



Food Control Plan

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Ministry for Primary Industries
Manatū Ahu Matua

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Document Information

Legend of icons and text formatting

The following text formatting is used through the document:

Icon / Formatting	Description
<i>Not Applicable Text</i>	This text formatting is used to show rules, policies and guidelines that either: <ul style="list-style-type: none"> • don't apply to CYC Waihola as the methods used with food • OR don't apply to CYC Waihola as food types we use • OR don't apply to CYC Waihola as guidelines as they are not used
 Know	<p>This icon shows information from the MPI Food Control Plan Templates (Simply Safe & Suitable) reference guidelines.</p> <p>All information listed under this icon must be known by the designated person and all kitchen staff to meet the requirements of the Food Act 2014</p>
 Do	<p>This icon shows information from the MPI Food Control Plan Templates (Simply Safe & Suitable) reference guidelines.</p> <p>All information listed under this icon must be done by either the designated person and/or all kitchen staff to meet the requirements of the Food Act 2014</p>
 Show	<p>This icon shows information from the MPI Food Control Plan Templates (Simply Safe & Suitable) reference guidelines.</p> <p>All information listed under this icon must be shown to the verifier by either the designated person and/or all kitchen staff to meet the requirements of the Food Act 2014</p>
 Policy	<p>This icon shows the policies and procedures that CYC Waihola has implemented to meet the reference guidelines in the MPI Food Control Plan Templates (Simply Safe & Suitable) template.</p>
	<p>This icon shows legislation guidance information from the MPI Food Control Plan Templates (Basic Pack) that CYC Waihola has used to make informed decisions about a particular issue.</p>
 Goal	<p>This icon shows information from the MPI Food Control Plan Templates (Basic Pack/Specialist Sections) that aren't listed in the Simply Safe & Suitable template that apply to CYC Waihola operations.</p> <p>All information listed under this icon applies to CYC Waihola in order to meet all the requirements of the Food Act 2014</p>

Definitions used within this Policy

Refer to [Appendix 1: Glossary of Terms](#) to see definitions.

Document Control

Document Version

- All safety & policy documents will include a footer that shows the version of the document.
- All older versions of the document that remain on the server will be stored in an archive folder and marked as "ARCHIVED"
- All development versions of the document will be stored in a development folder and marked in the footer as "IN DEVELOPMENT"
- This document's major version is 2017.10devel and was last updated on (11 October 2017)
- This document's last full review was completed on 11 October 2017

Policy Location

- This base document is stored on the file server at the following location:
 - [smb://timw@genesis/cyc/Policy and forms/development/POLICY03foodcontrolplan-development.odt](smb://timw@genesis/cyc/Policy%20and%20forms/development/POLICY03foodcontrolplan-development.odt)
- Electronic and paper copies are available on request however any copies are uncontrolled if printed or transmitted via email
- The pdf versions (updated nightly) will always be available at:
 - Active Version: <https://leaders.cycwaihola.org.nz/documents/POLICY03foodcontrolplan.pdf>
 - Development Version: <https://leaders.cycwaihola.org.nz/documents/POLICY03foodcontrolplan-development.pdf>

Daily Cycle

The following diagram shows how a daily cycle using this Food Control Plan should work. It also explain the coloured page borders used in the Food Control Plan.

Setup

- Dark blue bordered pages.
- This part of the Food Control Plan is not shown on the daily cycle as it is the behind the scenes management and ongoing compliance and training

Starting

- Light blue bordered pages.
- These are the things that need to happen daily.

Preparing

- Green bordered pages
- This is all to do with safely preparing food.

Making and Cooking

- Yellow bordered pages

- This is the actual cooking part of the food control plan.

Serving

- Orange bordered pages
- Serving the food

Closing

- Purple bordered pages
- Things that need to be done at the end of every day

What to do when things go wrong

- Red bordered pages
- Procedures for when things go wrong

Special Cases

- Teal bordered pages
- These pages highlight special cases within the CYC Waihola operations for food control.



Business Details

Business Information

Legal Name:	Christian Youth Camps Waihola Incorporated
Trading Name	CYC Waihola
Legal Status	Incorporated Society
Type of Business	Single outlet (Residential Camp)
Website:	http://www.cycwaihola.org.nz/
Email:	info@cycwaihola.org.nz
Phone Number:	03 417 7120

Food Service

Activities	<ul style="list-style-type: none"> • On-site catering • On-site meals • Off-site meals • On-site self-catering
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Locations:

Street Address 1 (Main Location)	70-79 Finlayson Road, Waihola, South Otago
Water Supply 1	Reticulated Council Supply
Street Address 2 (External Camps)	Various conservation and farmland in South Island
Water Supply 2	Surface & Groundwater

Operator

Operations Manager's Name:	Tim Wiel
Operations Manager's Mobile:	021 294 5051
Operations Manager's Email:	info@cycwaihola.org.nz
Operations Manager's Address:	70-79 Finlayson Road, Waihola, South Otago
Day-to-Day Manager:	As above

Registration Authority

Registration Authority	Clutha District Council
Contact Person	???
Postal Address:	PO Box 25, Rosebank Terrace, Balclutha, 9240
Telephone:	0800 801 350
Email Address	help.desk@cluthadc.govt.nz

Business Layout

Diagram of kitchen layouts for:

- Main lodge kitchen
- Homestead kitchen

Risks existing near business

The following list risks from non-food related activities being conducted in our buildings

Risk to food Safety	How we manage the risk
Campers coming into kitchen could carry bugs that contaminate food and make it unsafe	<p>Only personal that are directly involved in the preparation of food will be allowed in the kitchen spaces.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> • Campers helping with dishes <ul style="list-style-type: none"> ◦ All person's in kitchen must wash hands upon entry • Campers helping with vegetable preparation <ul style="list-style-type: none"> ◦ All person's in kitchen must wash hands upon entry

Training

K

Know

What do you need to know?

- Staff have different training needs. You must know what training staff and visitors need, to achieve safe and suitable food.
- All staff and visitors must understand the training they are given.
- All staff must be confident that they know exactly what to do and follow the plan to make sure safe and suitable food is produced.

D

Do

What do I need to do

- Assign someone who is responsible for making sure the plan is followed.
- The day-to-day manager or delegated person must make sure that all staff and visitors are trained so they know how to meet the rules about:
 - cleaning hands
 - wearing clean clothing
 - reporting sickness
 - dealing with foods that could make people sick
 - cleaning and sanitising
 - keeping foods separate in the food preparation area (including, managing allergens, keeping raw/uncooked food away from cooked food, and managing chemicals and poisons)
 - other procedures which are specific to your food business
 - what to do when something goes wrong
- Train staff
 - before they start working in your food business
 - when a procedure is introduced or changed
- All visitors (e.g. delivery people, contractors etc.) must keep food safe while they are in your food business.

S

Show

What do I need to show

- Show your verifier:
- a record of how and when staff were trained to follow the plan. Include:
 - who was trained
 - when
 - what parts of the plan you covered
 - signatures from the trainer and trainee

P

Policy

Policies regarding this section

Designated Person in charge of FCP

- The designated person for ensuring this FCP is followed is deemed to be:
- the Operations Manager of CYC Waihola

- OR if the Operations Manager is unavailable a suitable person appointed by the Operations Manager in their absence.

Kitchen Staff Training

All Ministry Camp kitchen staff (including those that are providing catering for accommodation groups) will be trained in the following procedures:

- cleaning hands
- wearing clean clothing
- reporting sickness
- dealing with foods that could make people sick
- cleaning and sanitising
- keeping foods separate in the food preparation area (including, managing allergens, keeping raw/uncooked food away from cooked food, and managing chemicals and poisons)
- other procedures which are specific to your food business
- what to do when something goes wrong

All Ministry Camp kitchen staff will be trained before they start working at CYC Waihola and when a policy is introduced or changed.

All other persons (contractors, campers, other ministry staff) will receive guidance from the designated person or training Ministry Camp kitchen staff before working in the kitchen spaces.

Deliveries Personnel Training

The designated person will ensure that all delivery personnel know CYC Waihola's procedures regarding deliveries.

Water Supplies

K

Know

What do you need to know?

- Water can carry harmful bugs and chemicals which can make people sick. You must only use clean, uncontaminated water for food preparation.
- Water can be contaminated when being stored on-site and being distributed around food premises.
- You must have enough clean water available to clean your food preparation areas, equipment and utensils.
- You must have clean water available for staff to wash their hands.
- Water can be contaminated at the source of supply. It is important to follow your local council's advice.

D

Do

What do I need to do

- Provide the name of your registered supplier.
- Always use water which is safe for food preparation, cleaning and washing hands. If your water supplier advises the water is unsafe, you must:
 - not use it, OR
 - boil it for at least 1 minute before use, OR
 - disinfect it with chlorine before use, OR
 - use another supply of water which you are sure is safe (e.g. bottled water).
- Always throw out any food which has been contaminated by unclean water.
- Only use water tanks, pipes and outlet taps of any water supplies on site that are suitable for food processing, hand washing and cleaning.

S

Show

What do I need to show

Show your verifier:

- a record of any maintenance you've done

P

Policy

Policies regarding this section

Water Procedures for camps at Waihola¹

Supplier

The water supply at CYC Waihola is reticulated water from the Clutha District Council. It is normally supplied chlorinated and safe for drinking.

¹ Refer MPI FCP Basics Pack (March 2017) – PLACES 3.3 page 1

CYC Waihola stores this water in sealed tanks for supply throughout it's camp-site.

If the Clutha District Council advises that water is deemed to be unsafe then the water supply will be turned off and tested as per below before use.

Testing

CYC Waihola water will be tested by a registered laboratory every 2 years or if concerns are raised about water quality.

Maintenance

The CYC Waihola water tanks are visually checked monthly as part of regular building checks. Any defects or concerns will be remedied as quickly as possible.

Any maintenance or cleaning on the water supply will require flushing the water system for 30 minutes to ensure clean water is supplied to the kitchen spaces.

Flushing the water system

At times our kitchen spaces can remain unused for more than 7 days.

As part of the set-up procedures of ministry camps and accommodation groups arriving the following will occur with kitchen spaces have not been used for 7 or more days:

- kitchen taps will be run for 2 minutes continuously before use

Food Contamination

Any food deemed to have been contaminated by unclean water must be thrown out.

Water Procedures for external Ministry camps

As several of our Ministry camps run external to our Waihola camp-site and the nature of the water supply cannot always be verified as safe the following procedures will be followed:

- where possible bottled water will be provided
- where not possible (i.e. tramping camps, backcountry camps, etc.) water will be sterilised prior to use by one of the following methods:
 - boiling for 1 minute or longer
 - OR sterilising using either a UV steriliser
 - OR sterilising using chemical sterilisers as per manufacturers instructions

Wash Hands

K

Know

What do you need to know?

- Washing your hands helps to keep bugs out of the kitchen. Regular hand washing helps prevent contamination of your food.
- Uncovered cuts and sores can spread bugs and make food unsafe and unsuitable.

D

Do

What do I need to do

- Wash your hands in soapy water for 20 seconds then dry thoroughly using paper towels, single use cloths, or an air dryer.
- Always have soap and paper towels, single-use cloths or an air dryer by the hand washing sink.
- You must keep your hand washing area clean.
- You must wash your hands:
 - when entering the kitchen,
 - before handling food,
 - after coughing or sneezing,
 - after using the toilet,
 - after using your phone,
 - after taking out rubbish,
 - after touching something you think is dirty.
- You must manage any cuts or sores by:
 - covering any cuts and sores,
 - OR not handling food if cuts and sores are weeping or infected and can't be totally covered.

S

Show

What do I need to show

- Tell your verifier who is responsible for making sure your handwashing area is fully stocked and clean.
- Your verifier may check that staff are washing their hands when they should.
- Your verifier will wash their hands when they enter your business, checking that everything they need is there.

P

Policy

Policies regarding this section²

Supplied provisions for hand-washing

CYC Waihola will provide in all kitchen spaces the following items at all times (including self-catering accommodation groups):

- anti-bacterial foaming hand soap

² Refer MPI FCP Basics Pack (March 2017) – PEOPLE 4.3 page 1

- single use paper towels
- food-safe sticky plasters for covering cuts and sores

Cleaning of hand-washing sinks

All kitchen spaces require a clean sink for the purposes of washing hands. This space needs to be kept clean.

The cleanliness of these sinks will be part of the daily check-list.

When to wash hands

- whenever entering the kitchen
- before handling food
- when changing food prep tasks (i.e. moving from meat handling onto baking)
- after coughing or sneezing
- after using the toilet
- after using your phone
- after taking out rubbish
- after touching something you think is dirty

How to wash hands

Posters will be posted next to all kitchen hand washing sinks giving the following steps:

- Step 1: Clean under each fingernail using running water, soap and a nail brush.
- Step 2: Wash hands with running water and soap, rubbing vigorously (front, back and between fingers).
- Step 3: Dry hands thoroughly (front, back and between fingers) by using single-use paper towel

Use of gloves

Gloves will be used only in the following circumstances:

- Preparation of foods that will be eaten raw (i.e. salads, etc.)
- To cover cuts and sores (see more information below)
- To protect hands against unsanitary work (such as cleaning drain traps, etc.)

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

Change gloves frequently.

Hands need to be washed when dirty gloves are removed and before clean gloves are put on.

Cuts and Sores

All cuts and sores must be covered at all times whilst working in the kitchen by doing all of the following:

1. Covering with sticky plaster
2. If on hands, covering effected hand with a glove which must be changed regularly

Protecting food from staff contamination

K

Know

What do you need to know?

- Food can become unsafe and unsuitable if contaminated by sick people or dirty clothing.
- Harmful bugs can be transferred to food through a sick person's faeces, vomit and other body fluids (e.g. blood, snot).
- Wearing clean clothes (including aprons etc.) helps to keep bugs out of the food, equipment and food preparation areas.
- Dirty clothing can contaminate food, surfaces and equipment.
- If sick staff contaminate food, you might have to recall it.

D

Do

What do I need to do

Manage sick staff

- Any staff or visitors (including contractors) who have vomited or had diarrhoea in the 48 hours before entering the food premises must tell the designated person
- Food handlers who have vomited or had diarrhoea in the 48 hours before entering the food premises, or on the food premises, must tell the designated person immediately and seek medical advice if it has happened 2 or more times.
- Staff must stay away from the food processing area until they are well, if they have an illness they can pass on.
- Sick staff may be able to complete tasks that do not come into direct contact with food or food preparation areas.

Wear clean clothing

- Clean clothing (e.g. apron etc.) must be worn before handling food or entering food preparation areas (this applies to contractors and visitors too).
- You must make sure of one of the following, either:
 - staff wear their own clean clothing,
 - OR I provide clean clothing for staff.
- Remove outer protective clothing (e.g. aprons etc.) before leaving the food preparation area (e.g. to go to the toilet, outside etc.)

S

Show

What do I need to show

- Your verifier may ask you to explain how you manage sick staff.
- Show your verifier:
 - a written record of when staff were sick,
 - that everyone who handles food puts on clean clothing/aprons at the start of (as required during) each shift,
 - how you make sure clothing is clean.
- Your verifier may also ask you questions about your rules around clean clothing or any issues you have had with your rules.

P

Policy

Policies regarding this section**Kitchen Staff Sickness³**

Any kitchen staff that have been sick will not be able to return to duties until they have been clear of sickness 72 hours (as per Ministry Camps policy guidelines)

Any sickness must be noted in the Kitchen Diary and the designated person must be informed.

Kitchen Clothing Guidelines⁴

All persons entering the kitchen spaces must wear clean clothes and footwear.

- No gumboots are allowed in the kitchen spaces
- No dirty clothing is allowed in the kitchen spaces

Kitchen staff (and anyone helping in the kitchen) will be required to wear:

- clean and suitable clothing (i.e. no hanging tassles, sleeves, etc.)
- clean and suitable footwear (i.e. no gumboots)
- clean protective clothing at all times
 - clean aprons
 - clean hair protection (i.e. head scarf, hair net or cap)

Campers and leaders helping by preparing vegetables and/or washing campers dishes must:

- have clean clothing
- do not need wear aprons or hair protection

Kitchen staff must remove outer protective clothing (i.e. aprons and hair protection) before going to the toilet or leaving food preparation areas

³ Refer MPI FCP Basics Pack (March 2017) – PEOPLE 4.1 page 1

⁴ Refer MPI FCP Basics Pack (March 2017) – PEOPLE 4.4 page 1

Keeping Food Cold

K

Know

What do you need to know?

- Keeping food at the right temperature prevents bugs from growing quickly.
- Some foods must be kept cold (chilled or frozen) to stop bugs growing.
- You need to know the difference between:
 - foods you need to keep cold to keep them safe (e.g. milk)
 - AND foods you can keep cold so your customer enjoys them (e.g. beer).
- You need to know which foods must be kept cold.
- Find out from your supplier or food labels.

D

Do

What do I need to do

- Check daily that the food in your fridge is being kept at 5°C or lower.
- Monitor the temperature of the food in your fridge by:
 - using a probe thermometer to check the temperature of food or other substance (e.g. a container of water),
 - OR using an infrared thermometer to measure the surface temperature of the food,
 - OR using an automated system to monitor the internal temperature or surface temperature of your food.
- Check that food in the freezer is still frozen. You don't have to record the temperature of the frozen food.
- Follow the 2-hour/4-hour rule
- If transporting cold food always use:
 - a freezer/chiller vehicle,
 - OR a chilly bin with ice blocks,
 - OR an insulated container

S

Show

What do I need to show

- Show your verifier:
- how you check the temperature of your food or the internal temperature of your fridge(s),
 - a record of your temperature checks.

P

Policy

Policies regarding this section⁵

Chilled Food Record Keeping

During periods where no Ministry camps or catering is occurring fridge and freezer temperature checks are required once a week to be recorded in the kitchen diary.

⁵ Refer MPI FCP Basics Pack (March 2017) – FOOD 5.5 page 1

During Ministry camps or when CYC Waihola is providing catering for accommodation groups a daily check of food in fridges and freezers is required to be recorded in the kitchen diary.

Time food is kept

Ready-to-eat potentially hazardous foods that have been stored at temperatures between 5°C and 60°C for a total of:

- less than two hours must be refrigerated or used immediately
- between two and four hours must be used immediately
- longer than four hours must be thrown out

Total time that food is kept between 5 - 60°C



Checking For Pests

K

Know

What do you need to know?

- Pests such as mice, birds and insects can spread disease. They do this by picking up bugs from dirty items such as waste and transferring them to food and food equipment.

D

Do

What do I need to do

- Check for and remove any signs of pests daily (e.g. droppings, empty full traps, dead insects).
- Clean and sanitise any affected equipment and areas that come into contact with food.
- Follow the procedure on what to do (*When something goes wrong*) if you find signs that a pest may be present in your food business.

S

Show

What do I need to show

Show your verifier:

- how you check for pests.

P

Policy

Policies regarding this section⁶

Pest Control

CYC Waihola uses poison bait stations and set rodent traps for maintaining pest control. Traps are to be emptied as soon as they are discovered full. Daily checks will occur during Ministry Camps and on-site catering groups.

Additionally no food scraps or rubbish bags are to be left outdoors near kitchen spaces. They must be placed in wheelie bins and/or moved to skip (or in case of food scraps covered in the pig enclosure behind in the Homestead service area.

Sanitising surfaces

All food preparation surfaces are to be wiped and sanitised each morning before use (especially after long periods of none use) in all kitchen spaces.

⁶ Refer MPI FCP Basics Pack (March 2017) – PLACES 3.10 page 1

Separating Food

K

Know

What do you need to know?

- Keeping raw/uncooked food away from cooked/ready-to-eat foods (e.g. salad) will stop bugs spreading.
- There are 10 common food allergens you must know about.
 - These are: sulphites, cereals containing gluten (e.g. wheat), shellfish, eggs, fish, milk, peanuts, soybeans, sesame seeds, and tree nuts.
- Some foods/ingredients could cause an allergic reaction. Keeping food that doesn't contain allergens separate from foods containing the allergens listed above will stop people getting sick and possibly dying.
- Know what allergens are in the food you sell – you must be able to tell customers if they ask or include this information on the packaging.
- Poisons and dangerous chemicals can make people sick if they get into food.

D

Do

What do I need to do

- You must choose one of the following methods when preparing raw and cooked/ready-to-eat foods AND foods that contain the allergens listed above and foods that don't contain those allergens
 - use different spaces and equipment (chopping boards, knives and utensils),
 - OR process at different times (cleaning in between),
 - AND/OR thoroughly clean and sanitise surfaces, boards, knives and other utensils between use.
- Wash your hands and, if required, change protective clothing (e.g. aprons) between handling:
 - raw and cooked/ready-to-eat,
 - OR foods that contain the allergens listed above and foods that don't contain those allergens,
 - OR dangerous chemicals or poisons and food.
- Keep all products not intended for human consumption (e.g. pet food) away from food and food preparation areas.
- Label poisons and dangerous chemicals clearly, store them away from food and make sure food is protected when using them.
- Label and store all food that could cause an allergic reaction separately.
- Tell your customers which foods you make or sell contain allergens if asked.
- When transporting your food, separate:
 - raw and cooked/ready-to-eat,
 - OR foods that contain the allergens listed above, and foods that don't contain those allergens.

S

Show

What do I need to show

- Your verifier may ask your staff to explain how they know which foods you make or serve contain allergens.
- Show your verifier that foods containing any of the allergens listed above, and poisons and dangerous chemicals are clearly labelled and kept away from food.
- Show or explain to your verifier how you separate:
 - raw and cooked/ready-to-eat products,
 - OR foods that contain the allergens listed above, and foods that don't contain those allergens,
 - OR dangerous chemicals or poisons and food.

P

Policy

Policies regarding this section

Preparation of different types of foods/ foods with allergens⁷

Cross-contamination of different types of foods (such as RTE foods and raw foods) or foods with allergens from foods free of allergens is prevented at CYC Waihola by keeping them separate from one another

They are to be kept apart by time and cleaning (Method 3):

- carrying out different tasks at different times – e.g. handling and preparing RTE foods before raw foods, or allergen free foods first;
- thoroughly cleaning and sanitising surfaces, equipment and utensils before they are used for RTE foods or allergen free foods (using dedicated cleaning equipment).

Anyone processing and handling both raw and RTE foods or allergen free and allergen containing foods must carry out good hygiene practices before handling foods e.g. hand washing (and hand sanitising where appropriate); changing overclothing between tasks involving raw and RTE foods.

Notes regarding foods with allergens⁸

CYC Waihola acknowledges that food allergies can result in life-threatening reactions that affect the whole body, often within minutes of eating the food.

Kitchen staff must be aware of the 10 most common food allergies and anyone at the camp that has any allergies.

- Ministry Camp attendees have food allergies recorded in the PANDA software upon enrolment in camps
- Catered Accommodation Groups will be asked upon confirmation of numbers about dietary needs

Products not for human consumption

Products not for human consumption are not to be stored in the kitchen spaces.

7 Refer MPI FCP Basics Pack (March 2017) – PLACES 3.1 page 1

8 Refer MPI FCP Basics Pack (March 2017) – FOOD 5.11 page 1

Poisons and Chemicals

All cleaning chemicals and poisons used within the kitchen spaces are to be clearly labelled as foodsafe chemicals.

Bulk storage of chemicals and poisons is to be kept separate from food storage.

Preparing Food Safely



Know

What do you need to know?

- Harmful bugs from food and allergens can be spread by contaminated food, dirt, hands, clothes and surfaces. A dirty or badly-organised preparation space allows bugs to grow and spread quickly and easily.
- ~~There are rules in the Australia New Zealand Food Standards Code (the Code) about the types of food additives (e.g. preservatives) you can add to some foods. Food service businesses are unlikely to need to know about these rules. If you use food additives, check the Code or ask your verifier for more information.~~
- ~~There are composition rules in the Code that only apply to some foods you may make, (e.g. sausages, meat pies etc.). Check the Code or ask your verifier for more information.~~



Do

What do I need to do

- Design your workflow so you can safely move around your area (e.g. so you don't carry raw chicken across areas where cooked/ready-to-eat food is being handled)
- Clean and sanitise your work areas as you go
- ~~Check additive requirements in the Code if you use food additives (e.g. preservatives) to make your foods~~
- ~~Check composition requirements in the Code are met (if applicable).~~



Show

What do I need to show

Show or explain to your verifier how you work in your kitchen including:

- how you clean as you go,
- how your food preparation area flows to stop bugs from growing and spreading,
- ~~your recipes to show how you meet additive and composition rules if they apply to you.~~



Policy

Policies regarding this section

Santising Food Preparation and Serving Areas⁹

Kitchen staff are to clean and sanitise the following:

- All surfaces in the kitchenspace used for the preparation of food or serving of food before use
- All surfaces in the kitchen space in between food types

⁹ Refer MPI FCP Basics Pack (March 2017) – PLACES 3.1 page 1 & PLACES 3.6 page 1

Sourcing, receiving and storing food

K

Know

What do you need to know?

- Cooking does not necessarily make all food safe.
- Some foods must be kept cold (chilled or frozen) to stop bugs growing.
- ~~Vending machines must store food at the correct temperature to stop bugs from growing.~~
- Food or ingredients must not be used or sold after their 'use-by date' (~~this includes food from vending machines~~).
- Only source food from a reputable supplier (e.g. registered food business).
 - It is illegal to sell home kill and recreationally caught fish. It is also illegal to sell recreationally caught meat or meat products, such as venison shot in the wild that has not then gone through the regulated system.

D

Do

What do I need to do

- Only buy food from approved suppliers.
- When receiving food, record:
 - the name and contact details of your supplier,
 - the type and quantity of food,
 - the temperature of the food, if it needs to be kept at a certain temperature to make sure it is safe and suitable.
- When collecting or receiving chilled food, measure the temperature of it with a thermometer. You must check that:
 - cold food is cold,
 - frozen food is frozen,
 - packaging is not damaged or dirty,
 - food is not past its use-by date.
- Store food safely. Put chilled food away first, then frozen food, then food that can be stored at room temperature.
- Arrange your supplies so food with the closest use-by or best-before dates is used first.
- Throw out food at its use-by date.
- Store food covered and clearly labelled.
- Follow the 2-hour/4-hour rule

S

Show

What do I need to show

Your verifier will check:

- records of your approved supplier list and supplier assurances,
- records of:
 - the name and contact details of your supplier,
 - the type and quantity of food,
 - the temperature of the food, if it needs to be kept at a certain temperature to make sure it is safe and suitable.
- Show your verifier that food is stored, labelled and covered.

P

Policy

Policies regarding this section¹⁰

Purchasing Food

CYC Waihola will only purchase food from approved suppliers. The current list of approved suppliers is as follows:

- Alexanders Marketing
- Anchor Milk
- Bidfood
- George Western Foods
- MG Marketing
- Milton Butchery
- Trents Wholesale
- Various supermarkets

Food orders are generally done by the designated person.

Receiving Food

Food will be will only be received when safe and suitable, as deemed by the following:

- packages are free of damage;
- fresh produce shows no sign of damage, mould, blight etc.;
- packages are properly labelled with the name and address of the manufacturer or supplier/importer and have a batch code or date mark;
- food is not past its 'use by date';
- food has been transported hygienically 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 thawing or refreezing;
- chilled seafood (not live seafood) is no more than 5°C, and other potentially hazardous food is delivered chilled (cold to touch) or at a temperature recommended by a manufacturer
 - if in any doubt, the temperature is checked using a thermometer to confirm it's at 5°C or below;
- live shellfish are clean, alive and not damaged with information allowing traceability;
- hot deliveries of potentially hazardous food are at 60°C or above.

Food that does not meet the above requirements must be rejected and sent back to the supplier unless it can be used according to the FCP.

Chilled, frozen or hot food that's accepted by the business must be put under the appropriate temperature control straight away, unless it is to be used directly.

Goods that are delivered outside operating hours must be protected from contamination and temperature abuse. This means the delivery personnel must put all deliveries inside the kitchen space and if necessary in the freezer or fridges.

All delivered food will be recorded in the kitchen diary with records of:

¹⁰ Refer MPI FCP Basics Pack (March 2017) – FOOD 5.3 page 1

- who and when it was delivered by
- the temperature of the food if chilled or frozen

Food Storage

Food must be put away as into suitable storage (unless being used immediately) as soon as possible after delivery.

Food must not be stored:

- on the floor,
- in Toilet areas, wash rooms or changing areas

Once packaging is open then it must be:

- labelled with a use-by-date by writing on the open package when it must be used by
- stored according to the manufacturers instructions (i.e. 'once open store in refrigerator)
- stored either covered or in air-tight container

Food Expiry

Kitchen staff must use oldest stock first to maintain stock rotation.

Food must not be used and will be disposed off if:

- it is past any 'use-by-date' printed on the packaging
- it smells, looks or tastes 'off'
- it is open packaging and past any labelled 'use-by date' (see above)
- food that has met it's maximum time kept limit (see [Time food is kept](#))

Foods can be used past their 'best before date' at the discretion of kitchen staff.

Shelf Stable Foods

Shelf stable foods can be stored provided that they are stored in either their original sealed packaging or in a airtight sealed container.

Any room-temperature stored tins/sealed food containers must be disposed of if they:

- are beyond their 'use-by-date'
- are dented significantly or around the sealed opening
- have corroded, leaking or bulging packaging

Receiving and using donated food¹¹



Food that is donated needs to be safe for human consumption. Food is unsafe if it is likely to cause the person eating it harm. There may be circumstances when food that is donated or given away could be construed as food for sale and provisions of the Food Act 2014 would apply. Particular care needs to be taken when donating foods that need temperature control and/or have a "use-by" date.

CYC Waihola received donated food from several sources including:

- Ministry Camp campers bring home-baking or packaged biscuits/cakes

¹¹ Refer MPI FCP Basics Pack (March 2017) – FOOD 5.21 page 1

- Excess food bank food

When food is received from donated sources it must meet all the requirements found in [Receiving Food](#)

Kitchen staff are not permitted to use any donated home-kill meat, recreationally caught fish or any recreationally caught meat that has not gone through the regulated system at any on-site catered camps. See [Hunting / Farm Based Ministry Camps](#)

Cooking Food

K

Know

What do you need to know?

- Some foods are likely to be contaminated with bugs that will make people sick or die.
- Cooking is a common way to kill these bugs and make the food safe to eat.
- Foods that need to be cooked to be safe include poultry and meat.

D

Do

What do I need to do

- Cook poultry, minced meat ~~and chicken livers~~ using the 'Cooking poultry, minced meat and chicken liver' card Other meats can be served rare but must be seared before serving.
- Follow any manufacturer's instructions for cooking processed and ready-to-eat foods/ingredients.
- Always check dishes for cold spots, they must be cooked evenly and all the way through.
- Stir dishes frequently to avoid cold spots.
- Cooked food that is held between 5°C and 60°C, can be reheated again to above 75°C and served hot (above 60°C) within 4 hours, otherwise it must be thrown out.
- Check the temperature of your food by:
 - using a probe thermometer to check the internal temperature of the food,
 - OR using an infrared thermometer to measure the surface temperature of the food,
 - OR using an automated system to monitor the internal temperature or surface temperature of your food (e.g. data logger).

S

Show

What do I need to show

- Show your verifier how you know your food is always thoroughly cooked by:
- taking the temperature of each item of food you cook,
 - AND/OR using the manufacturer's instructions

P

Policy

Policies regarding this section

Cooking Food¹²

Kitchen staff must always ensure food is cooked safely. This means:

- Poultry & minced meat (CYC Waiholā does not serve liver) must be cooked following the 'Cooking poultry, minced meat and chicken liver' card
- All other cooked food must be cooked evenly to a safe serving temperature throughout the dish.

12 Refer MPI FCP Serve Safe Pack (March 2017) – SERVE 10.6 page 1

Making + Cooking

- Following any manufacturer's instructions for cooking processed and ready-to-eat foods/ingredients.
- All cooked foods will be checked with an internal temperature probe
 - Oven temperature probes will not be used as they cannot be calibrated easily

Calibrating Thermometers¹³

The designated person is to calibrate the thermometer's used for checking food deliveries and cooked food temperatures using the following method.

Thermometers will be calibrated every 12 weeks and recorded in the kitchen diary.

How to do the ice point check

This check must be done if the thermometer is used for checking cold foods.

1. Half fill a glass with broken or shaved ice – you can scrape some ice from the side of a freezer.
2. Add a small amount of water until it is visible at the bottom of the glass.
3. Insert the thermometer into the mixture, leave until the temperature display is steady.
4. Do not let the thermometer touch the sides or bottom of the glass.
5. Record the result in the kitchen diary.
6. If the result is outside the range, write down the action taken.

How to do the boiling point check

To be done only if the thermometer is used for checking hot foods.

1. Boil unsalted water in a pot.
2. Once boiling, insert thermometer and leave it until the temperature display is steady.
3. Do not let the thermometer touch the sides or bottom of the pot.
4. Record the result in the kitchen diary.
5. If the result is outside the range, write down the action taken.

13 Refer MPI FCP Diary Pack (March 2017) – DIARY 7.4 page 1

Cooking poultry and minced meat

K

Know

What do you need to know?

- Cooking foods thoroughly kills harmful bugs.
- Some foods must be cooked thoroughly to kill bugs. You must know which of your foods are high risk and must be cooked thoroughly every time (e.g. chicken).
- Mincing meats means that any bugs on the surface may be spread through the product. Minced meat products must be thoroughly cooked.
- You don't need to take the temperature of thinly sliced poultry

D

Do

What do I need to do

- Cook poultry (e.g. chicken, ~~duck, chicken livers~~) and minced or finely ground meat (e.g. sausages, meat patties) to specific temperatures for a set amount of time to make sure they are safe.
- Always use one of the following time/temperature combinations if you cook poultry, minced or finely ground meat, ~~or chicken livers~~:

Internal Temperature	Minimum time at temperature
65°C	15 minutes
70°C	3 minutes
75°C	30 seconds

- Use a thermometer to check that the centre of the thickest part of the meat and/or poultry thicker than 4cm has reached one of the time/temperature combinations above.
- You must either:
 - record the temperature of at least 1 item from each batch,
 - ~~OR you must test each batch of poultry or minced meat you cook unless you can prove your method of cooking works every time. See the 'Proving the method you use to kill bugs works every time' card.~~
- Throw out any cooked poultry and minced meat which has been held between 5°C and 60°C, and reheated to above 75°C but not eaten within 4 hours.

S

Show

What do I need to show

Show your verifier records of how you safely cook poultry and minced meat.

- Record:
 - the food,
 - the date cooked,
 - the temperature the food was cooked to and how long it stayed at this temperature.
- ~~If you can prove your cooking method works, show your verifier records required from the 'Proving the method you use to kill bugs works every time' card.~~



Policy

Policies regarding this section

Cooking poultry and minced meat products¹⁴

Kitchen staff will always check and record the cooking temperature of Poultry and minced meat products has reached one of the time/temperature combinations as listed below:

Internal Temperature	Minimum time at temperature
65°C	15 minutes
70°C	3 minutes
75°C	30 seconds

Because of the irregularity of cooking these products and the different kitchen staff that CYC Waihola has the procedure above will be performed each and everytime that either poultry or minced meat products are cooked.

Any cooked poultry and minced meat products which has been held between 5°C and 60°C, and reheated to above 75°C but not eaten within 4 hours will be thrown out (see [Time food is kept](#))

14 Refer MPI FCP Serve Safe Pack (March 2017) – SERVE 10.3 page 1

Reheating Food

K

Know

What do you need to know?

- You must reheat food safely so that it does not stay in the temperature danger zone (5°C–60°C).
- If you don't reheat food correctly, bugs will grow and make your food unsafe and unsuitable.
- Vending machines must reheat food safely.
- Bain-maries and hot cabinets do not reheat food. They keep food warm once it has been cooked or reheated.

D

Do

What do I need to do

- Use the right equipment to reheat food quickly:
 - microwave
 - stovetop
 - oven
- Reheat food until steaming hot (at least 75°C) in the coolest part (if a liquid) or the middle (if solid) and keep it above 60°C until it is used.
- Reheated food that is held between 5°C and 60°C, can be reheated again to above 75°C and served hot (above 60°C) within 4 hours, otherwise it must be thrown out.
- ~~Vending machines that reheat food must reheat it to at least 75°C in the coolest part and keep the food above 60°C until it is used.~~

S

Show

What do I need to show

Show your verifier:

- how you safely reheat food to above 75°C,
- how you know the food you reheated was above 75°C,
- ~~how you know your vending machine reheats food safely.~~

P

Policy

Policies regarding this section

Reheating Food¹⁵

Kitchen staff will reheat food safely until a temperature check shows at least 75°C in the coolest part (if a liquid) or the middle (if solid).

Bain maries will not be used to heat food but rather keep food hot once reheated correctly.

15 Refer MPI FCP Serve Safe Pack (March 2017) – SERVE 10.9 page 1

Cooling Freshly Cooked Food

K

Know

What do you need to know?

- You must cool food correctly, so that it does not stay in the temperature danger zone (5°C–60°C) long enough for bugs to grow to unsafe levels.
- If you don't cool hot food quickly, bugs will grow and make your food unsafe and unsuitable.

D

Do

What do I need to do

- Cool food quickly to stop bugs growing or producing toxins.
- When cooling freshly cooked food it must get from:
 - 60°C to 5°C (or below) in less than 6 hours or it must be thrown out,
 - 60°C to room temperature or 21°C (whichever is colder) in less than 2 hours, then room temperature or 21°C (whichever is colder) to 5°C (or below) in less than 4 hours.
- Use any (or a combination) of these methods:
 - placing your food into shallow containers
 - using an ice bath
 - separating your food into smaller portions
 - ~~placing your food in a blast chiller~~
- Once your food is at room temperature or 21°C (whichever is colder), put it in the fridge or chiller.
- Check after 4 hours that food is at 5°C or below.
- Throw out any freshly cooked food which has been in the temperature danger zone for more than 6 hours.

S

Show

What do I need to show

- Show your verifier
- how you cool freshly cooked food quickly
 - records of how you safely cool each batch of freshly cooked food (i.e. 60°C to room temperature or 21°C (whichever is colder) in less than 2 hours, then room temperature or 21°C (whichever is colder) to 5°C (or below) in less than 4 hours.
 - Write down:
 - the food,
 - date the food was cooked,
 - the time it took to cool down.

P

Policy

Policies regarding this section

Cooling freshly cooked food safely¹⁶

Kitchen staff will cool freshly cooked food safely by following the following procedures:

1. Placing food into shallow containers on racks and covered with clean tea towel to protect
2. Checking regularly (within a 2 hour timeframe) that internal temperature has reached room temperature or 21°C (whichever is colder) within 2 hours and placing in covered in chiller
3. Checking regularly (within a 4 hour timeframe) that internal temperature has reached below 5°C within a further four hours

If hot prepared food has not been cooled from 60°C to 21°C in two hours and then from 21°C to below 5°C in a further four hours (total of six hours maximum) it must be thrown away

16 Refer MPI FCP Serve Safe Pack (March 2017) – SERVE 10.8 page 1

Defrosting Food

K

Know

What do you need to know?

- Juices from defrosted food can contain harmful bugs. If these juices get onto other food and surfaces they can make people sick.
- If food is only partially defrosted, it may not reach the correct temperatures during cooking to destroy bugs.

D

Do

What do I need to do

- Plan ahead if using frozen food so you have enough time to thaw it safely, either in the fridge or chiller.
- When provided, thaw products according to manufacturer's instructions.
- Keep food being defrosted in a container and near the bottom of the fridge/chiller to stop juices from spreading onto surfaces and other foods.
- If you can't defrost food in a fridge/chiller, you can use any (or a combination) of these methods:
 - thaw in the microwave and use food immediately
 - thaw under running cold water in an air tight container
 - defrost on the bench for no more than 4 hours
- Once thawed, foods that are normally kept cold or kept hot must be refrigerated, cooked or kept hot.
- Food must be fully defrosted before being reheated or cooked.

S

Show

What do I need to show

- Show your verifier
- how you defrost your food,
 - how you keep defrosted food safe.

P

Policy

Policies regarding this section

Defrosting Food Safely¹⁷

Kitchen staff must defrost food safely using one of the following procedures:

- when time permits thawing ahead of time in fridge
- when time doesn't permit (i.e. it is needed quickly):
 - thaw in the microwave and use food immediately
 - thaw under running cold water in an air tight container
 - defrost on the bench for no more than 4 hours

Preferably when defrosting foods, any manufacturers instructions will be followed

17 Refer MPI FCP Serve Safe Pack (March 2017) – SERVE 10.1 page 1

Hot Holding Prepared Food

G

Goal

What is the Goal?

- To reduce the time that prepared ready-to-eat food is held in the temperature danger zone (5°C to 60°C).
- Act requirements:
 - Food must be processed and handled in ways that minimise the contamination or deterioration of food.
 - There must be procedures for controlling hazards at each processing and handling step where it is essential to eliminate or reduce a hazard to an acceptable level.

P

Policy

Policies regarding this section

Hot Holding Prepared Food Safely¹⁸

Kitchen staff must ensure that food is held at temperature safely.

The following procedure is to be following when holding food hot:

- Equipment such as bains-marie and warming cabinets must be cleaned and preheated before food is put into them.
- Bains-marie must not be overloaded.
- Food must be held at 60°C or hotter.
- Food is stirred to make sure it's kept hot right through.
- Existing batches of food must not be topped up with new batches.

A probe thermometer must be used to check the temperature of food that has been hot held for two hours.

Food that is being reheated must be reheated as per [Reheating Food](#)

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

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

- thoroughly reheated and served hot (above 60°C);
- OR cooled to below 5°C within four hours and kept at this temperature until it is eaten.

¹⁸ Refer MPI FCP Serve Safe Pack (March 2017) – SERVE 10.7 page 1

Transporting Food



Goal

What is the Goal?

- To transport food safely including:
 - from a supplier;
 - to customers;
 - to an off-site venue for service at an event.

- Act requirements
 - All food that is produced or processed and handled must be handled in a way that minimises deterioration.
 - There must be procedures in place that prevent, eliminate or reduce hazards during the production, processing and handling of food.



Policy

Policies regarding this section

Transporting Food Safely¹⁹

Kitchen staff must ensure that food is held at temperature safely when transporting food off-site.

All food must be transported in a way that protects it from contamination.

- The parts of the vehicle where food and food equipment is carried are clean.
- Ready-to-eat food is separated from raw food.
- Food is kept separate from non-food retail goods (e.g. chemicals, pet food).
- Food and food equipment is not transported with anything that could contaminate the food or equipment (e.g. tools, chemicals etc).
- Animals are not allowed access to the parts of a vehicle used to transport food or food equipment.

Potentially hazardous food

Potentially hazardous food must be transported and delivered at the correct temperature and regular checks made.

- Frozen food must be transported so it stays frozen solid;
- Potentially hazardous food must only be delivered at temperatures between 5°C and 60°C if it is going to be used or eaten within four hours of being at this temperature.
- Potentially hazardous food that will not be used or eaten within four hours must either be transported cold at or below 5°C; or hot above 60°C by using:
 - insulated boxes to maintain food at safe temperatures;
 - OR portable chillers or hot holding equipment

¹⁹ Refer MPI FCP Basics Pack (March 2017) – FOOD 5.15 page 1

Display and Self Service

G

Goal

What is the 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 potentially hazardous food is held in the temperature danger zone (5°C to 60°C).
- The Act requires:
 - Food must be safe and suitable
 - Food must be processed and handled in ways that minimise the contamination or deterioration of food.

P

Policy

Policies regarding this section

Self Service of Food²⁰

Kitchen staff must ensure that food for self-service is dealt with safely. The following procedures will be followed when food is displayed for self service:

- Food must be put out for display or service as soon as possible after preparation.
- Clean serving utensils must be provided for each food item or dish, and kitchen staff ensure handles do not touch the food.
- Food must be protected from contamination by the use of:
 - covers over food
- When unwrapped displays (e.g. self-service salads, hot foods etc) need more food they must be replaced with completely new batches of food rather than the previous batch being "topped-up".
- Left-over self-service food must not be reused (e.g. it is not carried over to the next day for use).
- Serving spoons must be replaced whenever they have become contaminated e.g.
 - dropped on the floor or misused
 - food is on handles.
- Single-use items must be thrown away after use (e.g. paper plates, cups, plastic cutlery etc).
- Self-service displays must be appropriately supervised by kitchen staff

²⁰ Refer MPI FCP Serve Safe Pack (March 2017) – SERVE 10.10 page 1

Knowing what's in your food



Know

What do you need to know?

- You must know, and be able to tell your customers what's in their food so they can make informed choices. This is especially important for people with food allergies.
- You must know what's in the ingredients you use. If you are importing food, you must understand the label.
- There are 10 common food allergens you must know about. These are sulphites, cereals containing gluten (e.g. wheat), shellfish, eggs, fish, milk, peanuts, soybeans, sesame seeds, and tree nuts.
- Food allergies can result in life-threatening reactions that can occur within minutes of eating the food. Know which foods you sell that can cause allergic reactions.
- You need to know about additives and food composition rules in the Australia New Zealand Foods Standards Code. See the 'Preparing food safely' card (page 37).



Do

What do I need to do

- Check the labels of your ingredients. You must be able to understand them.
- Keep details of the ingredients you use, (e.g. record and follow your recipes so you know what allergens they contain).
- Tell your staff which foods contain any of the allergens listed above. They must know how important it is that they are aware of allergies and allergens.
- Either the day-to-day manager or delegated person must be able to talk to customers about what's in their food.
- Check all of the ingredients in the food, as well as sauces, garnishes served with, or added to, the food



Show

What do I need to show

- Show your verifier
- how you know what is in the ingredients you use.

Your verifier may ask staff to tell them which foods contain allergens.



Policy

Policies regarding this section

Understanding Ingredients used in foods²¹

Kitchen staff must have an understanding of the 10 common food allergens and what ingredients these are in.

21 Refer MPI FCP Basics Pack (March 2017) – FOOD 5.11 page 1

Kitchen staff and the designated person must be able to give advice to those being served what allergens might be present in the food being served.

Stored Foods with Allergens

The CYC Waihola pantry will not contain any of the following food, nor will kitchen staff be allowed to use the following in prepared food:

- Raw Peanuts or Peanut Butter
- Shellfish containing products (such as Oyster Sauce)

Where possible ingredients will be sourced (such as gravies, sauces, etc.) that are gluten and dairy free.

Cleaning Up

K

Know

What do you need to know?

- Bugs will grow on dirty surfaces and equipment and could make your customers sick.
- Dirty premises can attract pests like mice, rats and cockroaches which can spread disease.
- You must remove rubbish so that it does not attract pests.
- Removing rubbish reduces the risk of people/clothing becoming contaminated and the risk of your food becoming contaminated.
- Using unclean water can make people sick.
- Cleaning and sanitising are two different things:
 - cleaning removes dirt and grease,
 - sanitising kills harmful bugs on surfaces.

D

Do

What do I need to do

Using safe food

- Throw out stock by its use-by date.
- Throw out any food that has been kept hot on display or cool quickly and refrigerate to use cold the next day.
- Throw out any food or ingredients that have been contaminated.
- Throw out any leftover marinades or coatings
- Throw out any leftover brining or pickling solutions.
- Throw out any food which has come into contact with unclean water.
- All remaining food which is safe to be used later, must be labelled and stored properly (e.g. cold food is in the fridge, food is protected from contamination (i.e. in containers).

Cleaning up your food preparation area

- Sort and/or wash dirty laundry (if you choose to supply your staff with clean clothing).
- Empty bins and remove rubbish from processing areas at the end of the day and when full.
- Dispose of rubbish regularly.
- Clean bins and rubbish area regularly.
- You must clean and sanitise all surfaces that come into contact with food.
- You must use hot soapy water or food grade cleaning chemicals.
- Always follow the instructions when using cleaning chemicals.
- Always sanitise food preparation areas and equipment after cleaning.
- You must use clean water for cleaning your food preparation areas and equipment.
- You must sweep, vacuum and/or mop all areas of your food business.

S

Show

What do I need to show

Show your verifier

- your 'end-of-day' routines including stock control,
- a record of your cleaning tasks, who does it and when,
- how you remove waste,
- how you clean your bins and rubbish area, and who is responsible,
- that your premises and equipment is clean and that laundry is being done when necessary,
- how you clean and sanitise your food preparation areas and equipment,
- how you use chemicals safely

P

Policy

Policies regarding this section

Throwing out food²²

Kitchen staff will dispose of all food waste safely.

- Cooked food and fresh food waste (i.e. bread, biscuits, vegetables, fruit, peelings, etc.) will be placed in the pig scrap bins
- All raw meat and other uncooked food waste must be bagged and disposed of in wheelie bins/rubbish skip



All food waste at CYC Waihola has the potential to be feed to pigs, so the Biosecurity (Meat and Food Waste for Pigs) Regulations 2005 applies.

These regulations require that all food waste given to pigs is cooked before feeding them.

Daily cleaning of kitchen spaces²³

Kitchen staff must clean down all food preparation areas at the end of each working day. This will include:

- Sorting and washing any laundry (including tea towels)
- Emptying rubbish bins within the kitchen spaces into the rubbish wheelie bins or rubbish skip
- Clean down and sanitise all food preparation surfaces
- Sweep and mop the kitchen space floors using the floor cleaning chemical from the dosing system in the laundry (at main lodge)

22 Refer MPI FCP Basics Pack (March 2017) – PLACES 3.9 page 1

23 Refer MPI FCP Basics Pack (March 2017) – PLACES 3.8 page 1 to 7

Maintaining equipment and facilities

K

Know

What do you need to know?

- If your premises and equipment aren't designed for food use, aren't in good condition and/or don't work properly you may make unsafe and/or unsuitable food.
- It is important to assess where you make food and make sure it's not made of materials that could contaminate food, can be easily cleaned, has the necessary services (e.g. power, water) and is big enough for all the food activities (and staff) you have. You need to regularly check that all of this remains true (is maintained) for your business.
- If your premises and equipment aren't in good condition and/or don't work properly you may make unsafe and/or unsuitable food.
- Broken equipment and an unkempt building (e.g. holes in floors and walls) can allow pests and bugs in your food. This can lead to unsafe and unsuitable food.
- The water you use for food preparation, hand washing and cleaning must always be clean. You need to know how to repair and maintain water pipes, tanks and water treatment systems etc.

D

Do

What do I need to do

- Check your premises for signs of deterioration (e.g. holes in floors and walls) and fix as necessary.
- Check your equipment for signs of deterioration and fix as necessary.
- Service your equipment regularly and if necessary calibrate according to your calibration schedule.
- Maintenance compounds and chemicals must:
 - be fully labelled, stored, sealed and used following the manufacturer's instructions,
 - be stored and transported in containers that are clearly different from food containers.
- You must manage and control pests by either:
 - employing a pest control specialist, or managing these risks yourself.

For all water supplies

- Water pipes must work properly to stop animals, birds, dirt and waste from contaminating your water.
- Always flush water pipes after:
 - repairs and maintenance,
 - after 7 days without use to remove stagnant water,
- Keep water tanks:
 - Clean and in good condition to stop the build-up of sediment,
 - AND covered to stop animals, birds and dirt from contaminating water.

S

Show

What do I need to show

Show your verifier

- what you do to check your premises and equipment are designed for food use and are in good working order,
- how often you do maintenance checks,
- what you check for during maintenance checks,
- a record of your regular maintenance tasks or repairs, who does them and when,
- how you control pests,
- how often you've inspected and maintained your water system and tanks. Also record who did it and when.

Your verifier will check that you are calibrating your equipment as required.

P

Policy

Policies regarding this section

Maintenance Checks²⁴

The Operations Manager as part of monthly building checks will check the following:

- Equipment deterioration
- Cleanliness of kitchen spaces
- Pest Control measures
- correct storage of chemicals

Where required contractors will check and calibrate equipment as required such as:

- Dishwasher
- Steam ovens

Water Supplies

Refer to [Water Supplies](#)

24 Refer MPI FCP Basics Pack (March 2017) – PLACES 3.11 page 1

When something goes wrong

K

Know

What do you need to know?

- You must keep records for at least 4 years.
- Records must clearly describe what went wrong, who was involved and how the problem was fixed.
- Things don't always go as expected. You must have a procedure for dealing with things that go wrong in your plan.

D

Do

What do I need to do

- Take immediate action as soon as a problem affecting food safety and/or suitability is identified. Record the action that you took.
- Use your records to look over the past week/few days. Determine if anything has gone wrong in your plan, for example:
 - fridge temperatures were too high,
 - there was a sign of pests,
 - received food was not at the correct temperature,
 - poultry was not cooked to at least 65°C for 15 minutes,
 - food was not reheated to above 75°C,
 - food was cooled too slowly,
 - food was transported at the incorrect temperature.
- If something's gone wrong, identify where the problem started and how many times it happened. Identify if a procedure is missing from your plan.
- Is the food you produced unsafe or unsuitable? Do you need to tell your customers?
- Fix the problem yourself or tell the person responsible for that area about the problem.
- Take action to prevent the problem from happening again.
- Keep clear, accurate and complete records for at least 4 years.
- Notify your verifier if any of your food has become unsafe or unsuitable when following any procedures in your plan.

S

Show

What do I need to show

Show your verifier

- your records from times where things have gone wrong.

You must show your verifier a record of:

- what the problem was,
- what you did to immediately fix the problem,
- what changes you made to stop the problem from happening again,
- how you kept food safe or made sure no unsafe and unsuitable food was sold.

P

Policy

Policies regarding this section

Record Keeping²⁵

The designated person must ensure that thorough records are kept by kitchen staff and other personnel involved in the food chain. Records must exist for the following:

- a list of suppliers
- a record of staff training
- a record of sickness
- a record of pest control
- a record of cleaning
- safe food temperatures when:
 - receiving goods (see [Receiving Food](#))
 - cooking poultry and minced meat products (see [Cooking poultry and minced meat](#))
 - cooling freshly cooked food (see [Cooling Freshly Cooked Food](#))
 - reheating food ([Reheating Food](#))
- fridge and freezer temperatures

All records must be kept in the CYC Office Food Control Plan folder for a minimum of 4 years.

Reporting Issues

Any problems arising affecting food safety and/or food suitability must have written records kept by the designated person or person nominated by the designated person.

Records must show how the problem was remedied to prevent it occurring again.

²⁵ Refer MPI FCP Basics Pack (March 2017) – MGMT 2.3 page 1

Dealing with customer complaints

K

Know

What do you need to know?

- You must be able to identify if the complaint is about food safety, suitability or quality.
- Customer complaints about food safety and/or suitability must be dealt with immediately.
- You must have someone responsible for dealing with customer complaints.

D

Do

What do I need to do

- Identify who is responsible for dealing with complaints:
 - day-to-day manager
 - delegated person
- Identify if the complaint is about food safety, suitability or quality.
- If the complaint affects the food safety and/or suitability of a batch or individual item/dish, you must separate until proven to be safe or throw out affected food and associated ingredients,
 - check food that has been in the same area or has been prepared at the same time,
 - identify where the problem started,
 - fix the problem,
 - take action to prevent the problem from happening again.
- Notify your verifier:
 - if someone who eats your food ends up sick,
 - OR could end up sick if they eat your food.

S

Show

What do I need to show

Show your verifier a record of all of the following if the complaint is about food safety or suitability:

- the contact details of the person who made the complaint,
- the date and time of the purchase,
- your food that was affected including the batch/lot ID,
- what the complaint was about,
- the cause of the problem,
- the action you took immediately and the action you took to prevent it from happening again.

P

Policy

Policies regarding this section

Customer Complaints²⁶

The designated person must deal with all customer complaints immediately and keep records of:

- the contact details of the person who made the complaint,
- the date and time of the purchase,
- your food that was affected ~~including the batch/lot ID,~~
- what the complaint was about,
- the cause of the problem,
- the action you took immediately and the action you took to prevent it from happening again.

If the designated person identifies the issue is a food safety or suitability problem then all prepared food related to the complaint must be separated and recalled from the dining area.

If the designated person identifies the issue could result in a person(s) getting sick then they must notify the verifier.

²⁶ Refer MPI FCP Basics Pack (March 2017) – FOOD 5.16 page 1

Hunting / Farm Based Ministry Camps

Background Information

Traditionally in New Zealand, wilderness and farm experiences have involved the humane slaughter and safe processing of game animals and farm animals for consumption by the hunters/farmers families.

CYC Waihola runs hunting based camps in East Otago and Tuapeka West. The primary purpose of these 2 annual camps is for teenagers to experience hands-on recreational hunting, farm pest control, wilderness adventure and high/mid country farm experiences.

The camps are not for profit and have a nominated camp fee to cover the cost of transport of the campers to and from camp and the camp administration. Food is supplied to the campers via purchased packaged grocery type food. Meat however is supplied by the campers themselves as they are involved in the humane slaughter and safe processing of any game animals and farm animals for consumption by the particular camp they are attending.

The following issues arise when applying the standard procedures within this Food Control plan to these camps:

- they are based at locations where traditional kitchen facilities are unavailable – i.e. a woolshed or non-powered farmhouse
- they are based at locations where reticulated treated water maybe unavailable
- the campers maybe involved in the 'hands-on' humane slaughter and processing of homekill as part of the camp for their own consumption
- the campers maybe involved in the 'hands-on' humane hunting and butchering of game animals as part of the camp for their own consumption

Under the Food Act 2014 and the Animal Products Act 1999, there is no provision for persons to consume homekill and recreationally hunted animals as part of a event or charged service such as camps.

Application of the rules

However in order to be able to continue these camps CYC Waihola interprets and applies the Food Safety legislation (and other legalisation) in the instances of our Hunting / Farm Based Ministry Camps in the following ways:

Food Safety Guidance Document:

On the MPI Food Safety website there is a question and answer document that gives guidance about about applying the Animal Products Act 1999 to the feeding of paying guests. The particular excerpt is listed below that applies to CYC Waihola (emphasis in italics).



Can you feed homekill and recreational catch meat to paying guests?

No. Those who supply a meal as part of an accommodation, recreational or tourist package including homestays, hunting lodges, marae visits, or tourist barbecues, cannot use homekill or recreational catch product as part of the food provided to their customers.

The only exception to this is that a restaurant, hunting lodge, game estate etc may serve as a meal to the hunter/catcher and members of the hunter/catcher's party, the game or fish that the particular individual or their party have killed or caught. Paying guests also include those who pay board,

fees or other forms of payment as part of an accommodation package. Residents at boarding schools, hospitals, prisons and other institutions are treated as paying guests (through contract or statutory arrangement). Institutions should provide meat from a registered abattoir.

- The guidance document can be found here (retrieved 25th August 2017):
 - <http://www.foodsafety.govt.nz/elibrary/industry/homekill-recreational-use-questions-answers.pdf>

One-off Events

Additionally Food Safety Act 2014 gives provision for one-off or irregular events community OR fund-raising events that occur once a year that the Food Safety Act 2014 would not apply to.

This information is found on <https://www.mpi.govt.nz/food-safety/food-act-2014/overview/exemptions-from-plans-or-programmes/> and also <https://www.mpi.govt.nz/food-safety/food-act-2014/fundraising-and-community-events/>.

It does however require all food to be safe to eat.



Policy

Policies regarding this section

Notification to parents

The CYC office sends out letters to the caregivers of campers enrolling in these particular camps to notify them of the nature and risk of the camps.

As part of its notification of risk to the caregivers, CYC Waihola will notify the following:

- CYC Waihola is applying an accepted exception to the food regulations that will allow us to serve homekill and recreational catch meat to the campers attending
- The water sources, kitchen and cooking facilities at the Hunting based camps maybe at a lower standard than other CYC Waihola camps due to the nature of the camp however all reasonable food safety standards will continue to be applied to food served at these camps to the best of our ability.

Tramping Camps

Background Information

CYC Waihola has traditionally run tramping camps in the back-country of New Zealand.

The camps are not for profit and have a nominated camp fee to cover the cost of transport of the campers to and from camp, accommodation and the camp administration. Food is supplied to the campers as either grocery bought or dehydrated meals purchased from regulated suppliers.

However there are two instances where these camps differ from this Food Control Plan as follows:

- drinking / cooking water on these camps will often come from back country streams and waterways. Whilst the Department of Conservation acknowledges that water sources at huts are generally safe to drink there can be instances of water-borne parasites that may exist in water supplies
- sometimes during tramping camps, permitted hunting occurs with the campers involved. Any game animals caught maybe consumed by the particular tramping camp they are attending.

Application of the rules

However in order to be able to continue these camps CYC Waihola interprets and applies the Food Safety legislation (and other legalisation) in the instances of our Tramping Camps in the following ways:

- [Water Procedures for external Ministry camps](#)
- [Hunting / Farm Based Ministry Camps](#)



Policy

Policies regarding this section

Notification to parents

The CYC office sends out letters to the caregivers of campers enrolling in these particular camps to notify them of the nature and risk of the camps.

As part of its notification of risk to the caregivers, CYC Waihola will notify the following:

- CYC Waihola is applying an accepted exception to the food regulations that will allow us to serve any recreationally caught meat to the campers attending.
- The water sources, kitchen and cooking facilities at the Hunting based camps maybe at a lower standard than other CYC Waihola camps due to the nature of the camp however all reasonable food safety standards will continue to be applied to food served at these camps to the best of our ability.

Drinking Water Safety

Campers and staff on tramping camps will be advised of the dangers of drinking water from untreated back-country streams due to water-borne parasites.

CYC Waihola will have available for tramping camps a UV steriliser for sterilising water in the back-country for attendees.

Appendix 1: Glossary of Terms

The following definitions and terms are used in this document.

Term / Definition	Description
<i>Council of Management</i>	The Council of Management is CYC Waihola's board of directors appointed at every AGM of of the society responsible for the affairs and management of the society.
<i>CYC Waihola</i>	This is the trading name of Christian Youth Camps Waihola Incorporated and is used throughout this document to refer to the organisation as a whole.
<i>Food Control Plan</i>	This document is deemed to be the FCP or Food Control Plan.
<i>Ministry Camps</i>	CYC Waihola's core purpose is for the running of Christian based evangelistic outreach camps. Throughout the document these camps are referred to as ministry camps.
<i>Ministry Staff</i>	Refers to all persons in non-paid volunteer leadership positions within the Ministry Camps
<i>PANDA System</i>	CYC Waihola's internal digital archive program for recording all ministry camp enrolments , ministry staff training, staff qualifications and accommodation group information.
<i>Paid Staff</i>	Refers to staff in paid employment with CYC Waihola
<i>Ready to Eat</i>	Ready to eat foods (or RTE) are foods that are eaten raw, or straight from packaging they come in (i.e. salads, biscuits, chilled hams, etc.)
<i>Staff</i>	This refers to both paid and ministry staff collectively.
<i>Volunteers</i>	Refers to those who from time to time work on the property at working bees and at other times in the capacity of facility, activities and grounds maintenance.

Appendix 2: Bibliography

MPI Food Control Plan Templates

Used in this document

- MPI Food Control Plan Template - Basics Pack – March 2017
- MPI Food Control Plan Template – Diary – March 2017
- MPI Food Control Plan Template – Serve Safe – March 2017
- MPI Food Control Plan Template – Simply Safe & Suitable – March 2017

Details

- Website: <https://www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates/>
- Retrieved: 22 August 2017

Appendix 3: Review Changes

11 October 2017

- Document creation based on following sources:
 - MPI Food Control Plan Template - Basics Pack – March 2017
 - MPI Food Control Plan Template – Diary – March 2017
 - MPI Food Control Plan Template – Serve Safe – March 2017
 - MPI Food Control Plan Template – Simply Safe & Suitable – March 2017

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