



Checklist for Monitoring on Kitchens using criteria based on  
Recommended International Code of Practice - General  
Principles of Food Hygiene (CAC/RCP 1-1969)

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People have the right to expect the food they eat to be safe and suitable for consumption;

Foodborne illness and foodborne injury are at best unpleasant; at worst, they can be fatal;

But there are also other consequences.

(1) Outbreaks of foodborne illness can damage trade and tourism, and lead to loss of earnings,

(2) Unemployment and litigation;

(3) Food spoilage is wasteful, costly and can adversely affect trade and consumer confidence.

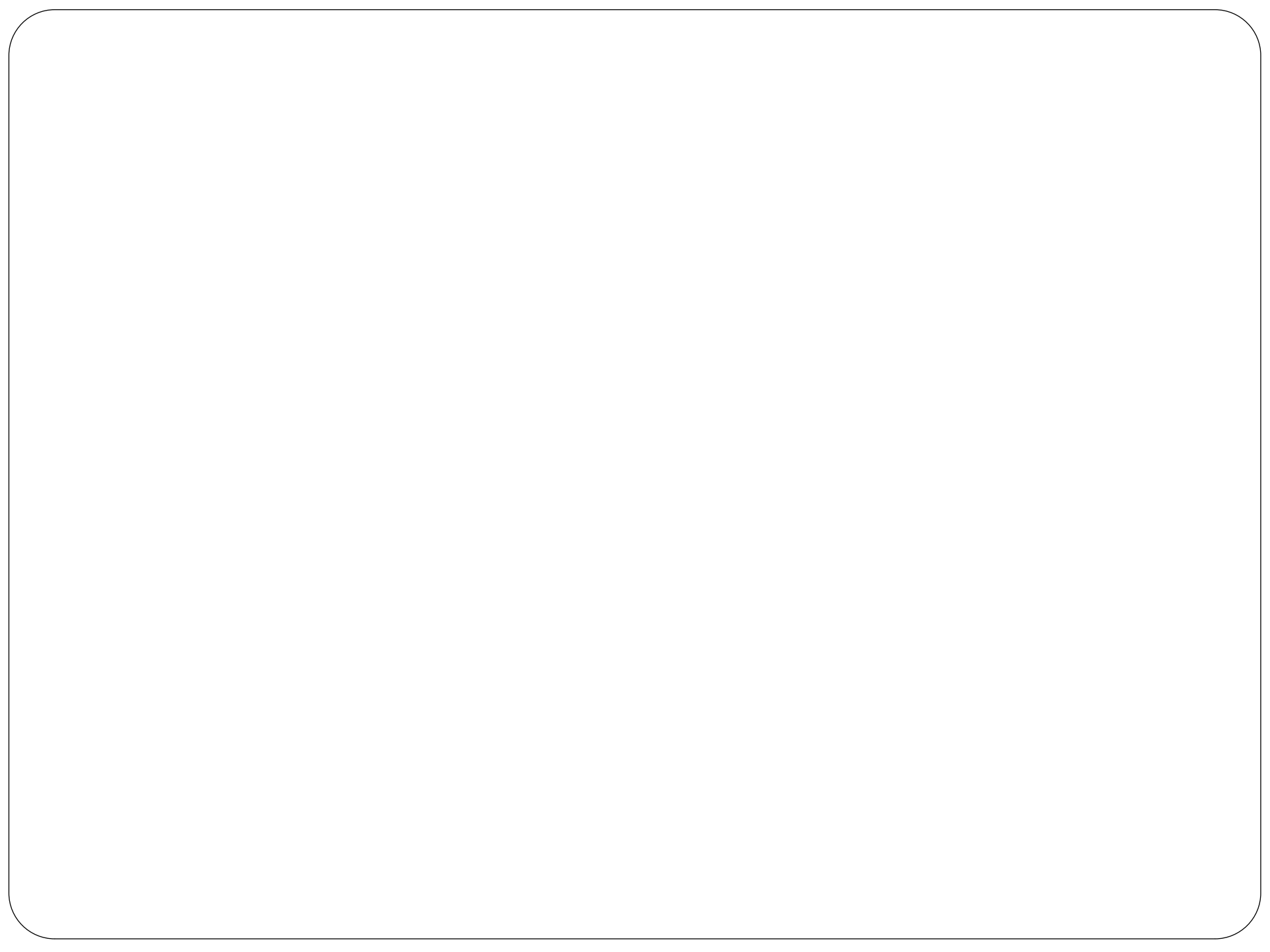
International food trade, and foreign travel, are increasing, bringing important social and economic benefits.

But this also makes the spread of illness around the world easier;

These General Principles lay a firm foundation for ensuring food hygiene and should be used in conjunction with each specific code of hygienic practice, where appropriate, and the guidelines on microbiological criteria;

Require to follows the food chain from primary production through to final consumption, highlighting the key hygiene controls at each stage. It recommends a HACCP-based approach wherever possible to enhance food safety as described in *Hazard Analysis and Critical Control Point (HACCP) System*

It is thought that many food poisoning cases originate in our own homes and with some basic knowledge of safe practices, the numbers of cases could be reduced





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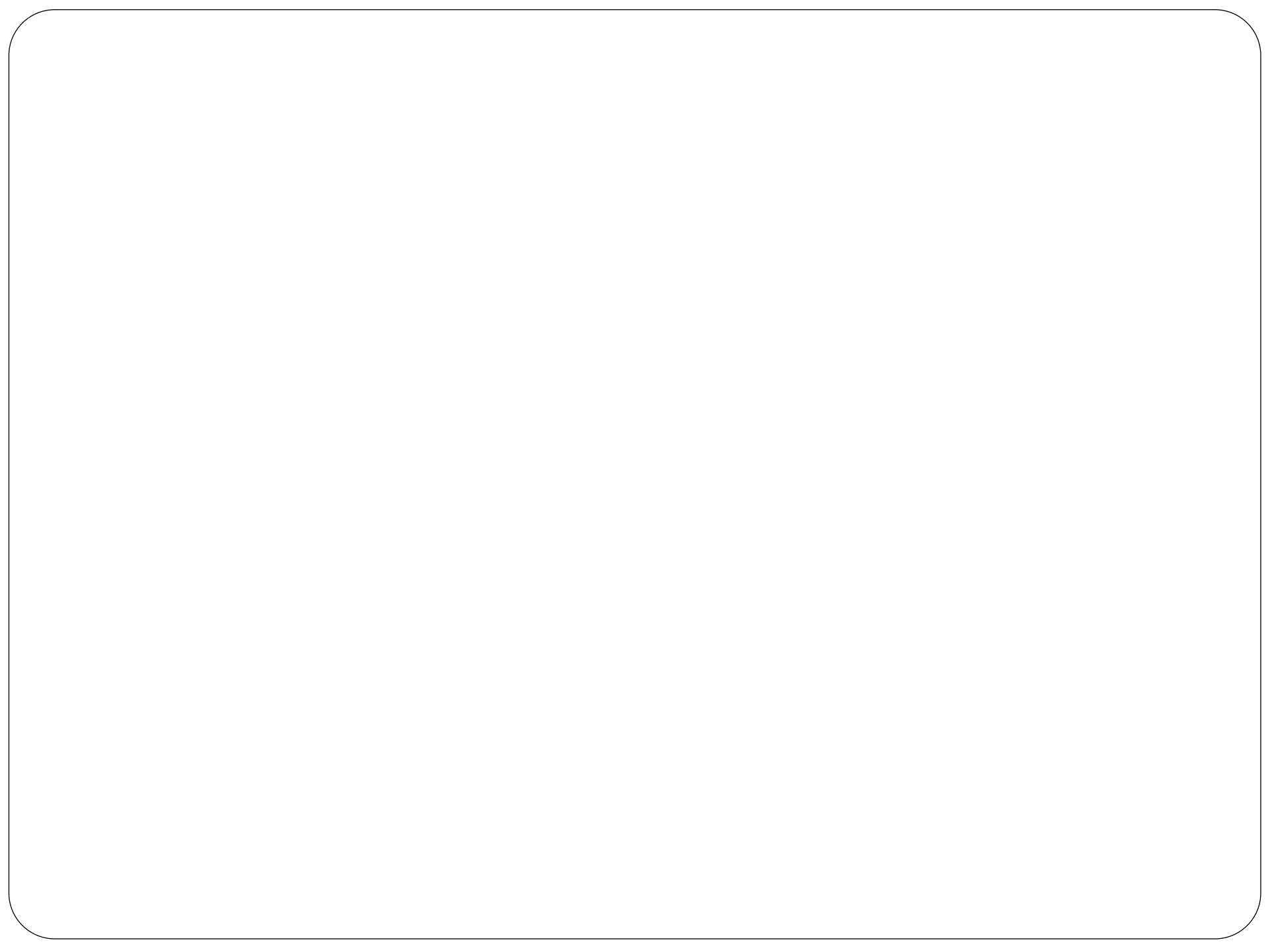
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Bacteria need certain conditions to multiply and grow



In perfect conditions these bacteria can multiply very quickly every 10 to 20 minutes;

They multiply by dividing in two and this is known as binary fission. In effect, this means that in perfect conditions 1 bacterium could become more than 1 million in less than 4 hours.



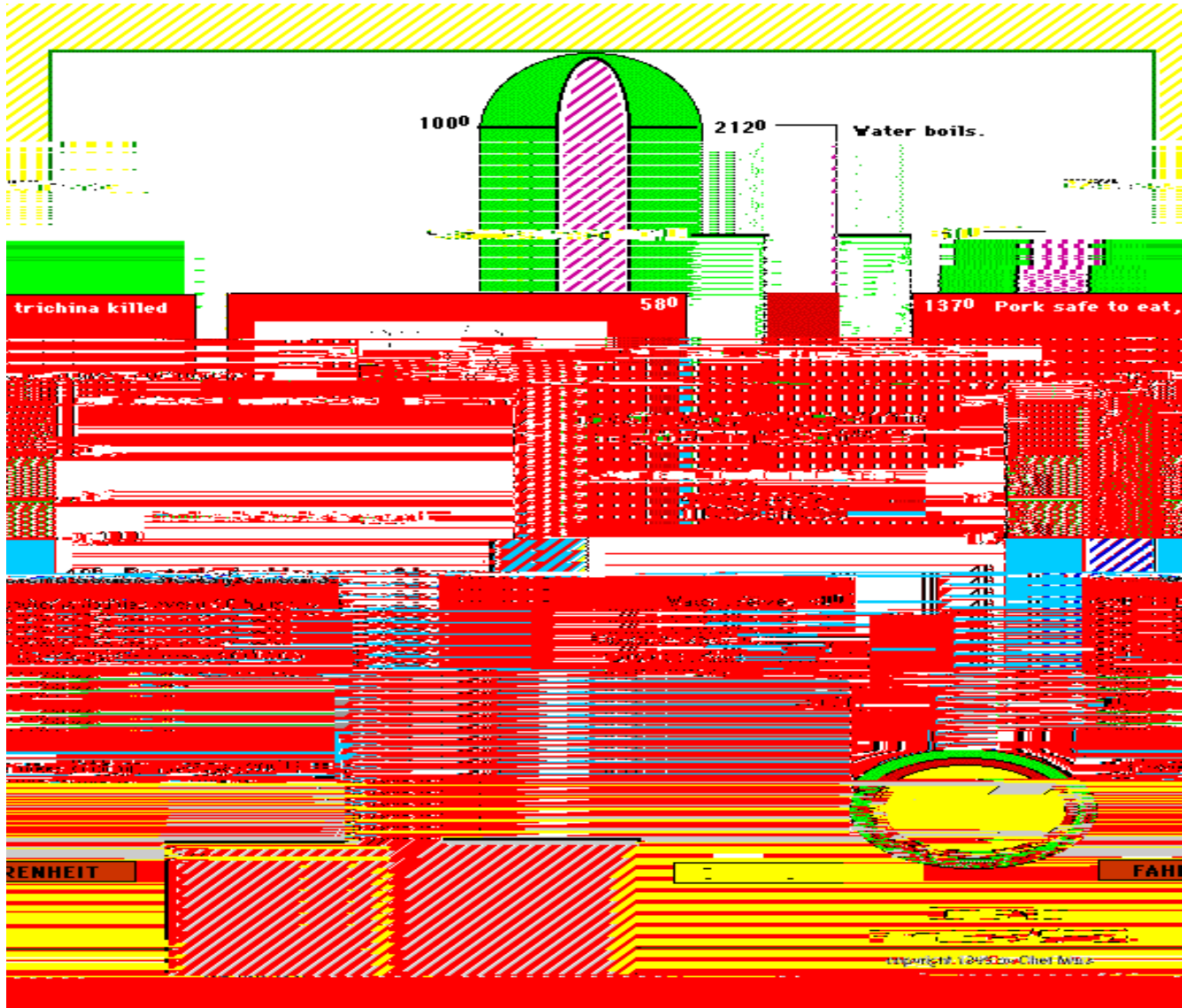
Bacteria that cause food borne illness multiply quickest between 4°C and 60°C (40°F - 140°F).;

The Danger Zone is this temperature range in which bacteria and spoilage bacteria grow quickest;

Lower temperatures prevent the bacteria from growing to dangerous levels;

Temperatures above 60°C will kill the bacteria;

Foods that allow the growth of bacteria, causing food-borne kept out of the Danger Zone.





About 40% of the population are carriers of this type of bacteria;

It is carried in the nose, throat and mouth and also present around septic cuts, wounds boils and grazes; The symptoms are severe but only for a short period. You would be vomiting within hours of eating the contaminated food, but it rarely lasts longer than 24 hours;

It is therefore extremely important for food handlers remember to wash their hands thoroughly often.

*Eb*

This is a bacterium naturally found in the intestines of man and animals;

Only certain strains are known to cause food poisoning these can cause severe abdominal pain and diarrhoea, being particularly dangerous to those who are vulnerable to illness;

The particular strain which has been involved in recent outbreaks is known as *E.coli* 0157;

This means that it is carried on the food and then when you eat the food you become ill.

**Eb**

Thoroughly cook the food – remember it is carried on the surface of food like raw meat, so make sure that the surface reaches a high temperature;]

This is often associated with minced meat products because the meat is all chopped and minced, and therefore what was once on the surface could now be in the centre, so thoroughly cook – all the way through – for dishes made with minced meat, e.g. burgers and sausages

Make sure you completely separate raw meat and cooked;

Thoroughly wash your hands before preparing food





They are often found on chickens;

One of the main reasons for food poisoning is the storage of high risk foods at room temperature for too long e.g. sandwiches made up in advance and not chilled.

Other reasons are:

Undercooking foods

Cross contamination between raw and cooked foods;

Poor hygiene practices of the person handling the food;

Careless use of left-overs;

Not reheating food thoroughly

HACCP for School Food Service was mandated by the Food Safety and Inspection Service (FSIS) in 2000.

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- identify the *essential principles of food hygiene applicable throughout the food chain (including primary production through to the final consumer)*, to achieve the goal of ensuring that food is safe and suitable for human consumption;
- recommend a HACCP-based approach as a means to enhance food safety;
- indicate *how to implement those principles; and*
- provide a *guidance for specific codes which may be needed for - sectors of the*

HACCP a system which identifies, evaluates, and controls hazards which are significant for food safety.

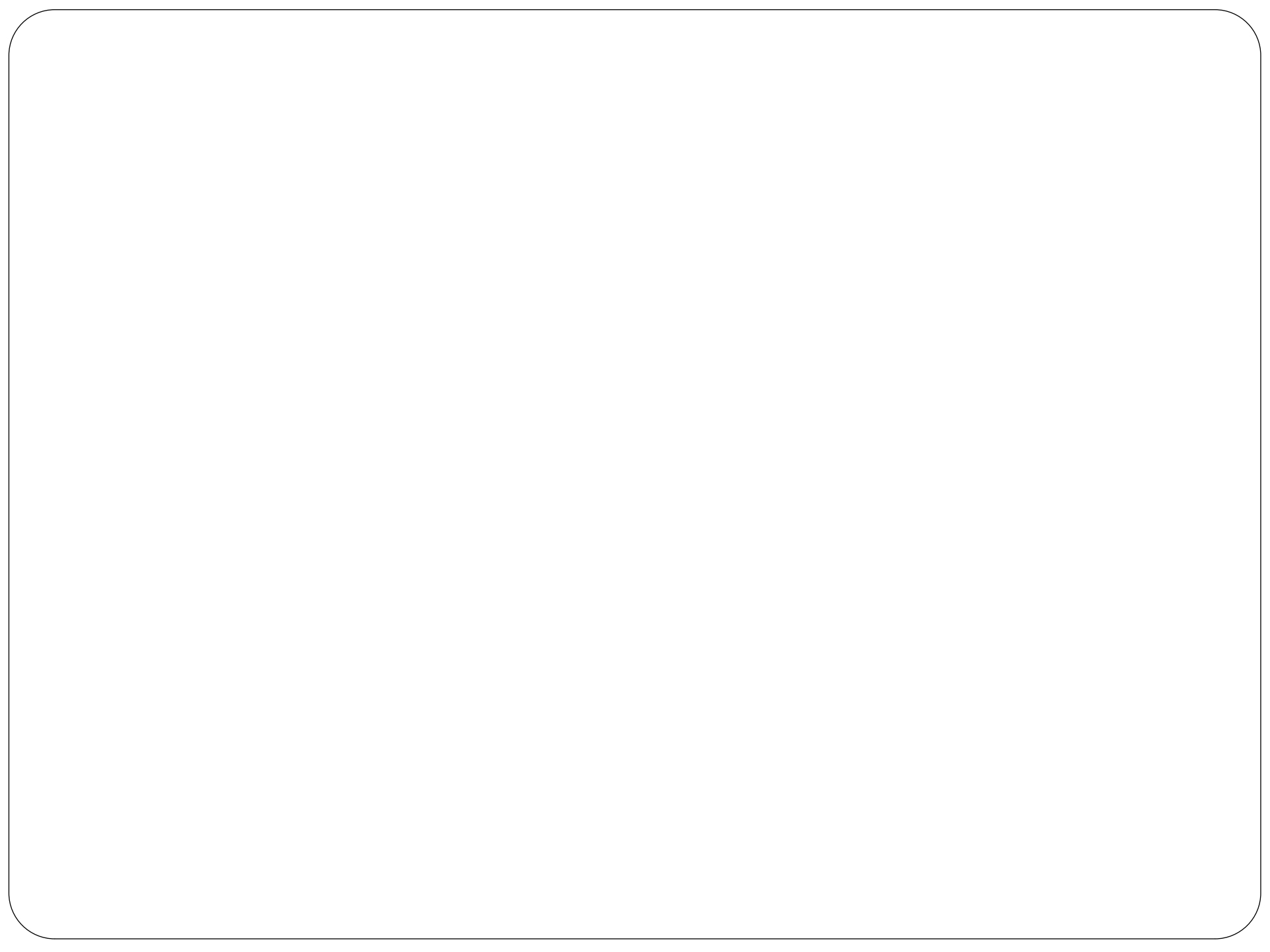
The potential effects of primary production activities on the safety and suitability of food should be

considered at all times. In particular, this includes identifying any specific points in such activities where a high probability of contamination may exist and taking specific measures to minimize that probability.;

The HACCP-based approach may assist in the taking of such measures - see *Hazard Analysis and Critical Control (HACCP) Point System and Guidelines for its Application* ;

Producers should as far as practicable implement measures to:

1. - control contamination from air, soil, water, feedstuffs, fertilizers (including natural fertilizers),
2. pesticides, veterinary drugs or any other agent used in primary production;
3. - control plant and animal health so that it does not pose a threat to human health through food
4. consumption, or adversely affect the suitability of the product; and
5. - protect food sources from faecal and other contamination





# (A) Kitchen Owner

Codex Criteria

Technician Observations

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- Has information about or is familiar with food hygiene practices so that food is safe and suitable for human consumption?

- Use these food safety practices

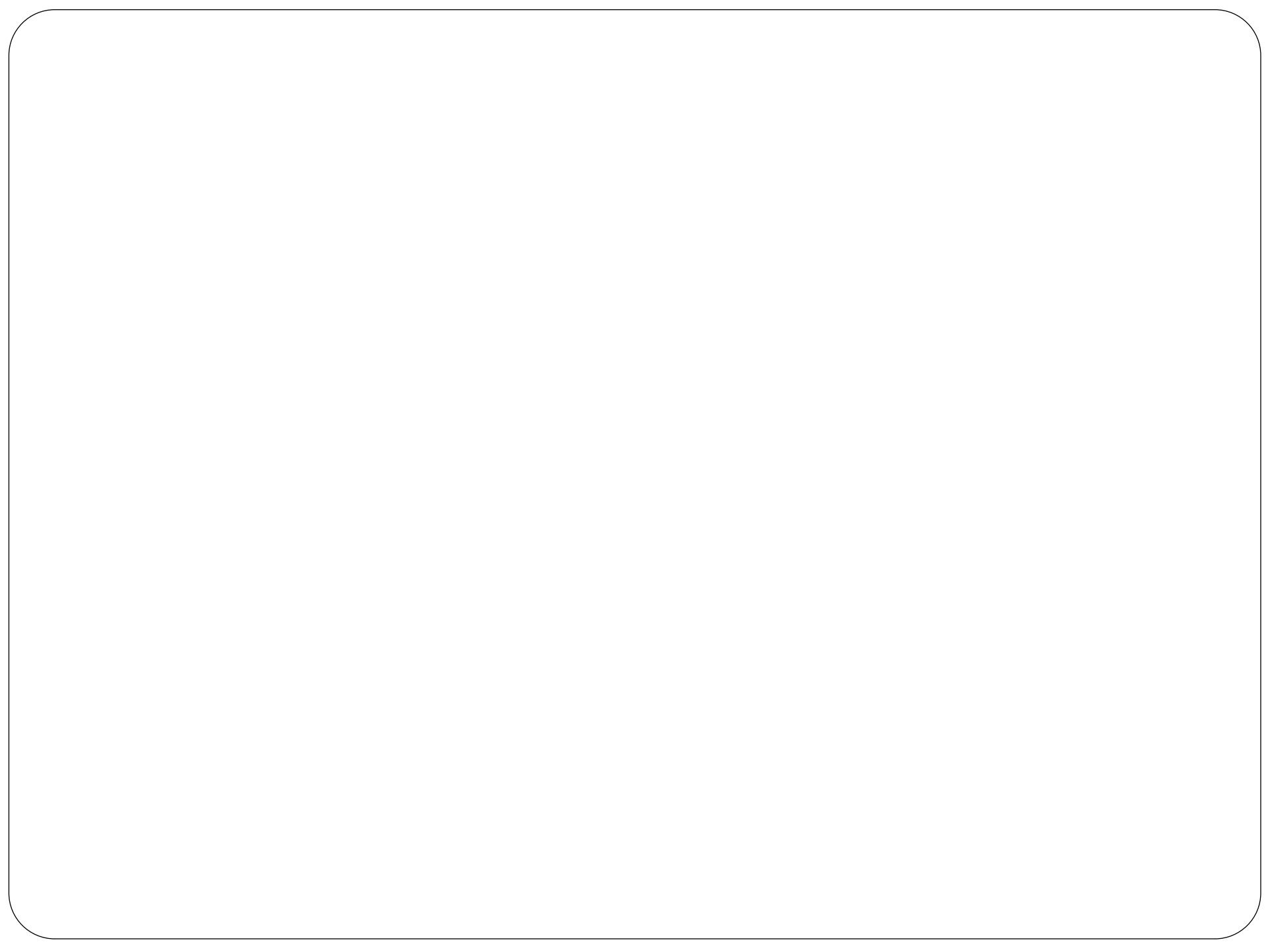
- Is familiar with food safety hazards?

- Has information about or is familiar with hazard analysis critical control point (HACCP approach) for food safety and to control food safety hazards?

- Use the HACCP approach

- Other information on Kitchen owner

Premises, equipment and facilities are located and constructed to ensure that contamination is minimized



Floors constructed to allow adequate drainage and cleaning

Ceilings and overhead fixtures are constructed to minimize the build up of dirt and condensation, and the shedding of particles

Windows are easy to clean, fitted with removable and cleanable insect-proof screens or fixed and not opened

Doors have smooth surfaces that are easy to clean and disinfect

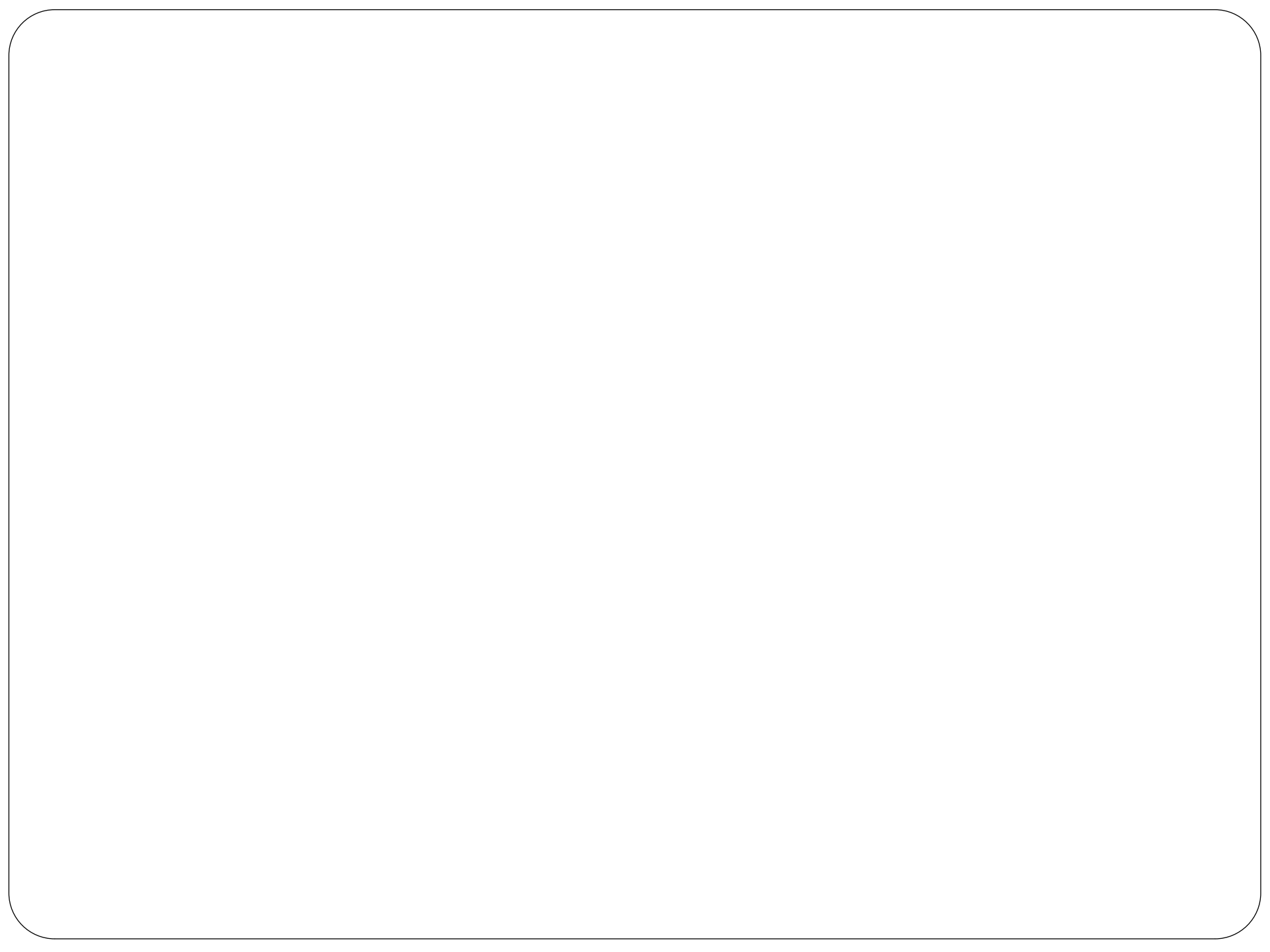
Facilities are available for control of temperature and humidity

Equipment used to cook, heat treat, cool, store or freeze food achieve the required temperatures as rapidly as necessary

The temperatures of these equipment are monitored and controlled

If a HACCP plan is in place, critical limits can be monitored

Temperatures and other conditions established for food safety is achieved and maintained.



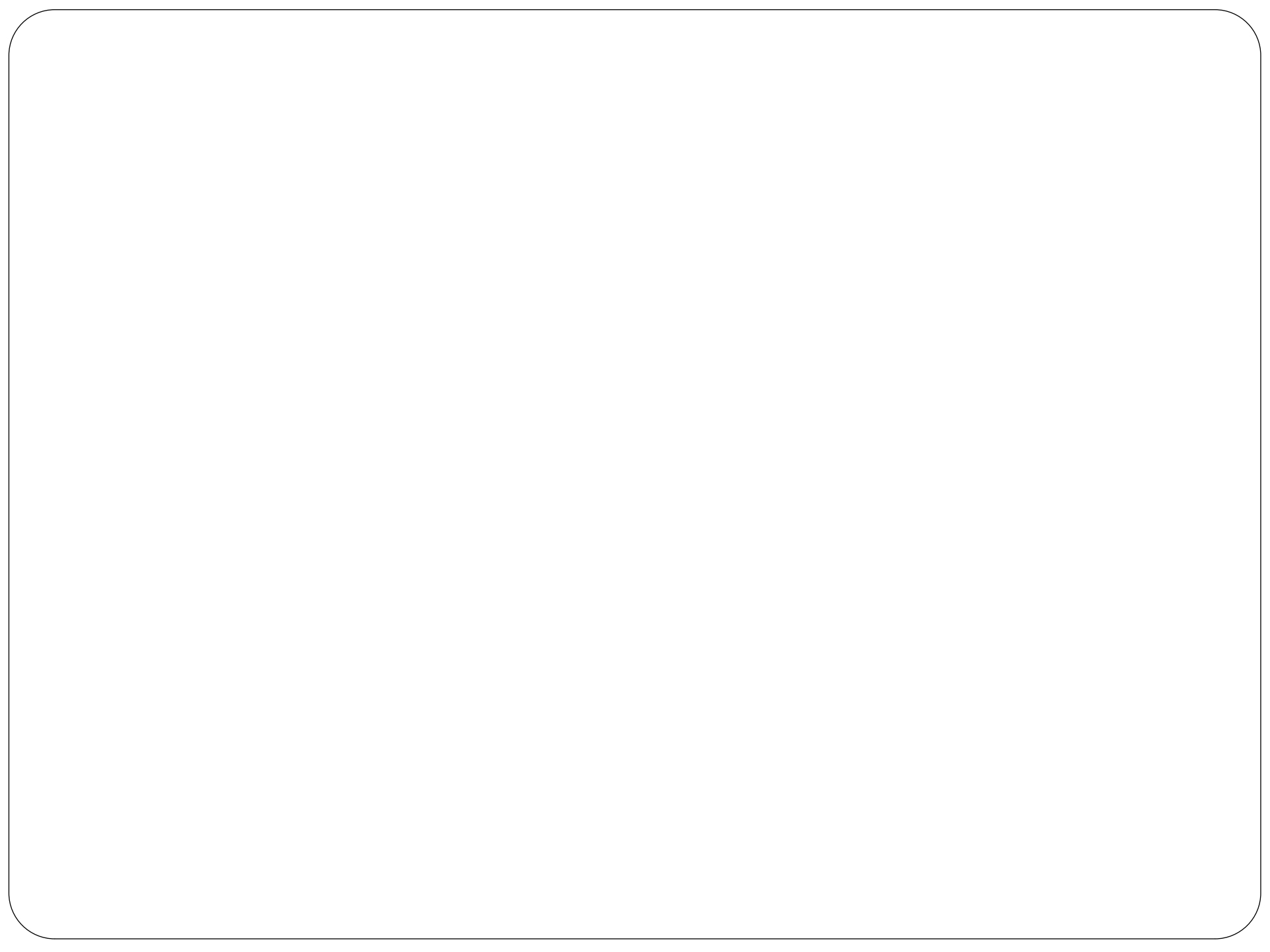
**Storage:** Kitchen has facilities for the storage of food, ingredients and non-food chemicals (e.g. cleaning materials)

Storage facilities are maintained and cleaned

There is no pest access and pest harbourage in storage facilities

Food does not become contaminated during storage

Food does not deteriorate during storage





Raw, uncooked food is separated from cooked or ready-to-eat foods

Access to kitchen is controlled

Employees are required to wear clean protective clothing including footwear and wash their hands before entering kitchen

Surfaces, utensils, equipment are thoroughly cleaned and if needed, disinfected after raw food, particularly meat and poultry, has been handled or cooked.

There is protection against contamination of foods by foreign bodies such as glass or metal shards from machinery, dust, harmful fumes and unwanted chemicals.

The kitchen has a program for purchasing raw materials that meet food safety requirements

Raw materials or ingredients are inspected before they are used for cooking and only acceptable raw materials or ingredients should be used

Stocks of raw materials and ingredients are subject to stock rotation

Packaging materials and containers protect products from contamination and damage

If reusable packaging containers are used they are durable and easy to clean

Water supply: The kitchen ensures that it has a supply of potable water which meets potable water guidelines

Non-potable water is identified and not connected with, or allowed to mix with potable water systems

Potable water is used for cleaning utensils

Water/Ice/Steam as Ingredient: Water / ice / steam used for preparing meals is from potable water source

There is supervision of kitchen employees

Supervisors have knowledge/training/experience with food hygiene principles and practices

Records of production of meals at the kitchen are completed and retained

There is documentation for food safety control

There are facilities for cleaning utensils and equipment

There is a supply of potable water for cleaning

Disinfection is done after cleaning

Cleaning chemicals are used carefully to prevent of contamination food with the chemicals

There is a written cleaning program



Good hygiene practices are employed to avoid pest infestation

Buildings are kept in good condition to prevent pest access and to eliminate potential breeding sites

Holes, drains and other places where pests are likely to gain access are kept sealed

Pet animals are not permitted in the kitchen

Garbage is stored in covered, pest-proof containers

The kitchen is regularly examined for evidence of pest infestation

Chemical, physical or biological agents are used to control pests; if yes which chemicals are used?



There is an inspection program to ensure that the kitchen is in a clean and acceptable condition before the start of meal preparation

Kitchen owner ensures that employees do not have any unacceptable illness or injury while working

Kitchen employees wear suitable protective clothing, head covering, and footwear

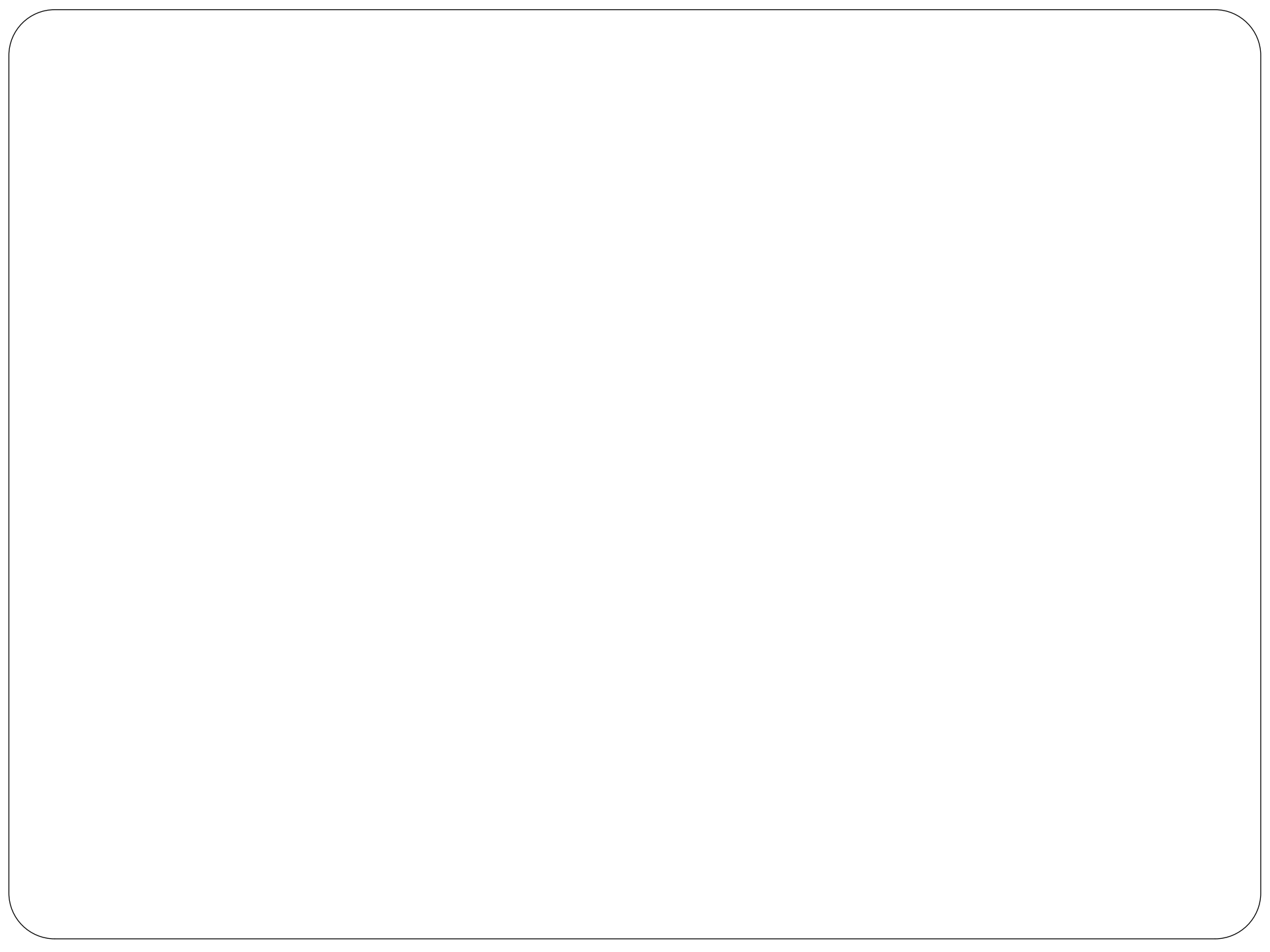
Kitchen employees wash their hands at the start of work, after using the toilet or whenever their hands become dirty

The Kitchen has employee food hygiene rules which cover smoking, spitting, chewing or eating, sneezing/coughing over unprotected food, and wearing jewellery, watches, pins, etc during work

Vehicles used for transportation of cooked meals are cleaned before meals are transported

Kitchen ensures that there is no contamination of cooked meals during transportation

Temperature of transport vehicles is controlled to prevent cooked meals from undesirable microbial growth and deterioration during transportation



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Detergent e.g. washing up liquid. This is used with hot water to remove grease and dirt from equipment or surfaces.

Disinfectant this is a chemical which reduces bacteria to a safe level. It is important to check that there is no grease or dirt present before using a disinfectant.

Anti bacterial products these are often a combination of cleaner and disinfectant, but check on the instructions usage advice.



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Always clean your worktops before preparing food.

Clean your worktops thoroughly after you have prepared food, particularly if you have been using raw meat, poultry, fish or unwashed vegetables;

Dishcloths can be a perfect place for bacteria to multiply, so get into the habit of cleaning them often, then rinsing in very hot water,

a damp bundle on the sink;

Disposable kitchen towels are very useful and can be used to dry down surfaces that have been cleaned, then just throw the v onone beeben

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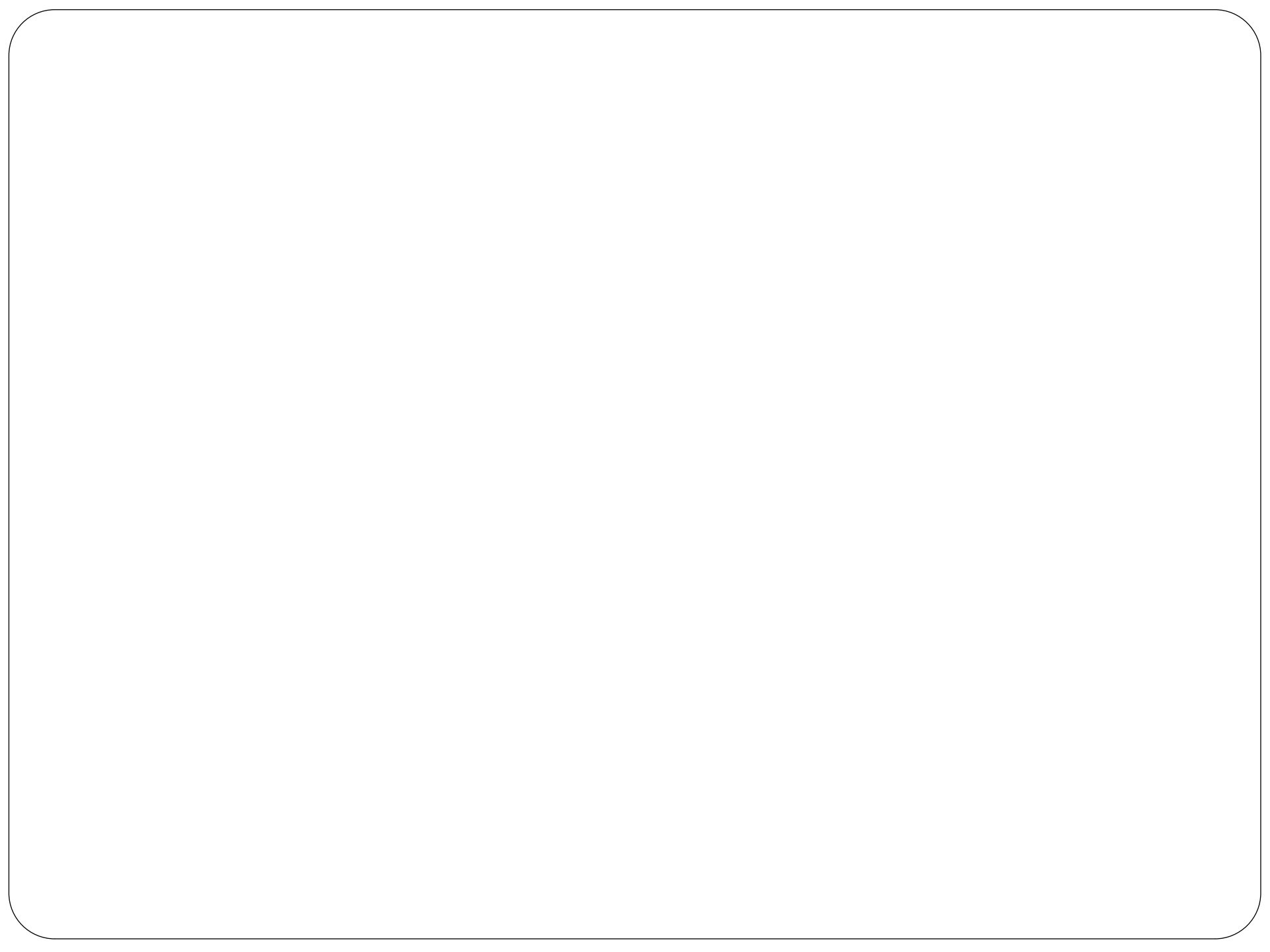
Tea towels can harbour bacteria if allowed to be stored in a damp state. There will be little need for them if you rinse your dishes in very hot water and allow them to air dry;  
Keep your hands clean, they are an effective way of passing on bacteria from one food to another;  
The best advice would be to

Refrigerator - It is advisable to have a refrigerator thermometer which should show that the temperature inside your fridge is below 5C;

Checking the temperature of a refrigerator, can be done using a stick-on thermometer stuck to the inside wall of the unit or by hanging or placing a thermometer on a shelf;

Thermometers should be located near the door which is the warmest area of the refrigerator;

This will in most cases stop the growth of bacteria, and certainly slow it down so they will not multiply to dangerous numbers

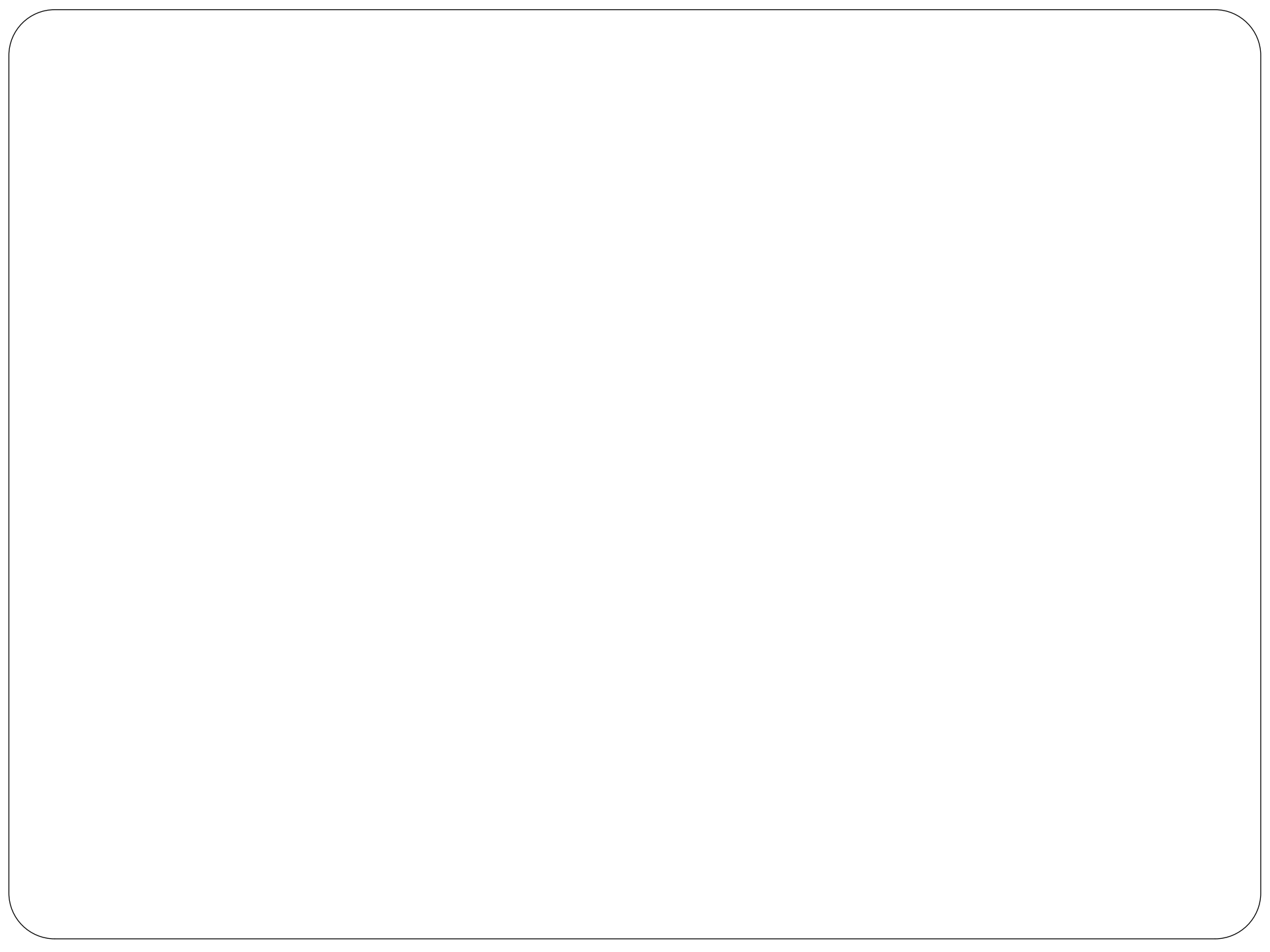


Cover food well, to prevent it from becoming contaminated and it will also prevent it from drying out so that the quality will be maintained;

Check the contents often, to ensure you are not keeping foods for too long, remember all of those jars etc. will have recommendations on the label, e.g once opened, refrigerate and use within 3 days, or weeks e.g. UHT milk

Never put open tins into the fridge, any contents left should be put into a suitable container, covered and then refrigerated the reason being that it is a possibility that the food could become contaminated by the aluminium in the can;

Get into the habit of always closing the fridge door immediately after you remove anything. This will help to maintain the correct temperature in the fridge.



The temperature which your freezer should be operating at is 18C;

A thermometer would be useful in your freezer as well;

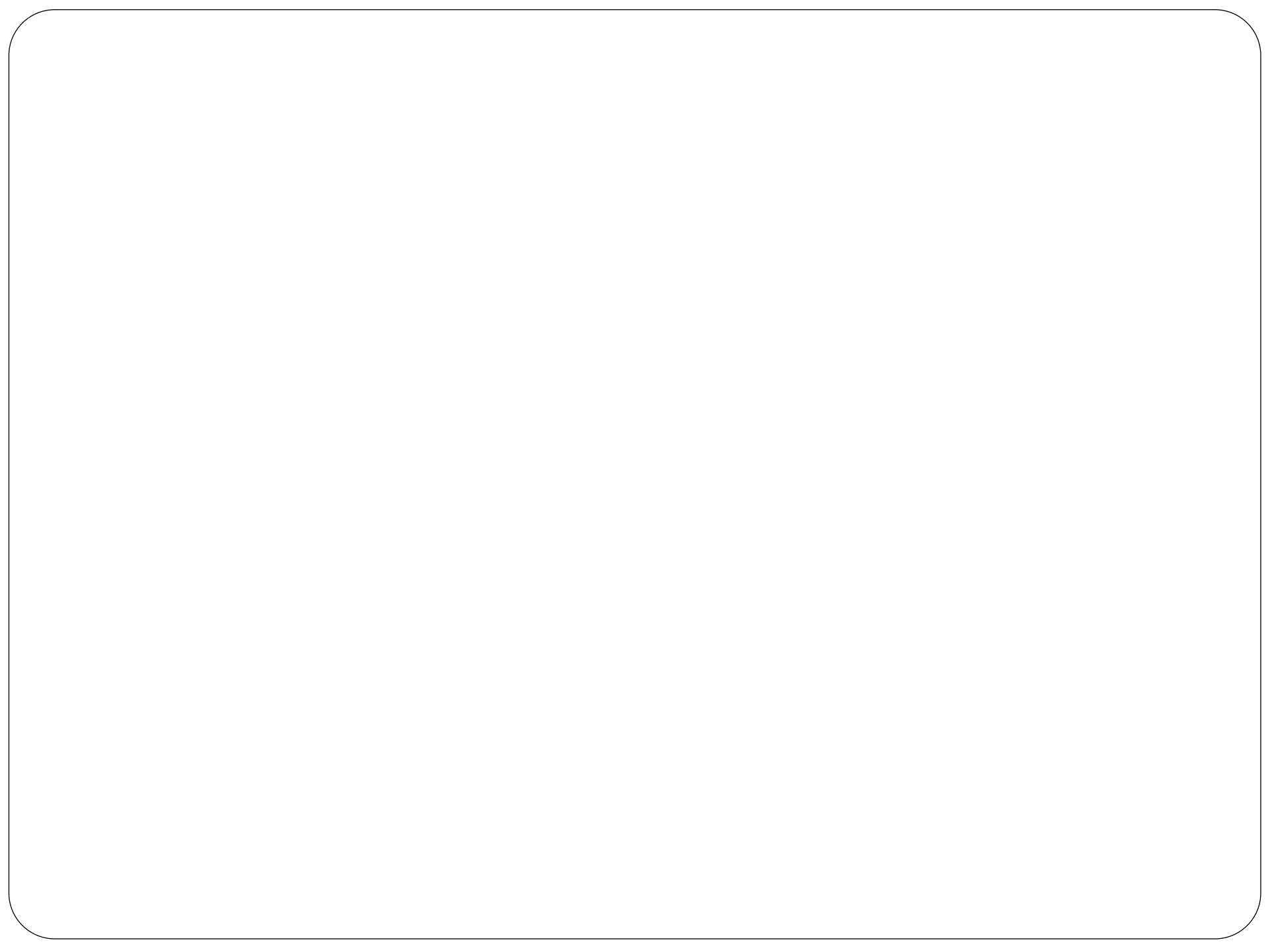
Never re-freeze foods which have been thawed and not used. This is because the food will have risen in temperature which could allow bacteria on it to become more active and begin to grow and multiply



You must wrap food well for the freezer. Remember cross contamination can still occur in the freezer;

Also, foods not wrapped adequately could result in freezer burn, which, in effect, dries up the surface of the food and thus reduce the quality of the food, but also can result in the

quality



Clean as you go

' R Q . W E H V O D F N Z L W K I R R G

If food ever falls on the floor, irrespective how clean you think

chopping board to cut some meat, just remember the vast  
**cross-contaminating.**

## Cook Meat Thoroughly

Always ensure you cook meat thoroughly, and in particular, never share the surface or utensils used for raw meat or sanitised first

' R Q . W I R U J H W W K H ¶ E L J . F O H D G

surfaces at least once a week;

The large quantities of food and drink, will attract bacteria as the above locations are prime spots for breeding. Also check the dates of all stock before serving.

Aprons

Think about others



## Grasp the concept of clean hands!

Ensure your hands are clean at all times, particularly before and after handling food and using the toilet;

Many employees will smoke during work hours too, so make sure you enforce the issue by introducing signs throughout the kitchen to jog their memory;

A suitable flow of water, hand cleaning agents and towels should be accessible at all times

Arrange shopping to get food home quickly and into the refrigerator;

Keep food cold by storing in a refrigerator at 4°C (40°F) or below;

Don't overload the refrigerator;

Keep food hot by maintaining it at 60°C (140°F) or higher using a stove or steam table;

When cooking large meats or volumes of food, do it in one uninterrupted step. Check the internal temperature with a thermometer;

Foods that are not being used immediately must be cooled quickly;

Reducing large volumes of food into smaller portions will help in reducing cooling times;

Leftovers must be reheated to at least 74°C (165°F).

If potentially hazardous foods are left in the danger zone for less than two hours, the food can be safely refrigerated or used immediately;

If the time exceeds two hours in the danger zone, bacterial growth would be greater and the food could be unsafe;

Therefore follow the two-hour rule and refrigerate, freeze or consume the food within two hours of purchase or preparation.

There are four simple rules for food safety:

CLEAN- wash hands, utensils and surfaces often to keep everything clean and free of bacteria

SEPARATE -keep foods separate to avoid cross contamination

COOK- cook to proper temperatures

CHILL- refrigerate foods promptly

