

# HACCP CRITICAL CONTROL POINT MATRIX

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## Monitoring

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| PROCESS STEP      | HAZARD   | CONTROL   | CCP | CRITICAL LIMITS  | PROCEDURE  | FREQUENCY   | WHO?                             | CORRECTIVE ACTION   | RECORD KEEPING                        |
|-------------------|--|---|-----|--|--|---|----------------------------------|---|---------------------------------------|
| Purchase of goods | Presence of microbiological, chemical or physical contaminants | Only use nominated Suppliers  | 1   | Do not take receipt of goods if the products are not labelled with ingredients and allergens | Supplier food safety documentation & HACCP Policies  | All deliveries  | Chef or Manager                  | Inspect suppliers premises and/or vehicles. Source alternative supplier if necessary  | Supplier Documentation                |
|                   | Allergic reaction  | Allergens declared for all products. Include ingredients noted as "May Contain" in your allergen declaration/matrix |     | Do not take receipt of goods if not labelled with ingredients and allergens                  | Check packaging labels for allergen and "May Contain" ingredients  | All deliveries  | Chef or Manager                  | Do not take receipt of goods if the products are not labelled with ingredients and allergens  | Supplier Documentation/Product labels |
| Delivery of goods | Presence of microbiological, chemical or physical contaminants | Vehicle temperature check, Visual check   | 2   | Vehicle cleanliness satisfactory   | Visual Checks, packaging intact, no sign of pest activity, no dented tins, clean, no signs of spoilage (fruit & veg) | Each Delivery   | Chef or Manager                  | Report problems to Manager. Inform supplier, check goods temperature, Reject if < 8°C or < -13°C  | Delivery schedule                     |
|                   | Multiplication of bacteria (binary fission)                    | Product temperature check   |     | Chilled < 8°C<br>Frozen < -18°C (Max -13°C)  | Laser probe - prioritise temperature sensitive deliveries  | Each delivery   | Chef or Manager                  | Inform Manager or Supervisor, temperature probe core; Reject if < 8°C or < -13°C  | Delivery schedule                     |
|                   | Presence of microbiological contaminants                       | Product Date/Shelf life check   |     | Must be at least 2 days within date  | Visual Check   | Each delivery   | Chef or Manager                  | Inform Manager or Supervisor and reject if out of date. Inform Supplier   | Delivery schedule                     |
| Storage of goods  | Multiplication of bacteria (binary fission)                    | Stock rotation First In First Out (FIFO)  | 3   | All food within Use By Date & stored in date order FIFO                                      | Visual Check   | All storage areas Daily                                   | Chef or Manager                  | Inform Manager  | Problems reported to Manager          |
|                   |  | Date label checks   |     | All food within Use By Date  | Visual Check   | All storage areas Daily                                   | Chef or Manager                  | Inform Manager  | Problems reported to Manager          |
|                   |  | Packaging checks  |     | Packaging clean and intact   | Visual Check   | All storage areas Daily                                   | Chef or Manager                  | Inform Manager/Supplier   | Problems reported to Manager          |
|                   |  | Air temperature of Storage units  |     | Chilled < 8°C<br>Frozen < -18°C  | Twice Daily record of fridge/freezer temps   | Twice Daily   | Chef or Manager                  | Retake temperature after 15 mins; check temp of food item with an infrared temperature scanner or probe; if food temperature is too high, throw spoiled food away. Remove food still within correct temperature and place in another fridge. Inform Manager and call out engineer. Replace thermometer if faulty. | Temperature Records                   |
|                   |  | Air temperature of Storage units  |     | Chilled < 8°C<br>Frozen < -18°C  | Visual Check - Periodic Maintenance Visits   | Maintenance in accordance with manufacturers instructions | Nominated Maintenance Contractor | Call out engineer   | Maintenance Contract and Call logs    |

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|----------------------------|---|--|-----|--|---|--|---------------------------------------|---|------------------------------|
| Storage of Goods continued | Possible cross contamination from E.Coli O157 & other foodborne bacteria such as Campylobacter, Salmonella and other bacteria | Separate Raw and ready to eat foods  | 3   | Adequate storage capacity well managed storage hierarchy   | Visual Check  | Daily  | All Staff                             | Inform Manager, dispose of product  | Problems reported to Manager |
|                            | Contamination from Pests  | All areas clean and secure against pest access   |     | Well maintained facilities and equipment, Pest control system in place, closed doors, insecticutors, secure and clean external waste disposal area | Visual Checks, packaging intact, no sign of pest activity | Daily by all staff, regular by pest control contractor. Discard contaminated foods | All Staff and Pest Control contractor | Inform Manager, call out technician   | Pest Control Records         |
|                            | Possible cross contamination from allergens   | Keep ingredient containing main allergens in sealed container/bags to avoid cross contamination  |     | All foods to be labelled with either manufacturer's or in-house label. Packaging to be intact to avoid possible cross contamination                | Visual check  | Every time an item is stored   | All staff                             | Inform manager, segregate contaminated foods for either disposal or relabelling to indicate the contaminated allergens  | Allergen Matrix              |
|                            | Cross contamination   | All food covered; and decanted into food safe containers where possible - no glass containers - food stored off the floor  |     | Adequate storage capacity and capability, clean and tidy storage units, adequate well maintained food safe containers                              | Visual Check  | Every time an item is stored   | All staff                             | Inform Manager, re-train staff  | Cleaning Schedule            |
| Defrosting - Thawing       | Inadequate thawing resulting in undercooked foods and subsequent food poisoning as pathogens are not destroyed                | Defrost food thoroughly so no ice crystals. Date label Home frozen foods for a maximum of 3 days when removing from freezer. Bought in frozen foods- follow manufacturers defrosting and use by dates. | 4   | Food is pliable and free from ice crystals, always thaw in refrigerated conditions. Observe manufacturers instructions and use by dates            | Visual Checks   | Every time an item is thawed   | Chef                                  | Dispose of foods if they have been left in ambient temperature zone and the temperature is above 8°C. discard any food that has been in the freezer that is not in date | Problems reported to Manager |

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|----------------------|--|---|-----|--|--|------------------------------|----------------------------|--|------------------------------|
| Defrosting - Thawing | Lengthy time at room temperature, allowing multiplication of bacteria  | Food is defrosted under controlled conditions in the fridge.  | 4   | Food is pliable and free from ice crystals, always thaw in refrigerated conditions   | Defrost in fridge. Visual Check and temperature monitoring | Every time an item is thawed | Chef                       | Dispose of foods if they have been left in ambient temperature zone and the temperature is above 8°C, or have not been cooked within 24 hours or manufacturers guidelines of defrost | Problems reported to Manager |
|                      | Possible contamination from thawing liquids  | Ensure food is placed in a tray, covered and stored on lowest shelf   |     | All containers, utensils and storage areas surfaces to be regularly cleaned & sanitised  | Visual check   | Daily                        | Chef                       | Re-train staff on cleaning procedure   | Cleaning schedules           |
| Preparation          | Contamination due to poor standards of hygiene (also applies to cooking) or possible cross contamination                 | Comprehensive cleaning schedules; thorough and regular staff training; induction of all temporary staff   | 5   | Adhere to basic hygiene codes for food handlers; complete cleaning tasks with correct use of COSSH   | Cleaning Schedules and cleaning policy                     | Daily                        | All staff                  | Re-train staff on cleaning procedure; review procedures periodically   | Problems reported to Manager |
|                      | Multiplication of bacteria due to exposure to ambient temperatures   | Minimise time of preparation; cover and store when not prepping items   |     | Do not prep high risk items for longer than 90 mins at room temperature (ideally 30 minutes); either re-chill before continuing or proceed directly to cooking process | Visual checks  | At all times                 | Chefs                      | Retrain staff,. Discard food   | This Policy                  |
|                      | Physical contamination - foreign bodies (also applies to cooking)  | Strict dress and jewellery code; blue waterproof plasters, no glass in kitchen  |     | No jewellery except; wedding bands and sleeper studs. PPE to be worn in kitchen.   | Visual checks  | All staff                    | Chef or Manager            | Re-train staff- instruct to change or remove items   | Staff files Dress Code       |
|                      | Possible contamination from E. Coli O157 & other foodborne bacteria such as Campylobacter, Salmonella and other bacteria | Prepare raw food away from ready-to-eat foods. Use colour coded boards & separate/clean utensils. Wash fruit, salad, veg. Strict personal hygiene procedures. Clean food preparation surfaces following 2 stage cleaning process. |     | Raw items prepared separately from ready to eat  | Staff Training and Management checks                       | At all times                 | Chef and all kitchen staff | Retrain staff. Discard food  | Problems reported to Manager |

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|--------------|---|---|-----|--|--|--------------|----------------------------|--|--|
| Preparation  | Possible cross contamination from allergens   | Keep items containing main allergens separate from other foods to avoid cross contamination                                     | 5   | Allergen items prepared separately from other foods  | Staff Training and Management checks   | At all times | Chef and all kitchen staff | Retrain staff. Discard food or revise Allergen matrix and inform staff                         | Problem reported to Manager. Allergen Matrix |
| Cooking      | Survival and multiplication of harmful Bacteria   | Thoroughly cook item  | 6   | Cook and reheat to core temperature of > 75°C for 30 seconds (Reheat to >82°C in Scotland). If meats are to be served rare (beef/lamb/venison etc) ensure the outside of the meat is seared to kill of any bacteria on the surface of the meat | Temperature probe                      | Sample       | Chef                       | Raise cooking temperature, continue cooking, discard food, replace or repair equipment         | Temperature Records and Maintenance records  |
|              |   | Stir liquids, split volume if over 25 litres, do not overfill gastro trays, cook just prior to serving                          |     | Cook and reheat to core temperature of > 75°C for 30 seconds (Reheat to >82°C in Scotland).  | Temperature probe - Visual check       | Sample       | Chef                       | Raise cooking temperature, continue cooking, discard food, replace or repair equipment         | Temperature records                          |
|              | Production of Acrylamide (chemical that can be formed on overcooked starchy foods that could be carcinogenic) | Do not to overcook starchy foods such as bread and potatoes. Cook to golden brown in colour only                                |     | Cook to golden brown not deep brown  | Visual Check                           | At all times | Chef                       | Dispose of overcooked/burnt foods  | Complete Wastage sheet if used               |
| Cooling      | Multiplication of surviving bacteria and spores   | Cool rapidly in shallow trays. Use blast chiller/reusable ice packs/ice bath. Refrigerate immediately after cooling. Date label | 7   | Cool to < 8°C in under 90 minutes. Then straight to storage at < 8°C   | Temperature checklists<br>COOK - CHILL | Each item    | Chef                       | Use ice bath to bring to correct temperature. Discard food, replace or repair faulty equipment | Temperature records - date labels            |

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|--------------|---|--|-----|--|--|--------------|-----------|---|----------------------------------|
| Cooling      | Cross Contamination                             | Keep covered, avoid double handling  | 7   | Cool to <8°C in under 90 minutes. Then straight to storage at <8°C   | Visual checks  | Each batch   | Chef      | Re-train staff, discard food  | Problems reported to Manager     |
| Service      | Multiplication of surviving bacteria and spores | Food cooked to order (>75°C ) or hot food held above 63°C and cold food held below 8°C   | 8   | Minimise handling, discard hot held food after 4 hours, hot hold at >63°C Chill hold at <8°C   | Temperature checklists   | Each item    | Chef      | Hot food which falls below 63°C can be reheated to above 75°C but only once. If cold food is above 8°C discard after a max 4 hours. | Temperature records. Date labels |
|              | Contamination due to poor hygiene practices     | Ensure food in any display cabinets is wrapped/covered/protected, ensure customers and serving staff have access to hand sanitising facilities, maintain and clean service area, no food debris,   |     | Food served using clean plate & clean cutlery or food safe containers  | Visual checks, supervision   | At all times | All staff | Intervene if bad habits are observed. Retrain staff   | Problems reported to Manager     |
|              | Allergies                                       | Ensure staff are trained and informed of allergen content of dishes. Procedure to double check with chef is in place. Prepackaged foods for sale (sandwiches etc) to be labelled with ingredients list highlighting any of the 14 common allergens |     | Staff trained and informed. Prepackaged foods for sale (sandwiches etc) to be labelled with ingredients list highlighting any of the 14 common allergens | Allergen matrix and Order Procedure of a customers food allergy written on order. Prepackaged foods for sale (sandwiches etc) to be labelled with ingredients list highlighting any of the 14 common allergens | At all times | All staff | Ask/inform Head Chef/Manager. Retrain staff   | Allergen Matrix                  |