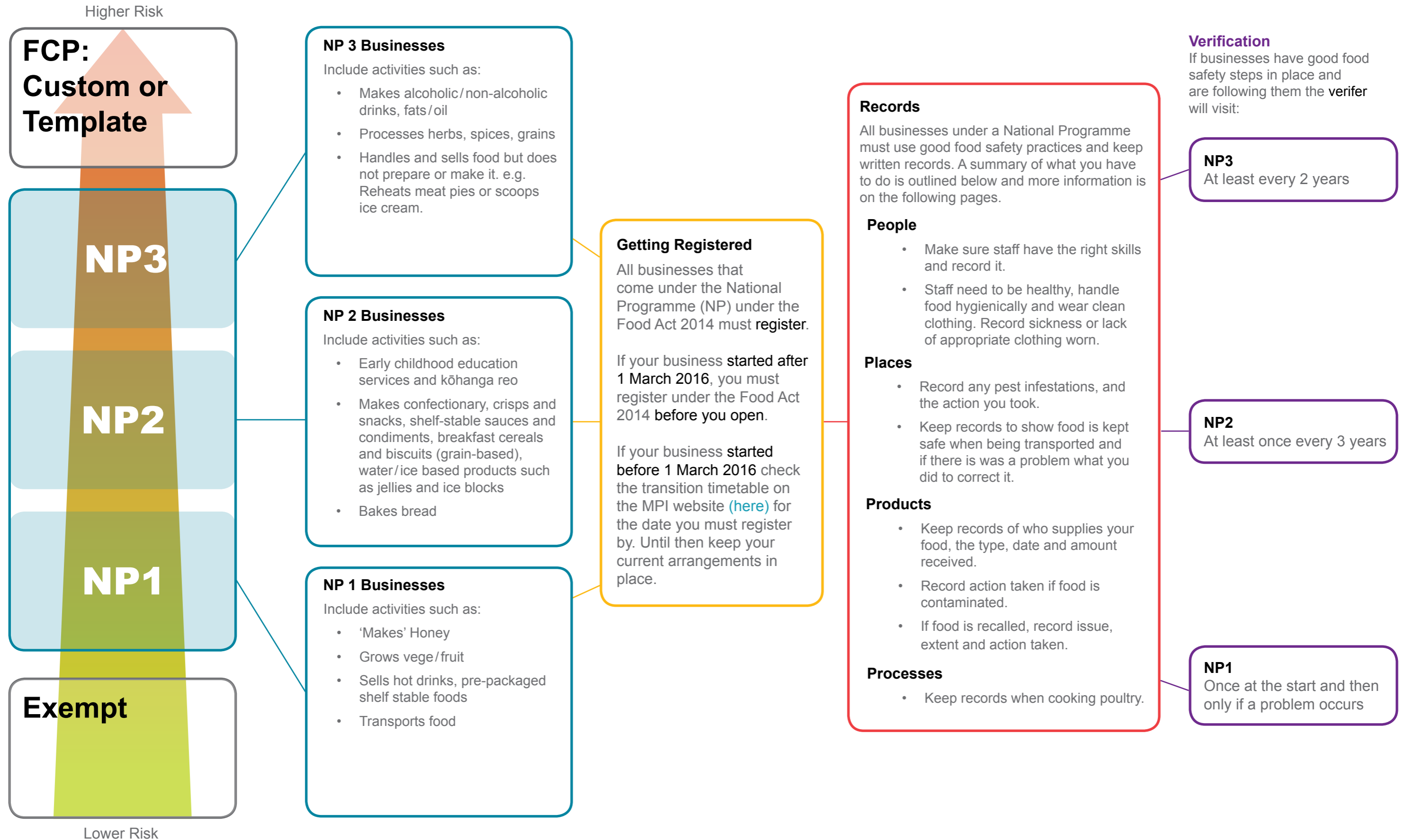


# National Programme (NP)

An Overview



## National Programme

# What you need to do to keep food safe



## People

- Make sure all staff have the right training, so they know how to make safe food
- If you're unwell, don't help with food
- Wash and dry your hands before touching food
- Staff need to be healthy, handle food hygienically and wear clean clothing



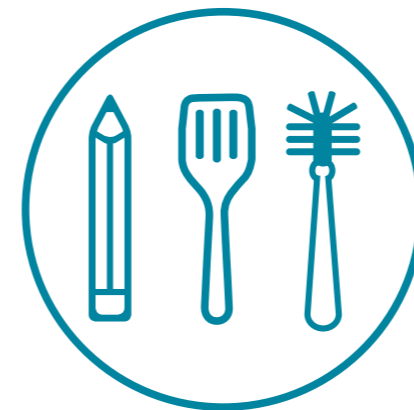
## Places

- The place you make food in must be clean and hygienic, so that food won't be contaminated
- Check and remove anything – e.g. glass, metal, plastic, dust, fumes – that could get into your food
- Keep the food preparation area pest free, and destroy any food contaminated by pests.
- Throw waste away, so it can't contaminate food or attract pests
- Make sure water used for food and cleaning is safe to drink



## Product

- You must know where your food has come from, and who you sell it to (e.g. other businesses or final consumer)
- Make sure your ingredients are safe, in good condition and at the right temperature
- Make sure that allergen free food isn't contaminated by contact with other food, surfaces or equipment that has been in contact with foods containing allergens
- Make sure chemicals used for cleaning are used according to manufacturer's instructions
- Use safe packaging that won't contaminate food
- Meet labelling requirements
- Make sure food can be recalled if necessary



## Processes

- Clean utensils, surfaces and equipment before preparing food
- Make sure food is cooked or processed so that harmful germs can't survive.
- Keep cooked and ready-to-eat food separate from raw food
- Store food in clean, sealed containers
- Keep cold food cold and hot food hot – including when transporting food. Keep cold food below 5 degrees in the fridge.

## National Programme

# Recording Requirements

The following is a break down of the National Programs regulations outlining the Records you must keep to prove that your business is providing safe and suitable food.



Regular record keeping needed



Records needed if something goes wrong



## Places

### Protection during transportation

Keep Records to show that food is kept safe when it is transported. If there is a problem, keep records to show the actions you took

### Maintenance compounds

If chemicals (e.g. cleaning products) contaminate food, record:

- The incident
- The actions you took

### Pest control

If you find pests or evidence of pests keep a record showing:

- The type of pest found
- The extent of the infestation



## People

### Competency and training

Record the skills needed by staff to ensure food is safe and suitable. Keep records to show they have these skills. These are generally kept in personnel files'

### Protection against contamination

Keep a record of any instance where personal hygiene, clothing or behaviour compromises the safety and suitability of food (e.g. staff cooked food when they were sick, or allowed hair to get into food).

Record any actions taken to prevent contamination of food



## Products

### Receiving and sourcing food

To make sure you know where your food comes from you must record:

1. The names and contact details of suppliers
2. The type and amount of food received and any batch codes
3. The temperature of food at the time it is received, if it is meant to be hot or cold
4. Any actions taken if food is not safe and suitable when you received it

### Identification and tracing of food

If there is a problem with your food, you need to know where it came from, what you used it in, and where it went. Keep records to enable your food to be identified and traced. Batch codes can also be useful here



# Processes

## Maintenance

Record any maintenance that is carried out on:

- The building
- Equipment
- Facilities

## Cooking Poultry

Poultry is high risk. When you cook poultry keep a record of:

- The product (e.g. drumsticks or whole chicken)
- The date cooked
- The temperature you cooked it to and the time it was kept at this temperature
- What you did with the poultry if it was not cooked properly

## Cooling Food

You have to be careful when cooling high risk foods such as chicken or meat. You must keep a record showing:

- The food
- The date the food is cooked
- The time it took to cool it to the required temperature
- What you did with the food if it did not cool quickly enough

## Requirements in relation to operators using self-supplied water

If your business uses water that is not from the town supply, a record must be kept of:

- Any test results
- Any actions you took when any test result did not meet requirements

## Corrective actions

You must keep records of what you do when things go wrong with the processes you have in place to make food safe. These should include:

- A description of what went wrong
- How you fixed the problem
- What you did with the food that was affected
- What or who caused it, and whether people need more training
- What you did to stop it happening again
- Any other actions you took

## Recall of food or food-related accessory

If your food is recalled keep records of:

- The problem and extent of the problem
- Actions taken to identify and remove the food from sale
- Actions taken to prevent the problem happening again
- Any monitoring of the recall process