jelly, pollen and propolis.

You need to be able to provide this information to your customer if they ask you for it.

Labelling

Packaged meat that is purchased for retail sale is checked on delivery to make sure that the labelling is in English and includes:

- quantity marking (eg, net weight)
- an accurate description of the meat
- appropriate instructions for storage and use
- appropriate date marking
- the supplier or seller name and address.

! Information on labels provided by your supplier cannot be changed unless you have permission from the relevant authority. Check with your verifier if you are unsure.

What if there is a problem?

For more information about allergens and food labelling contact your local Public Health Unit or local council.

If something is wrong with a label do not offer the meat for sale and return it to the supplier for relabelling.

Contact the supplier and try to resolve any problems as soon as they arise. If problems persist and can't be fixed, use a different supplier.

Write it down

Write down in the Diary when the supplier was contacted about allergens, what you asked, and the response given.

Write in the Diary any labelling problems, what you did to resolve them and what you did with any affected meat.

i 'Use by' and 'Best before'-before' date marks

'Use by' is usually applied to chilled, ready-to-eat foods with a short shelf-life. It is the date until when, provided the food has been stored in intact packaging and in accordance with stated storage conditions, it is **safe** to eat. It is illegal to sell food after its 'Use by' date.

'Best before' means the date until when, provided the food has been stored in intact packaging and in accordance with stated storage conditions, it will be fully marketable and retain its **quality**. Food that is still fit to eat may legally be sold after this date; although customers may feel misled if unknowingly purchasing out of date stock.

Meat in leakproof packaging that has been kept at prescribed temperatures during handling, packaging, storage and display for sale may be sold with a 'Best before' date. Meat can suffer from spoilage after this date. This may affect the quality of the meat but not necessarily make it unfit to eat if thoroughly cooked by the consumer.

Meat safe:

Cleaning and personal hygiene

Goal	Why?
<p>To ensure:</p> <ul style="list-style-type: none">• the stall, the home base, supporting facilities and equipment are kept clean• contamination can be removed from meat packaging• good personal hygiene is practiced by staff.	<ul style="list-style-type: none">• Dirty facilities and equipment can attract pests such as mice and rats.• Dirty facilities and equipment can contaminate meat packaging which may then be transferred to the meat by the consumer.• Surfaces contaminated by fluids from punctured or leaking packaging require cleaning.• People handling punctured or leaking packages need to clean their hands.• People with uncovered cuts or sores who handle packaged meat can transfer harmful microbes to customers.

How this is done

Cleaning the stall, support facilities and equipment

Cleaning equipment and cleaning chemicals are available to clean the stall, support facilities and equipment.

Cleaning chemicals are labelled, stored sealed and used in accordance with manufacturer's instructions

The stall, home base, supporting facilities, meat transporting areas of vehicles and equipment (such as display cabinets, chilly bins and slicker pads) are cleaned regularly and, where appropriate, before use.

The cleaning process followed includes:

1. Removing any packaged meat.
2. Pre-cleaning to remove visible dirt and food residue.
3. Washing with hot water and the correct amount of detergent.
4. Rinsing with clean water.

Cleaning is carried out using (*tick box(es) that apply*) :

- facilities at the stall provided with running water
- facilities at the home base provided with running water
- facilities at other support premises provided with running water
- other method (specify what/where these are).....

See *Cleaning Schedule* for methods of cleaning.

Personal hygiene

Cuts and sores

- All cuts/sores on hands and arms are covered with a sticking plaster or other covering.
- A person with a weeping/infected cut or sore that cannot be totally covered will not handle packaged meat.

Hands may be cleaned (*tick box that applies*) :

- at a facility at the stall provided with running water, soap and disposable (single use) towel
- by another method (specify).....

What if there is a problem?

If the facilities or equipment etc. are not clean, re-clean. If another person was involved, discuss the problem with them and find out why the cleaning was not good enough. Take any action necessary to reduce the likelihood of it happening again.

If someone is handling food and has an uncovered cut or sore on their hand, stop them until the wound has been totally covered.

If staff are not complying with these procedures find out why. Retrain them if necessary.

If a pack of meat has leaked, clean any other affected packages and surfaces. Do not sell meat in leaking packages.

Identify reason for leaking package.

Record in the Diary what actions you took.

Write it down

Write down in the *Cleaning Schedule* (see the Diary) what items need to be cleaned, how they are to be cleaned, how often, and who will do it.

Write in the Diary what was done if cleaning was not carried out.

Write down in the Diary what action you have taken if something goes wrong (eg, someone is found working with an uncovered cut or sore).

Meat safe:

Pests, rubbish and maintenance

Goal	Why?
<ul style="list-style-type: none">• To remove conditions that attract pests so pests don't come into contact with meat.• To effectively manage the hygienic storage and collection of rubbish.• To maintain the facilities and equipment in good working condition.	<ul style="list-style-type: none">• Pests such as mice and rats can chew through packaging and contaminate meat with faeces and urine.• Rubbish that is not stored appropriately and collected regularly can prevent effective cleaning and encourage pests.• Facilities and equipment need to be in good condition to enable the safe storage and display of meat.

How this is done

Keep pests out
Stalls and storage areas are regularly checked for signs of pest activity.

Remove things that attract pests:

- *Rubbish* – bins are kept covered and rubbish is removed regularly as part of the cleaning schedule.
- *Cleaning* – spills etc. are cleaned up straight away. Cleaning schedule tasks are completed.

Our pest contractor (if any) is:
Company/phone _____
Pest control records are kept (specify where):

Rubbish
Rubbish is collected and removed from the site every (specify when) _____ and as needed by:
Contractor: _____
Phone: _____

Planned maintenance/repairs

- All equipment is serviced in accordance with the manufacturer's instructions.
- The *Maintenance Schedule* is used to regularly check facilities and equipment are in good working order.

Unplanned repairs
Repairs are done in a timely manner. Where necessary meat is removed beforehand.

Chemicals
Maintenance and pest control chemicals are fully labelled, stored sealed and used in accordance with the manufacturer's instructions.

What if there is a problem?

Pests
If you see pests or evidence of pest activity (eg, droppings, damaged goods etc.):

- Throw out any meat that is in packaging damaged by pests
- Clean down the affected areas
- Eliminate the pests and ensure that access routes are removed.

In the case of a severe infestation call in a pest control company.

Rubbish
If rubbish is not being stored appropriately check to make sure there are enough bins in appropriate places and staff know what to do.

If rubbish is not removed frequently enough, increase frequency and review *Cleaning Schedule* (see *Records* section).

Maintenance
If broken or damaged equipment is noticed, repair as appropriate and record action taken on the *Maintenance Schedule* (see *Records* section).

Review staff work habits and refresh staff training as necessary.

Write it down
Write down the instructions for cleaning bins and rubbish storage areas, and the removal of rubbish in the *Cleaning Schedule* (see *Records* section).

If you're not using a pest control contractor, write down in the Diary where and what pesticides and/or traps are in use.

Write in the Diary when you do your regular pest checks, any sightings of pests or pest activity and what action you took to fix the problem.

Write down regular maintenance tasks in the *Maintenance Schedule* (see *Records* section).

Write down any unplanned maintenance carried out in the appropriate day of the Diary.

Meat safe:

Customer complaints and recalls

Goal	Why?
To prevent recalled meat from being used. To receive and appropriately investigate complaints from dissatisfied customers.	<ul style="list-style-type: none">• Food that has been recalled by suppliers may not be safe.• Investigating complaints made by customers will help identify and prevent further problems.

How this is done

Trade recalls

Meat can be recalled by suppliers if it has been found to be unsafe or unsuitable.

When recall information is received the following action is taken:

- a check is made to identify any recalled meat that is on display or in storage
- any recalled meat is removed and put in a separate area clearly marked as 'Recalled – do not use'
- all instructions provided in the recall notice are followed
- the supplier of the recalled meat is notified of the quantity of meat identified, and arrangements are made for its disposal
- the amount of affected meat already sold is determined
- if possible, customers who have purchased affected meat are contacted
- records of the recall are kept with the meat inventory.

! In the event of a recall, the recall notice should provide details on what to do with recalled product.

Investigating customer complaints

Customer complaints are investigated to determine the cause of the complaint. Where the problem is identified, action is taken to prevent it happening again.

What if there is a problem?

If someone has a complaint that relates to an object in the meat, such as metal or glass, advise them to contact their local Environmental Health Officer (see *Management Details*).

If someone suspects that they have a foodborne illness advise them to contact NZFSA on 0800 693 721.

Advise them to see their doctor if they have any concerns regarding their health.

Contact the local public health service as soon as possible to advise them of the suspected foodborne illness and seek further advice.

If a complaint concerns meat spoilage, identify the issues with the customer to determine how it happened. Review appropriate procedures such as the *Meat Storage, Meat Display, Transport* and *Allergens and Food Labelling* sections.

Keep a record of the complaint in the Diary (see below).

Write it down

Recalls

Keep a record in the Diary of the recall notice, quantity of affected meat found and action taken.

Customer complaints

Record in the Diary at the time that the complaint is being made:

- customer details (name, address, phone number) so that they can be contacted after the problem has been investigated
- what the complaint is about, the product and details of what the customer is concerned about
- date and time the item was purchased so the batch, delivery and supplier can be identified and informed (where appropriate) as part of the investigation.

Also write down what action has been taken to investigate the issue, what was found and what was done to fix the problem.

Meat safe: **Sourcing meat**

Goal	Why?
<p>To ensure that all meat is from a regulated source and an approved supplier. To ensure that meat received by the business is:</p> <ul style="list-style-type: none"> • in sealed packaging and all packaging is intact • adequately labelled • at the required temperature on delivery. 	<ul style="list-style-type: none"> • Regulated meat has been inspected to ensure that it does not carry disease. • Any business that sells meat must be registered. • Meat in packaging that is not sealed or is damaged could be contaminated and make customers ill. • Harmful microbes could grow in meat delivered above 7°C.

How this is done

Approved suppliers

Slaughter

All meat comes from animals that have been slaughtered and dressed by a business that operates a Risk Management Programme in accordance with the Animal Products Act 1999 for the slaughter and dressing of animals.

Cutting and packaging

Meat has been cut, portioned and packaged by a business that either:

- operates a current Risk Management Programme in accordance with the Animal Products Act 1999, or
- operates a current Food Safety Programme in accordance with the Food Act 1981, or
- is currently registered in accordance with the Food Hygiene Regulations 1974.

The details of each slaughter business and each meat cutting and packaging business is provided in the 'Approved Supplier' record (see *Records*).

Leakproof packaging

Suppliers provide meat sealed in packaging that is leakproof.

*! Leakproof packaging is sealed packaging that prevents meat juices from escaping and contaminants from entering. It usually involves a heat-sealing process, such as occurs at vacuum-packing. A leakproof seal is **not** formed when, for example, meat is placed on a tray and over-wrapped with plastic film.*

Meat delivered-in to the business

Meat is checked as it is received to ensure:

- it matches meat ordered/on the delivery document
- it has been provided by an approved supplier
- it is in leakproof (sealed) packaging
- packaging is not damaged
- chilled meat is delivered at, or below, 7°C
- frozen meat is hard frozen
- meat is in date, according to date marks.

The weight and type of meat received is recorded in the Meat Inventory Record (see *Meat Inventory*).

Meat is only accepted if there is someone to check the delivery.

What if there is a problem?

Meat deliveries in general

Do not accept any meat that is delivered:

- above a temperature of 10°C if ordered as chilled
- thawed if ordered as frozen
- with packaging that is damaged, punctured or leaking
- with date marks that have expired.

Contact the supplier, inform them of the problem and why you will not accept the meat.

Try to resolve with a supplier any problem as soon as it arises. If the problem persists and can't be fixed, use a different supplier.

Write in the Diary what happened and what you did.

Chilled meat

If chilled meat is delivered below 10°C but above 7°C it must either be:

- chilled to below 4°C immediately if it is to be stored, or
- chilled to below 7°C if it's immediate going on display for sale.

Contact the supplier and inform them of the problem and what you have had to do.

Frozen meat

If frozen meat has thawed during delivery to the point that it 'gives' when pressed it must not be refrozen. Put it in a refrigerator.

Contact the supplier and agree to either return the meat or to sell it straight away with instructions to customers to use immediately once completely thawed.

Finding a registered slaughterer

Meat for sale must be slaughtered and dressed at a business registered to do this. A homekill operator is **not** appropriate. A list of registered slaughterers can be found through:

www.nzfsa.govt.nz/animalproducts/registers-lists/risk-management-programmes

Select 'human consumption' from the 'product type' drop-down menu and select the type of animal for slaughter from the 'product material' drop-down menu. Use the 'search' icon to bring up the list of approved plants.

Write it down

Write the approved supplier's details in the 'Approved Supplier' list (see *Records*).

Write the amount and type of meat delivered-in in the *Meat Inventory Record*.

Write down in the Diary when meat is delivered that does not meet the requirements. Include time, condition of meat, supplier details, what you did to address the problem and how the meat was disposed of.

Meat safe: **Meat inventory**

Goal	Why?
<ul style="list-style-type: none"> To account for all meat received, stored, sold and disposed of by the business. 	<ul style="list-style-type: none"> Meat that can't be accounted for may have come from homekill or recreational catch (hunted animals) which could make customers ill. It is illegal to trade homekill and recreational catch.

How this is done

Meat inventory control

! It is critical to account for all meat that is handled by the business to ensure customers are only sold regulated meat. The MeatInventory record is one way to do this. The business may use a system involving delivery and sales dockets, stock records or similar working documents and explain the system used below.

The system used is:

Meat inventory (see *Records*)

Own system (describe how this works):

.....

.....

.....

.....

What if there is a problem?

If the amount of meat in stock doesn't balance with amount of meat received, the receipts for meat sold and the meat destroyed, you should:

- identify the cause,
- check stock against supplier delivery documents, and
- review your inventory procedure.

Write it down

Keep details of all deliveries (eg, delivery checks, despatch notes, invoices) so there's a record that the meat was from the regulated system and can be traced through the business.

Account for:

- meat received by the business
- meat sold by the business
- any meat that was disposed of and how this was done.

Write down in the Diary if meat is identified that doesn't meet the requirements for regulated meat (include time, condition of meat, supplier details, how you obtained it, what you did to address the problem and how the meat was disposed of).

Inform your verifier of the incident.

Meat safe: **Storing meat**

Goal

- To store packaged meat safely and appropriately.

Why?

- Meat may contain harmful microbes that could multiply and cause illness. Storing meat too warm can allow harmful microbes to grow.
- Meat that isn't stored properly can attract pests and vermin.

How this is done

! Raw meat must be stored at or below 4°C to minimise the growth of harmful microbes that may be present.

Storing all meat

! It's important to regularly check the temperature and condition of chilled meat, and condition of frozen meat, wherever it is stored – at the stall, home base or any other support facilities. Checks made on days when the stall is not in use may identify a problem with a storage unit that can be dealt with before it becomes an issue that makes the meat unsuitable for sale.

Chilled meat storage

- Storage units hold chilled meat at, or below, 4°C.
- Meat stored in a chilly bin is kept below 4°C using slicker pads or ice and removed to a chiller if the temperature cannot be maintained.
- Meat is not stored with food that is not part of the business.

Checking chilled meat temperatures

The temperature of chilled meat is checked using a thermometer to measure the temperature of one of the following items that are stored with chilled meat [tick method used]:

- container of water
- cube of jelly
- other

! Packaged meat is not probed as this would damage the packaging and expose the meat to contamination.

Frozen meat storage

- Frozen meat in freezer storage units remains frozen solid.
- Meat is not stored with food that is not part of the business.

Stock rotation

- A 'first in first out' policy is in place for stored meat. Old stock is moved to the front so that it is used next.
- Meat is regularly checked to make sure it's within its 'Best before' date mark.
- Meat is sold by its 'Best before' date mark (see *Allergens and Food Labelling*).
- Meat is not frozen after its 'Best before' date mark.

What if there is a problem?

If stored meat is not at or below 4°C

If the temperature of stored meat is between 4°C and 10°C it must be chilled to below 4°C immediately.

If the temperature of stored meat exceeds 10°C it must not be sold.

Check chiller unit and power supply and arrange repair or replacement if necessary

Review *Maintenance Schedule* (see *Records*).

If stored frozen meat is thawed

If stored frozen meat has thawed to the point that it 'gives' when pressed it must not be refrozen.

It may be transferred to refrigerated storage to continue controlled thawing at between 2°C and 4°C.

It may be sold to customers within 24 hours with instructions to thoroughly thaw and use straight away.

If frozen meat has completely thawed it must not be sold.

Check freezer unit and power supply and arrange repair or replacement if necessary

Review *Maintenance Schedule* (see *Records*).

Meat beyond its 'Best before' date

If meat is stored past its 'Best before' date it must not be sold. Review stock rotation practices as needed.

Thermometer calibration

If the thermometer doesn't achieve 0°C in the ice point check (see procedure in the *Diary Four Week Review*), then the thermometer must be replaced or sent for servicing to: _____

Write it down

Write down temperatures of chilled meat in the table in the daily section of the Diary.

Write the amount and type of meat stored in the *Meat inventory Record*.

Write in the Diary what action you have taken if meat has not been stored correctly.

Meat safe: **Displaying meat**

Goal	Why?
<ul style="list-style-type: none"> To display packaged meat safely and appropriately. 	<ul style="list-style-type: none"> Meat may contain harmful microbes that could multiply and cause illness. Displaying meat too warm can allow harmful microbes to grow. Meat that is sold after its 'Best before' date could be returned by customers. Meat that is not displayed properly could attract pests and vermin.

How to do this

Meat on display [tick which applies]

meat is displayed chilled

meat is displayed frozen

Samples of meat are displayed unrefrigerated and customers served from chilled/frozen stock. Samples are destroyed at the end of the trading day.

Chilled meat display

! Raw meat must be displayed at or below 7°C to minimise the growth of harmful microbes that may be present.

- Display units hold chilled meat at, or below, 7°C
- Meat in a chilled display unit is not stacked above the load line indicated on the unit by the manufacturer
- Meat displayed in a chilly bin is kept below 7°C using slicker pads or ice and removed to a chiller if the temperature cannot be maintained
- Meat in a chilled display unit is shielded from the sun.

Checking chilled display temperatures

The temperature of chilled meat is checked using a thermometer to measure the temperature of one of the following items that are displayed with chilled meat [tick method used]:

container of water

cube of jelly

other

! Packaged meat is not probed as this would damage the packaging and expose the meat to contamination.

Frozen meat on display

- Frozen meat in display units remains frozen solid
- Frozen meat in display units is not stacked above the load line indicated on the unit by the manufacturer
- Frozen meat in display units is shielded from the sun

Stock rotation

- A 'first in first out' policy is in place for meat on display. Old stock is moved to the front so that it is used next.
- Chilled meat on display is sold within its 'Best before' date mark (see *Allergens and Food Labelling* section)
- Chilled meat is not frozen after it has been on display.

What if there is a problem?

If meat on display is not at or below 7°C
 If the temperature of meat on display is between 7°C and 10°C it must be chilled to below 7°C immediately.

If the temperature of meat on display exceeds 10°C it must not be sold.

Consider reducing the amount of meat on display and regularly replenishing from stocks held in storage chiller(s).

Check display unit and power supply and arrange repair or replacement if necessary

Review *Maintenance Schedule* (see *Records* section).

If frozen meat on display thaws
 If frozen meat on display has thawed to the point that it 'gives' when pressed it must not be refrozen. It may be sold to customers within 24 hours with instructions to thoroughly thaw and use straight away.

Consider placing covers over displayed frozen meat to retain cold air in the unit

Check freezer display unit and power supply and arrange repair or replacement if necessary

Review *Maintenance Schedule* (see *Records* section).

Meat beyond its 'Best before' date
 If meat is displayed past its 'Best before' date it must not be sold. Identify why and review staff training and stock rotation practices as needed.

If the thermometer doesn't achieve 0°C in the ice point check (see procedure in the *Diary Four Week Review* section), then the thermometer must be replaced or sent for servicing to:

Write it down

Write down temperatures of chilled meat on display each day in the Diary.

Write the amount and type of meat sold each trading day in the *Meat Inventory Record*.

Write in the Diary what action you have taken if meat has not been displayed correctly.

Meat safe: **Transporting meat**

Goal	Why?
<ul style="list-style-type: none"> To transport packaged meat safely from the supplier and/or the home base to the stall. 	<ul style="list-style-type: none"> Harmful microbes can multiply if meat is transported at temperatures above 7°C. Chemicals, pests and foreign objects can contaminate meat packaging.

How this is done

Vehicles and containers for transporting meat
 All meat must be protected from contamination during transport.

- Parts of the vehicle and any containers used to transport meat do not contain, or have not contained anything that could contaminate the packaged meat (eg, petrol or other chemicals).
- Parts of the vehicle and containers used to transport meat are kept clean.
- Animals are not transported in ways that they could come into contact with packaged meat.

Meat temperatures in transport
 Chilled meat is transported at temperatures below 7°C by using (*tick box*):

portable temperature controlled equipment. (state type of equipment used).....

chilly bins and slicker pads/ice to maintain packaged meat at safe temperatures.

other (state method used).....

! Packaged meat is not probed as this would damage the packaging and expose the meat to contamination.

Frozen meat is transported hard frozen by using (*tick box*):

portable temperature controlled equipment (state type of equipment used).....

chilly bins and slicker pads/ice

other (state method used).....

What if there is a problem?

If meat during transport is not at or below 7°C.
 If the temperature of meat during transport is between 7°C and 10°C it must be chilled to below 7°C on arrival at the storage facility or stall.

If the temperature of meat during transport exceeds 10°C it must not be sold.

If frozen meat thaws during transport
 If frozen meat has thawed during transport to the stall to the point that it 'gives' when pressed it must not be refrozen. It may be sold to customers within 24 hours with instructions to thoroughly thaw and use straight away.

If meat becomes contaminated during transport
 Throw away any meat that becomes contaminated during transport and note what has happened in the Diary. Review the *Cleaning Schedule* for the transport of meat.

If arrangements have not been made to replace or repair equipment, review the adequacy of the *Maintenance Schedule* and make changes as appropriate.

Write it down

Check the temperature of chilled meat just before transporting and again at the delivery point.

Record meat transport temperatures in the Diary.

Record: **Staff training record**

Name:	Phone:
Position:	Start date:
Address:	

Training on this Food Safety Programme

Topic	Employee signed*	Supervisor signed†	Date
Allergens and food labelling			
Cleaning and personal hygiene			
Pests, rubbish and maintenance			
Customer complaints and recalls			
Sourcing meat			
Meat inventory			
Storing meat			
Displaying meat			
Transporting meat			

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

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

Other training

Date	Details
Notes:	

Record:

Approved suppliers

Meat can only be sold if it comes from our approved suppliers (see also '*Sourcing meat*' and '*Meat inventory*'). The businesses that slaughter and dress the meat, cut and pack it must be registered food businesses:

Approved slaughter plant
Supplier business name Risk Management Programme for slaughter and dressing of meat registration number:.....
Contact person: <input type="text"/>
Phone: <input type="text"/>
Fax: <input type="text"/>
Address: <input type="text"/>
Lead time for placing an order (eg, Mon for Wed) <input type="text"/>
Delivery day(s): Mon Tue Wed Thu Fri Sat Sun
Goods supplied <input type="text"/>
Comments <input type="text"/>

Approved meat cutting/packaging plant
Supplier business name Registration: <input type="checkbox"/> Risk Management Programme <input type="checkbox"/> Food Safety Programme <input type="checkbox"/> Food Hygiene Regulations 1974
Contact person: <input type="text"/>
Phone: <input type="text"/>
Fax: <input type="text"/>
Address: <input type="text"/>
Lead time for placing an order (eg, Mon for Wed) <input type="text"/>
Delivery day(s): Mon Tue Wed Thu Fri Sat Sun
Goods supplied <input type="text"/>
Comments <input type="text"/>

Record: **Approved suppliers**

Meat can only be sold if it comes from our Approved Suppliers (see also '*Meat Sourcing*' and '*Meat Inventory*'). The businesses that slaughter and dress the meat, cut and pack it must be registered food businesses:

Approved meat cutting/packaging plant
Supplier business name <input type="text"/>
Registration: <input type="checkbox"/> Risk Management Programme <input type="checkbox"/> Food Safety Programme <input type="checkbox"/> Food Hygiene Regulations 1974
Contact person: <input type="text"/>
Phone: <input type="text"/>
Fax: <input type="text"/>
Address: <input type="text"/>
Lead time for placing an order (eg Mon for Wed) <input type="text"/>
Delivery day(s): Mon Tue Wed Thu Fri Sat Sun
Goods supplied <input type="text"/>
Comments <input type="text"/>

Approved meat cutting/packaging plant
Supplier business name <input type="text"/>
Registration: <input type="checkbox"/> Risk Management Programme <input type="checkbox"/> Food Safety Programme <input type="checkbox"/> Food Hygiene Regulations 1974
Contact person: <input type="text"/>
Phone: <input type="text"/>
Fax: <input type="text"/>
Address: <input type="text"/>
Lead time for placing an order (eg Mon for Wed) <input type="text"/>
Delivery day(s): Mon Tue Wed Thu Fri Sat Sun
Goods supplied <input type="text"/>
Comments <input type="text"/>

Record:

Meat inventory

Supplier Business Name	Date received/ means of identification	Meat received Type/ weight in lot (or refs to itemised invoice)	Meat sold		Meat disposed of		Meat in storage
			Date	Type/ Weight (or refs to sales receipts)	(Type/ Weight)	Date and method of disposal	Type/ Weight
		Type Wt		Type Wt	Type Wt	Date Method	Type Wt
		Type Wt		Type Wt	Type Wt	Date Method	Type Wt
		Type Wt		Type Wt	Type Wt	Date Method	Type Wt
		Type Wt		Type Wt	Type Wt	Date Method	Type Wt

Diary: Using the Diary

Completing the Diary is a requirement of your Food Safety Programme. It allows you to prove that you have been following the safe procedures written in your programme.

The Diary will be checked by your verifier to see if the procedures in the Food Safety Programme have been followed.

For copies of the Diary and record sheets, either photocopy the pages provided in the programme or download them from www.nzfsa.govt.nz

The Diary is presented in two formats and a business may choose to use the one that best reflects their operation. Photocopy the appropriate pages to build up the diary and monthly reviews.

Daily Diary – the stall trades throughout the week

- 1. Week commencing:** Write Monday's date here.
- 2. Problems or changes:** Write down in the Diary anything that went wrong that day and what you did to put things right.
- 3. Meat temperature checks:** The unit number refers to numbers you assign to your meat storage chiller(s), transport chiller(s) and display chiller(s). List the units and numbers assigned to them in the table in the *Diary Checks* section. Each day that the stall trades write down in the Diary the temperature of meat :
 - delivered-in or collected
 - in transport
 - in storage
 - on displayand the time that you did the check in the tables provided each day in the Diary. If the stall does not trade, any meat in storage needs to be checked regularly to ensure that it remains at, or below, 4°C.
- 4. Daily and weekly checks:** Tick the boxes at the bottom of the weekly Diary page confirming that cleaning, opening and closing checks have been carried out each day and weekly tasks, such as maintenance, has been attended to.
- 5. Sign-off:** At the end of each week the manager must sign the Diary. When you sign you are confirming that you and your staff have:
 - followed the procedures
 - performed the daily opening and closing checks
 - performed the temperature checks
 - made safe food.

Occasional Diary – the stall trades once or twice a week

- 1. Date:** Write the date that stall trades here.
- 2. Problems or changes:** Write down in the Diary anything that went wrong that day and what you did to put things right.
- 3. Meat temperature checks:** The unit number refers to numbers you assign to your meat storage chiller(s), transport chiller(s) and display chiller(s). List the units and numbers assigned to them in the table in the *Diary checks* section. Each day that the stall trades write down in the Diary the temperature of meat :
 - delivered-in or collected
 - in transport
 - in storage
 - on displayand the time that you did the check. Tables are provided each day in the Diary for these records. If chilled meat is stored when the stall is not operating, regularly check that it is at, or below, 4°C
- 4. Daily and other regular checks:** Tick the boxes each day the stall trades, confirming that cleaning, opening and closing checks have been carried out and that other tasks such as maintenance have been completed.
- 5. Sign-off:** At the end of each day the manager must sign the Diary. When you sign you are confirming that you and your staff have:
 - followed the procedures
 - performed the opening and closing checks for the day
 - performed the temperature checks
 - made safe food.

Four week review

Four week review sheets are included in each Diary format. At the end of every four week period the manager will review the Diary entries for the past four weeks to identify any recurring problems that need fixing. The four week review is also an important check to make sure the Food Safety Programme is up to date. It's used to identify any changes that may have occurred (eg, new staff, equipment etc). Every four weeks the procedures and Diary are reviewed to check that they are still current and to make sure appropriate action has been taken.

Diary

Diary checks

Chilled meat transport, storage and display chiller equipment

List below all the equipment used for cold holding meat. If possible, label the equipment with its assigned number. This will make it easier when recording the temperature checks in the Diary.

Unit number	Refrigeration unit description	Unit number	Refrigeration unit description

<p>Daily checks</p> <p>Stall opening checks</p> <p><i>The following checks will be done at the beginning of each working day:</i></p> <ul style="list-style-type: none"> - staff are fit for work and clean - stall services are available and working - meat transport equipment and stall equipment is operating properly - date marking of meat for sale is checked to make sure that it has not passed its 'Best before' date - - -
<p>Stall closing checks</p> <p><i>The following checks will be done at the end of each working day:</i></p> <ul style="list-style-type: none"> - the date marking of all unsold meat is checked. Meat that has reached its 'Best before' date is removed from sale and marked 'not for sale.' - chilled meat on display that is at no more than 7°C is removed to storage and chilled to 4°C or below - Frozen meat on display that is hard frozen is removed to a storage freezer - Cleaning of stalls, support facilities and equipment has been completed (see <i>Cleaning schedule</i>) - Meat inventory is updated (See <i>Meat inventory</i> record) - - -
<p>Other checks</p> <p>There are a number of other checks that must be made, either each stall trading day or throughout a trading week. These are indicated in the various boxes in the diary. Examples include:</p> <ul style="list-style-type: none"> - signs of pest activity - maintenance tasks
<p>Any problems or changes</p> <p>Write anything that goes wrong in the Diary, along with details on what was done to correct the problem. This is proof you understand food safety and know what to do when things go wrong.</p> <p>The '<i>What if there is a problem?</i>' section in each safe practice procedure includes information on what to do when things go wrong and how to stop it happening again.</p>

Diary: Occasional operation (eg, once a week)

<p>Date: Any problem or changes - what were they and what did you do?</p> <p><input type="checkbox"/> Temperature of meat in storage was checked if stall didn't trade <input type="checkbox"/> Stall opening checks completed <input type="checkbox"/> Stall closing checks completed <input type="checkbox"/> Cleaning tasks completed <input type="checkbox"/> Maintenance tasks completed Signs of pest activity: <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>If 'yes' write down what you did</i>) <input type="checkbox"/> Meat inventory record completed The procedures in our Food Safety Programme were followed and effectively supervised today Name: _____ Signed: _____</p>	Meat transport			Meat chiller/display		
	Unit	Temp.	Time	Unit	Temp.	Time
	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
Meat delivered-in or collected						
Supplier		Time	Temp.			

<p>Date: Any problem or changes - what were they and what did you do?</p> <p><input type="checkbox"/> Temperature of meat in storage was checked if stall did not trade <input type="checkbox"/> Stall opening checks completed <input type="checkbox"/> Stall closing checks completed <input type="checkbox"/> Cleaning tasks completed <input type="checkbox"/> Maintenance tasks completed Signs of pest activity: <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>If 'yes' write down what you did</i>) <input type="checkbox"/> Meat inventory record completed The procedures in our Food Safety Programme were followed and effectively supervised today Name: _____ Signed: _____</p>	Meat transport			Meat chiller/display		
	Unit	Temp.	Time	Unit	Temp.	Time
	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
Meat delivered-in or collected						
Supplier		Time	Temp.			

<p>Date: Any problem or changes - what were they and what did you do?</p> <p><input type="checkbox"/> Temperature of meat in storage was checked if stall did not trade <input type="checkbox"/> Stall opening checks completed <input type="checkbox"/> Stall closing checks completed <input type="checkbox"/> Cleaning tasks completed <input type="checkbox"/> Maintenance tasks completed Signs of pest activity: <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>If 'yes' write down what you did</i>) <input type="checkbox"/> Meat inventory record completed The procedures in our Food Safety Programme were followed and effectively supervised today Name: _____ Signed: _____</p>	Meat transport			Meat chiller/display		
	Unit	Temp.	Time	Unit	Temp.	Time
	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
Meat delivered-in or collected						
Supplier		Time	Temp.			

<p>Date: Any problem or changes - what were they and what did you do?</p> <p><input type="checkbox"/> Temperature of meat in storage was checked if stall did not trade <input type="checkbox"/> Stall opening checks completed <input type="checkbox"/> Stall closing checks completed <input type="checkbox"/> Cleaning tasks completed <input type="checkbox"/> Maintenance tasks completed Signs of pest activity: <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>If 'yes' write down what you did</i>) <input type="checkbox"/> Meat inventory record completed The procedures in our Food Safety Programme were followed and effectively supervised today Name: _____ Signed: _____</p>	Meat transport			Meat chiller/display		
	Unit	Temp.	Time	Unit	Temp.	Time
	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
Meat delivered-in or collected						
Supplier		Time	Temp.			

Diary: **Daily operation**

Week commencing: / /

Monday: Any problem or changes - what were they and what did you do?	Meat transport			Meat chiller/display		
	Unit	Temp.	Time	Unit	Temp.	Time
	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
	Meat delivered-in or collected					
	Supplier		Time		Temp.	
	Tuesday: Any problem or changes - what were they and what did you do?	Meat transport			Meat chiller/display	
Unit		Temp.	Time	Unit	Temp.	Time
1				1		
2				2		
3				3		
4				4		
5				5		
Meat delivered-in or collected						
Supplier			Time		Temp.	
Wednesday: Any problem or changes - what were they and what did you do?		Meat transport			Meat chiller/display	
	Unit	Temp.	Time	Unit	Temp.	Time
	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
	Meat delivered-in or collected					
	Supplier		Time		Temp.	
	Thursday: Any problem or changes - what were they and what did you do?	Meat transport			Meat chiller/display	
Unit		Temp.	Time	Unit	Temp.	Time
1				1		
2				2		
3				3		
4				4		
5				5		
Meat delivered-in or collected						
Supplier			Time		Temp.	
Friday: Any problem or changes - what were they and what did you do?		Meat transport			Meat chiller/display	
	Unit	Temp.	Time	Unit	Temp.	Time
	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
	Meat delivered-in or collected					
	Supplier		Time		Temp.	
	Saturday: Any problem or changes - what were they and what did you do?	Meat transport			Meat chiller/display	
Unit		Temp.	Time	Unit	Temp.	Time
1				1		
2				2		
3				3		
4				4		
5				5		
Meat delivered-in or collected						
Supplier			Time		Temp.	
Sunday: Any problem or changes - what were they and what did you do?		Meat transport			Meat chiller/display	
	Unit	Temp.	Time	Unit	Temp.	Time
	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
	Meat delivered-in or collected					
	Supplier		Time		Temp.	

Once a week checks

- Stall opening checks completed
 Stall closing checks completed
 Cleaning tasks completed
 Maintenance tasks completed
 Meat inventory record completed
 Signs of pest activity: No Yes (*If 'yes' write down what you did*)

Other checks Temperature of meat in storage was checked if stall did not trade

The procedures in our Food Safety Programme were followed and effectively supervised this week

Name:

Signed:

Diary: **Four week review**

Every four weeks the procedures used will be reviewed by the day-to-day manager to check they're up to date, and are being followed correctly.

What's gone wrong?

Review the Diary entries and other records for the last four weeks. If the same thing went wrong three times or more make a note of it here, find out what went wrong and do something about it.

Did the same thing go wrong three or more times? Yes No

Were there any customer complaints? Yes No

Details.....

What action has been taken?

New workers?

Are there any new food handlers? Yes No

If so, have they been trained and training records completed? Yes No

See *Training and supervision* section

If training has not been received, what action has been taken?

.....

Have there been any changes?

Are you preparing food or selling any new types of meat or meat products? Yes No

Do you have any new suppliers? Yes No

Are you using any new/different equipment or facilities? Yes No

Have there been any other significant changes? Yes No

Has the Food Safety Programme been updated as required? Yes No

See *Documentation and Record keeping*.

If you answered 'yes' to any of the above, write down the changes made:

.....

Do any changes require council approval? Yes No

When did you contact your council to get approval, and what happened?

.....

Thermometer calibration

Checking the thermometer

Thermometers must be checked every 12 weeks to make sure that they are providing accurate temperature readings, or whenever there is reason to think that the thermometer is not working correctly.

How to do this

Ice point check – for thermometers used for checking the temperature of chilled meat.

1. 1/2 fill a glass with ice scraped from the inside a freezer.
2. Add a small amount of water (until it's visible in the bottom of the glass).
3. Insert the thermometer into the mixture and leave it until the temperature display is steady (don't let the thermometer touch the sides or bottom of the glass).
4. Record the result in the table below.

! The reading in iced water should be between -1°C to +1°C; if it's outside this range the unit should be replaced or returned to the supplier to be recalibrated.

Date of Calibration	Thermometer ID	Reading (°C)	Checked by	Action taken

Record: **Cleaning schedule**

! Facilities and equipment must be cleaned on a regular basis

Walk through your stall, home base and any other support facilities and make a list of everything that needs cleaning. For each item, or group of items, write down what should be done to clean the items. It is expected that procedures are at least needed for the stall, facilities at the home base, freezer(s), chiller(s) and chilly bins.

Review your schedule regularly and check that all cleaning is being done properly.

Items and areas to be cleaned	Frequency of cleaning					Method of cleaning (Including dilution of any chemicals)
	After use	Every shift	Daily	Weekly	Other	

Record: **Maintenance schedule**

Facilities and equipment must be maintained on a regular basis to ensure that they will keep the meat at the required temperatures, safe and suitable. Rubbish must be removed and any pests must be controlled. Walk through your stall and home base facilities and make a list of everything that needs to be maintained. For each item, or group of items, write down what should be done to maintain the items. Also write down your procedure for rubbish and pest management, including chemicals used, where any traps may be laid, or if appropriate the details of your pest contractor.

Review your schedule regularly and check that all maintenance is being done properly

Record the frequency (eg, daily, weekly, fortnightly, monthly, six monthly, yearly etc.)

Planned maintenance*				
Equipment / Item and description of maintenance activity	Frequency	Contractor/person responsible	Initial and date/time activity completed	<ul style="list-style-type: none"> ▪ Description of work undertaken to correct problems identified. ▪ Record date/time problem resolved.
Pest management:				
Waste management:				

Remember to also tick the box in the Diary to confirm when daily, weekly, fortnightly and four weekly maintenance tasks have been completed.

Write a reminder in the Diary for less frequent tasks (eg, six monthly, yearly).