



食品控制计划

食品服务与备办

Version 1



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管理

此本通用的“食品服务与饮食备办之食品控制计划”是为饭店、餐馆、酒馆、俱乐部等饮食服务企业以及为顾客备办店内或店外即刻食用之餐点的企业专门编写的。

“食品控制计划”并不包括下列食品服务企业：

- 在家庭厨房内工作
- 向弱势群体提供服务，例如临终安养院、医院、护理中心、托儿所等机构内的人们
- 生产包装后用于零售的食品（例如，冷藏与冷冻食品）

企业详细信息

请用英语填写。

正式名称	
交易名称	
法律地位 [在适用的选项处打勾]	<input type="checkbox"/> 个体工商户 <input type="checkbox"/> 合伙人制 <input type="checkbox"/> 有限责任公司 <input type="checkbox"/> 其它 [请详细说明]:
经营类型 [在适用的选项处打勾]	<input type="checkbox"/> 独立经营 <input type="checkbox"/> 公司管理的分店 <input type="checkbox"/> 特许连锁经营 <input type="checkbox"/> 其它 [请详细说明]:
活动 [在适用的选项处打勾]	<input type="checkbox"/> 店内进餐 <input type="checkbox"/> 外卖 <input type="checkbox"/> 当场制备 <input type="checkbox"/> 离场制备 <input type="checkbox"/> 其它 [请详细说明]:
邮寄地址	
电话	
传真	
电邮	

地点

请用英语填写。

街道地址 (1)	
供水	
额外场地 [如有需要，使用单独的纸张继续说明并随附在后] 在下方列出与食品企业相连的其它场所（例如：用来储存或进行食品前期预备工作的场所）。这些活动以及场地也同样包括在本“食品控制计划”之内。如果水被用于食物用途，请说明水源。	
街道地址 (2)	
活动	
街道地址 (3)	
活动	
街道地址 (4)	
活动	



The Food Service and Catering off-the-peg Food Control Plan is written for food service operations such as restaurants, cafés, pubs, clubs, and caterers that prepare and serve ready-to-eat meals and snacks for immediate consumption by customers both on and off the premises.

The Food Control Plan does not cover food service businesses that are:

- operating from domestic (home) kitchens
- serving vulnerable people such as those in hospices, hospitals, care homes, day care centres etc.
- producing food that will be packaged for later retail sale (eg, chilled and frozen meals).

Business details

Legal name	
Trading name	
Legal status <small>[tick as appropriate]</small>	<input type="checkbox"/> sole trader <input type="checkbox"/> partnership <input type="checkbox"/> limited liability company <input type="checkbox"/> other [specify]:
Type of business <small>[tick as appropriate]</small>	<input type="checkbox"/> Single outlet <input type="checkbox"/> Managed branch of company <input type="checkbox"/> Franchise <input type="checkbox"/> other [specify]:
Activity <small>[tick as appropriate]</small>	<input type="checkbox"/> Dine in <input type="checkbox"/> Takeaway <input type="checkbox"/> On-site catering <input type="checkbox"/> Off-site catering <input type="checkbox"/> other [specify]:
Postal address	
Telephone	
Fax	
Email	

Location(s)

Street address (1)	
Water supply	
Additional sites <small>[continue on a separate sheet if needed and attach]</small>	
List below any other premises that are used in connection with the food business (eg, premises used for storage or pre-preparation of food). These activities and sites will also be covered by this Food Control Plan. If water is used for food purposes identify the source of the water supply.	
Street address (2)	
Activities	
Street address (3)	
Activities	
Street address (4)	
Activities	

管理： 请用英语填写。

经营者

经营者指的是对食品经营有总控制权的人。

姓名	
职位	
电话	

日常业务管理人 [如果日常业务管理人与经营者为同一人，则注明“同上所述” (as above)]

日常业务管理人是全责承担执行“食品控制计划”的人，同时也负责完成适当的检查与记录。

姓名与职位	
电话	

下放的职责

有些情况下，一些特定的任务可以由日常业务管理人以外的其他人员来完成。下放的职责与负责完成的人员情况如下（除非另有说明，否则这些任务的后援工作由日常业务管理人承担）。

姓名与职位	
下放的职责 [填写程序的名称与下放的职责]	
姓名与职位	
下放的职责 [填写程序的名称与下放的职责]	
姓名与职位	
下放的职责 [填写程序的名称与下放的职责]	
姓名与职位	
下放的职责 [填写程序的名称与下放的职责]	

注册机构 请用英语填写。

注册机构	
联系人	
地址	
电话	
传真	
电邮	

审核人 请用英语填写。

审核机构	
联系人	
地址	
电话	
传真	
电邮	



Management

Operator	
The operator is the person who has overall control of the food business.	
Name	
Position	
Telephone	
Day-to-day manager <small>[write 'as above' if the day-to-day manager is the operator]</small>	
The day-to-day manager is the person who has the overall responsibility to ensure that the Food Control Plan is being followed and that the appropriate checks and records are completed.	
Name and/or position	
Telephone	
Delegated responsibilities	
In some cases specific tasks maybe undertaken by someone other than the day-to-day manager. Delegated tasks and the persons responsible are identified below (unless otherwise stated the backup person for these tasks is the day-to-day-manager).	
Name and/or position	
Delegated duty <small>[write name of procedure and delegated task]</small>	
Name and/or position	
Delegated duty <small>[write name of procedure and delegated task]</small>	
Name and/or position	
Delegated duty <small>[write name of procedure and delegated task]</small>	
Name and/or position	
Delegated duty <small>[write name of procedure and delegated task]</small>	

Registration authority

Registration authority	
Contact person	
Address	
Telephone	
Fax	
Email	

Verifier/Auditor

Verifier (Agency)	
Contact person	
Address	
Telephone	
Fax	
Email	

此通用的“食品控制计划”由新西兰食品安全局制定，向食品服务与备办企业提供一套规定与纪录，用来帮助他们酌情管理本企业的食品安全性与适宜性。

该计划是为我准备的吗？

此本通用的“食品服务与饮食备办之食品控制计划”是为饭店、餐馆、酒馆、俱乐部等饮食服务企业以及为客人备办店内或店外即刻食用之餐点的企业专门编写的。

“食品控制计划”并不包括下列食品服务企业：

- 在家庭厨房内工作
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- 生产包装后用于零售的食品（例如，冷藏与冷冻餐点）

设定一个适合你的生意的“食品控制计划”很重要。你有必要思考一下企业内的活动，并检查此本通用的“食品控制计划”所规定的程序是否涵盖了你们的活动类型。

如果你的企业所从事的食品加工活动没有全部包括在“食品控制计划”内，那么在还没有对计划做出修改之前，你将无法注册。这些修改需要得到批准，你应向当地政府了解一下获得批准需要哪些手续。

本计划有些什么内容？

此本通用的“食品控制计划”有四个主要的部分，外加一本日志以便帮助你按要求保持纪录。四个主要的部分为：

1. **管理：**包括你生意的详细情况、文件管理要求以及培训与监督要求。
2. **基本内容：**包括必须执行的、以确保商家提供一个干净卫生的食品备制环境的多项规定。
3. **安全供应：**包括有关安全地储存、备制与供应食品的程序。
4. **纪录与日志：**用来确定重要的工作已经完成，以及发生意外情况后所采取的行动。

如何使用？

将本计划束之高阁是无法发挥它的作用的，除非你认真使用。本计划提供了一系列的指导，**帮助你**为顾客生产安全的食品。

成功的关键是得力的**领导**。如果管理人员下决心贯彻执行本计划并生产出安全的食品，那么员工才更可能认真承担他们的责任。

量体裁衣

花点时间完整阅读本计划，确定该计划是否适合你的生意。

部分程序要求你注明你生意中行事的方法（这被称为“量身修改计划”）。重要的是应花时间把这本通用文件量身制作成为你自己的“食品控制计划”，以反映你的生意中发生的事件。

负责量身修改食品控制计划的人因该专门留出时间来完成此项工作。有人觉得一次只修改几个部分比较好，而另一些人则觉得让员工一同参与修改计划比较妥当。这将帮助他们了解本计划，并且滋生出一种主人翁的态度。

一旦对本计划的量身修改工作完毕，要确保工作人员熟知与他们的工作相关的程序（参看“培训与监督”之章节）。

使用“准备开始”部分的检查表来帮助执行本“食品控制计划”（参看第M8页）。



This off-the-peg Food Control plan has been developed by the Ministry for Primary Industries to provide food service and catering businesses with a set of procedures and records that can be tailored to help them manage food safety and suitability in their business.

Is this plan for me?

The Food Service and Catering off-the-peg Food Control Plan is written for food service operations, such as restaurants, cafés, take-aways, pubs, clubs and caterers, that prepare and serve ready-to-eat meals and snacks for immediate consumption by customers both on and off the premises.

The Food Control Plan does not cover food service businesses that are:

- operating from domestic (home) kitchens
- serving vulnerable people such as those in hospices, hospitals, care homes, day care centres etc.
- producing food that will be packaged for later retail sales consumption (eg, chilled and frozen meals).

It is important that your Food Control Plan fits your business. You will need to think about the activities of your business and check that the procedures in this off-the-peg Food Control Plan cover the types of things that you do.

If your business includes other food processes or activities that are not covered by this off-the-peg Food Control Plan you will not be able to register it without making changes. These changes will require approval and you should talk to your council to find out what this involves.

What's in the plan?

The off-the-peg Food Control Plan has four main sections plus a diary to help with the record keeping requirements. The four sections are:

1. **Management** – contains your business details, document control requirements and training and supervision requirements.
2. **Basics** – includes procedures that must be in place to enable the business to provide a clean and hygienic environment for food preparation.
3. **Serve Safe** – includes procedures that relate to the safe storage, preparation and service of food.
4. **Records and Diary** – are used to confirm that important tasks have been completed and what action has been taken if something goes wrong.

How does it work?

Simply put the plan doesn't work, unless you do! The plan provides you with guidance and a system to **help you** produce safe food for your customers.

The key to success is **leadership**. If management are committed to following the plan and producing safe food then staff will also be more likely to take their responsibility seriously.

Making it yours

Take the time to read through the plan and make sure it is 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 the plan'). It is important that you take time to do this so that the off-the-peg document becomes your Food Control Plan and reflects what happens in your business.

The person tailoring the off-the-peg Food Control Plan should set aside time specifically for this task. Some find it helps to do just a few sections at a time, and some have found it helpful to involve staff in tailoring the plan. This helps them become familiar with it and develop a sense of ownership.

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

Use the *Getting started* checklist to assist in the implementation of the Food Control Plan (see page M9).

准备开始检查表

使用下方的检查表来帮助你本“食品控制计划”引入你的生意。

1	仔细阅读每个章节的所有内容，填写空格或在方框内打勾以说明你生意的实际情况。	完成 <input type="checkbox"/>
2	如果你认为你的有些工作没有包括在此本通用的“食品控制计划”内（例如：制作未煮熟的发酵肉），请马上停下并向注册机构查询本计划是否是否适合你的生意。	完成 <input type="checkbox"/>
3	将不适用于你的生意的页面拿走（放在文件夹的背页以防将来你的业务发生变化时需要它们）。	完成 <input type="checkbox"/>
4	填写日志内的“清洁与保养计划表”。	完成 <input type="checkbox"/>
5	在日志中记下用来保冷的设备，并制订适合自己的营业开始前与结束后的检查内容。	完成 <input type="checkbox"/>
6	如果使用时间与温度设定来烹煮家禽，则需填写“时间与温度设定”纪录表。	完成 <input type="checkbox"/>
7	保证每个工作人员得到了培训，并且熟知本“食品控制计划”。	完成 <input type="checkbox"/>
8	将完成后的“食品控制计划”登记注册。	完成 <input type="checkbox"/>
9	遵守你的“食品控制计划”内的程序。	
10	如果情况发生变化或出现问题，请重新审核你的“食品控制计划”，并且根据需要修改计划。	

在注册完你的“食品控制计划”之后，有关方面会定期检查你的执行情况（即校检）。



如果需要更多的帮助来完成你的“食品控制计划”注册，请联系你当地政府的环境卫生官员。



Use the following checklist to assist you to introduce the Food Control Plan to your business.

1	Read through all the pages in each section and where there are blanks or tick boxes fill them in to show what happens in your business.	Done <input type="checkbox"/>
2	If there are things that you do that you think are not covered by the off-the-peg Food Control Plan (eg, making uncooked fermented meat) stop and contact the registration authority for advice as to whether the plan is appropriate for your business.	Done <input type="checkbox"/>
3	Remove any pages that do not apply to your business (keep them in the back of your folder in case you change what you do and need them later).	Done <input type="checkbox"/>
4	Complete the cleaning and maintenance schedules in the diary.	Done <input type="checkbox"/>
5	In the diary write down the equipment used for cold holding of food and customise the opening and closing checks.	Done <input type="checkbox"/>
6	If using a set time/temperature for cooking poultry complete the <i>Time/temperature settings</i> record.	Done <input type="checkbox"/>
7	Make sure that everyone who works in the business is trained and is familiar with your Food Control Plan.	Done <input type="checkbox"/>
8	Register your completed Food Control Plan.	Done <input type="checkbox"/>
9	Follow the procedures contained in your Food Control Plan.	
10	Review your Food Control Plan when things change or go wrong, and make amendments as required.	

After your Food Control Plan is registered your business will be checked (verified) against the plan on a regular basis.



Contact your local council's Environmental Health Officer if you need more help to complete and register your Food Control Plan



“基本内容”与“安全供应”两部分的所有程序都以同样的方式编排。

此方框描述了程序的目的。

这一部分提供了完成所需任务的程序与指导。

量身修改程序

有一些程序要求你写下你的生意活动，或者勾选一个方框来显示适用于你生意的选项。

此方框解释了此目标的重要性。

此方框举例说明了当发生错误时你需要采取的行动。

如果有任何需要记录的事情，你会在这里找到指导。

The Basics: Hand hygiene

1 Goal

To prevent food and food contact surfaces from becoming contaminated by cleaning hands through effective hand washing and drying.

2 Why?

- Hand washing and drying is one of the best ways to prevent harmful microbes from getting onto food.
- Food handlers and others can spread harmful microbes onto food by either touching food directly or touching other things that the food comes into contact with (eg, benches, knives, chopping boards etc).


3 How this is done

Everyone (including contractors) follow good hand hygiene practices by washing and drying their hands, especially:


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

Hand washing

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



Step 2: Wash hands with warm running water and soap, rubbing vigorously (front, back and between fingers) for at least 20 seconds.



It can be hard to judge time, so it is recommended that you develop a habit that will help you measure the required washing time (eg, try singing twice through the 'happy birthday' song).

Step 3: Dry hands thoroughly of at least 20 seconds by using:

- Single-use cloth (roller) towel**
Rub hands on two sections of towel drying for 10 seconds on each section.
- Paper towel**
Rub hands on two paper towels drying for 10 seconds on each.

Using gloves

Using gloves is not a substitute for hand washing.

Gloves do not protect food from cross-contamination (eg, passing microbes from raw food to cooked food). Gloves, just like hands, can transfer microbes from raw food, equipment, utensils and surfaces to ready-to-eat-food.

Gloves must be changed between tasks (eg, after handling uncooked food and before handling ready-to-eat foods etc).
Gloves are only used for the following tasks:

Hand jewellery and finger nails

To enable good hand hygiene, fingernails should be kept short. Hand jewellery should not be worn if the food handler is handling unwrapped food.

4 What if they don't follow correct hand hygiene?

When a staff member doesn't follow correct hand hygiene, discuss the issue with the person to find out why.

You may need to discuss the correct procedure to them

- place hand washbasin at an easier location
- change the type of hand cleaning materials.

5 Write down

Write down the diary when employees are following good hand hygiene and noticed done to correct them.

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此日志包含了大部分的纪录文件。

1 日期

在此写下星期一的日期

2 问题或变化

在日志中记下当天出现的任何错误, 以及你采取了什么补救行动。

3 每周一次的检查

完成任务后在方框内打勾。

4 签名

每周结束时, 日常事务管理人应在日志上签字确认本计划得到了执行。

DD / MM / YY

Week one: Week commencing

Monday (Any problem or changes - what were they and what did you do?)

Tuesday (Any problem or changes - what were they and what did you do?)

Wednesday (Any problem or changes - what were they and what did you do?)

Thursday (Any problem or changes - what were they and what did you do?)

Friday (Any problem or changes - what were they and what did you do?)

Saturday (Any problem or changes - what were they and what did you do?)

Sunday (Any problem or changes - what were they and what did you do?)

Once a week checks

Weekly cleaning tasks completed Signs of pest activity: No Yes

Weekly maintenance tasks completed (If yes, write down what you did)

The procedures in our Food Control Plan were followed and effectively supervised this week.

Name: _____ Signed: _____

4 | Version 1.1 | June 2008 | Food Control Plan Diary

Are there plenty of hand washing materials at the hand washbasins?

* 在本文件夹的第四部分你也可以找到另外的记录表格。
从 www.mpi.govt.nz 网站上可以下载更多的表格。



这些数字是第一页上你分配给冷藏器的数字。

每个工作日都需记录每份菜的食品温度及检查温度的时间。

只有在供应家禽类菜肴时才需使用这一部分。

Daily chilled food checks

• Each day we do down the 'food' temperature (see Check temperatures procedure) within each unit used to hold chilled food.*

Unit	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	10am	3.5	11am	4	11am		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

* Time temperature taken * See Chilled/frozen food storage procedure on page SS7

Once a week poultry temperature checks

Cooking/reheating poultry

- Select one poultry item that is cooked using a standard time/temperature and temperature probe it to confirm that it reaches 82°C. (If you do not use standard time/temperature settings it is not necessary to complete this check).
- Select one poultry item that is reheated and check that it reaches 82°C.
- If you cook/reheat more than one item that contains poultry select a different item each week.

Day	Poultry Dish	Cooking (Standard time/temp) Method (How was the food cooked?)	Final core temp*	Action taken if temperature not reached
Mon	Chicken soup	clipped chicken bought to boil simmered 20mins	98°C	

Day	Poultry Dish	Reheating Method (How was the food reheated?)	Final core temp*	Action taken if temperature not reached
Wed	Chicken pie	Oven preheated 175°C 20 mins	89°C	

* The core temperature of the food should be 82°C or above. If the food has not reached this temperature keep cooking it until it does.

Cooling poultry (only required if food has been cooked then cooled)

- Select one item that contains poultry and check that it cools within the time frame required in the food control plan.
- If you cook and cool more than one item that contains poultry select a different item each week.

Day	Poultry Dish	Cooling Method (How was the food cooled?)	Time started cooling	Temp at 2hr*	Temp after total 6hr*	Action taken if temperature not reached
Tue	Chicken soup	large tray on rack in back room fridge after 2hrs	2pm	15°C	3.6°C	

* Poultry must be cooled from 60°C to 21°C in two hours and from 21°C to 4°C in four hours. See Cooling hot prepared food procedure on page SS21.

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做修改

对此本通用的“食品控制计划”所作的大改动在整合进入此计划之前要求由注册机构进行评估和认可。

需要评估的修改内容举例如下：

- 加入了程序内没有包含的新的加工方法（例如：生产未煮熟的发酵肉）。
- 为非普通顾客的人群提供膳食（例如：为临终安养院做饭）

不需要注册机构评估或认可的修改有：

- 使用自己的记录单，但所含信息必须至少包含与此本通用的“食品控制计划”相同的内容
- 改变不同部分章节的顺序
- 将此本通用的“食品控制计划”内不适合你生意的部分删除或标上“不适用”字样。（例如：不运送食品的商家将“运送食物”部分删除，或按订单烹煮食品的商家删除“陈列”与“自助”部分。）

如果你不确定所作修改是否需要评估，请与注册机构联系。

纪录保存

填写日志是保存记录的重要部分。日志的用途如下：

- 记下任何出错的事件
- 记下采取了什么行动来纠正错误并防止使顾客受到影响
- 记下采取了什么行动以预防错误再次发生
- 确定此本“食品控制计划”规定的程序得到了执行。

此日志中也包括了用来记录的表格：

- 每日冷藏食品温度检查
- 每周家禽食品温度检查
- 温度计的校准
- 你的清扫计划表
- 你的维护保养计划表

参看本“食品控制计划”的“日志使用”章节。

其它重要的记录保存文件包括：（参看本“食品控制计划”的“纪录”章节）

- 保温两小时的热食
- 烹制家禽的时间与温度设定
- 烹煮家禽温度纪录
- 认可的供应商
- 生病纪录
- 员工培训纪录
- 虫害控制（承包人纪录）

文件管理

在对此本“食品控制计划”的任何部分做改动时，要保证将改动页面的日期更新到修改当日的日期，并同时修改版本号。

在对此本“食品控制计划”内容做任何改动时，“食品控制计划”首页的目录也必须随之更新，换上新的版本号。

被替换的旧版本**必须**保存**四年**。



含有已不再使用的程序的所有文件及监督纪录都须至少保存四年备索。



Making changes

Big changes to the off-the-peg Food Control Plan will require evaluation and approval by the registration authority before being incorporated into the plan.

Examples of changes that will require evaluation include:

- adding new processes that are not covered by the procedures (eg, manufacturing of uncooked fermented meats)
- providing meals to a people other than general consumers (eg, catering for a hospice)

Changes that do not require evaluation or approval from the registration authority include:

- using your own record sheets as long as they contain at least the same information as those provided in the off-the-peg Food Control Plan
- changing the order of the sections
- removing or marking as 'not applicable' parts of the off-the-peg Food Control Plan that do not apply to your operation (eg, removing *Transporting Food* if you do not transport food, or *Display and self-service* if food is cooked to order)

If you're unsure whether a proposed change may require evaluation 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 to prevent customers being affected
- write down what was done to prevent it from happening again
- confirm that the procedures in the Food Control Plan have been followed.

The diary also includes forms for recording:

- daily chilled food temperature checks
- weekly poultry temperature checks
- thermometer calibrations
- your cleaning schedule
- your maintenance schedule

See the section *Using the diary* in the *Food Control Plan Diary*.

Other important record keeping documents include: (see *Records* section of the Food Control Plan)

- 2hr hot-held food
- Poultry time/temperature settings
- Cooking poultry temperature record
- Approved suppliers
- Sickness record
- Staff training record
- Pest control (contractor records)

Document control

When making changes to any part of the Food Control Plan make sure that the page that has been changed is updated with the date the change was made and a new version number.

When changes are made to any of the information in the Food Control Plan the contents page at the front of the Food Control Plan must also be updated with the new version number.

Older versions that have been replaced **must** be kept for **four years**.



All documents including procedures that are no longer used, and monitoring records will be kept for at least four years and made available on request.

食品商家的设计与位置



食品企业经营者必须对其经营场所的设计与建造的适当性以及使用方式负责，以便保证在该场所制备或供应的食品是安全与适当的。

房屋、地点、设施、用具与水、煤气、照明等基础条件均需适合食品安全生产的需要。

在设计食品场所时，已经考虑了以下问题以预防或尽量减少污染或交叉感染：

- 外部环境因素（包括尘土、虫害、污垢、废气与烟雾）
- 内部环境因素（包括食物之间或从表面迁移的污染源，高处掉落的尘土，堆积的污垢，霉菌，凝缩与脱落的微粒）
- 根据工作人员的多少考虑经营场所的大小是否合适、生意的性质、潜在的顾客群，以及制备与供应的食物数量与种类
- 提供能够良好运作并将食物交叉污染与腐坏可能性降到最低的工作环境。
- 保证食品制备与供应人员有足够的活动空间，而且通往清洗、消毒、检查与维护区域的入口畅通无阻。

此外，用于食品的房间：

- 不得用来作为睡觉的地方，并且不能直接通向任何用来睡觉的房间
- 不得用做任何可能使食品受到污染或影响食品的适宜性或清洁度的用途
- 专门用作食品经营用途

设备与操作要求



食品企业的运营

你的食品经营场所的容量与设计将在根本上决定你食品经营的规模与生产量。

- 你在经营你的食品生意时不能以超负荷的方式运作
- 你应该妥当地执行各项操作及提供资源

在对食品企业进行设计与运营时已经考虑了以下因素：

- 建造暴露在外的内部结构或表面的材料以及用具和食物容器不会导致食品污染（例如：不会把化学物质传带给食物）
- 暴露在外的内部结构或表面，以及用具与食物容器是用（适合它们用途的）易于清洗、消毒与杀菌的材料制成的
- 足够的照明，为所有的活动（包括清洁）提供充足的自然光或人造光
- 足够的自然或机械通风条件来有效地去处废气、烟雾、水汽与蒸汽。如果是机械通风，那么通风口必须安放在能够吸入干净空气的位置
- 恰当的地面自行排水系统以尽量减少地面积水
- 储备足够的干净卫生的用水
- 适合经营性质的恰当的热热水供应
- 符合温度控制要求的适当设施（例如：冷藏柜、冰箱、烤箱）以保证制备与存放食品的卫生要求
- 备有足够数量的供应热水及清洗、消毒与擦手设备的洗手池或其它适当的洗手、消毒与擦手方式
- 足够的对经营场所、设施与设备进行清洗与消毒的设备或用具



Design and location of the food business



Food business operators must take responsibility that the place they operate from is designed and constructed appropriately, and that it can be used in a way so that food that is prepared and/or served there is safe and suitable.

The premises, place, facilities, appliances, and essential services (such as water, gas, lighting etc) need to be appropriate for producing safe and suitable food.

The following matters have been considered in the design of the food premises to prevent or minimise contamination or cross-contamination:

- external environmental factors (including dust, pests, dirt, fumes, smoke)
- internal environmental factors (including transfer of contaminants from surfaces and between foods, dust from overhead fittings, the build-up of dirt, mould, condensation and the shedding of particles)
- size is sufficient in regard to the number of people working there, the nature of the business, the potential patronage, and the volume and range of food prepared and served
- provides working conditions that facilitate good operating practices and ensures that cross-contamination and deterioration of food is minimised
- allows for the easy movement of people involved with preparing/serving food and provides good access to areas for cleaning, sanitation, checking and maintenance.

In addition food rooms are:

- not used as a sleeping place and are not in direct communication with any room that is used as a sleeping place
- not used for any purpose which is likely to contaminate any food or adversely affect the suitability or cleanliness of any food
- exclusively for the purpose of the food business.

Facilities and operational requirements



Operation of food business

The capacity and design of the place where you operate your food business will ultimately limit the size of your food business operation and throughput.

- *You should operate your food business in a manner that does not exceed its capacity.*
- *You should adequately implement and resource all operations.*

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

- materials used in the construction of exposed internal structures/surfaces, and appliances or food containers are not a source of contamination for the food (eg, they should not impart chemicals to the food)
- exposed internal structures/surfaces, and appliances and food containers are made of materials that can be easily cleaned, sanitised and sterilised (as appropriate to their use)
- adequate lighting that gives sufficient natural or artificial light for all activities, including cleaning
- sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam, and vapours; and in the case of a mechanically assisted air flow the intake must be positioned to draw clean air
- adequate self-drainage of floors to minimise water ponding
- provision of adequate supply of clear, wholesome water
- an adequate hot water capacity for the nature of the business
- suitable facilities that can meet temperature control requirements for the hygienic preparation and storage of food (eg, chillers, freezers, ovens)
- an adequate number of hand washbasins with warm running water and supplies for hygienic cleaning, sanitising and drying of hands or another suitable means of cleaning, sanitising and drying hands
- adequate facilities/appliances for cleaning and sanitising the premises, facilities and appliances.

请用英语填写。

1 目标

所有的员工都经过培训，并且对本“食品控制计划”内与他们的工作范围有关的内容充分理解。

提供恰当的监督。

2 为什么？

- 如果员工未接受过安全工作培训，那么食品可能受到污染并使顾客生病。
- 有些员工可能因为缺少经验、工作能力不够或生意规模等原因而需要监督。

3 如何做到？

日常事务经理必须熟悉并理解本“食品控制计划”内的所有程序。

培训

日常事务管理人就每个与工作有关的安全操作步骤对员工进行培训，然后观察他们在工作中的表现（如有必要即予以纠正）。

所有员工在他们可以上岗前接受以下程序的培训：

- 手部卫生
- 个人卫生
- 健康与疾病

- _____
- _____
- _____

何时培训员工：

- 员工开始工作前
- 引进新的程序时
- 当现有的程序被修改时
- 无论何时当员工因没有遵守程序而出错时



除非员工受到过培训能够承担一项特定的工作，否则他们不能被允许操作此项活动。

4 出现问题怎么办？

当可能是因为员工中有人操作不当而出现错误时，应对员工进行重新培训。

你同时还应该：

- 重新审定员工培训方式，看看是否有可以改进的地方
- 确信员工知道遵守正确的安全守则的重要性
- 确信员工能够拿到相关的安全操作宣传单
- 考虑是否需要提高监督力度
- 在日志中记录事故始末、事故原因以及你采取了什么行动来预防错误再次发生。

5 记下这些：

为每个员工填写一份“员工培训记录”，参看“记录”章节。

每当员工接受完一项培训并且掌握良好而且能在工作持续正确地执行时，便可在其“员工训练记录”中的此项目下签字表示通过。

在“员工培训记录”里也应记下任何重新培训或复习培训的记录。





1 Goal

All staff are trained and have a good understanding of the Food Control Plan's requirements related to their area of work.

Appropriate supervision is provided.

2 Why?

- Food may be contaminated and customers made ill if staff are not trained in safe working practices.
- Some staff may need supervision due to inexperience, ability, size of operation etc.

3 How this is done

! *The day-to-day manager must be familiar with, and understand all the procedures in the Food Control Plan.*

Training

The day-to-day manager trains staff in each safe practice procedure relevant to their work, then watches them perform the task (correcting them as necessary).

All staff are trained in the following procedures before they can work:

- Hand hygiene
- Personal hygiene
- Health and sickness

-
-
-

When to train staff:

- before new staff start working
- when introducing new procedures
- when existing procedures are changed
- whenever 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.*



4 What if there is a problem?

Retrain staff when something goes wrong that may have been caused by a staff member not doing the right thing.

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 safe practice factsheets
- 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.

5 Write it down

Complete a 'Staff training record' for each person who works in the business see 'Records' section.

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 procedures.

Also record any retraining or refresher training on an employee's 'Staff training record'.



基本内容

什么是易腐食品？



易腐食品是这样的食品：它必须在一定的温度范围内存放（低于4°C 或高于60°C）以抑制食物内有害微生物的成长或预防食品内生成毒素。

易腐食品的储存必须符合本“食品控制计划”所规定的温度要求。

什么食品属于易腐类？

就本“食品控制计划”而言，凡同时符合以下两项标准的食品即被视为易腐食品：

- 食品中含有需成倍繁殖才可引发疾病的微生物，以及
- 可能帮助有害微生物生长繁殖的食品

为预防生成有毒物质而必须控制存放温度的食品同样也被认定为易腐类。例如，鲭鱼需要在捕获后迅速冷冻以减少组胺的形成。只有在如果未控制温度，食品有引发疾病的潜在危险的情况下，食品才属易腐类。

易腐食品举例

以下**举例**是通常被认为属于易腐类食品的举例：

- 生、熟肉类，或含有生、熟肉类的食品，例如：生菜色拉 (casseroles)，咖喱 (curries)，意大利千层饼 (lasagne) 以及肉类馅饼 (meat pies)
- 乳制品，或含有乳制品的食品，例如：蛋奶冻 (custard) 与乳制品为原料的甜品
- 海鲜（生猛海鲜除外）与含有海鲜的食品
- 加工过的水果与蔬菜，例如凉拌色拉与未灭菌的果汁
- 熟的米饭与意大利通心粉
- 经过加工的含有蛋类、豆类、坚果或其它富含蛋白质的食品，例如：乳酪蛋馅饼 (quiche) 以及大豆产品
- 含有以上任何一种食物的食品，例如：三明治 (sandwiches) 与乳酪蛋馅饼 (quiches)

什么食品不属于易腐类？

许多食品不需要依赖温度控制来保证安全，因为它们已经过加工确保有害的微生物不再停留在食品中或者食品本身不可能帮助它们生长。这些食品不属于易腐类食品生产商通常通过采取以下某种方式来保证食品安全：

- 消灭有害微生物然后将食品包装使之无法被污染，例如罐装或瓶装食品
- 在食物内部创造一个不支持有害微生物生长的环境。这通常是通过提高食品的酸性以抑制微生物生长、将食品脱水以降低含水量并添加盐或糖、使用食品添加剂以阻止细菌滋生、或综合以上方法来实现，例如：水果干、盐腌肉干以及发酵过的肉干；或
- 消灭或降低食物中有害的微生物数量并创造一个能减少或预防残留在食品中的有害微生物的生长或繁殖的环境。例如：酸奶、乳酪、涂抹酱、调味汁、干的意大利通心粉、灭菌后的果汁、面包、牛奶干片以及蛋糊粉 (custard powder)。

尽管上述食品不属于易腐类，但当它们的包装被打开或以某种方式被改变，那么它们可能转变成易腐食品。

- 例如：一罐罐装炖牛肉一旦被开罐就成了易腐食品，而当蛋糊粉添加了牛奶或水后也成了易腐食品。

许多生的未加工的或半成品的食物同样也不属于易腐类，因为它们或不支持有害微生物的生长（例如：生的整只水果与蔬菜、未煮过的米粒、面粉与糖），或不含有这些微生物（例如：带壳的坚果）。





What is it?



Readily perishable food is food that must be kept at certain temperatures (below 4°C or above 60°C) to minimise the growth of harmful microbes that can be present in the food or to prevent toxins (poisons) forming in the food.

Readily perishable food must meet the temperature requirements contained in this Food Control Plan.

What food is readily perishable?

For the purposes of this Food Control Plan, food that meets both of the following criteria is considered readily perishable:

- the food **may** contain microbes that need to multiply in order to cause illness, and
- the food **will** support the growth of harmful microbes.

Food that must be kept under temperature control to prevent toxins forming is also considered readily perishable. For example, scombroid fish need to be rapidly chilled shortly after capture to minimise the formation of histamine. The food is readily perishable only because it has the potential to cause illness if it is not kept under temperature control.

Examples of readily perishable food

The following foods are **examples** of foods that are normally considered readily perishable:

- raw and cooked meat, or foods containing raw or cooked meat, eg, casseroles, curries, lasagne and meat pies
- dairy products, or foods containing dairy products, eg, custard and dairy-based desserts
- seafood (excluding live seafood) and foods containing seafood
- processed fruits and vegetables, for example salads and unpasteurised juices
- cooked rice and pasta
- processed foods containing eggs, beans, nuts or other protein-rich food, eg, quiche and soya bean products
- foods that contain any of the above foods, eg, sandwiches and quiches.

What food is not defined as readily perishable?

Many foods do not rely on temperature control for safety because they have been processed to ensure that harmful microbes are not present in the food or the food can't support their growth. These foods are not considered readily perishable. Food manufacturers usually achieve food safety by one of the following methods:

- destroying any harmful microbes and then packaging the food so it cannot be contaminated, for example canned and bottled food
- creating an environment in the food that does not support the growth of harmful microbes. This is usually done by making the food too acidic for microbes to grow, reducing the available water in the food by drying the food and/or adding salt or sugar, using food additives that inhibit bacterial growth, or a combination of these things - eg, dried fruit, salted dried meats and fermented dried meats, or
- destroying or reducing the number of harmful microbes in the food and creating an environment that will minimise or prevent the growth of any harmful microbes that are still present and could multiply in the food - eg, yoghurts, cheeses, spreads, sauces, dried pasta, pasteurised juices, breads, dried milk and dried custard powder.



Although the above foods are not considered readily perishable, they may become so when the food package is opened or altered in some way. For example, a canned beef stew should be considered readily perishable once it is opened and custard powder should be considered readily perishable once milk or water is added.

Many raw unprocessed or semi-processed foods are also not readily perishable because they either do not support the growth of harmful microbes (eg, raw whole fruits and vegetables, uncooked rice, flour and sugar) or do not contain harmful microbes (eg, nuts in the shell).



请用英语填写。

1 目标

为了预防任何患有传染性疾病的人污染食品。

2 为什么？

- 食品可能会遭到一些患有某些感染疾病的人、或者在其体内外携带微生物的人的污染。
- 有害微生物可能通过病人的排泄物、呕吐物以及人体其它形式的体液被传播。

3 如何做到？

1. 禁止呕吐[†]或腹泻^{*}病人（包括承包人、访客等）进入食品处理区域。
 - 任何在进入食品区之前的**24**小时以内发生过呕吐或腹泻的人**必须报告给** _____。
2. 任何食品操作人[□]腹泻^{*}两次或多于两次，或者在**24**小时以内发生过呕吐[†]，必须就医并作粪便采样检测以查明疾病的原因。
 - _____ 在达到一定的清洁标准之前，该食品操作人不得进入该营业场所（请见“纪录”章节）。
 - _____ 决定是否安排生病的食品操作人从事另外一项不直接接触打开的食品或食品区域内任何台面与器材的**安全**的工作。

不允许上岗的食品操作人

更多信息与清洁要求，请参看“排除受感染的人”部分的指导（请见“纪录”章节）。

如果您不能确定食品操作人是否会威胁到食品安全，请向您当地议会的环境健康官员咨询。

3. 任何在工作时发生的呕吐事件必须立即报告给 _____。
 - 该名操作人员必须立即从食品操作区域内撤下。
 - 受到影响的区域以及所有被污染的台面，包括器材与用具必须被清洗并消毒。
 - 任何可能已被污染的食品必须处理掉： _____。
4. 任何患有黄疸症（即皮肤变黄）并怀疑，或已经感染甲型肝炎的人都不允许进入食品操作区域。
5. 任何患有皮屑、皮肤溃烂流液或皮肤感染疾病的人，如果不能在操作食品过程中完全遮罩起来，都不允许进行食品操作。

“如何做到”部分的注解

- * **腹泻**：除了综合以下症状：肠易激综合征、局限性肠炎、溃疡性结肠炎。
- † **呕吐**：除却其它明显原因的，例如：晨吐或酒精中毒。
- **食品操作人**：任何直接接触食品或接触用来准备食品的器械或厨房器具的人（例如：厨师、服务员等）。

4 出现问题怎么办？

如果员工没有遵照规定的步骤办，找出原因并重新培训（如有必要）。

如果有人营业场所呕吐，清扫并消毒该区域（包括清扫用的工具）。将可能已被污染的食物丢弃，并把呕吐的人送回家。

将一个呕吐处理工具包（其中包括一次性围裙、手套、漂白剂等）放在取用方便的位置，一旦发生呕吐，能便于安全清扫。

5 记下这些

在“生病纪录”里记下员工或其他来到过营业场所的人的不舒服的情况，以及采取的相关措施（参看“纪录”部分）。

当有意外事件发生时（例如：有人在营业场所呕吐），请记录下来你做了什么。



1 Goal

To prevent anyone who is carrying a communicable disease from contaminating food.

2 Why?

- Food can become contaminated by people who are unwell with certain infections, or are carrying the organisms in or on their body.
- Harmful microbes can be transmitted through a sick person's faeces (poo), vomit and in some cases other body fluids.

3 How this is done

1. No one (including a contractor, visitor etc) is permitted in a food-handling area if suffering from vomiting[†] or diarrhoea^{*}.
 - Anyone who has vomited or had diarrhoea in the 24 hours prior to entering the food premises **must report it to** [redacted].
2. Any food handler[‡] who has had diarrhoea^{*} two or more times, or **any** vomiting[†] within a 24 hour period must seek medical advice and have a faecal specimen tested to identify the cause of illness.
 - [redacted] must ensure the food handler is excluded from the premises until they meet the appropriate clearance criteria (see *Records* section).
 - [redacted] is to determine whether a sick food handler is to be given **safe alternative work** that does not involve direct contact with open food, or with surfaces and equipment in any food area.

Excluding food handlers

See the Exclusion of infected persons guidance for further information and clearance requirements (see *Records* section).

If you are uncertain whether a food handler may pose a risk, seek advice from an Environmental Health Officer at the local council.

3. Any vomiting at work must be reported immediately to [redacted].
 - The food handler must be excluded immediately from all food handling areas.
 - The affected area and all contaminated surfaces, including equipment and utensils must be cleaned and sanitised.
 - Any food that may have become contaminated must be disposed of [redacted].
4. No one with jaundice (yellowing of the skin) who is suspected of, or has, hepatitis A is allowed in a food handling area.
5. No one is permitted to handle food if they have scaly, weeping or infected skin that cannot be totally covered during food handling.

Notes for 'How this is done'

- * **Diarrhoea** other than that associated with conditions such as Irritable Bowel Syndrome, Crohn's Disease or ulcerative colitis.
- † **Vomiting** in the absence of other obvious causes, eg, morning sickness or alcohol poisoning.
- ‡ **Food-handler** any person who comes into direct contact with food or the equipment or utensils used to prepare food (eg, cooks, waitresses etc).

4 What if there is a problem?

If staff are not following this procedure find out why and retrain them if necessary.

If someone vomits on the premises, clean and sanitise the area (including the cleaning equipment). Throw out any food that might have been infected and send the person home.

Keep a vomit kit (disposable apron, gloves, bleach etc) handy to safely clean up any vomiting that may occur.

5 Write it down

Write down in the 'Sickness record' (see 'Records' section) when employees or others who visit the premises are unwell and what action has been taken (exclusion etc).

Write down what you did when something went wrong (eg, someone vomited on the premises).

请用英语填写。

1 目标

通过有效的洗手与擦干来防止食物及食物接触的台面被不清洁的手污染。

2 为什么？

- 洗手与擦干是预防有害微生物危害食品的最佳方法之一。
- 食品操作人员及其他人员可能通过直接触摸食品或其它食品可能接触的物品（例如：料理台、刀具、砧板等）将他们手上的有害微生物传播至食品。

3 如何做到？

每一个人（包括承包人）都按照良好的手部卫生清洁标准来洗手并擦干，尤其是以下情况时：

- 在进入任何处理即食且未包装食品的区域时
- 在解除即食包装的食品之前
- 接触了生的食品以后（肉类、蔬菜等）
- 戴上手套之前及脱下手套之后
- 咳嗽与擤鼻涕后
- 如厕之后

正确洗手



第一步：用温的流水、肥皂与指甲刷清洗每个手指缝



第二步：用流动的温水与肥皂洗手，彻底搓洗手背、手掌以及手指间的缝隙至少20秒。



时间可能较难掌握，因此建议培养一个能帮助你计算清洗时间的习惯（试试洗手时唱两遍“生日快乐”的歌）。



第三步：用以下方法（请打勾）花至少20秒的时间将手背、手掌及手指完全擦干

- 一次性毛巾布（卷）**
用布的两面将手擦干，每面花10秒时间。
- 一次性纸巾**
用纸的两面将手擦干，每面花10秒时间。

手套的使用

使用手套并不能代替洗手。



手套并不能预防食品的交叉感染（例如：将生的食物上的微生物传给熟食）。

手套与双手一样可能把微生物从生食传到设备、厨房器具与台面，以及即食食品。

不同的工作需换用不同的手套。（例如，处理过生的食品之后，在处理即食食物之前要更换手套）

只有下列场合才需使用手套：

手部珠宝与手指甲

为了确保良好的手部清洁卫生，必须勤剪指甲。处理未经包装的食品的操作人员手上不得戴珠宝。

4 出现问题怎么办？

若员工不遵照正确的手部清洁卫生规定，直接与该名员工交谈以找到原因。

您可能需要：

- 向员工演示正确的步骤
- 在合适的位置安放一个洗手池
- 更换洗手用品的种类

5 记下这些

一旦员工被发现未能遵守良好的手部清洁规定，就在日志中记录下来，同时也记下采取了什么行动以改正他们。



1 Goal

To prevent food and food contact surfaces from becoming contaminated by unclean hands through effective hand washing and drying.

2 Why?

- Hand washing and drying is one of the best ways to prevent harmful microbes from getting onto food.
- Food handlers and others can spread harmful microbes carried on their hands onto food by either touching food directly or by touching other things that the food comes into contact with (eg, benches, knives, chopping boards etc).

3 How this is done

Everyone (including contractors) follow good hand hygiene practices by washing and drying their hands, especially:

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

Hand washing



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



Step 2: Wash hands with warm running water and soap, rubbing vigorously (front, back and between fingers) for at least 20 seconds.



It can be hard to judge time, so it is recommended that you develop a habit that will help you measure the required washing time (eg, try singing twice through the 'happy birthday' song).



Step 3: Dry hands thoroughly (front, back and between fingers), for at least 20 seconds by using: [tick option]

Single-use cloth (roller) towel

Rub hands on two sections of towel drying for 10 seconds on each section.

Single-use paper towel

Rub hands on two paper towels drying for 10 seconds on each.

Using gloves

Using gloves is not a substitute for hand washing.

! *Gloves do not protect food from cross-contamination (eg, passing microbes from raw food to cooked food). Gloves, just like hands, can transfer microbes from raw food, equipment, utensils and surfaces to ready-to-eat-food.*

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

Gloves are only used for the following tasks:

Hand jewellery and finger nails

To enable good hand hygiene, fingernails should be kept short. Hand jewellery should not be worn if the food handler is working with unwrapped food.

4 What if there is a problem?

When a staff member doesn't follow correct hand hygiene discuss the issue straight away with the person to find out why.

You may need to:

- demonstrate the correct procedure to them
- provide a hand washbasin at an easier location
- change the type of hand cleaning materials.

5 Write it down

Write down in the diary when employees are noticed not following good hand hygiene and what was done to correct them.

请用英语填写。

1 目标

防止食物及食物接触的台面因不当的着装与行为受到污染。

2 为什么?

- 顾客可能因为食用了被不清洁的食品操作人员所携带的有害微生物污染的食品而得病。
- 不干净的或不合适的服装可能污染食品。

3 如何做到?



任何人（包括签约商、访客等）进入食品制作区时都需穿着恰当干净的衣服并遵守这些规定。

衣着/外表

在处理未包装的食品时须穿着干净的衣服以预防污染。

以下为着装要求标准:

工种/职位: _____

着装标准: _____

工种/职位: _____

着装标准: _____

工种/职位: _____

着装标准: _____

工种/职位: _____

着装标准: _____

工种/职位: _____

着装标准: _____

保护卫生的外层衣物（例如，围裙等）在食品制作区以外不得穿戴（例如：厕所，午餐室以及回家后）。

个人行为守则

- 在制作食品时，操作人员须避免触摸鼻子、嘴、头发以及皮肤。
- 食品操作人员不得在食物面前吐唾沫、打喷嚏或咳嗽。
- 使用抛弃型纸巾擦拭鼻子，然后马上洗手。
- 在食品制作区禁止吸烟。
- 在食品制作区禁止吃东西。

割伤与擦伤

- 所有手上与手臂上的割伤或擦伤必须贴护创膏以阻止伤口的微生物污染食物。
- 使用色彩鲜明的防水护创膏，这样一旦脱落能及时发现。如果手上贴有护创膏须戴手套。
- 如果伤口渗液或感染，并且无法被完全遮盖，该操作人员不得接触食物。

4 出现问题怎么办?

如果员工没有遵照规定的步骤办，找出原因并重新培训（如有必要）。

若有人手上有渗液又未遮盖的伤口且还在处理食品，需立即制止并将可能已经受到感染的食品丢弃。

在未采取恰当步骤以确保食品不受污染前，不要允许该人员操作食品（例如，重新培训，等伤口被遮盖等）。

5 记下这些

当有意外事件发生时，请在日志里记录下来采取了什么行动（例如，看到一食品操作人员手上有未遮盖的伤口且正在工作，或者没有穿着保护食物不受污染的服装）。





1 Goal

To prevent contamination of food and food contact surfaces from inappropriate clothing and behaviour.

2 Why?

- Customers can become sick if they eat food that has been contaminated with harmful microbes carried by dirty food handlers.
- Dirty or inappropriate clothing can contaminate food.

3 How this is done

! Anyone (including a contractor, visitor etc) entering a food preparation area is required to wear appropriate clean clothing and follow this procedure.

Clothing/Appearance

Appropriate clean clothing is worn when handling unpackaged food to protect it from contamination.

The following standards of dress apply:

Job/Position _____

Clothing (dress standard) _____

Job/Position _____

Clothing (dress standard) _____

Job/Position _____

Clothing (dress standard) _____

Job/Position _____

Clothing (dress standard) _____

Job/Position _____

Clothing (dress standard) _____

Outer protective clothes (eg, aprons etc) are not worn when not in food preparation areas (eg, toilet, lunch room, going home etc).

Personal conduct

- Food handlers avoid touching nose, mouth, hair and skin during food preparation.
- Food handlers do not spit, sneeze or cough over food.
- Disposable tissues are used to blow noses, and hands are washed afterwards.
- Smoking is not permitted in the food preparation area.
- Food is not eaten in food preparation areas.

Cuts and sores

- All cuts/sores on hands and arms are covered with a sticking plaster to stop microbes from the wound contaminating food.
- Brightly coloured waterproof sticking plasters are used that can be easily seen if they fall off. A disposable glove is used to cover sticking plasters if they are on the hand.
- If a cut/sore is weeping or infected and cannot be totally covered the person **must not** handle food.

4 What if there is a problem?

If staff are not following this procedure find out why and retrain them if necessary.

If someone is handling food and has an uncovered weeping sore on their hand, stop the person from handling food and dispose of any food that might have been infected.

Do not allow the person to handle food until appropriate steps have been taken to ensure they will not infect the food (eg, retraining, sore is covered etc).

5 Write it down

Write down in the diary what action you have taken if something goes wrong (eg, a food handler is observed working with an uncovered open sore on their hand or not wearing clothing that protects food from contamination).



1 目标

确保场所、设备与厨房器具保持洁净。

2 为什么？

洗涤能去除污垢与油腻。消毒能杀死台面有害的微生物。

- 不清洁的营业场所与设备会导致微生物生长，如果它们污染了食物则会让食用者得病。
- 不清洁的营业场所会引来害虫，例如老鼠、蟑螂并传播疾病。

3 如何做到？

各种设施与设备须定期清洗。



设备或与食品接触的台面（例如，砧板、厨房器具、锅、钳子、杯盆碗筷、工作台台面等等）须清洗并消毒。

其它可能会间接的（例如，通过污染食品工人的手）污染食品的物品同样也须清洗与消毒（例如，门把手、水龙头、洗手池等等）。

常规清洗要求

- 在使用化学物品与清洗设备时须遵照制造商的指导说明。
- 在清洗或消毒之前确保食物已得到适当的保护或已被移走。
- 在两项工作更替时做清洗（即做完就清洗）
- 只要可能，让物品自然风干。
- 每项工作结束后，更换毛巾并把用过的毛巾收置放好等待清洗。

洗碗机

- 洗碗机的使用与维护须遵照厂商的使用说明。



如果操作正确，经洗碗机冲洗后的物品会很烫而无法马上取出。

无法放入洗碗机的物品

1. 洗前清理：将看得到的污垢与食品清除。
 2. 清洗：用热水及恰当分量的洗涤剂清洗。
 3. 用干净的热热水冲洗。
 4. *用对食品无害的消毒剂消毒
 5. *最后冲洗（根据要求参看消毒指导）
 6. 风干或用一次性抹布擦干。
- * 只有当设备或台面接触食品时才有此要求。

使用毛巾揩布

无论何时尽可能使用一次性揩布，用完后即丢弃。

- 如果用的是可多次使用的揩布则需彻底清洗、消毒并等晾干后才能再次使用。
- 总是使用新的或刚洗净的揩布来擦拭接触即食食品的台面。

清洁用的设备

- 清洁材料须存放在远离食品单独区域。
- 清洁设备须保持良好的使用状态并不作他用。
- 清洁设备须清洗并消毒。
- 化学品须有清楚标示。
- 化学品严禁储存在食品容器中。
- 须培训员工如何安全使用化学品。

4 出现问题怎么办？

如果一块区域或设备器具等不清洁，则重新清洗。与有关人员讨论该问题并找出问题的原因。采取任何必要的行动来减少类似事件再次发生的可能。

将任何可能被污染的即食食品丢弃。

解决办法可能包括：

- 提供更多的培训与协助；
- 更换现有的清洁用的化学品与材料的种类；
- 用更容易清洗的物品替代现有的物品。

5 记下这些

在“清洗计划表”（参看日志）中写下什么物品需要清洗、如何清洗或（如有必要的话）消毒，多久一次以及由谁来做。



1 Goal

To ensure premises, equipment and utensils are kept clean.

2 Why?

Cleaning removes dirt and grease. Sanitising kills harmful microbes on surfaces.

- Unclean premises and equipment will enable microbes to grow which, if they contaminate food, can make people ill.
- Dirty premises can attract pests like mice, rats and cockroaches that can spread disease.

3 How this is done

The facilities and equipment are cleaned regularly.



Equipment and surfaces which come into contact with food (eg, chopping boards, utensils, pots, tongs, crockery, work surfaces etc) are cleaned and sanitised.

Other items that may contaminate food indirectly (eg, by contaminating a food worker's hands) are also cleaned and sanitised (eg, door handles, taps, wash hand basins etc).

General cleaning requirements

- The manufacturer's instructions are followed when using chemicals and cleaning equipment.
- Food is appropriately protected or removed before cleaning or sanitising.
- Cleaning occurs between tasks ('clean as you go').
- Wherever possible items are left to air dry.
- After each task, cloth towels are changed and used towels are stored for laundering.

Dishwasher

- Dishwashers are operated and serviced according to the manufacturer's instructions.



When it's operating correctly, items in the dishwasher will be too hot to handle immediately after the rinse cycle.

For items that can't be put through the dishwasher

1. Pre-clean – remove visible dirt and food residue.
 2. Main clean – wash with hot water and the correct amount of detergent.
 3. Rinse with clean, hot water.
 4. *Sanitise with a food-safe sanitiser
 5. *Final rinse (see sanitiser instructions as required).
 6. Air dry or use a single-use drying cloth.
- * Only required where equipment/surface comes into contact with food.

Using cloths

Single-use cloths are used whenever possible and thrown away after each task.

- When using re-usable cloths they are thoroughly washed, sanitised and dried between tasks.
- A new or freshly cleaned cloth is always used to wipe surfaces that come into contact with ready-to-eat food.

Equipment used for cleaning

- Cleaning materials are stored in a separate area away from food.
- Cleaning equipment is kept in good repair and not used for any other purpose.
- Cleaning equipment is cleaned and sanitised.
- Chemicals are clearly labelled.
- Chemicals are never stored in a food container.
- Staff are trained how to use chemicals safely.

4 What if there is a problem?

If an area or equipment/utensils etc are not clean, re-clean. Discuss the problem with the staff member involved and find out why the cleaning was not good enough. Take any action necessary to reduce the likelihood of it happening again.

Throw out any ready-to-eat food that may have become contaminated.

The solution might include:

- providing more training or assistance
- changing the type of cleaning chemicals and materials used
- replacing the item to be cleaned with something that is easier to clean.

5 Write it down

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

请用英语填写。

1 目标

向顾客提供关于食品是否含有特别的过敏源或因交叉接触而可能带有过敏链的准确信息。

2 为什么？

- 顾客必须能够对自己或由他们照料的人所食用的食物有知情选择权。
- 食物过敏可能导致威胁生命的全身性反应，通常在进食后几分钟即发生。

3 如何做到？



常见的过敏源

最常见的导致过敏反应的食物包括：麦片、贝壳类水产、蛋、鱼、牛奶、坚果、芝麻、花生、大豆、亚硫酸盐、小麦以及蜂产品，例如蜂皇浆、花粉与蜂胶。

超过90%的严重过敏反应由这些食品所导致。

当有客人告诉我们他们患有食物过敏，应通知下列人员：

- 厨师长
- 日常事务经理
- _____ [其他，请说明]

上述人员负责向客人提供有关食物中可能有的过敏源的信息。

知道食品含有的成分

一些对食物过敏的人需要知道他们所吃食品的具体成分。

- 对于要向患有食物过敏的顾客提供的食物，要将所有组成成份的准确细节记下来。
- 检查每道菜的成分，同样还有用来烹调这些菜的食品成分（例如：食用油等）以及配菜与调味酱。



如果不能确定食品中是否含有过敏源（哪怕仅仅是很少量），务必告诉顾客，绝不能只凭猜测！

避免交叉接触

确认食品没有因接触过过敏源的台面及厨房器具而遭到微量感染。

- 保证着装干净整洁，并彻底清洁双手（见“手部卫生”章节）。
- 在不同的区域制作含有不同过敏源的食物，并使用不同的设备与厨房器具。如果无法做到这点，则在制作食品前彻底清洗所有的设备与器具。
- 不要用之前煎、炸过含有过敏源食品的食用油来制作别的食品。

4 出现问题怎么办？

如果你发现顾客出现严重的过敏反应：

- 马上拨打111呼叫救护车与医务人员立即赶到
- 立即说明您的顾客出现了过敏反应（“anaphylaxis”，发音为：“anna-fill-axis，安娜费来客西死”）。

确定是什么导致了顾客的过敏反应。

察看成份表与收据以确定所有的过敏源都被发现。

检查员工为有食物过敏的顾客准备的菜点，作恰当的修改。

重新培训员工以使他们明白向有食物过敏的客人提供正确的信息是非常重要的。

5 记下这些

保存提供给食物过敏顾客的菜点与包装食品的食品成分的详细信息（以及这些成分所含的物质）。

在日志里记下出现食物过敏反应的事件后所采取的行动。





1 Goal

To provide customers with accurate information on whether a food contains specific allergens, or could have traces of an allergen from cross-contact.

2 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 which affect the whole body, often within minutes of eating the food

3 How this is done



Common allergens

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. These foods are responsible for over 90% of serious reactions.

When a customer tells us that they have a food allergy the following staff member is told:

- Head chef
- Day-to-day manager
- _____ [other please specify]

The person identified above is responsible for providing information to the customer on what allergens could be present in the food.

Know what's in the food

Someone who has a food allergy needs to know the exact ingredients of the food that they eat.

- Keep accurate details of all ingredients used in food to be served to customers with a food allergy.
- Check all the ingredients in the dish, as well as what is used to cook the dish (eg, oils etc) as well as sauces and garnishes served with the dish.



If there is any doubt about whether a food contains even a small amount of an allergen, tell the customer – never guess!

Avoid cross-contact

Make sure food doesn't get contaminated with small amounts of an allergen from surfaces and utensils that have been in contact with an allergen.

- Ensure that clothing is clean and thoroughly wash your hands (see *Hand hygiene*).
- Prepare food containing different allergens in separate areas using separate equipment and utensils. If this is not possible, then thoroughly clean all equipment and utensils to be used prior to preparing the food.
- Do not fry food in oil that has previously been used to fry food containing an allergen.

4 What if there is a problem?

If you think a customer is having a severe allergic reaction:

- immediately ring 111 and ask for an ambulance with a paramedic straight away
- immediately explain that your customer could have anaphylaxis (pronounced 'anna-fill-axis').

Identify what led to the customer's allergic reaction.

Review ingredient labels and recipes to ensure all allergens are known.

Review the way staff prepare a dish for someone with a food allergy; make changes as appropriate.

Retrain staff to ensure that they understand how important it is to provide accurate information to food-allergic customers.

5 Write it down

Keep details of the ingredients (and what they contain) for all dishes and pre-packaged food to be served to customers with a food-related allergy.

Write down in the diary any action taken in the event that someone has an allergic reaction.



1 目标

与食品接触的餐具与包装品（例如：热缩包装，打包盒等）须恰当并符合行业标准。

2 为什么？

- 不符合行业标准或使用不当的包装品与餐具可能会污染食品（化学品或其它物质可能从包装品及餐具向食品转移）。

3 如何做到？

包装品

在购买与实物接触的包装品前（例如：陈列盘、抛弃型饮料杯、打包盒等），与供应商确认该商品符合以下规定：

- 当前美国联邦法规条例中的具体规定，或
- 当前“澳大利亚食品接触塑料材料标准，AS2070-1999”中的具体规定，或
- 其它适用的经新西兰食品安全局认可的国际标准。

餐具

所有餐具必须恰当，并不会污染食品，或使食品沾染铅、镉、砷、镉或其它危险性物质。

误用食具与包装品

任何用来测量、储存或倾倒化学制品的器具或设备必须标示清楚并不作它用。

食品不得放置于通常存放药品或化学制品的容器或包装之内。

4 出现问题怎么办？

拒绝使用不符合标准的餐具或包装品。

若包装品使用不当，找出原因并解决，如有必要则重新培训员工。

5 记下这些

保存供应商承诺包装品与餐具适合使用的纪录。



1 Goal

Tableware and packaging (eg, shrink wrap, takeaway containers etc) that come into contact with food is appropriate and meet industry standards.

2 Why?

- Packaging and tableware that does not meet industry standards or is not used correctly may contaminate food (eg, chemicals and other substances may migrate from packaging and tableware into food).

3 How this is done

Packaging

Before purchasing packaging that comes into contact with food (eg, display trays, disposable drink cups, takeaway trays etc) a check is made with the supplier that it complies with:

- the requirements specified in the current US Code of Federal Regulations, or
- the requirements specified in the current 'Australian Standard for Plastics Materials for Food Contact Use, Australian Standard AS2070-1999', or
- any other appropriate international standard recognised as acceptable by the Ministry for Primary Industries.

Tableware

All tableware is suitable and not capable of contaminating food, or imparting lead, antimony, arsenic, cadmium or any other hazardous substance to the food.

Misuse of food articles and packaging

Any utensil or equipment used to measure, store or pour chemicals is clearly identifiable and used for no other purpose.

Food is not put or stored in any container or package that is commonly used for medicine or chemicals.

4 What if there is a problem?

Reject tableware and packaging that does not meet the required standard.

If packaging is not being used appropriately, find out why, fix the problem and if necessary retrain staff.

5 Write it down

Keep a record of the supplier's confirmation that the packaging and/or tableware is appropriate for use.



请用英语填写。

1 目标

对废弃物以及可循环使用的材料的清洁存放与收集进行有效的管理。

2 为什么？

垃圾与可循环使用的材料不经恰当存放或定期收集会导致：

- 阻碍有效的清洁打扫
- 滋生虫害
- 污染食品及食品操作区域

3 如何做到？

废弃物与可循环使用的材料的存放要做到容易辨别，不会被误当作可用之物。

放置废弃物与可循环使用的材料的垃圾桶或其它器具不得挪作它用。

食物制作区

- 须备有足够数量的密封垃圾箱。
- 在合适的情况下，使用带有脚踏开盖的垃圾箱。
- 垃圾箱一旦装满即须倾空，每日至少倾倒一次。

户外存放区域

户外垃圾箱须能防虫并容易清洗。

清洗

作为清洁打扫计划中的一部分，垃圾箱与其它容器须定期清洗。

隔油池与转换器

隔油池与转换器须根据厂方说明使用。隔油池产生的废料每隔 _____（填写具体时间）根据需
要由下列人员收集一次：

承包商： _____

电话： _____

垃圾与可循环利用品的收集

废弃物每隔 _____（填写具体时间）根据需
要由下列人员收集：

承包商： _____

电话： _____

废水

须有合适的污水及废水处理系统并有效管理以确保不会污染食品。



用做猪饲料的食物废料

曾与肉类（无论生熟）* 接触过的食物废料不得用来喂猪，除非以100°C的高温烹煮一小时。这是因为口蹄疫及其它疾病传播的危险。

在把肉类或食物废料作为猪饲料处理之前，向前来收集饲料的人要一份书面申明，说明饲料将遵照“2005年生物安全法规（猪用肉类与食物废料）”来进行处理。

猪饲料收集人的联系方式（如果有）：

*任何动物的生熟肉类，包括鱼、家禽、蜗牛等。

4 出现问题怎么办？

如果垃圾或可循环利用品没有恰当存放，检查并确保有足够的垃圾箱可供使用并合理安放。

检查员工的工作习惯，如有必要作再次培训。

当问题出现时与废料收集人员一同解决它们。如果问题持续出现并不能得到解决，则请其他废料收集人员工作。

5 记下这些

将垃圾箱与存放废料及可循环利用品的区域的清洁打扫指导写在“清洗计划表”上（见“日志”部分）。

隔油池与转换器也列入保养计划中。



1 Goal

To effectively manage the hygienic storage and collection of waste and recyclable material.

2 Why?

Rubbish and recyclable material that is not stored appropriately and collected regularly can:

- prevent effective cleaning
- encourage pests
- contaminate food and food handling areas.

3 How this is done

Waste and recycling material is stored so that it is clearly identifiable and cannot be mistaken as usable.

Bins and other equipment used for waste and recyclable material are not used for any other purpose.

Food preparation areas

- An adequate number of watertight waste bins are provided.
- Where appropriate bins with foot-operated lid openers are used.
- Bins are emptied when full and at least daily.

External storage areas

External waste bins are pest proof and easily cleaned.

Cleaning

Rubbish bins and other receptacles are cleaned regularly as part of the cleaning schedule.

Grease traps/converters

Grease traps/converters are used in accordance with the manufacturer's instructions. Waste from grease traps is collected every [] [specify when] and as needed by:

Contractor: []

Telephone: []

Rubbish/Recycling Collection

Waste is collected and removed from the site every [] [specify when] and as needed by:

Contractor: []

Telephone: []

Waste water

The sewage and waste water system is adequate and managed so it doesn't contaminate food.



Food waste used for pig feed

No food waste that has come into contact with meat (cooked or uncooked)* can be used as pig feed unless it has been heated to 100°C for one hour. This is due to the risk of spreading foot and mouth, and other diseases.

Before disposing of meat or food waste for use as pig feed, obtain a written statement from the person collecting the waste that it will be treated in accordance with the 'Biosecurity (Meat and Food Waste for Pigs) Regulations 2005'.

Contact details of pig waste collector(s) used (if any):

[]
[]
[]

* this includes raw or cooked meat from any animal including fish, poultry, snails etc.

4 What if there is a problem?

If rubbish/recyclable material is not being stored appropriately, check to make sure there are enough bins and that they are located appropriately.

Review staff work habits and refresh staff training as necessary.

Resolve any problems with the waste collector as they arise. If problems persist and can't be fixed use another, more reliable waste collector.

5 Write it down

Write down the cleaning instructions for bins and areas used to store waste and recyclable material in the 'Cleaning schedule' (see the Diary).

Include the grease trap/converter in the maintenance schedule.

请用英语填写。

1 目标

杜绝滋生虫害（如动物、鸟或昆虫）的条件并防止虫害进入营业场所。

2 为什么？

- 象老鼠、鸟、蟑螂与苍蝇等虫害会携带微生物，一旦接触食物将引发疾病。
- 老鼠之类的虫害的排泄物会污染食品并引发疾病。
- 虫害会损害库存品

3 如何做到？

将容易引来虫害的物品撤除：

- **垃圾：**合上垃圾箱的盖并定期倾空（参看第B16页“废弃物管理”章节）
- **清洗：**工作中随手整理并清扫（溢出物要立即清扫干净）。完成清洗计划表上的任务。经常整理并清扫户外进餐区域，使用过的餐具、废料等不能任由它们堆积。
- **存放食物：**食物须存放在能防止虫害的容器之内。

将虫害挡在门外！

- **维护：**虫害能够通过的缝隙与小洞必须及时修补（如隔蝇帘上的洞）。
- **刚到的货品：**检查并确保没有虫害隐藏在包装内。

留心观察虫害的活动迹象。

至少每周检查一次营业场所内是否有虫害的迹象。

保证经常性地检查捕兽机与诱饵投放的地点。

我们的虫害控制承包商（如果有）：

公司名称：

电话：

虫害控制承包商的记录保存在：

杀虫剂与虫害控制工具

虫害控制工具（如诱饵投放板、电子灭虫器、捕兽器、粘板等）的安装与置放要考虑到防止污染食物。

宠物与陪伴人的动物

宠物不得进入食品存放、制作与服务区域。

导盲与导听犬只允许进入陈列的食物受到保护而不会被污染的顾客区域。

使用杀虫剂与捕兽器

在营业场所内使用农药杀虫剂或化学喷雾剂之前，须移走所有食品。再次使用前，清洗接触食物的台面（如料理台）以去除化学物质。

4 出现问题怎么办？

如果看到虫害或虫害活动的迹象（如：排泄物、损坏的物品等），即采取行动：

- 将看似已被虫害侵害的食品丢弃。
- 清洁受到影响的区域，并对未包装食品制作与操作区域进行清洁与消毒。
- 消灭虫害并确保虫害进来的路径也被堵住。

如果出现大面积虫害或蟑螂蔓延的情况，打电话给虫害控制公司。



5 记下这些

在日志中记下任何看到的虫害或虫害活动，以及你采取了什么处理行动。

如果在定期检查中没有发现有虫害的迹象，也同样记录在日志中。

如果您没有虫害控制承包商，记下使用的杀虫剂以及捕兽器的位置与种类（将这些信息与本规定一起保存在“食品控制计划”中）。



1 Goal

To remove conditions that attract pests (eg, animals, birds or insects) and prevent pests from entering the premises.

2 Why?

- Pests such as mice, rats, birds, cockroaches and flies carry microbes which can cause illness if these microbes come into contact with food.
- Faeces and urine from pests such as rats and mice can contaminate food and cause illness.
- Pests can damage stock.

3 How this is done

Remove things that attract pests:

- **Rubbish** – bins are kept covered and rubbish is removed regularly (see *Waste management*, page B17).
- **Cleaning** – clear and clean as you go (eg, spills etc are cleaned up straight away). Cleaning schedule tasks are completed. Outdoor dining areas are cleaned and cleared frequently and used tableware, waste etc is not left to build up.
- **Food storage** – food is stored in pest-proof containers.

Keep pests out!

- **Maintenance** – gaps and holes that could allow pest entry are repaired in a timely manner (eg, holes in fly screens etc).
- **Incoming goods** – are checked to make sure pests are not inside the packaging.

Keep a look out for pest activity

Premises are checked at least weekly for signs of pests.

Ensure that traps and bait stations etc are looked at as part of your regular checks.

Our pest control contractor (if any) is:

Company

Telephone

The pest control contractor's records are kept:

Pesticides and pest control equipment

Pest control equipment such as bait stations, electric insect killers, traps, sticky boards etc are installed and located so that they don't cause contamination.

Pets and companion animals

Pets are not allowed in any area where food is stored, prepared, or served.

Seeing-eye dogs and hearing-ear dogs are only permitted in customer areas provided food on display is protected from contamination.



Using pesticides and traps

Remove all food before treating the premises with insecticides or chemical sprays. Clean food contact surfaces (eg, benches) to remove the chemical before using them again.

4 What if there is a problem?

If you see pests or evidence of pest activity (eg, droppings, damaged goods etc) take action to:

- throw out any food that looks like it has been damaged by pests
- clean down the affected areas, and clean and sanitise areas where unwrapped food is prepared or handled
- eliminate the pests and ensure that access routes are removed.

In the case of a severe infestation or an infestation of cockroaches, call in a pest control company.



5 Write it down

Write in the diary any sightings of pests or pest activity and what action you took to fix the problem.

Also note in the diary if, when you do your regular checks, there is no evidence of any pests.

If you are not using a pest control contractor, write down where and what pesticides and/or traps are in use (keep this information in the Food Control Plan with this procedure).

1 目标

确保营业场所有良好的清洁卫生措施，包括使其免遭污染。
维护营业场所及设备，保持好的工作状态。

2 为什么？

设备与器材须保持好的工作状态以保证能安全地制作及存放食品。

- 不能有效工作的设备会影响食品安全（例如：不能有效制冷保存食品的冰箱会使有害微生物滋生）。
- 陈旧或破损的台面会很难清洗与消毒，结果将导致有害微生物的堆积。

3 如何做到？

有计划的保养

- 所有的设备须按照厂商的指导说明进行保养维护。
- 使用“保养计划表”来定期检查营业场所及设备是否保持良好的工作状态。

计划外的维护与修理

须及时进行修理与维护。

- 维护保养工作人员按要求须遵守所有相关的规定（包括个人卫生）。
- 若有可能，维护工作须在食品制作以外的时间进行。
- 可能受到污染的食品须在维护工作开始前被遮盖或移走。
- 维护结束后，须清洗任何可能受到污染的台面（如有必要还需消毒）。

维护用的器材

- 维护用的化合物、化学品、工具与其它相关物品必须存放在远离食物操作区的指定地点。
- 化合物与化学品等须标识完整，密封存放，并根据制造商的说明来使用。

普通的整理工作

- 所有未使用的或损坏的设备须从食品操作区域移走。

4 出现问题怎么办？

如果发现台面或设备破碎、断裂或受损，则进行适当的修理并将所采取的行动记录在“保养计划表”内（参看“日志”部分）。

将可能已被污染的食品丢弃。

5 记下这些

在“保养计划表内”记下定期的维护保养工作（参看“日志”）。

在日志里记下计划外的维护修理的确切日期。





1 Goal

To ensure that the premises enables good hygienic practices, including protection from contamination.

To maintain premises and equipment in good working condition.

2 Why?

Facilities and equipment need to be in good condition to enable the safe preparation and storage of food.

- Equipment that doesn't operate efficiently may affect food safety (eg, fridge not keeping food cold enough allowing harmful microbes to grow).
- Surfaces that get worn or damaged can become hard to clean and sanitise, resulting in a build up of harmful microbes.

3 How this is done

Planned maintenance

- All equipment is serviced in accordance with the manufacturer's instructions.
- The *Maintenance schedule* is used to check, on a regular basis, that the premises and equipment are in good working condition.

Unplanned maintenance/repairs

Repairs and maintenance are done in a timely manner.

- Maintenance and service personnel are required to follow all relevant procedures (including personal hygiene).
- Where possible, maintenance work is done outside food preparation times.
- Food that could get contaminated is covered or removed before maintenance tasks are carried out.
- Following maintenance, any surfaces that could have become contaminated are cleaned (and sanitised if necessary).

Maintenance equipment

- Maintenance compounds, chemicals, tools and associated things are stored in a designated area away from food handling areas.
- Compounds and chemicals etc are fully labelled, stored sealed and used in accordance with manufacturer's instructions.

General housekeeping

- All unused/broken equipment is removed from food handling areas.



4 What if there is a problem?

If cracked, broken or damaged surfaces or equipment are noticed, repair as appropriate and record action taken on the *Maintenance schedule* (see *Diary*).

Throw away any food that may have become contaminated.

5 Write it down

Write down regular maintenance tasks in the 'Maintenance schedule' (see the *Diary*).

Write down unplanned maintenance in the appropriate day in the *diary*.

请用英语填写。

1 目标

防止召回的食物被重新食用。

接受并正确调查不满意的顾客的投诉。

2 为什么？

- 被生产商及供应商召回的食品可能是不安全的。
- 调查顾客的投诉会有助于发现问题并在将来防止其再次发生。

3 如何做到？**贸易召回**

食物产品可能因不安全或不适用而被生产商召回。

当从生产商、供应商、有关部门或媒体处得知某项食品正在被召回，须采取以下行动：

- 检查该样被召回的食品没有被陈列、储存或用来制作其它食品。
- 所有召回通知里的指示说明都得到落实。
- 任何被召回的产品或用它制作的食品都须移到一个地方单独存放，并清楚地写上“被召回产品——不得使用”（‘Recalled-do not use’）。
- 告知供应商或生产商发现的须被召回的产品的数量，并商量收集与销毁的方式。
- 如有可能，估计一下已被使用的该产品的数量。



产品召回通知上须提供如何处理该产品的详细信息。

有关召回产品的更多信息与进一步建议，请访问新西兰食品安全局的网站：www.mpi.govt.nz

调查顾客的投诉

对顾客的投诉须进行调查以找出原因。一旦找出了问题，须采取行动防止其再次发生。

4 出现问题怎么办？

如果有人投诉在食品里发现了异物，例如金属或玻璃，建议他们联系当地的环境健康官员。（参看“管理信息”章节）

如果有人怀疑患了食源性疾病，建议他们联系当地的医疗机构[电话]：_____ 如果他们对健康问题有疑虑，建议他们看医生。

尽快联系公共健康医疗机构，告知他们发生了疑似食源性疾病的情况，并寻求进一步的建议。

5 记下这些**召回**

在日志中记下召回通知、发现的受到影响的产品的数量以及所采取的行动。

顾客投诉

在投诉发生的当时即在日志中记下如下内容：

- 顾客资料(姓名、地址、电话)
这样就能在问题得到调查后联系他们。
- 投诉的内容(被投诉的产品，顾客的担心)
- 该产品购买的日期与时间(这样才能查明有关批号、运输与供应商的信息)。

也同样记下采取了什么行动来调查此事，发现了什么以及采取了什么行动来解决问题。



1 Goal

To prevent recalled food from being used.

To receive and appropriately investigate complaints from dissatisfied customers.

2 Why?

- Food that has been recalled by manufacturers and suppliers may not be safe.
- Investigating complaints made by customers will help identify and prevent further problems

3 How this is done

Trade recalls

Food products can be recalled by manufacturers if they have been found to be unsafe or unsuitable.

When information is received from a manufacturer, supplier, the authorities, or the media that a food is being recalled, the following action is taken:

- a check is made that the recalled food is not on display, in storage or being used as an ingredient in another food
- all instructions provided in the recall notice are followed
- any recalled product and other food that it has been used in, is removed and put in a separate area clearly marked as 'Recalled-do not use'
- the supplier/manufacturer of the recalled product is notified of the quantity of product identified, and arrangements are made for its collection and disposal
- if possible an estimate is made of the amount of product already used.



The recall notice should provide details on what to do with recalled product.

For information on recalled products and further advice see the Ministry for Primary Industries website at: www.mpi.govt.nz

Investigating customer complaints

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

4 What if there is a problem?

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

If someone suspects that they have a foodborne illness advise them to contact the local public health service [phone number]. 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.

5 Write it down

Recalls

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

Customer Complaints

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

- Customer details (name, address, telephone number) - so we can contact them after we have investigated the problem).
- What the complaint is about (the product, what the customer is concerned about).
- Date/time the item was purchased (so we can identify what batch/delivery/supplier might be involved).

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

安全提供食品

请用英语填写。

1 目标

使用干净的探针温度计准确地测量温度。

2 为什么？

- 温度计使用之前未经正确清洗与消毒会把微生物传染给食物。
- 未准确校准的温度计无法正确探测温度。

3 如何做到？**温度计的使用**

探针温度计在探测不同的物品之前通过以下方式消毒：
[打勾选择使用的方式]

- 用消毒纸擦拭
- 用热的肥皂水清洗温度计，然后消毒
- 其它方式

用以下方式擦干探针： [打勾选择使用的方式]

- 纸巾擦拭
- 自然风干

! 为了预防有害微生物的迁移，在探测不同的食物前消毒温度计是至关重要的。

检查冷冻室的温度

探针温度计测量冰箱内食物的温度时探测的物体：
[打勾选择使用的方法]

- 水容器
- 果冻块
- 食品
- 其它

检查热藏食物的温度

当检查热藏温度时，探针温度计须插入到肉类或菜肴的最深处（参看“已备制好的食品的保温”规定，第SS20页）。

检查烹调温度

在检查烹调温度时，探针温度计须插入到肉类或菜肴的最深处

在批量烹饪食品时，只需探测一项样品即可，无需每样都探测。探测烤箱内不同位置的食品的温度以检查热量散布均匀，所有食品都得到恰当烹饪（参看“家禽烹饪检查”规定，第SS16页）。

温度计的校准

温度计每12周须校准一次以检查是否正常工作（参看食品控制计划日志）。

4 出现问题怎么办？

- 在冰点测试时无法达到0°C（正负误差1°C）或沸点测试时无法达到100°C（正负误差1°C）的温度计必须更换或送至以下机构修理：

5 记下这些

在日志中的“温度计校准记录”部分记下校准的结果。





1 Goal

To accurately measure temperatures using a clean probe thermometer.

2 Why?

- A thermometer can transfer microbes onto food if it is not properly cleaned and sanitised before being used.
- A thermometer that is not calibrated correctly will not provide accurate temperature readings.

3 How this is done

Using the thermometer

The probe thermometer is sanitised before probing foods and between probing different items by: [tick method used]

- Using sterile wipes
- Washing the thermometer in hot soapy water, then sanitising
- Other method _____

Dry probe with: [tick method used]

- Paper towel
- Air dry

! To prevent the transfer of harmful microbes it is essential that the probe thermometer is sanitised between probing different foods.

Checking chiller temperatures

The temperature of food under refrigeration is checked using a probe thermometer to measure the inside temperature of: [tick method used]

- Container of water
- Cube of jelly
- Food
- Other _____

Checking hot-holding temperatures

When checking hot-holding temperatures, the probe thermometer is inserted into the thickest piece of the meat/part of the dish (see *Hot holding prepared food* procedure, page SS21).

Checking cooking temperatures

When checking cooking temperatures, the probe thermometer is inserted into the thickest piece of meat/part of the dish.

When cooking batches of food, probe a sample of items rather than every one. Probe items from different parts of the oven to check that heat is being distributed evenly and that all foods have been cooked properly (see *Checking poultry is cooked* procedure, page SS17).

Calibrating the thermometer

This is done every 12 weeks to check that the thermometer is working correctly (see Food Control Plan Diary).



4 What if there is a problem?

- If the thermometer doesn't reach 0°C (plus or minus 1°C) in the ice point check, or 100°C (plus or minus 1°C) in the boiling point check, then the thermometer must be replaced or sent for servicing to:

5 Write it down

Write down in the Diary the calibration results on the 'Thermometer calibration' record.

请用英语填写。

1 目标

确保从声誉良好的供应商那里购买食品原材料，并检查它们被运送得当，到货时完好无损。

2 为什么？

- 在加工或运输途中食品可能会被有害微生物、化学品或异物污染。
- 易腐食品在运输途中如果没有被冷藏就会滋生有害微生物。
- 正确标示能帮助你在食品召回事件发生后明确辨认食品。

3 如何做到？

经认可的供应商

只向在下列机构注册过的供应商购买食品：

- 新西兰食品安全局，或
- 当地议会。

其它需要考虑的因素：

- 供应商对你的担心多快能做出反应？
- 他们看上去是否对他们货物的存放、运输与包装负责？

收货

当货物运达时，须作下列检查：

- 包装完好无损
- 包装上清楚标有生产商或供应商/进口商的名字与地址，以及批号或日期的标记
- 食品没有过期
- 运货的车辆与人员整洁干净，运送途中食品没有暴露在任何危险物质下（化学品、机械等）
- 到货后，冰冻的食品是否仍旧呈固体状，且没有融化的迹象
- 易腐食品以冷藏的方式运送（触觉很冷，如不能确定，用温度计测量是否在4°C或以下）
- 热的易腐食品的温度在60°C或以上



不符合以上标准的食品将被退回给供应商。

在营业时间以外运达的货品须保证免受污染及温度适宜。做到这一点的办法是由送货人员来储存货物：[具体说明]



易腐食品只有在有人当场验收的情况下才能接收。

4 出现问题怎么办？

一旦出现下列情况，拒绝收货或将货品退还给供应商：

- 冷冻品不是呈冰冻固体状
- 冷藏的、易腐食品温度过高（超过4°C），除非你很确定该产品在4°C与60°C之间保存的时间不超过两个小时
- 热的易腐食品的运输时温度低于60°C，除非你很确定该产品在4°C与60°C之间保存的时间不超过两个小时
- 已超过标示日期
- 在运输或操作过程中，货品有遭到污染的风险
- 包装或封口已损坏

如果货物无法马上退还给供应商，则将损坏的货物单独存放并标明“不能销售或使用”（‘Not for sale or use’）。

与供应商联系试着尽快解决出现的任何问题。如果问题持续出现并无法解决，则更换供应商。

5 记下这些

在“被认可的供应商”表格（见“记录”部分）内写下获认可的供应商的详细信息。

当收到不符合规定的货物时，把情况记在日志里（包括时间、货物状况、供应商情况以及处理问题的方法等）。

保存所有的送货记录（例如，发货通知，发票）。



1 Goal

To ensure ingredients and supplies are obtained from reputable suppliers, and to check that they are transported appropriately and arrive in good condition.

2 Why?

- Food may be contaminated with harmful microbes, chemicals or physical objects during processing or delivery.
- Harmful microbes can grow if readily perishable food is not kept cold during delivery.
- Appropriate labelling will help you identify food in the event of a recall.

3 How this is done

Approved suppliers

Food is only bought from suppliers who are registered with:

- the Ministry for Primary Industries, or
- a local council.

Other factors for consideration:

- How quickly do they respond to your concerns?
- Do they seem responsible in the way they store, transport and pack their goods?

Receiving incoming goods

The following checks are made when food is delivered:

- packages are free of damage
- packages are properly labelled with the name and address of the manufacturer or supplier/importer, and a batch code or date mark
- food is not past its expiry date
- the vehicle and delivery person are clean, and food has not been exposed to any hazards (chemicals, machinery etc) during transportation
- frozen food is frozen solid when delivered with no sign of defrosting
- readily perishable food is delivered chilled (cold to touch - if in doubt, the temperature is checked using a thermometer to confirm it's 4°C or below).
- hot readily perishable food is 60°C or hotter

! Food that does not meet the above requirements will be rejected and sent back to the supplier.

Goods that are delivered outside operating hours are protected from contamination and temperature abuse. This is achieved by the person delivering the goods storing them [specify]:

! Readily perishable food is only accepted if there is someone on site to check the delivery.

4 What if there is a problem?

Reject or return goods to the supplier if any of the following happens:

- frozen products are not frozen solid
- chilled, readily perishable ready-to-eat products are too warm (above 4°C), unless you're confident that it has been held between 4°C and 60°C for less than two hours
- hot, readily perishable food is delivered below 60°C, unless you're confident that it has been held between 4°C and 60°C for less than two hours
- date marks have expired
- they have been transported or handled in a manner that exposes them to risk of contamination
- packaging/seals are damaged.

If goods can't be sent straight back to the supplier, store the damaged goods in a separate area and label '**Not for sale or use**'.

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.

5 Write it down

Write down approved suppliers' details in the 'Approved suppliers' form (see 'Records' section).

Write down in the diary when goods are received that do not meet the requirements (include time, condition of goods, supplier details and what you did to address the problem).

Keep a record of all deliveries (eg, despatch notes, invoices).

1 目标

安全并适当地存放所有的食品、设备、厨房器具以及包装材料。

2 为什么？

- 不正确的存放会使设备、厨房器具以及包装材料被污染。
- 在“使用期限”后出售的存货可能导致顾客得病。

3 如何做到？

同时参看“冷藏/冷冻食物的存放规定”，第SS8页。

所有食品以及与食品相关的材料（例如：包装物、餐具、厨房器具等）都须恰当存放以避免受到污染。

厕所区域、洗涤室与更衣室不得用来存放食物或与食物有关材料。

干货

- 物品须离地存放（这样有助于清扫并防止它们染上污垢并带到工作台面）。
- 包装损坏的物品须丢弃（例如：损坏、鼓胀或已腐蚀的罐头）。
- 食品须标示清楚。
- 食品须存放在能预防虫害的容器内。
- 储存区域须保持清洁并杜绝虫害（参看“清洗与消毒”章节，以及“虫害控制”规定）。

存货循环

- 先进先出原则：旧的存货须移到前面而新到的货品应放在后面。
- 超过“使用期限”的货品要丢弃。

厨房器具与设备

- 餐具、包装物、厨房器具、设备等需妥善存放以保证清洁不受污染。
- 有缺口的、破损的或开裂的餐具在丢弃之前须清楚标明“不可使用”并妥善存放。

**4 出现问题怎么办？**

如果食品存储超过了“使用期限”，找出原因，如果需要则审查员工培训的情况。超过“使用期限”的货品要丢弃。

有遭到虫害侵扰迹象的食品须丢弃（例如：粪便、虫卵、蜘蛛网等）。重审虫害控制规定并采取适当的行动来控制虫害。

如果冷藏、易腐食品的温度太高（高于4°C），则参看“冷藏/冷冻食物的存放”章节，第SS8页。

5 记下这些

在日志中记录下当食物或设备未正确存放后所采取的行动。

在日志中保存冰箱 / 冷冻箱等维修的记录。



1 Goal

To store all food, equipment, utensils and packaging materials safely and appropriately.

2 Why?

- Equipment, utensils and packaging material can become contaminated if not correctly stored.
- Stock that is not sold before its 'Use By' date can result in customers becoming ill.

3 How this is done



See also Chilled/frozen food storage procedure SS9.

All food and food-related material (eg, packaging, tableware, utensils etc) is stored to protect it from contamination.

Toilet areas, wash rooms and changing areas are not used to store food or food-related material.

Dry goods

- Products are stored off the floor (this helps with cleaning and prevents them picking up dirt which could be transferred to work surfaces).
- Products with damaged packaging are thrown away (eg, cans that are damaged, bulging or corroded).
- Food is clearly labelled.
- Food is stored in pest proof containers.
- Storage areas are kept clean and free of pests (see *Cleaning and sanitising*, and *Pest control* procedures).

Stock rotation

- First in first out policy: Old stock is shifted to the front and new stock is put at the back.
- Throw out product that has past its 'Use By' date.

Utensils and equipment

- Tableware, packaging, utensils, equipment etc are stored so that they remain clean and protected from contamination.
- Tableware that is chipped, broken or cracked awaiting disposal is stored so that it is clearly identified as '**Not for use**'.



4 What if there is a problem?

If food is stored past its 'Use By' date, identify why, and review staff training as needed. Throw food out that has past its 'Use By' date.

Discard food that has signs of pest infestation (eg, droppings, eggs, webs etc). Review the pest control procedure and take appropriate action to control pests.

If chilled, readily perishable food is too warm (ie, above 4°C) see *Chilled/frozen food storage* procedure, page SS9).

5 Write it down

Write down in the diary what action you have taken if food or equipment etc has not been stored correctly.

Keep a record in the diary of any maintenance of fridges/freezers etc that has been undertaken.

1 目标

保护冷藏与冷冻食品不受污染，并预防微生物滋生至危险的程度。

2 为什么？

- 易腐食品的存放温度过高会使有害微生物滋长。
- 在“使用期限”后出售的存货可能导致顾客得病。

3 如何做到？

生的食物须与熟的即食食品分开存放。

用来容纳冷藏与冷冻食品的设备须按照其设计的操作能力来使用。

冷藏食品

- 易腐食品的存放温度为4°C，或更低，除非生产商有不同的指示。
- 食品须被遮盖并注明日期。



现场制作的易腐食品，包括经使用后变成易腐食品的（例如：开启的炖牛肉罐头）须注明日期以帮助管理存放与使用。

- 用下列的方法将未烹煮的生食和煮熟的即食食品分开放置：[在使用的方前打勾]
- 在冰箱或冷藏箱内，把熟食与即食食品遮盖后放置在未烹煮的生食之上。
- 将熟食与即食食品遮盖后在冰箱内放在与未烹煮的生食不同的地方(不同的两侧)。
- 使用不同的冷藏箱来单独存放熟食/即食食品，与未烹煮的生食。
- 生的家禽须存放在不碰到或不将汁液滴在其它食品上的地方。如果可能将它们存放在另外的冰箱内。

冷冻食品

- 冷冻食品须冷冻成固态存放，或按照生产商的指示存放。
- 食物须保持遮盖。

**必须保持冷藏的食物**

某些特定的食品需要冷藏以减少有害微生物的滋长。

这些包括：生肉、家禽、海鲜及易腐食品。

更多信息，请参看第B2页“易腐食品”章节。

4 出现问题怎么办？

- 遭到生食污染的即食食品须丢弃。
- 超过“使用期限”的食品要丢弃。

超过4°C的冷藏食品

即食的易腐食品已经被暴露在4°C与60°C温度之间达：

- 总计少于2小时，必须冷冻或立即使用
- 总计在2到4小时之间，必须立即使用
- 总计超过4小时，必须丢弃。

冷冻食品不再保持固体冷冻状态

如果食品还处于固体冷冻状态，则移至另一个冷冻箱。如果无法做到，保持冷冻箱的门紧闭。找人来修理。

如果易腐食品融化到触摸觉得变软的程度，则必须完全解冻并在其正常冷藏存放时间内使用（不可再次冷冻）。

如果冷冻的即食易腐食品被解冻并在4°C以上存放超过4小时，则须丢弃。

5 记下这些

每天在日志中记下每个用来存放易腐食品的冷藏箱的温度。

在日志中记下如果食物没有正确存放，你采取了什么行动。

在日志中保存冰箱/冷冻箱维修的记录。



1 Goal

To protect chilled and frozen food from contamination and prevent microbes growing to harmful levels.

2 Why?

- Storing readily perishable foods too warm can allow harmful microbes to grow.
- Stock that is not sold before its 'Use By' date could result in customers becoming ill.

3 How this is done



Raw food is always kept separate from cooked and ready-to-eat food.

Equipment used to hold chilled and frozen food is always operated within its design capacity and capability.

Chilled food

- Readily perishable food is stored at 4°C, or colder unless otherwise directed by the manufacturer's instructions.
- Food is kept covered and date marked.



Date mark readily perishable food prepared onsite, including food that has become readily perishable through use (eg, a can of beef stew once opened) to assist in managing its storage and use.

- Uncooked, raw food is separated from cooked or ready-to-eat-food by: [tick method used]
 - storing cooked and ready-to-eat food covered and above raw, uncooked food in the chiller/fridge
 - storing cooked and ready-to-eat food covered, and in different areas (sides) of the chiller from raw, uncooked food
 - using separate chillers for storing cooked, ready-to-eat food, and raw uncooked food.
- Raw poultry is stored so that it can't touch, or drip juices onto other foods. Where possible it is stored in a separate refrigerator.

Frozen food

- Frozen food is stored frozen solid or in accordance with the manufacturer's instructions
- Food is kept covered.



Foods that must be kept cold

Certain foods need to be chilled to help reduce the growth of harmful microbes. These include: raw meat, poultry, seafood and readily perishable food.

See Readily perishable food for more information page B3.

4 What if there is a problem?

- Throw away ready-to-eat food that has become contaminated by raw food.
- Throw away food that has past its 'Use By' date.

Chilled food above 4°C

Ready-to-eat readily perishable foods that have been at temperatures between 4°C and 60°C:

- for a total of less than 2hrs must be refrigerated or used immediately
- for a total of between 2 and 4 hrs must be used immediately
- for a total longer than 4 hrs must be thrown out.

Frozen food is no longer frozen solid

If food is still frozen solid move it to another freezer. If this can't be done, keep the freezer door closed. Arrange for appliance to be repaired.

If readily perishable food has thawed to the point of being soft to the touch, it must be defrosted and used within its normal refrigeration storage time (do not refreeze).

If frozen, ready-to-eat, readily perishable food has defrosted and has been above 4°C for more than four hours it should be thrown out.

5 Write it down

Each day note in the diary the food temperature in each chiller used to store readily perishable food.

Write down in the diary what action you took if food was not stored correctly.

Keep a record in the diary of any maintenance that has been undertaken of chillers/freezers etc.

1 目标

确保食品在烹煮之前完全解冻。

防止食物的汁液解冻后滴落在其它食品上或落在其它接触食品的台面上。

2 为什么？

- 仍旧处于冷冻或部分冷冻状态的食物可能无法恰当地烹煮，并且其中的有害微生物可能无法完全消灭。
- 在危险温度区的食品（4°C与60°C之间）会导致有害微生物的快速滋生并引发食源性疾病。
- 融化的食物的汁液会使有害微生物污染其它食物以及台面。

3 如何做到？

烹煮前完全解冻食物（除非生产商指示不须如此）。

通过以下方法做到这一点：

- 事先计划并留有足够的时间与空间让食物在冰箱或冷藏箱内解冻
- 用一种能预防滴落污染其它食物与台面的方式解冻食物（例如：在盘子或容器内解冻；绝对避免在即食食品之上解冻食物）
- 确保在室温下融化的食物尽可能快地解冻完毕。

如果无法在冰箱或冷藏箱内解冻食物，则采取以下方法解冻：[在适用的方法前打勾]

- 食物在微波炉内解冻（如果采用此法，食物须在解冻后尽快使用）
- 将食物放在密封容器内，然后放置在流动的冷水中
- 食物在料理台上解冻不超过四小时。

在烹煮前检查食物以确信食物的中央已融化。



融化的即食食品不得重新冷冻。

4 出现问题怎么办？

如果食物尚未完全解冻，继续解冻该食物直至没有冰粒存留。在烹煮或保温前再度检查。

加快解冻过程（例如：将食物分成小块）。

5 记下这些

在日志中记下如果食物没有正确解冻，你采取了什么行动。



1 Goal

To ensure food is fully defrosted before cooking.

To prevent juices from food that is defrosting from dripping onto other foods or surfaces that come into contact with food.

2 Why?

- Food that is still frozen, or partially frozen might not cook properly and any harmful microbes present might not get killed off.
- Food in the temperature danger zone (4°C to 60°C) will encourage rapid growth of harmful microbes that could cause a foodborne illness.
- The juices from defrosting food can contaminate other foods and surfaces with harmful microbes.

3 How this is done

Food is thoroughly defrosted before cooking (unless the manufacturer's instructions state otherwise).

This is done by:

- planning ahead and allowing enough time and space to defrost food in the fridge or chiller
- defrosting food in a way that prevents dripping and contamination of other foods or surfaces (eg, defrosting in a dish or container; never defrosting food above ready-to-eat food)
- making sure food thawed at room temperature is thawed as quickly as possible.

When it's not possible to defrost food in the fridge or chiller, the following procedure(s) will be followed: [tick as appropriate]

- food is thawed in the microwave (if using this method, then use the food as soon as it's defrosted)
- food is put into an air-tight container and then placed under cold running water
- food is defrosted on a bench for a period not exceeding four hours.

Check defrosted food before cooking to make sure that the centre has thawed.



Do not re-freeze thawed ready-to-eat food.

4 What if there is a problem?

If food has not fully defrosted, continue to defrost the food until no ice crystals are left. Check again before cooking/hot-holding.

Speed up the defrosting process (eg, divide the product into smaller portions).

5 Write it down

Write in the diary what action you took if food was not properly defrosted.

请用英语填写。

1 目标

在备制过程中，防止食物受到以下污染：

- 微生物污染，例如：细菌与病毒
- 物理性污染，例如：毛发、包装等
- 化学性污染，例如：清洁用化学品，杀虫剂等。

预防可能存在于食物中的有害微生物成倍滋长达到有害的数量。

2 为什么？

- 有害的微生物会在温度 4°C 与 60°C 之间（即危险温度区）迅速滋长。
- 有害微生物会通过不清洁的人员、设备与厨房器具污染食物。
- 受到化学性污染的食物会引发疾病。
- 物体会掉落在未遮盖的食品上从而影响该食品的恰当性与安全性。

3 如何做到？



- 食品备制台面在使用前须清洁并消毒（参看“清洗与消毒”规定，第B10页）。
- 遵守良好的个人卫生要求（参看“手部卫生”以及“个人卫生”要求，第B6与B8页）

水果与蔬菜

水果与蔬菜的外表在切割或食用前须清洗以减少其带有的化学物质或有害微生物。

避免交叉污染

通过以下方法，避免即食食品被接触过生的未烹煮的食物的台面所污染（包括设备与厨房器具）：

- 在厨房内使用一块专门的区域来备制生食，与烹煮过的或即食食品区分开来，或者
- 在不同的时间备制生食与即食食品，中间必须彻底清洁并消毒。

这些不同的食物使用下列不同的砧板：

- *生肉
- *生家禽
- *生鱼
- *水果与蔬菜
- *熟的肉类与家禽

* 写下哪块砧板用来做什么用途（例如：红色的用来切生肉）

! 在备制生食与即食食品时从不使用同一设备或厨房器具（例如：刀、盘、容器等），除非使用之前它们被彻底清洗、消毒并擦干。

时间、温度与食品安全

易腐食物在室温（即危险温度区）里备制的时间尽可能的降到最低。

4 出现问题怎么办？

将任何被污染的即食食品丢弃。

更改以往做法，或者如有必要重新培训员工。

5 记下这些

在日志中记下如果食物没有正确备制，你采取了什么行动。

将热食保温
(超过 60°C)



60°C

危险 温度区

快速地将食品
加热或冷却



4°C

将冷的食品
保持低温
(低于 4°C)





1 Goal

To prevent food from contamination during preparation from:

- microbes eg, bacteria and viruses
- physical eg, hair, packaging etc
- chemical eg, cleaning chemicals, pesticides etc.

To prevent the growth of harmful microbes that may be present in food from multiplying to harmful numbers.

2 Why?

- Harmful microbes will grow rapidly at temperatures between 4°C to 60°C (the temperature danger zone).
- Harmful microbes can contaminate food through unclean people, equipment and utensils.
- Food contaminated by chemicals can cause illness.
- Objects can fall into uncovered food affecting its suitability and/or safety.

3 How this is done



- *Food preparation surfaces are clean and sanitised before use (see Cleaning and sanitising procedure, page B11).*
- *Good personal hygiene practices are followed (see Hand hygiene and Personal hygiene procedures, pages B7 and B9)*

Fruit and vegetables

The outer surfaces of fruit and vegetables are washed before cutting or serving to reduce any chemicals or harmful microbes present.

Avoid cross-contamination

Ready-to-eat food is protected from contamination from surfaces (including equipment and utensils) that have come into contact with raw or uncooked food by:

- using a defined area in the kitchen to prepare raw food that is separate from cooked or ready-to-eat food, or
- preparing raw and ready-to-eat food at different times with thorough cleaning and sanitising in between.

The following chopping boards are used for each of these foods:

- *raw meat
- *raw poultry
- *raw fish
- *fruit and vegetables
- *cooked meat and poultry

* Write down which chopping board is used (eg, red for raw meat)



*Never use the same equipment or utensils (eg, knives, plates, containers etc) for raw and ready-to-eat food – **unless** they have been thoroughly cleaned, sanitised and dried between tasks.*

Time, temperature and food safety

The time readily perishable food is left at room temperature (the temperature danger zone) during preparation is kept to a minimum.

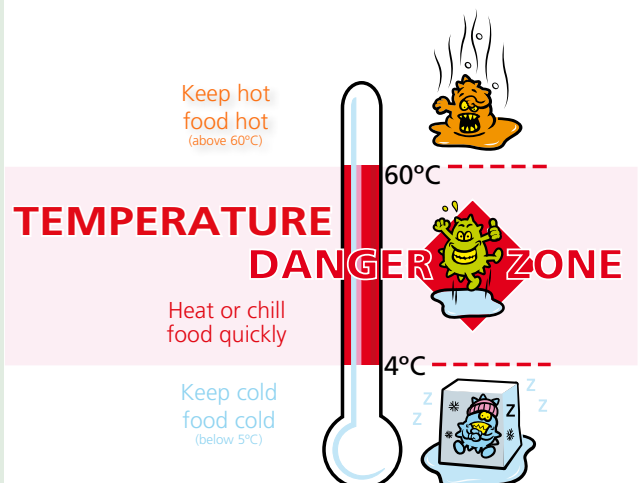
4 What if there is a problem?

Throw away ready-to-eat any food that has become contaminated.

Change practices and/or retrain staff where necessary.

5 Write it down

Write down in the diary what action you took if food has not been prepared correctly.



1 目标

确保家禽（包括肝脏）以及含有家禽的菜肴完全煮熟直至最中心的部分。

3 如何做到？



同时参看“检查温度”章节，第SS2页

- 家禽在烹煮前完全解冻。
- 烤箱、烤盘等在烧烤之前事先预热。
- 家禽的烹制温度达82°C。

按照下列一种方法来确保安全烹制家禽类菜肴：

- 使用探针温度计来检查肉的最深处（通常是胸部或腿部的最深处）的温度达到了82°C
- 遵守一个标准的时间与温度的结合设置（例如：整只家禽在180°C温度下每公斤55分钟+额外20分钟）。在使用任何一个标准的时间与温度的结合设置之前，必须证明该设置能够将家禽烹制至82°C。
参看“烹制家禽时间与温度设定纪录”。



切片或切丁的家禽并非一定需要用探针测量温度，因为它们较小而难以测得一致的温度。

使用探针温度计时，遵照第SS2页上的“检查温度”章节的相关规定。



家禽须充分得到烹制，温度须达到82°C，不得以半生或全生的方式进食。



2 为什么？

- 确保有害的微生物被消灭。

4 出现问题怎么办？

如果食物没有达到足够的温度，则须继续烹制！

如果使用一个标准的时间与温度设置烹制出来的食物没有能烹制到恰当程度，采取行动找出原因。询问以下问题：

- 是否正确遵照了程序？
- 设备（例如：烤箱）是否需要修理？
- 菜谱内的成分是否有变化（肉类的切割方式不同）？

5 记下这些

在“检查家禽是否煮熟”步骤中（第SS16页）记下所售出的家禽类菜，并说明使用了哪一种检测方法来保证它们的温度达到了82°C。

时间与温度标准设定

当使用时间与温度标准设定时，写下为了证明该时间与温度的结合设置能够把食物烹制达到82°C而做了哪些检查验证（参看“烹制家禽时间与温度设定纪录”）。

对于使用一个标准的时间与温度设置所烹制出来的家禽产品，每周只需检查一份菜的温度即可。在日志中记下“每周家禽温度检查”的记录。

不使用标准时间与温度设定烹制的家禽

对于那些尚未确定一个标准的时间与温度设置的家禽类菜，须在“家禽烹制温度”记录内记下每一项食物、或是一批货物中的一项食品的温度。（参看“记录”部分）。必须在每次烹煮食物时作记录。

如果食物未能达到安全的温度，记下所采取的任何行动。



1 Goal

To ensure that poultry (including liver) and dishes containing poultry are thoroughly cooked to the centre.

2 Why?

- To ensure that harmful microbes are killed.

3 How this is done

See also *Checking temperatures procedure* page SS3.

- Poultry is thoroughly defrosted before cooking.
- Oven, pan etc is pre-heated before cooking starts.
- Poultry is cooked to 82°C.

One of the following procedures is followed to make sure poultry dishes are cooked safely:

- a temperature probe is used to check that the thickest part of the meat (usually the breast or the innermost part of the thigh) has reached 82°C
- a standard time/temperature combination is followed (eg, whole bird 55 minutes/kg + 20 minutes extra at 180°C). Before any standard time/temperature setting can be used it must be proven to cook poultry to 82°C. See *Poultry time/temperature settings* record.

It is not necessary to temperature probe shredded or diced chicken as it is smaller and difficult to get a consistent reading.

When using a temperature probe follow the *Checking temperatures* procedure on page SS3.

Poultry is always cooked thoroughly to 82°C and is never served medium or rare.



4 What if there is a problem?

If food does not reach a high enough temperature, keep cooking until it does!

When food being cooked using a standard time/temperature setting is found not to have been cooked properly, take action to find out why. Some questions to ask:

- Was the procedure followed correctly?
- Does the equipment (eg, oven) need repairing?
- Have the recipe ingredients changed (different cuts of meat)?

5 Write it down

Write down in the 'Checking poultry is cooked' procedure (page SS17) what poultry dishes are served, and indicate which method of checking is used to make sure they reach 82°C.

Standard time/temperature setting

When a standard time/temperature setting is to be used, write down the checks that have been made to prove that the time/temperature combination will cook the food to 82°C (see *Poultry time/temperature settings* record).

For poultry products that are cooked using a standard time/temperature setting it is only necessary to check the temperature of one dish every week. Write this down in the 'Once a week poultry temperature checks' record in the diary.

Poultry dishes with no standard time/temperature setting

For poultry dishes that don't have a standard time/temperature setting established, write down the temperature of each food item or one food item from a batch in the 'Cooking poultry temperature' record (see 'Records' section). This must be done every time the food is cooked.

Write down any action taken if food doesn't reach a safe temperature.

检查家禽是否已被煮熟

请用英语填写。

家禽及含有家禽的菜肴被彻底煮熟是非常重要的。下列表格用来记录使用了哪些检查来保证正确烹煮菜肴。

菜肴名称	检查方式
已供应了以下家禽类菜肴：	实施了以下检查来确保家禽得到了正确的烹煮。
	<input type="checkbox"/> 每一样烹煮过的食品都用探针温度计作了检查 温度记录在了“家禽烹煮”记录表上
	<input type="checkbox"/> 每次批量制作食品时，都使用探针温度计检查其中一项的温度 温度记录在了“家禽烹煮”记录表上
下列家禽类食品的烹制是使用了所写明的 标准时间与温度设置* 。下列食物中的一项每周使用探针温度计测量一次温度以确保该食物的温度达到 82°C 。	
	<input type="checkbox"/> 偶尔探测温度的食品 在日志中记录下温度 温度设定 <input type="text"/> 时间 <input type="text"/> 使用的设备： <input type="text"/>
	<input type="checkbox"/> 偶尔探测温度的食品 在日志中记录下温度 温度设定 <input type="text"/> 时间 <input type="text"/> 使用的设备： <input type="text"/>
	<input type="checkbox"/> 偶尔探测温度的食品 在日志中记录下温度 温度设定 <input type="text"/> 时间 <input type="text"/> 使用的设备： <input type="text"/>
	<input type="checkbox"/> 偶尔探测温度的食品 在日志中记录下温度 温度设定 <input type="text"/> 时间 <input type="text"/> 使用的设备： <input type="text"/>
	<input type="checkbox"/> 偶尔探测温度的食品 在日志中记录下温度 温度设定 <input type="text"/> 时间 <input type="text"/> 使用的设备： <input type="text"/>
	<input type="checkbox"/> 偶尔探测温度的食品 在日志中记录下温度 温度设定 <input type="text"/> 时间 <input type="text"/> 使用的设备： <input type="text"/>

*时间与温度设置必须是经过验证的，更多信息，请参看“时间与温度设置记录”。



It is important that poultry and dishes containing poultry are thoroughly cooked. The table below identifies what checks are done to ensure proper cooking.

Dish	Check
The following poultry items are served:	The following check is done to ensure poultry is properly cooked.
	<input type="checkbox"/> Every item that is cooked is checked with the temperature probe The temperature is written down on the <i>Poultry cooking</i> record sheet
	<input type="checkbox"/> A temperature probe is used to check one item in a batch, each time a batch is cooked The temperatures is written down on the <i>Poultry cooking</i> record sheet
The poultry items listed below are cooked using the standard time/temperature settings stated*. Once a week one of these items below is checked with a probe thermometer to double check that the items are reaching 82°C.	
	<input type="checkbox"/> Probe food occasionally The temperature is written down in diary Temperature setting _____ Time _____ Equipment to be used: _____
	<input type="checkbox"/> Probe food occasionally The temperature is written down in diary Temperature setting _____ Time _____ Equipment to be used: _____
	<input type="checkbox"/> Probe food occasionally The temperature is written down in diary Temperature setting _____ Time _____ Equipment to be used: _____
	<input type="checkbox"/> Probe food occasionally The temperature is written down in diary Temperature setting _____ Time _____ Equipment to be used: _____
	<input type="checkbox"/> Probe food occasionally The temperature is written down in diary Temperature setting _____ Time _____ Equipment to be used: _____
	<input type="checkbox"/> Probe food occasionally The temperature is written down in diary Temperature setting _____ Time _____ Equipment to be used: _____

*time/temperature settings have to have been proven, see *Time/temperature settings* record for further information.

1 目标

确保食品得到恰当地烹调。

2 为什么？

- 许多食物都带有有害的微生物。烹煮（以及加热）可以杀灭有害的微生物。
- 微生物是人类肉眼无法看到的，因此无法从食物上别出。

3 如何做到？

如果有生产商的烹煮指示，则遵照指示。

加工过的肉类

加工过的肉类，例如卷起的关节部位、嫩化或注液过的肉类、肝脏、肉碎与肉产品（如香肠、汉堡）都必须彻底煮熟（这是因为污染的微生物可能遍布各处）。

- 检查肉类产品已被完全蒸热直至最中心的部分，没有任何红色或粉红色的部分残留。
- 用串烤签插入肉类卷起的关节部位的中心做检查，直至里面的汁液流出。如果关节处已完全得到烹煮，流出的汁液不会呈现粉红色或红色。

整块肉或整块带骨肉

- 肉的表面完全密封以杀死其中的微生物。



整块肉或整块带骨肉经正确的密封后，可以烹制到喜好的程度或半熟程度（任何污染物都只有可能存在于肉的外层表面）。

液态类菜肴（例如：汤、汁、肉卤等）

- 频繁地搅拌以保证受热均匀，避免冷点出现。
- 菜肴到达沸点温度。

贝壳类

- 观察其颜色与质地的变化。虾煮熟后颜色会从蓝灰色变成粉红色，而扇贝会变成乳白色并且质地变得结实。
- 在烹煮前，任何开口的或贝壳缺损的贻贝及蛤都必须丢弃，因为它们可能无法安全食用。
- 检查贻贝及蛤是否煮熟的方法是保证贝壳已张开，并且壳内的贻贝及蛤肉已经收缩。如果烹煮后贝壳仍旧不张开，则马上丢弃。

4 出现问题怎么办？

- 食物烹煮时间再久一些。
- 参看食谱更改烹煮时间或温度。
- 将食物切成小块或使用不同的设备。
- 根据需要重新培训员工。

5 记下这些

当食品按照菜谱的规定与步骤进行烹煮但失败后，在日志中记下：

- 对烹煮失败的食物作了怎样的处理？并且
- 采取了什么行动预防再次发生这样的情况？





1 Goal

To ensure food is properly cooked.

2 Why?

- Harmful microbes are present in many foods. Cooking (and reheating) can kill harmful microbes.
- Microbes are invisible to the human eye and cannot be physically removed from food.

3 How this is done

Follow the manufacturer's cooking instructions, if any.

Processed meat

! Processed meat such as rolled joints, tenderised or injected meats, livers, minced meats and meat products (eg, sausages, burgers) must be thoroughly cooked (this is because microbial contamination can be throughout the meat).

- Meat products are checked that they are steaming hot through to the centre, with no red or pink meat remaining.
- Rolled joints are checked by inserting a skewer into the centre until juices run out. Juices will show no pink or red when joints are properly cooked.

Whole cuts and whole joints of meat

- The surface of the meat is thoroughly sealed to kill the microbes present.



Whole cuts and whole joints of meat can be cooked to preference and served rare, if properly sealed (any contamination will only be on the outside surface of the meat).

Liquid dishes (eg, soups, sauces, gravies etc)

- Cold spots are avoided by stirring frequently so that an even temperature is reached.
- Dishes are brought to a simmer.

Shellfish

- Look for change in colour and texture. Prawns will turn from blue-grey to pink and scallops become milky white and firm when cooked.
- Before cooking, any mussel or clam with an open or damaged shell is thrown away as it may not be safe to eat.
- To check that a mussel or clam is cooked, make sure the shell is open and that the mussel or clam has shrunk inside the shell. If the shell has not opened during cooking, throw it away.

4 What if there is a problem?

- Cook the food for longer.
- Look at recipes and change cooking times and/or temperatures.
- Divide the food into smaller quantities or use different equipment.
- Retrain staff as necessary.

5 Write it down

If food does not cook properly when following set recipes and procedures, record in the diary:

- what you did with the food that did not cook properly, and
- what action was taken to prevent this happening again.



1 目标

减少已备制好的即食食品保存在危险温度区（4°C至60°C）的时间。

3 如何做到？

总是在将食品放入双层蒸格或热烘箱等设备之前重新加热。禁止使用双层蒸格或热烘箱来加热食品。

保温

在保温前加热的食物须遵守“加热已备制好的食品”之规定。

- 例如双层蒸格与热烘箱等设备须在食品放入其中之前清洗并预热。
- 双层蒸格不能超负荷。
- 食物的温度保持在60°C或以上。
- 保温的食物须搅拌以确保热量散布均匀。
- 不能将新的一批食品添加入现有的批量食品中。

使用探针温度计检查已经保温了2个小时的食物的温度。

同时参看“检查温度”章节，第SS2页



2 为什么？

- 处于危险温度区（4°C至60°C）的食品会使有害微生物快速滋生。

4 出现问题怎么办？

- 如果热的食品在60°C以下21°C以上的温度之间保存了超过两个小时，须马上丢弃。
- 如果热的食品在低于60°C的温度下保存了不到两个小时，那么：
 - 充分加热（超过60°C）并趁热食用，或者
 - 在四小时之内冷却到4°C并保持该温度直至食用。

替换可能受到不卫生的食品操作方法或因遭到误用而污染的食品或服务器具。

5 记下这些

在“两小时保温食品”记录表内记下已保温了两个小时的食品的温度。

记录下在将食物内部保温至60°C时遇到问题后所采取的行动。

在日志中注明哪些食品被丢弃及原因。

同样也记下需要采取的后续行动（例如：维护保养、培训、审核、清扫计划等）。



1 Goal

To reduce the time that prepared ready-to-eat food is held in the temperature danger zone (4°C to 60°C).

2 Why?

- Food in the temperature danger zone (4°C to 60°C) will encourage harmful microbes to grow rapidly.

3 How this is done

! Always reheat food first before putting it in a bain-marie or hot cabinet etc. Never use the bain-marie or hot cabinet to reheat food.

Hot holding

The *Reheating prepared food* procedure is followed when food is reheated before being hot held.

- Equipment such as bains-marie and warming cabinets are cleaned and preheated **before** food is put into them.
- Bains-marie are not overloaded.
- Food is held at 60°C or hotter.
- Food being hot-held is stirred to make sure it's kept hot right through.
- Existing batches of food are never topped up with new batches.

! Use a probe thermometer to check the temperature of food that has been hot held for 2 hours.
(see *Checking temperatures procedure, page SS3*).



4 What if there is a problem?

- If hot food has been held at a temperature below 60°C but higher than 21°C for more than two hours, it must be thrown away.
- If hot food has been held at a temperature below 60°C for two hours or less it can either be:
 - thoroughly reheated and served hot (above 60°C), or
 - cooled to 4°C within four hours and kept at this temperature until it's eaten.

Replace food and/or serving utensils that could have become contaminated through poor food handling practices or misuse.

5 Write it down

Write down in the '2hr hot-held food' record the temperature of foods that have been hot-held for two hours.

Write down any problems that you have had in hot holding food at an internal temperature of 60°C and what action you took.

Make a note in the diary of any items that you have had to throw away, and why.

Also write down any matters that might need following up (eg, maintenance, training, review cleaning schedule etc).

1 目标

将热的即食食品的尽快降温以尽量缩短其处于危险温度区的时间。

3 如何做到？

快速冷却热食

易腐食品须在两小时内从60°C降到21°C，4小时内从21°C降到4°C。

热食菜肴的降温方法

1. 使用风冷式冷藏柜。
2. 将食品放到盆中或较大的盘子内（最好是金属制品）以增加散热面积。
3. 将食物切割成小块。
4. 将食品放在架子上以增强食物周围的空气流通。
5. 将热食移到较冷的区域。
6. 将真空包装的食品放入冰水中。
7. 将装热食的平底锅平放在冷水或冰水中。
8. 在热的液体食物冷却过程中不断搅拌它。
9. 使用烤箱的“冷却设置”功能（首先必须使烤箱冷却！）
10. 将已降温至21°C的食品放入冷柜。

使用探针温度计经常检查食品是否在规定时间内得到冷却（参看“检查温度”章节，第SS2页）。



2 为什么？

- 处于危险温度区（4°C至60°C）的食品会使有害微生物快速滋生。

4 出现问题怎么办？

如果热食未能在两小时内从60°C降到21°C、4小时内从21°C降到4°C，则需丢弃。

找寻能够在规定时间内将食物冷却到4°C的其它方法。

5 记下这些

每周一次在日志中记下对一种已被冷却的家禽类产品所做的温度检查。

在日志中记下在将食物在规定时间内冷却至4°C所遇到的问题及采取的行动。

在日志中注明哪些食品被丢弃或重新烹煮。

同样也记下任何需要采取的后续行动（例如：培训、降温方法等）。



1 Goal

To cool hot, ready-to-eat foods quickly to minimise the length of time it spends in the temperature danger zone.

2 Why?

- Food in the temperature danger zone (4°C to 60°C) will encourage harmful microbes to grow rapidly.

3 How this is done



Cool hot food quickly

Readily perishable food is cooled from 60°C to 21°C in two hours and from 21°C to 4°C in four hours.

Methods for chilling hot food dishes

- Use a blast chiller.
- Put the food into a tray or larger dish (preferably metal) to increase its surface area.
- Divide food into smaller portions.
- Place on a rack to improve air circulation around the food.
- Move hot food to a colder area.
- Place vacuum packed foods into iced water.
- Stand pans of hot food in cold/ice water.
- Stir hot liquid as it's chilling.
- Use the 'cool setting' on the oven (the oven must be cool first!)
- Place the food in the chiller once it has cooled to 21°C.

Regularly check that food has cooled within time frame using a probe thermometer (see *Checking temperatures procedure*, page SS3).



4 What if there is a problem?

If hot prepared food has not been cooled from 60°C to 21°C in two hours and from 21°C to 4°C in four hours it should be thrown away.

Try alternative cooling methods to find one that will cool food to 4°C within the required time.

5 Write it down

Once a week write down in the diary the temperature check made on one poultry item that has been cooled down.

Write down in the diary any problems that you have had in cooling food to 4°C in the required time and what action you took.

Make a note in your diary of any items that you have had to throw away or re-cook.

Also write down any matters that might need following up (eg, training, cooling method etc).

1 目标

快速完全地加热食物。

缩短易腐食品保存在危险温度区（4°C至60°C）的时间。

2 为什么？

- 没有完全加热直至最中心部位的食物会让微生物轻易存活。
- 处于危险温度区（4°C至60°C）的食品会使有害微生物快速滋生。

3 如何做到？**妥善地加热食物**

- 使用能有效加热食品的设备。



双层蒸格与热烘箱不得用来加热食品，因为它们无法使食物得到足够迅速的加热。

- 以下设备被用来加热食品：[勾选合适的选项]
 - 微波炉（注：观察放置时间）
 - 烤箱
 - 罐/盘/炒锅等。
- 若有可能，搅拌或混合食物以确保食物加热均匀没有冷点。
- 加热家禽时，需用探针温度计检查其内部温度是否达到82°C（参看“温度检查”章节，第SS2页）。
- 使用烹煮时检查温度的相同方法来检查加热后的食品。（参看“烹煮（家禽以外的食品）”之章节，第SS18页）。
- 加热后的食物须迅速供应，或者将其保持在60°C或以上的温度。

**微波炉用的塑料制品**

- 加热食物时，避免塑料薄膜与食物直接接触。
- 干净的厨用吸油纸是预防溅油的较好选择。
- 只使用微波炉专用的塑料容器（其它的一些容器看起来似乎也可以，但它们可能没有经过高温测试，例如冰淇淋盒就可能不是设计用来承受高温的）。
- 由于化学物质更有可能在热的油腻食物中发生转移，因此玻璃容器是用来加热这些食品的选择。

4 出现问题怎么办？

如果食品没能充分加热，则延长时间或提高温度。

根据需要重新培训员工。

5 记下这些

每周一次在日志里记录下重新加热的一种家禽类食品的温度。

记录下在重新加热食物时遇到的问题及所采取的行动。





1 Goal

To reheat food quickly and thoroughly.

To reduce the amount of time readily perishable food is held in the temperature danger zone (4°C to 60°C).

2 Why?

- Microbes can survive in food that is not thoroughly reheated to the centre.
- Food in the temperature danger zone (4°C to 60°C) will encourage harmful microbes to grow rapidly.

3 How this is done

Reheat food well

- Use equipment that reheats food effectively.

! *Bains-marie and warming cabinets must not be used to reheat food because they can't reheat food quickly enough.*

- The following methods are used to reheat food: [tick as appropriate]
 - microwave (note: observe standing times)
 - oven
 - pot/pan/wok etc.
- Where possible, stir or mix food to make sure there are no cold spots and the food is evenly reheated.
- When reheating poultry a probe thermometer is used to check that it reaches an internal temperature of 82°C (see *Checking temperatures* procedure, page SS3).
- Check that food has been reheated properly using the same checks used when cooking (see *Cooking (other than poultry)* procedure, page SS19).
- Serve reheated food quickly or maintain it at 60°C or hotter.



Use of plastics in microwave ovens

- *Avoid direct contact of plastic film with food when using it to reheat food. Clean white absorbent kitchen paper may be a preferable alternative to prevent splatter.*
- *Only use plastic containers designed for use in the microwave (other containers may seem okay, but may not have been tested for use at high temperatures (eg, ice cream containers, which may not be designed to be exposed to high temperatures).*
- *As chemical migration is more likely to occur into hot fatty foods, glass containers are a suitable choice for heating these products.*



4 What if there is a problem?

If food does not reheat sufficiently increase temperature and/or reheating time.

Retrain staff as necessary.

5 Write it down

Once a week write down in the diary the temperature of one poultry item that has been reheated.

Write down any problems that you have had in reheating food and what action you took.

请用英语填写。

1 目标

以尽可能免遭污染且避免有害微生物滋生的方式陈列、销售食品。

缩短易腐食品保存在危险温度区(4°C至60°C)的时间。

2 为什么?

- 处于危险温度区(4°C至60°C)的食品会使有害微生物快速滋生。
- 不当的食品陈列会在顾客的手伸越过陈列食物时引起污染。
- 自助式销售的陈列方式有极高的风险性，因为太多人可能接触到食物。

3 如何做到?

热食

- 重新加热食品时，须遵照“加热已制备好的食品”之章节内的指导(参看第SS24页)。
- 在对食品保温时，须遵照“已制备好的食品的保温”之章节内的指导(参看第SS20页)。

冷藏食品

- 未得到保温的即食易腐食品必须以4°C或以下的温度的保存。
- 冷藏过的食物只能在4°C至60°C之间存放两个小时以内。

陈列与出售

- 食物制备好之后要尽快陈列或销售。
- 每一项食品或菜肴都须用干净的器具盛放，并且把手不能与食物接触。
- 以下方法被用来预防食物受到污染：[在所用的方法前打勾]

- 防尘罩 (sneeze guards)
- 给食物加盖
- 其它



陈列的食品不能叠加或混入新的一批食品。

- 当陈列的食品(如未包装的色拉、热食等食品)需要添加时，用一批全新的食品替换。
- 剩余的自助式销售食品不能重新使用(例如，不能留到第二天使用)。
- 易腐食品不能在4°C至60°C之间的温度区内保存超过四小时。
- 如果取食勺被误用或被污染须立即更换。
- 一次性使用的物品在用后须丢弃(例如：纸盘、纸杯、塑料刀叉等)。
- 自助食品陈列区须适当地监督。



4 出现问题怎么办?

替换可能受到不卫生的食品操作方法或因遭到误用而污染的食品或服务器具。

将可能遭到顾客或其他人污染的食品丢弃。

热食

如果热的食品在60°C以下21°C以上的温度之间保存了超过两个小时，须马上丢弃。

- 如果热的食品在低于60°C的温度下保存了不到两个小时，那么：
 - 充分加热(超过60°C)并趁热食用，或者
 - 在四小时之内冷却到4°C并保持该温度直至食用。

冷藏食品

即食易腐食品被置于4°C到60°C之间：

- 总计少于2小时的话，必须冷冻或者立即使用，或
- 总计在2到4小时之间，必须马上使用，或
- 总计达到4小时或以上，必须丢弃。

5 记下这些

在日志中记下你在将食品保持在正确的温度过程中遇到哪些问题，以及你采取了什么弥补行动。

在日志中注明哪些食品被丢弃及原因。

同样也记下需要采取的后续行动(例如：培训、审核清扫计划等)。



1 Goal

To display and serve food in a manner that minimises the risk of contamination and the growth of harmful microbes.

To reduce the amount of time prepared readily perishable food is held in the temperature danger zone (4°C to 60°C).

2 Why?

- Food in the temperature danger zone (4°C to 60°C) will encourage harmful microbes to grow rapidly.
- Poor arrangement of food can lead to contamination when customers reach across displays.
- Self-service displays present a high risk because many people have access to the food.

3 How this is done

Hot food

- When reheating food the instructions in the *Reheating prepared food* procedure are followed (see page SS25).
- When hot-holding food the instructions in the *Hot holding prepared food* procedure are followed (see page SS21).

Chilled food

- Ready-to-eat readily perishable foods that are not being hot-held must be held at 4°C or below.
- Chilled foods are only held between 4°C and 60°C for two hours or less.

Display/serving

- Food is put out for display/service as soon as possible after preparation.
- Clean serving utensils are provided for each food item or dish, and handles do not touch the food.
- Food is protected from contamination by the use of: [tick method used]
 - sneeze guards
 - covers over food
 - other _____

! Food on display is not topped up with, or mixed with fresh batches.

- When food displays (eg, unwrapped food such as salads, hot foods etc) need more food they are replaced with completely new batches of food.
- Left-over self-service food is not reused (eg, it is not carried over to the next day).
- Readily perishable food is not held at a temperature between 4°C and 60°C for more than four hours.
- Serving spoons are replaced whenever they have been misused, or could otherwise have become contaminated.
- Single use items are thrown away after use (eg, paper plates, cups, plastic cutlery etc).
- Self-service displays are appropriately supervised.

4 What if there is a problem?

Replace food and/or serving utensils that could have become contaminated through poor food handling practices, or misuse.

Throw away any food that could have been contaminated by customers or others.

Hot Food

If hot food has been held at less than 60°C, but higher than 21°C for more than two hours it must be thrown away.

- If hot food has been held at a temperature below 60°C for two hours or less, it can either be:
 - thoroughly reheated and served hot (above 60°C), or
 - cooled to 4°C within four hours and kept at this temperature until it's eaten.

Chilled Food

Ready-to-eat readily perishable food that has been at temperatures between 4°C and 60°C:

- for a total of less than 2hrs, must be refrigerated or used immediately, or
- for a total of between 2 and 4hrs, must be used immediately, or
- for a total of 4 hours or longer, must be thrown out.

5 Write it down

Write down in the diary any problems that you've had keeping food at the correct temperature and what action you took to fix it.

Make a note in the diary of any items that you have had to throw away, and why.

Also write down any matters that need follow up (eg, training, review cleaning schedule etc).

1 目标

安全地将食品直接送至顾客或送至营业场所以外的某项活动场地。

2 为什么？

- 灰尘、污垢、化学物质、有害物等其它异物可能污染未经保护的食品。
- 有害的微生物在食物运输途中温度处于4°C至60°C之间时可能生长繁殖。
- 有害微生物会从生的食物转移到即食食品中，如果它们被一起运输而又未作适当的隔离。

3 如何做到？

所有运送的食物都加盖或包装妥当能够预防污染。

- 交通工具上用来装载食物的部位须干净卫生。
- 即食食品与生的食物分开放置。
- 不得使可能污染食品或设备的任何物品与食物一同运输（例如：工具、化学品等）。
- 不得使动物接触用来运输食物或食物设备的交通工具。

易腐食品

只有当易腐食品将在备制后的四个小时内使用的情况下，它们运输时的温度才能处于4°C至60°C之间。

不会在四个小时内食用的冷藏过的易腐食品可以在4°C或以下的温度中运输，而热食的运输温度则须在60°C或以上。

为达到该要求使用了以下方法：[在方框中打勾]

- 使用保温箱来保持食物处于安全的温度
- 使用便携式冷藏箱或保温设备

4 出现问题怎么办？

将被污染的食物丢弃

将保存在4°C与60°C之间超过四小时的易腐食品丢弃。

如果设备出故障或不能使用，用其它设备替换或找人修理。检查维修计划的恰当性，并作适当修改。

5 记下这些

在运送冷藏或热的食物之前与运送到目的地后都须检查温度。在“食物运输温度记录表”上记下这些温度。



1 Goal

To transport food safely, directly to customers or to an off-site venue for service at an event.

2 Why?

- Dust, dirt, chemicals, pests and other foreign objects can contaminate unprotected food.
- Harmful microbes can multiply if food is transported at temperatures between 4°C and 60°C.
- Harmful microbes can be transferred from raw to ready-to-eat food if transported together without adequate separation.

3 How this is done

All food that is transported is covered or packed in a way that protects it from contamination.

- The parts of the vehicle where food is carried are clean.
- Ready-to-eat food is separated from raw food.
- Food is not transported along with anything that could contaminate the food or equipment (eg, tools, chemicals etc).
- Animals are not allowed access to any vehicle used to transport food or food equipment.

Readily perishable food

Readily perishable food is only delivered at temperatures between 4°C and 60°C if it is going to be eaten within four hours of preparation.

Chilled readily perishable food that will not be eaten within four hours will be transported at 4°C or below; hot food at 60°C or above.

This is done by using: [tick box]

- insulated boxes to maintain food at safe temperatures
- portable chillers or hot holding equipment.

4 What if there is a problem?

Throw away any food that becomes contaminated.

Throw away readily perishable food that has been kept between 4°C and 60°C for longer than four hours.

If there has been an equipment breakdown or failure, make arrangements to replace or repair equipment. Review adequacy of maintenance schedule and make changes as appropriate.

5 Write it down

Check the temperature of chilled/hot food just before transporting it and again at the delivery point. Record these temperatures on the 'Transporting food temperature record'.

1 目标

确保营业场所以外的活动事先做了恰当的准备与组织。

2 为什么？

- 营业场所以外的场地的设备如果不合适会导致食物受到污染。

3 如何做到？

活动前的检查

每次场外食物备制活动之前，需要场外准备或处理的食物的范围必须事先确定。

须执行以下检查：

- 活动场地会提供哪些设施用来：
 - 存放食物（包括冷藏与冷冻食物）
 - 备制
 - 烹煮
 - 员工更换衣着
 - 盥洗
 - 洗手
 - 清洗设备等。
- 场地上有没有提供：
 - 水
 - 电（如果需要）
 - 垃圾处理。

! 如果没有合适的设施或设备，须安排场外后备设施。如果无法做到而更改场地的计划也不可行，则不能为该活动备制食品。

在营业场所以外的场地备制食品时，此本食品控制计划内所有的规定都依然适用。

员工配备

- 须保证足够的人员（并且临时工作人员须经过恰当的培训并接受指导）。

运输

- 运输须准备充分并且合宜（参看“食品运输”之章节，第SS28页）。
- 在到达活动场地后检查设备、厨房器具以及食物供应等等（参看“购买与接收货品”之章节，第SS4页）。

4 出现问题怎么办？

将任何被污染的即食食品丢弃。

将保存在4°C与60°C之间超过四小时的易腐食品丢弃。

如果设备出故障或不能使用，用其它设备替换或找人修理。检查维修计划的恰当性，并作适当修改。

5 记下这些

使用“场外备制活动前准备清单”表来记录所需做的安排。

记得检查其它相关规定要求的记录（例如：“运送食品”、“加热已备制的食品”、“陈列与自助式销售”以及“已备制的食物的保温”等）。



1 Goal

To ensure that off-site events are properly resourced and organised in advance.

2 Why?

- The lack of appropriate off-site facilities may result in food becoming contaminated.

3 How this is done

Pre-event check

Before each off-site catering event the extent of the food preparation/handling activities to be undertaken off-site must be determined.

The following checks are made:

- What facilities will be available at the venue/site, for:
 - food storage (including chilled and frozen food)
 - preparation
 - cooking
 - changing areas for staff
 - toilets
 - hand washing
 - cleaning equipment etc.
- What services are onsite:
 - water
 - electricity (if needed)
 - waste.

! When appropriate facilities/services are not available, off-site arrangements are made to provide them. If this is not possible and an alternative venue is not an option, catering will not be provided for the event.

All of the procedures in this Food Control Plan continue to apply and are followed when catering off-site.

Staffing

- Sufficient staff are available (and casual staff are appropriately trained and supervised).

Transportation

- Sufficient appropriate transportation is available (see *Transporting Food* procedure, page SS29)
- Equipment, utensils and food supplies etc are checked on arrival at the off-site venue (see *Purchasing and receiving goods* procedure, page SS5).

4 What if there is a problem?

Throw away any ready-to-eat food that becomes contaminated.

Throw away readily perishable food that has been kept between 4°C and 60°C for longer than four hours.

If there has been an equipment breakdown or failure, make arrangements to replace or repair equipment. Review adequacy of maintenance schedule and make changes as appropriate.

5 Write it down

Use the 'Off-site catering pre-event checklist' to record what arrangements are needed.

Remember to check the record keeping requirements of other procedures that may be relevant (eg, 'Transporting Food', 'Reheating prepared food', 'Display and self service' and 'Hot-holding prepared food' etc).

纪录

日常事务管理人培训

请用英语填写。

姓名：	电话：
职位：	开始日期：
地址：	

程序	相关性	管理人签名*	培训人签名†	日期
基本培训				
文件及档案的保管	<input checked="" type="checkbox"/>			
食品场所的设计及使用	<input checked="" type="checkbox"/>			
培训与监督	<input checked="" type="checkbox"/>			
易腐食品	<input checked="" type="checkbox"/>			
健康与疾病	<input checked="" type="checkbox"/>			
手部卫生	<input checked="" type="checkbox"/>			
个人卫生	<input checked="" type="checkbox"/>			
清洗与消毒	<input checked="" type="checkbox"/>			
食物过敏源	<input checked="" type="checkbox"/>			
餐具与包装	<input checked="" type="checkbox"/>			
废弃物管理	<input checked="" type="checkbox"/>			
虫害与动物控制	<input checked="" type="checkbox"/>			
保养维修	<input checked="" type="checkbox"/>			
顾客投诉与召回	<input checked="" type="checkbox"/>			
检查温度	<input checked="" type="checkbox"/>			
购买与接收货品	<input checked="" type="checkbox"/>			
储存	<input checked="" type="checkbox"/>			
冷藏/冷冻食物的存放	<input checked="" type="checkbox"/>			
冷冻食品的解冻	<input checked="" type="checkbox"/>			
备制	<input checked="" type="checkbox"/>			
烹制家禽	<input checked="" type="checkbox"/>			
烹调（家禽以外的食品）	<input checked="" type="checkbox"/>			
已备制好的食品的保温	<input checked="" type="checkbox"/>			
热食的降温	<input checked="" type="checkbox"/>			
加热已备制好的食品	<input checked="" type="checkbox"/>			
陈列与自助式销售	<input checked="" type="checkbox"/>			
食品运输	<input checked="" type="checkbox"/>			
场外烹制	<input checked="" type="checkbox"/>			

* 本人确认我已接受有关的程序培训并同意贯彻执行此程序。

† 日常业务管理人已经接受了培训，并显示出对有关程序有很好的理解。通过观察发现该管理人能够坚持贯彻执行这些程序。

其它培训

请用英语填写。

日期	详细情况
备注：	



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:	

员工培训

请用英语填写。

姓名：	电话：
职位：	开始日期：
地址：	

程序	相关性	员工签名*	监督人签名†	日期
基本培训				
健康与疾病	<input checked="" type="checkbox"/>			
手部卫生	<input checked="" type="checkbox"/>			
个人卫生	<input checked="" type="checkbox"/>			
清洗与消毒	<input checked="" type="checkbox"/>			
食物过敏源	<input checked="" type="checkbox"/>			
易腐食品	<input checked="" type="checkbox"/>			
必须的培训				
文件及档案的保管	<input type="checkbox"/>			
食品场所的设计及使用	<input type="checkbox"/>			
培训与监督	<input type="checkbox"/>			
餐具与包装	<input type="checkbox"/>			
废弃物管理	<input type="checkbox"/>			
虫害与动物控制	<input type="checkbox"/>			
保养维修	<input type="checkbox"/>			
顾客投诉与召回	<input type="checkbox"/>			
检查温度	<input type="checkbox"/>			
购买与接收货品	<input type="checkbox"/>			
储存	<input type="checkbox"/>			
冷藏/冷冻食物的存放	<input type="checkbox"/>			
冷冻食品的解冻	<input type="checkbox"/>			
备制	<input type="checkbox"/>			
烹制家禽	<input type="checkbox"/>			
烹调（家禽以外的食品）	<input type="checkbox"/>			
已备制好的食品的保温	<input type="checkbox"/>			
热食的降温	<input type="checkbox"/>			
加热已备制好的食品	<input type="checkbox"/>			
陈列与自助式销售	<input type="checkbox"/>			
食品运输	<input type="checkbox"/>			
场外烹制	<input type="checkbox"/>			

* 本人确认我已接受有关的程序培训并同意贯彻执行此程序。

† 员工已经接受了培训，并显示出对有关程序有很好的理解。通过观察发现该员工能够坚持贯彻执行这些程序。

其它培训

请用英语填写。

日期	详细情况
备注：	



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"/>			
Storage	<input type="checkbox"/>			
Chilled/frozen food storage	<input type="checkbox"/>			
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:	

受到感染的人员的停职

1. 针对不明原因的呕吐与腹泻的停职措施

呕吐是病毒或细菌感染的重要症状。一个在上班前48小时内发生过呕吐的食品操作人员（如果没有其它明显原因，例如：酒精中毒、晨吐等）必须被停职，并且必须去看医生。该人员必须告诉医生他从事的是食品操作的工作（这样医生会安排粪便化验）。

腹泻也可能是感染的表现（同样参看本指导手册第6节）。任何发生腹泻的人员必须马上停止工作。如果只发生了一次腹泻，并且没有其它症状（例如持续感觉恶心、腹部绞痛或发烧），那么该人员在症状消失48小时后可以重返食品操作岗位。必须提醒他们良好的手部清洁习惯很重要，尤其是洗手及彻底擦干。如果症状持续，该人员必须求医。该人员必须告诉医生他从事的是食品操作的工作（这样医生会安排粪便化验）。

粪便化验

对于呕吐或腹泻了两次以上的食品操作人员，化验他们的粪便是非常重要的。

还有一些特殊的疾病同样要求通过粪便化验来排除危险，因此了解生病的成因是非常重要的。

2. 对特定疾病的停职措施

生物体（即危险源）	须采取的行动（即控制措施）
弯曲菌	停职直到康复和停止腹泻48小时
隐孢子虫	停职直到康复和停止腹泻48小时
贾第鞭毛虫	停职直到康复和停止腹泻48小时
甲型肝炎	停职直到卫生部的医务官员证明已经康复为止。  参看第3节“需要特别考虑以寻求进一步控制措施的疾病”。
志贺氏菌	停职直到连续两次粪便化验结果都呈阴性（两次化验时间须间隔48小时）。*
沙门氏菌	停职直到连续两次粪便化验结果都呈阴性（两次化验时间须间隔48小时）。*
伤寒、副伤寒与霍乱	停职直到卫生部的医务官员证明已经康复为止。  参看第3节“需要特别考虑以寻求进一步控制措施的疾病”。
VERO细胞毒素大肠菌 (例如E.coli 0157:H7)	停职直到连续两次粪便化验结果都呈阴性（两次化验时间须间隔48小时）。*  很少量的生物体就能引发感染，而感染对健康高危群体，例如老人、小孩、孕妇与免疫力低下的人，其后果可能很严重，甚至可以致命。
耶尔森氏菌	停职直到康复和停止腹泻48小时
病毒（例如诺罗病毒） 表现为胃肠类疾病，症状包括 腹泻、恶心或呕吐	停职直到康复和停止腹泻48小时  高传染性。病毒微粒在该环境中可存活很长的时间。立即向公共卫生办公室寻求对工作环境进行消毒以及丢弃可能遭到污染的食品方面的建议。

* 样本须在最后一次注射抗生素后至少48小时才能采集。

需要获得康复证明才能重返岗位的疾病。 要求粪便检查结果呈阴性，因为在症状消失后，生物体可能仍旧存在。



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 of this guidance). 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.
<i>Hepatitis A</i>	Exclude from work until cleared by the Medical Officer of Health.  <i>See section 3 Illnesses requiring special consideration for further control measures.</i>
<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.  <i>See section 3 Illnesses requiring special consideration for further control measures.</i>
<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.*  <i>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>
<i>Yersinia</i>	Exclude from work until well and without diarrhoea for a period of 48 hours.
<i>Viruses (such as Norovirus)</i> <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.  <i>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.</i>

* 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. 需特别考虑的疾病

甲型肝炎

任何感染或疑似感染了甲型肝炎的人员，在症状出现后的至少七天内，必须被排除在食品操作工作以外。大部分成人都经历过突如其来的象患流感一样的症状：肌肉酸痛、头痛、食欲不振、肠胃不适、发烧以及黄疸（即皮肤发黄）。所有这样的情况发生后都必须向公共卫生单位寻求建议。

食品操作人员如果与甲型肝炎患者有密切接触（家人或性伴侣），必须将有关情况告知负责人。此类情况下，在从公共卫生单位的卫生医务官员处寻得建议之前，该名食品操作者不得接触打开的食品。

感染的高峰期是在症状爆发前与症状刚刚消失后这两个时期。这样就存在一个风险，因为人们通常只有在症状爆发后才会去就诊。在这样的情况下，公共卫生单位就需要评定，除了不让染病的食品操作人员工作以外，是否还需要采取其它的补救行动。（例如，对工作区域以及公共设备进行消毒，将有可能已遭到污染的食品丢弃，以及让其他食品操作人员或食品消费者接受免疫来降低他们得病的风险）。通常能用来预防的时间很短，因此尽早通报是至关重要的。

伤寒与副伤寒

任何患有伤寒、副伤寒或霍乱的人员必须排除在食品工作之外。

通常由地方公共卫生单位来调查与管理得了伤寒、副伤寒或霍乱疾病的人。这些疾病患者通常被要求远离食品操作工作直到粪便检查显示他们已经停止排泄有传染性的微生物。

如果食品操作人员被发现患有伤寒、副伤寒或霍乱，他们必须被排除在一切食品操作活动以外，还必须立即通知当地的公共卫生单位。

4. 皮肤病

食品操作人员裸露在外的肌肤（手、脸、头颈或头皮）上如果有伤口不停地渗液或流脓，则必须被暂时停职直到伤口愈合。

食品操作人员手指甲床感染或脸部等暴露在外的肌肤上长了疖子（即使贴上了适当的防水药贴）一般都可以作为被排除在食品操作活动以外的理由。

相比之下，背上或腿上等非暴露在外的肌肤上的感染伤口则不会妨碍食品操作人员的职责，但是须强调小心谨慎的手部卫生习惯的重要性。

干净的伤口必须用颜色鲜明的防水药贴完全遮盖，但不需要因此被停止食物操作活动。

5. 眼、耳、口与喉咙的感染

任何眼、耳、口或齿龈部位渗液的食品操作者必须从岗位上撤下直到情况好转。那些喉咙持续疼痛却没有其它症状（例如流鼻涕或咳嗽）的人可能感染了链状球菌，必须请医生作检查。

6. 与微生物导致的食品被污染无关的因素

非传染性肠胃不适

虽然肠易激综合症、克罗恩病或溃疡性结肠炎等疾病可能导致腹泻，但它们不妨碍病人受雇成为一名食品操作人员。必须提醒这些员工的是，一旦其正常的肠胃活动发生变化，他们必须求医并告诉负责人，因为在化验之前这种变化必须被假设为传染性的。

胸腔及长期呼吸道疾病

肺结核不会通过食物操作传播。但是该疾病可能影响一个人的整体健康以至于使他不无法正常工作，同时也有将疾病传给工作场所其他人的危险。与公共卫生单位联系以获取更多这方面的信息。

血源性感染

像艾滋病、乙型或丙型肝炎之类的传染病其本身不具有污染食品的风险。只要患者身体并无不适，就没有理由因为他们患有这类疾病而被阻止成为食品操作者。

所有溢出或洒出的血都应被当作感染血液来处理，对沾上血的地方应适当地清洗并消毒（例如：使用稀释的漂白水），并且必须把弄脏的食物丢弃。



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 a person 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 a person'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.

Bloodborne 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.

认可的供应商

请用英语填写。

食品只能从经过我们认可的供应商处购买（参看“购买与接收货品”，第SS4页）。
食品供应商必须是经过注册的食品企业。

经认可的供应商
企业名称：
联系人：
电话：
传真：
地址：
订货至交货的时间（例如：周一至周三）
送货日： <input type="checkbox"/> 周一 <input type="checkbox"/> 周二 <input type="checkbox"/> 周三 <input type="checkbox"/> 周四 <input type="checkbox"/> 周五 <input type="checkbox"/> 周六 <input type="checkbox"/> 周日
供应的货物
备注

经认可的供应商
企业名称：
联系人：
电话：
传真：
地址：
订货至交货的时间（例如：周一至周三）
送货日： <input type="checkbox"/> 周一 <input type="checkbox"/> 周二 <input type="checkbox"/> 周三 <input type="checkbox"/> 周四 <input type="checkbox"/> 周五 <input type="checkbox"/> 周六 <input type="checkbox"/> 周日
供应的货物
备注



- Food can only be purchased from our approved suppliers (see *Purchasing and receiving goods*, page SS5).
- 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

请用英语填写。

经认可的供应商

企业名称：

联系人：

电话：

传真：

地址：

订货至交货的时间（例如：周一至周三）

送货日：

 周一 周二 周三 周四 周五 周六 周日

供应的货物

备注

经认可的供应商

企业名称：

联系人：

电话：

传真：

地址：

订货至交货的时间（例如：周一至周三）

送货日：

 周一 周二 周三 周四 周五 周六 周日

供应的货物

备注



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

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经认可的供应商

企业名称：

联系人：

电话：

传真：

地址：

订货至交货的时间（例如：周一至周三）

送货日：

周一 周二 周三 周四 周五 周六 周日

供应的货物

备注

经认可的供应商

企业名称：

联系人：

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送货日：

周一 周二 周三 周四 周五 周六 周日

供应的货物

备注



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

认可的供应商

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经认可的供应商
企业名称：
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电话：
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地址：
订货至交货的时间（例如：周一至周三）
送货日： <input type="checkbox"/> 周一 <input type="checkbox"/> 周二 <input type="checkbox"/> 周三 <input type="checkbox"/> 周四 <input type="checkbox"/> 周五 <input type="checkbox"/> 周六 <input type="checkbox"/> 周日
供应的货物
备注

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送货日： <input type="checkbox"/> 周一 <input type="checkbox"/> 周二 <input type="checkbox"/> 周三 <input type="checkbox"/> 周四 <input type="checkbox"/> 周五 <input type="checkbox"/> 周六 <input type="checkbox"/> 周日
供应的货物
备注



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

烹制家禽的时间与温度设定

请用英语填写。

对使用重复的烹制方法、相同的设备、标准化的食材（包括种类、重量、大小等）而做成的家禽类菜肴，如果烹调时遵守标准的时间与温度，则不需要每次都检查温度。

为了证明所设时间与温度能够保证安全地烹制家禽，必须事先进行以下检查：

- 用该时间与温度来烹煮食品。
- 用探针温度计插入家禽最厚的部位，检查食物的温度是否达到82°C（如果食物没有达到安全的温度，则增加烹调时间或提高烹调温度）。
- 重复检查直至肯定每次都能达到安全的温度（至少检查三次）。

家禽类菜肴：

烹调细节					
日期	方法（食物是如何被烹制的？）使用了什么设备？使用了怎样的温度设定？	烹调开始的时间	烹调结束的时间	核心温度	缩写签名
第一次					
第二次					
第三次					

家禽类菜肴：

烹调细节					
日期	方法（食物是如何被烹制的？）使用了什么设备？使用了怎样的温度设定？	烹调开始的时间	烹调结束的时间	核心温度	缩写签名
第一次					
第二次					
第三次					

家禽类菜肴：

烹调细节					
日期	方法（食物是如何被烹制的？）使用了什么设备？使用了怎样的温度设定？	烹调开始的时间	烹调结束的时间	核心温度	缩写签名
第一次					
第二次					
第三次					



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					



请用英语填写。

家禽类菜肴:

烹调细节

日期	方法（食物是如何被烹制的？）使用了什么设备？使用了怎样的温度设定？	烹调开始的时间	烹调结束的时间	核心温度	缩写签名
第一次					
第二次					
第三次					

家禽类菜肴:

烹调细节

日期	方法（食物是如何被烹制的？）使用了什么设备？使用了怎样的温度设定？	烹调开始的时间	烹调结束的时间	核心温度	缩写签名
第一次					
第二次					
第三次					

家禽类菜肴:

烹调细节

日期	方法（食物是如何被烹制的？）使用了什么设备？使用了怎样的温度设定？	烹调开始的时间	烹调结束的时间	核心温度	缩写签名
第一次					
第二次					
第三次					

家禽类菜肴:

烹调细节

日期	方法（食物是如何被烹制的？）使用了什么设备？使用了怎样的温度设定？	烹调开始的时间	烹调结束的时间	核心温度	缩写签名
第一次					
第二次					
第三次					



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					

烹调家禽的温度

请用英语填写。

不使用标准化的时间与温度设定法烹制的含有家禽的菜肴必须使用探针温度计检查以确保温度达到了82°C。
须在肉最厚的部位进行温度检查（通常是胸部肉或腿肉的最深处）。

如果探测的是一批食品中的一项食物的温度，请在“批量食品”一栏内打勾（）注明。

日期	时间	食品	批量食品 <input checked="" type="checkbox"/>	温度	签名
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
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Cooking poultry temperature



Dishes containing poultry items that are not cooked using a standard time/temperature setting must be checked with a probe thermometer to ensure that they reach 82°C.

The temperature check should be taken in the thickest part of the meat (usually the breast or the innermost part of the thigh).

If temperature probing one item in a batch, indicate this by ticking the 'Batch' column.

Date	Time	Food	Batch <input checked="" type="checkbox"/>	Temp	Signed
			<input type="checkbox"/>		
			<input type="checkbox"/>		
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保温两小时的热食

请用英语填写。

热食须在60°C或更高温度下保温。任何保温了两个小时的食品都须使用探针温度计来检查温度是否仍在60°C以上（保温的食物每两个小时须重复一次这样的温度检查）。

日期	时间*	食品名称	两小时温度	检查时间	备注/行动	缩写签名

* 食物开始保温的时间

如果食物温度低于60°C怎么办?

如果热食在60°至21°C之间的温度下存放了两个小时以上，则必须丢弃。

如果热食在60°C以下存放了不到两个小时，则可以选择以下一种方式处理：

- 彻底加热至60°C以上，并且趁热食用，或者
- 在四个小时内冷却到4°C并一直保持该温度直至食用。



Record:

2hr hot-held food

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

Date	Time*	Food items	2hr temp	Time of check	Comments / action	Initials

* Time the food commenced hot-holding

What if food is below 60°C?

If hot food has been held at a temperature below 60°C but higher than 21°C for more than two hours it must be thrown away.

If hot food has been held at a temperature below 60°C for two hours or less it can either be:

- thoroughly reheated to 60°C, or above, and served hot (above 60°C), or
- cooled to 4°C within four hours and kept at this temperature until it's eaten.

纪录：

运送易腐食品

请用英语填写。

即食、易腐食品必须以下列方式运送：

- 4°C以下冷藏
- 60°C以上保温（除非能在烹制及运送后四个小时内食用）。

运送烹制后四小时内不会食用的即食易腐食品时，请使用此纪录表。

日期	食品种类（三明治、乳酪鸡蛋馅饼、煮熟的鸡翅等）	即将被运送的食品		运抵后食用前的食品		采取的行动：如果食品在4°C到60°C之间的温度下存放了四个小时以上。
		时间	温度	时间	温度	

Record:

Transporting readily perishable food



Ready-to-eat, readily perishable food must be transported:

- chilled at 4°C or below
- hot at 60°C or above – unless it will be eaten within four hours of being prepared and delivered.

Use this record when transporting ready-to-eat readily perishable food that will not be eaten within four hours of being prepared.

Date	Type of food (sandwiches, quiche, cooked chicken wings etc)	Food immediately prior to transporting		Food after delivery prior to service		Action taken - if food has been held between 4°C and 60°C for four or more hours.
		Time	Temp	Time	Temp	

场外备制活动前的准备清单

请用英语填写。

活动	
活动名称：	
客户：	客户电话：
场地：	日期：
活动的形式：	
提供的食品：鸡尾酒/点餐/自助餐 <input type="checkbox"/> 热食 <input type="checkbox"/> 冷食	
需当场制作的食物有哪些？	
活动：户内 / 户外（如：帐篷内） [请注明]	持续时间：1天 / 其它 [请注明]
烹饪设备：建筑内 / 在其它地方 [请注明]	
宾客人数：	上菜时间（次数）：
特殊的饮食需求（例如食物过敏）：	
如何进入场地？	

检查一下活动场地是否提供以下设施、设备与服务，以及它们是否适合并足以进行食品备办活动。

场地：	是	否	需要提供什么？
设施与设备			
干货的存放			
食品备办区域（面积大小、建筑结构等）			
料理台			
水槽/洗手池			
冰箱存放			
冷藏箱存放			
烤箱			
烤盘的数量			
保温设备（双层蒸格等）			
清理出来用作放置使用过的或脏的碗碟等的区域			
员工更衣场所			
洗手间设施			
提供的服务			
供电（以及足够的电源插座）			
供水（便携式供水）			
废弃物			
员工			
人员配置			
运输			
合适的食物运送方式			



在营业场所以外的地方烹制食品必须遵守“食品控制计划”中规定的程序。这包括任何有关纪录方面的要求。



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.

