



Name:	Telephone:
Position:	Start date:
Address:	

Procedure	Relevant	Manager Signed *	Trainer signed †	Date
Essential training				
Documentation and record keeping	<input checked="" type="checkbox"/>			
Design and use of food premises	<input checked="" type="checkbox"/>			
Training and supervision	<input checked="" type="checkbox"/>			
Readily perishable food	<input checked="" type="checkbox"/>			
Health and sickness	<input checked="" type="checkbox"/>			
Hand hygiene	<input checked="" type="checkbox"/>			
Personal hygiene	<input checked="" type="checkbox"/>			
Cleaning and sanitising	<input checked="" type="checkbox"/>			
Food allergens	<input checked="" type="checkbox"/>			
Tableware and packaging	<input checked="" type="checkbox"/>			
Waste management	<input checked="" type="checkbox"/>			
Pest and animal control	<input checked="" type="checkbox"/>			
Maintenance	<input checked="" type="checkbox"/>			
Customer complaints and recalls	<input checked="" type="checkbox"/>			
Checking temperatures	<input checked="" type="checkbox"/>			
Purchasing and receiving goods	<input checked="" type="checkbox"/>			
Storage	<input checked="" type="checkbox"/>			
Chilled/frozen food storage	<input checked="" type="checkbox"/>			
Defrosting frozen food	<input checked="" type="checkbox"/>			
Preparation	<input checked="" type="checkbox"/>			
Cooking poultry	<input checked="" type="checkbox"/>			
Cooking (other than poultry)	<input checked="" type="checkbox"/>			
Hot holding prepared food	<input checked="" type="checkbox"/>			
Cooling hot prepared food	<input checked="" type="checkbox"/>			
Reheating prepared food	<input checked="" type="checkbox"/>			
Display and self-service	<input checked="" type="checkbox"/>			
Transporting food	<input checked="" type="checkbox"/>			
Off-site catering	<input checked="" type="checkbox"/>			

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

† The day-to-day Manager has been trained and has demonstrated a good understanding of the procedure and has been observed consistently following it.

Other training

Date	Details
Notes:	



Name:	Telephone:
Position:	Start date:
Address:	

Procedures	Relevant	Employee signed*	Supervisor signed†	Date
Essential Training				
Health and sickness	<input checked="" type="checkbox"/>			
Hand hygiene	<input checked="" type="checkbox"/>			
Personal hygiene	<input checked="" type="checkbox"/>			
Cleaning and sanitising	<input checked="" type="checkbox"/>			
Food allergens	<input checked="" type="checkbox"/>			
Readily perishable food	<input checked="" type="checkbox"/>			
Training as needed				
Documentation and record keeping	<input type="checkbox"/>			
Design and use of food premises	<input type="checkbox"/>			
Training and supervision	<input type="checkbox"/>			
Tableware and packaging	<input type="checkbox"/>			
Waste management	<input type="checkbox"/>			
Pest and animal control	<input type="checkbox"/>			
Maintenance	<input type="checkbox"/>			
Customer complaints and recalls	<input type="checkbox"/>			
Checking temperatures	<input type="checkbox"/>			
Purchasing and receiving goods	<input type="checkbox"/>			
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Defrosting frozen food	<input type="checkbox"/>			
Preparation	<input type="checkbox"/>			
Cooking poultry	<input type="checkbox"/>			
Cooking (other than poultry)	<input type="checkbox"/>			
Hot holding prepared food	<input type="checkbox"/>			
Cooling hot prepared food	<input type="checkbox"/>			
Reheating prepared food	<input type="checkbox"/>			
Display and self-service	<input type="checkbox"/>			
Transporting food	<input type="checkbox"/>			
Off-site catering	<input type="checkbox"/>			

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

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

Other training

Date	Details
Notes:	



1. Exclusion controls for unspecified vomiting and diarrhoea

Vomiting is an important symptom of a viral or bacterial infection. A food handler who has vomited (in the absence of other obvious causes, eg, alcohol poisoning, morning sickness, etc) in the 48 hours prior to starting work must be excluded and the ill person must seek medical advice. The person must tell the doctor that they work as a food handler (the doctor should then arrange for faecal testing).





Diarrhoea may also indicate the presence of an infection (see also section 6). Anyone suffering from diarrhoea must cease work immediately. If there is only one episode of diarrhoea and no other symptoms such as ongoing nausea, abdominal cramps or fever the person may resume food handling duties again after 48 hours of being symptom free. They should be reminded of the importance of good hand hygiene practice, particularly hand washing and thorough drying. If symptoms persist, the person should seek medical advice. The person must tell the doctor that they work as a food handler (the doctor should then arrange for faecal testing).

Faecal (poo) Testing

It is important that faecal specimens of food-handlers who have been ill are tested if they have vomited or have had two or more episodes of diarrhoea.

There are also some specific illnesses where clearance with faecal specimens is required so it is important to know the identity of the cause of the illness (see next section). Clearance with faecal specimens can be arranged by a doctor or through the local Public Health Unit.

2. Exclusion controls for specific illnesses

Organism (Hazard)	Action to be taken (Control)
<i>Campylobacter</i>	Exclude from work until well and without diarrhoea for a period of 48 hours.
<i>Cryptosporidium</i>	Exclude from work until well and without diarrhoea for a period of 48 hours.
<i>Giardia</i>	Exclude from work until well and without diarrhoea for a period of 48 hours.
Hepatitis A	Exclude from work until cleared by the Medical Officer of Health.  See section 3 Illnesses requiring special consideration for further control measures.
<i>Shigella</i>	Exclude from work until two consecutive negative faecal specimens (taken 48 hours apart) have been confirmed.*
<i>Salmonella</i>	Exclude from work until two consecutive negative faecal specimens (taken 48 hours apart) have been confirmed.*
<i>Typhoid, Paratyphoid and Cholera</i>	Exclude from work until clearance is given by a Medical Officer of Health.  See section 3 Illnesses requiring special consideration for further control measures.
<i>VTEC (such as E.coli 0157:H7)</i>	Exclude from work until two consecutive negative faecal specimens (taken 48 hours apart) have been confirmed.*  The number of organisms needed to cause infection is low and the health implications for high-risk groups such as the elderly, young, pregnant and immuno-compromised can be serious, with some cases resulting in death.
<i>Yersinia</i>	Exclude from work until well and without diarrhoea for a period of 48 hours.
Viruses (such as Norovirus) <small>- presenting as gastrointestinal illness consisting of diarrhoea, nausea or vomiting</small>	Exclude from work until well and without diarrhoea for a period of 48 hours.  Highly infective. Virus particles survive in the environment for long periods. Seek immediate advice from the Public Health Unit regarding disinfecting work areas and disposal of potentially contaminated food.

* Specimens should be collected at least 48 hours after the last dose of any antibiotic treatment.

Illnesses that require medical clearance before returning to work. Negative faecal specimens are required as the organism may still be excreted even after the symptoms have stopped.



3. Illnesses requiring special consideration

Hepatitis A

Anyone either infected, or suspected of being infected with hepatitis A must be excluded from food handling for at least seven days after the onset of symptoms. Most adults will experience the sudden onset of an influenza-like illness followed by muscle aches, headache, loss of appetite, abdominal discomfort, fever and jaundice (yellowing of the skin). Advice in all cases should be sought from the Public Health Unit.

! *A food-handler who is a close personal contact (household, sexual etc) of a person that has Hepatitis A must notify their manager. In such cases the food handler should not handle open food until advice is sought from the Medical Officer of Health at the Public Health Unit.*

The period of highest infectivity is just prior to and after the onset of symptoms. This presents a risk as an individual will not normally be diagnosed until after the onset of symptoms. In such cases the Public Health Unit will need to assess whether other corrective action may need to be taken in addition to excluding the food handler (eg, sanitising work areas and communal facilities, disposing of food where there has been a risk of contamination, and immunising other food handlers or food consumers to reduce their risk of illness). There is often a short time frame to offer protection so early notification is essential.

Typhoid and Paratyphoid

! *Anyone suffering from Typhoid, Paratyphoid or Cholera must be excluded.*

Investigation and management of people with Typhoid, Paratyphoid or Cholera will normally be carried out by the local Public Health Unit, who will usually require them to be excluded from food handling work until faecal tests indicate that the infecting organism is no longer being excreted.

If food handlers are found to have either Typhoid, Paratyphoid or Cholera they should be excluded from all food handling activities and the local Public Health Unit should be contacted immediately.

4. Skin conditions

! *Food handlers with lesions on exposed skin (hands, face, neck or scalp) that are actively weeping or discharging must be excluded from work until the lesions have healed.*

An infection of the fingernail-bed or a boil on the face or other exposed skin, even if covered with a suitable waterproof dressing, will usually be considered grounds for exclusion as a food handler.

In contrast, infected lesions on non-exposed skin, eg, the back or legs, are not an impediment to food handling duties, however the importance of meticulous hand hygiene should be emphasised.

Clean wounds must be totally covered with a distinctively-coloured waterproof dressing but there is no need to discontinue food handling.

5. Infections of the eyes, ears, mouth and throat

Any food handler whose eyes, ears, mouth or gums are weeping or discharging must be excluded from food handling until they are better. Those with a persistent sore throat and no other respiratory symptoms such as a runny nose or cough may have a streptococcal throat infection and should be referred to a doctor for assessment.

6. Factors not associated with microbiological contamination of food

Non-infective gastrointestinal disorders

Disorders such as Irritable Bowel Syndrome, Crohn's disease or ulcerative colitis are not a barrier to employment as a food handler, even though they may result in diarrhoea. Such workers must be made aware of the need to seek medical advice and notify the manager if any change from their normal bowel habit occurs, as this must be assumed to be infectious until proven otherwise.

Chest and long-term respiratory diseases

Tuberculosis is not spread through food handling. However, the disease may affect an individual's general health so as to make them unfit for work or they may pose a risk of infection to others in the workplace. Contact the Public Health Unit for more information on this.

Blood borne infections

Infections such as HIV, hepatitis B or C, do not themselves present a risk of food contamination. As long as they are well, there is no reason why people with these infections should not be employed as food handlers.

All blood spills should be treated as if infected and the affected area should be suitably cleaned and sanitised (eg, with a diluted bleach solution) and any affected food discarded.



Food can only be purchased from our approved suppliers (see *Purchasing and receiving goods*). Food suppliers must be registered food businesses.

Approved supplier
Business name:
Contact person:
Phone:
Fax:
Address:
Lead time for placing an order (eg, Mon for Wed)
Delivery day(s): <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Goods supplied
Comments

Approved supplier
Business name:
Contact person:
Phone:
Fax:
Address:
Lead time for placing an order (eg, Mon for Wed)
Delivery day(s): <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Goods supplied
Comments

Approved suppliers

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Goods supplied
Comments

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Goods supplied
Comments



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Goods supplied
Comments



Dishes containing poultry that are cooked on a repeated basis using the same equipment and standardised ingredients (type, weight, size etc) will not need to be temperature checked on each occasion if a standard time/temperature has been demonstrated to ensure proper cooking.

To prove that a time and temperature setting will safely cook a poultry item the following checks must first be made:

- Cook the food using a set time/temp setting.
- Check the thickest part of the poultry item with a probe thermometer to ensure it has reached 82°C (if the food does not reach a safe temperature increase the cooking time and/or cooking temperature).
- Repeat the checks until confident a safe temperature will be consistently reached (on at least three occasions).

Poultry dish:					
Cooking details					
Date	Method (How was the food cooked?) What equipment was used? What temperature setting was used?	Time started cooking	Time finished cooking	Core temp	Initials
1st					
2nd					
3rd					

Poultry dish:					
Cooking details					
Date	Method (How was the food cooked?) What equipment was used? What temperature setting was used?	Time started cooking	Time finished cooking	Core temp	Initials
1st					
2nd					
3rd					

Poultry dish:					
Cooking details					
Date	Method (How was the food cooked?) What equipment was used? What temperature setting was used?	Time started cooking	Time finished cooking	Core temp	Initials
1st					
2nd					
3rd					



Poultry dish:					
Cooking details					
Date	Method (How was the food cooked?) What equipment was used? What temperature setting was used?	Time started cooking	Time finished cooking	Core temp	Initials
1st					
2nd					
3rd					

Poultry dish:					
Cooking details					
Date	Method (How was the food cooked?) What equipment was used? What temperature setting was used?	Time started cooking	Time finished cooking	Core temp	Initials
1st					
2nd					
3rd					

Poultry dish:					
Cooking details					
Date	Method (How was the food cooked?) What equipment was used? What temperature setting was used?	Time started cooking	Time finished cooking	Core temp	Initials
1st					
2nd					
3rd					

Poultry dish:					
Cooking details					
Date	Method (How was the food cooked?) What equipment was used? What temperature setting was used?	Time started cooking	Time finished cooking	Core temp	Initials
1st					
2nd					
3rd					



Function	
Name of function:	
Client:	Client telephone:
Venue:	Date:
Style of function:	
Food service: Cocktail / served meal / buffet meal <input type="checkbox"/> hot food <input type="checkbox"/> cold food	
What food preparation/cooking will be carried out on site?	
Event: Indoor / outdoor (eg, tent) [specify]	Duration: 1 day / other [specify]
Catering facilities: In building / other [specify]	
Guest number(s):	Serving time(s):
Special dietary needs (eg, allergies):	
What is the access to the venue?	

Check that the following facilities, equipment and services are available at the venue/site and that they will be suitable and sufficient for the catering activities to be undertaken.

Venue	Yes	No	What needs to be provided
Facilities and equipment			
Dry goods storage			
Catering area (size, construction etc)			
Benches			
Sinks / hand washbasins			
Fridge storage			
Freezer storage			
Oven(s)			
Number of hotplates			
Hot-holding (bain-marie etc)			
Clearing zone for used/dirty dishes etc			
Staff changing area			
Toilet facilities			
Services provided			
Electricity supply (and sufficient electrical points)			
Water (potable water supply)			
Waste			
Staff			
Sufficient trained staff available			
Transportation			
Suitable means of transporting food			



The procedures in the Food Control Plan must be followed when catering off-site. This includes any record keeping requirements.