

# 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
<b>Purchase of goods</b>	Presence of microbiological, chemical or physical contaminants	Only use nominated Suppliers	<b>1</b>	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
<b>Delivery of goods</b>	Presence of microbiological, chemical or physical contaminants	Vehicle temperature check, Visual check	<b>2</b>	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 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be at least 2 days within date	Visual Check	Each delivery	Chef or Manager	Inform Manager or Supervisor and reject if out of date.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
<b>Storage of goods</b>	Multiplication of bacteria (binary fission)	Stock rotation First In First Out (FIFO)	<b>3</b>	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 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 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 foodbourne 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 solid muscle 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. For a beef muscle joint to be slow roasted it must be seared first	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 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. Allergen information available for customers. 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 information available for customers. Order procedure of a customers food allergy written on order, double checked with kitchen and announced when serving to customer. 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 or menu