

Welcome to the Autumn newsletter focused on information for our food providers

MARCH 2025

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Updated Template Food Control Plan

The Template Food Control Plan (tFPC) was updated to version S39-00004 in June 2023 and all businesses were required to move to the new plan by 20 February 2024.

The Environmental Health team at MDC have offered a grace period, and either provided information in an email of the plan update, or your verifier provided a copy at your verification.

Going forward if during a verification your business has the incorrect plan this may result in your verification being deemed unacceptable and the frequency being dropped. Ensure you have this version in place. If you do not you can either print one off the MPI website or alternatively call into council to purchase one for \$20.00.

Missing records

As you are aware it is a requirement of some processes within the tFPC to have records documented (written, digital etc).

While the chef or another delegated person is employed to run the kitchen it is still the responsibility of the tFPC holder to have a clear understanding of what is required by the Plan. This is to ensure records are being documented and when staff changes occur, the requirements are being properly trained to the incoming staff.

Part of when a verification is undertaken is for the verifier to look over the records from the time of your previous verification to the time of the current verification. If records are missing, this can lead to an unacceptable outcome which will drop your verification frequency to a lesser time frame.



Water

If you are a self-supplier of water, you must know that your water is safe. There are rules you must follow to ensure your water is suitable. A water treatment system must be used such as filtration, chlorination, UV disinfection or other.

A water test is required:

- before first use in your business, or
- if you do not have any records of self-supplied water testing.

Your water must meet all of the limits within the criteria table and E. coli testing must be performed by an accredited lab.

You must retest water:

- no later than 1 week after getting water from a new self-supplied source or
- knowing of a change to the environment or activities that may affect the safety and suitability of water e.g. an adverse event, such as flooding or an earthquake.

A record is required of your:

- water test results and
- a list of all nearby activities which might affect the safety of your water.
- Show your verifier how you know your water treatment system is working properly.
- Show your verifier any chemical hazards you have identified and how you control these.

You can do this by keeping records of when you maintain your water system, detailing what was done etc



Flooring

Check your floors for any sign of deterioration and fix as required.

Holes in floors can allow pests and bugs to enter your premises and potentially contaminate your food. Bugs especially like to hide and grow in cracks, crevices and holes. And if they find a place where food is stored, prepared or handled they can get into food and make it unsafe.

It is a great idea to add flooring to your maintenance plan as regular maintenance of your floors can prevent something going wrong.

Cleaning of floors: dirty floors can attract pests like mice, rats and cockroaches which can spread disease. It is important to check that all food has been swept and not lost under the bigger pieces of equipment in the kitchen at the end of each use.



Frozen meals

Councils are only able to register and verify certain activities of food preparation. Our main one is “ready-to-eat” meals and snacks which is what most cafes/restaurants come under.

One thing that we are not able to register and verify is when operators make meals that are then either chilled or frozen and require some form of thawing/heating/cooking before consuming. An example of this is operators who make lasagne for their café but also make some which is packaged and sold to customers to take home to cook or heat.

If you wish to get into making food which isn’t ready-to-eat, then please contact us so we can discuss with you the other registration and verification options to ensure you are compliant with the Food Act.

Translations of Template Food Control Plan

Did you know you can have your tFCP and record blanks in many different translations. MPI has translated the template into:

- Maori
- Simplified Chinese
- Korean
- Traditional Chinese
- Hindi
- Vietnamese
- Thai
- Khmer
- Japanese
- Turkish

Visit the MPI site at [Link to Translations](#) to download one of these versions.

Please remember you also need to have an English copy of the tFCP and records so your Verifier can understand what you have written.

Tips and Tricks

Verification frequency vs renewal date explained:

- The verification frequency is based on how well you are doing within your business; it determines how often you will be verified. For a tFCP it can be as regularly as 3, 6 or 9 months or as far as 12 or 18 months
- The renewal date that is on your certificate of registration and is the anniversary date of when you first registered. Your certificate must be renewed annually.

Suppliers and Assurances:

At the time of your audit the verifier will ask to see records of your approved suppliers list. This is to include supplier assurances (food registration numbers). To find each supplier's site registration number, click on the following link <https://mpi.my.salesforce-sites.com/publicregister/> Type the name of the supplier in the keyword, scroll down and click search, look under the search results to find your supplier or alternatively ask your supplier to provide. See information on pages 49-53 in your tFCP and page 11 in record blanks.

Don't hesitate to contact your Environmental Health Team for any enquiries:

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www.marlborough.govt.nz/services/food-business-information