

## WELCOME TO THE WINTER NEWSLETTER FOCUSED ON INFORMATION FOR OUR FOOD PROVIDERS. WE HOPE YOU FIND THIS INFORMATION HELPFUL

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### Managing self-supply water

If you're self-supplying water, you need to ensure you are maintaining your water to ensure it is safe and suitable. Go to page 32 in your TFCP and tick what is applicable to your water source for your business.

- You will need to show your verifier a record of:
  - o Your water test results,
  - o 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.

A good tool to help with some of this information is this link below (designed for RMPs but great useful information to gain a better understanding of own water supply) <http://www.mpi.govt.nz/dmsdocument/56150-Own-source-water-checklist-and-teplate-water-use-plan-non-dairy>

## Calibration of thermometers

Thermometer calibration is like a WOF for your thermometer, it's a chance to make sure everything is working correctly.

**Probe** - 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. If the result is outside the desired range  $0^{\circ}\text{C}$  (+/-1), re-try the calibration, if again reading incorrectly a new thermometer will need to be purchased. Write down the action taken.

**Probe** - 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. If the result is outside the desired range  $100^{\circ}\text{C}$  (+/-1), re-try the calibration, if again reading incorrectly a new thermometer will need to be purchased. Write down the action taken.



## Calibration of infrared thermometers

Either follow the calibration instructions that come with the thermometer or get in contact with the product manufacturer. An infrared thermometer can only be used for the outside temperature of a product unless going to cut product in half to get the internal temperature.

- The reading in iced water should be between  $-2^{\circ}\text{C}$  to  $+2^{\circ}\text{C}$ ; if outside this range, the unit should be replaced or returned to the supplier/manufacturer to be recalibrated, but this often can't be done.
- Infrared thermometers don't work on shiny surfaces, so it is worth laying a tissue over the ice slurry.
- A boiling point calibration is not practical.

## Sourcing, receiving and storing food

Refer to pages 49-53 in your TFCP.

You need to know foods you receive from a supplier or other source is safe and suitable. You also need to know where it has come from in case something goes wrong.

Your verifier will check:

- how you and your staff know that the food you receive is safe and suitable
- records of your trusted supplier assurances (registration numbers, certificates, etc)

*HANDY TIP: You can ask your supplier to send you their registration certificate OR to get your suppliers registration number follow the QR code on pg 50 of TFCP or follow the link. Once on MPI website scroll down and click on Food Act 2014 – register of businesses operating under food control plans and national programmes. In the search criteria in put the following: Keyword = Suppliers Name, Reg Authority = Any Reg Type, Verification Agency = Any Verification, Sector = Any Sector, Product Type = Any Product Type, FCP Template Type = Any FCP Template, Click Search. It will then bring up a list of businesses with the name you searched. Scroll to find the correct one and note down the registration number on your suppliers list.*

- records of:
  - o the name of supplier,
  - o the type and quantity of food,
  - o the temperature of the food if required to be kept at a certain temp to ensure its safe and suitable (receiving good temps),
  - o show your verifier how you and your staff store, label and separate food following your plan.

If applicable:

- o show your verifier your importers registration certificate
- o show your verifier the safety and suitability assessment of the food you have imported.

*If you are importing and would like some help on how to do the safety and suitability assessment, please contact us.*

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## Recall processes

Refer to pages 117-120 in your TFCP.

Food businesses with a mixed scope, that may include wholesale or packaged food, will need recall procedures, and are required to undertake simulated recalls.

This needs to happen once every 12 months, or if you have undertaken an actual recall with demonstrated traceability and recall procedures to be effective, 12 months after the date of the recall. However, it is important all businesses understand the recall process.

See links below:

1. An MPI video outlining step-by-step food recall guidance for food businesses.

<https://www.youtube.com/watch?v=RZLSkWB5Lxk&t=17s>

2. A PDF document on the steps above.

<https://www.mpi.govt.nz/dmsdocument/50719-Step-by-step-food-recall-guidance-for-food-businesses>

3. Check out more the guidance information on MPI's website:

<https://www.mpi.govt.nz/food-business/food-recalls/food-recall-documents/>

If a supplier's food has been recalled, you must show your verifier a record of:

- The action you and your staff took to remove that food from your business.

This could be done using the 'when something goes wrong' sheet, having investigation notes, having point of sale notice, evidence of disposal, etc.

If your food needs to be recalled, you must show your verifier a record of:

- The action you and your staff took to remove that food from your business,
- A completed Food Recall Assessment form,
- A copy of the recall notice.

*HANDY TIP: there is a QR code on page 119 of TFCP which takes you to MPI's website which has food recall information and forms such as the food recall assessment form.*

## Checking the plan is working well (self audits)

Refer to pages 20-23 in your Template Food Control Plan (TFCP).

It is a requirement of the plan to undertake self-verifying to check that your procedures are working well.

You must show your verifier **records**, showing the results of the checks you have made.

This can include:

- checking that the rules are being followed and records are kept where required,
- looking through records to check that your procedures are being followed and systems are working as expected,
- develop a training schedule, undertake refresher training, (eg, toolbox sessions, MDC food news read sign offs, etc),
- reviewing documents of 'when something goes wrong' and checking that steps have been taken to prevent problems from happening again,
- running food safety quizzes with staff,
- using the 'show' sections in the TFCP to ask the same questions or check the same things that your verifier would ask or look at,
- testing the environment or foods for certain bugs or chemicals to show procedures are effective, (eg, cleaning and sanitising),
- checking your scope of operations is in line with what you have registered,
- facilities and equipment remain suitable,
- and many more.

*Remember to record any self-checks, the more information noted the better. List what was observed, what training was undertaken, etc.*

## Tips and tricks

### Did you know?

There are QR codes throughout the TFCP which take you to information about a certain topic. These are very useful and can save you a lot of time when looking into a process.

Using your phone go to the camera, hover over the QR code and click on the screen, it should pop up with the link that you can press on to take you to the webpage.

### Did you know?

Under the TFCP meats such as beef, lamb and venison can be served rare but must be seared before serving and be eaten straight away, (eg, restaurant/takeaway)

Pork must be cooked medium or well-done however there are no specific temperature parameters provided in TFCP. Generally, it should be 63°C or above.

### Did you know?

If you and your staff ferment or acidify your food to make it safe, there are pH rules you need to meet. Check out the using acid to control bugs topic in your TFCP, pages 77-79. The pH meter in which you use must be food grade and able to be calibrated. Food grade pH meters vary in price, it is up to the individual business/operator to decide what food grade pH meter they will purchase and use. REMEMBER it is important to keep the manufacturer's instructions manual as this is what the verifier will be checking the calibration records against.

## Food safety drop in session

We had a small but enthusiastic response to our first Drop In Session – we covered a lot of topics including cooling, calibration and suppliers requirements among others.

It was a great opportunity to have one-on-one conversations on how to show your verifier you were compliant with the Plan requirements. We will be contacting you to see if you would like more of these sessions and if so, how would you like them delivered, ie, in person, virtual, etc.

