



样板食品控制计划书 入门指南

如果你属于如下行业，请参用样板食品控制计划：

- 餐饮服务业，例如餐馆，咖啡馆，外卖店，餐饮备办服务商，或医院厨房。
- 备制或生产和销售食品的零售商 – 包括零售肉店，鱼店，熟食店和超市。

信息

什么是食品控制计划？

高风险食品企业为确保食物的安全, 必须参用一个书面计划。这就是所谓的食品控制计划。遵循该计划有助于你在日常工作中管理食品安全, 并有助于你记录日常落实的食品管理措施。

为使你的计划创建更容易, 新西兰初级产业部已编写了样板。你可以在初级产业部网站上找到样板。

为什么它看起来有点长？

有关计划书的创建是为适应不同类型的食品企业。这意味着, 你不需要使用整本计划, 但可以选择适用于你的页面。

样板包括:

- 有关需要符合食品安全标准的介绍
- 如何遵循法规的忠告
- 记录样板, 是用来证明你有在正确地操作

我该如何开始？

你可以在初级产业部的网站 www.mpi.govt.nz/foodact 找到样板。

如果你无法下载这些样板, 你应该联系初级产业部或所在地政府部门。

有许多不同的样板, 你必须找出适合你的样板来完成。这取决于你的食品经营范围。

流程概述



找到合适的样板



选择适用于你的页面



填写你的计划

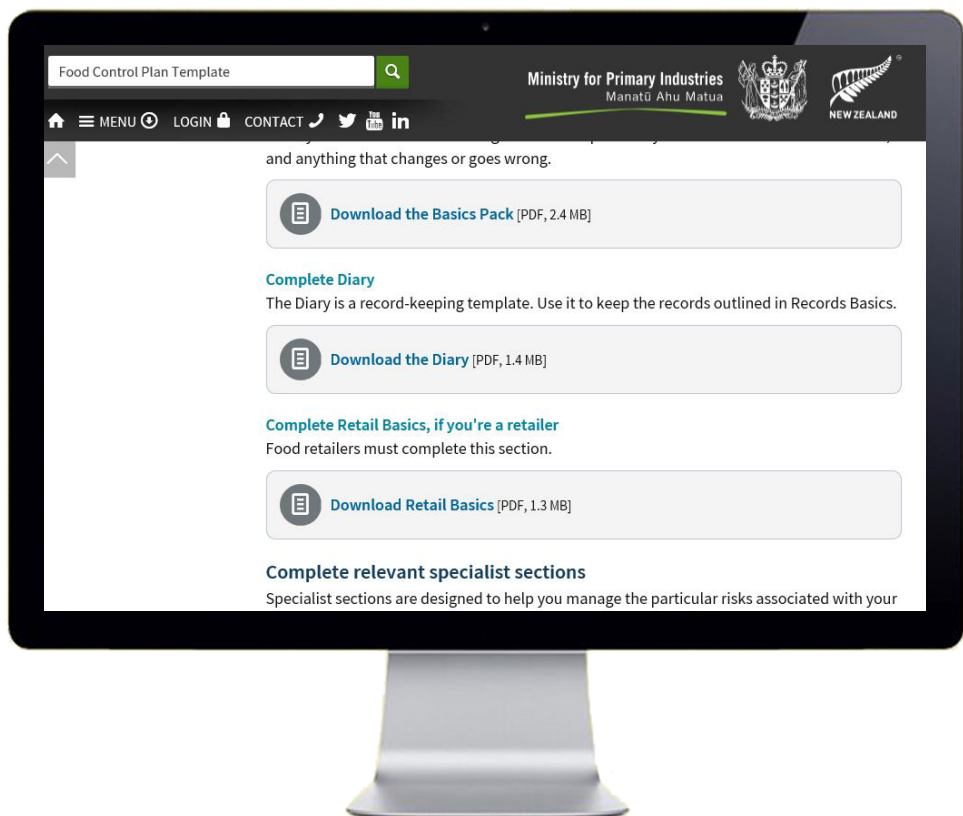


使用该计划



找到合适的样板

1 访问初级产业部的网站



2 判定您是食品零售还是餐饮服务

食品零售业包括：



肉店，面包店，鱼店，超市和熟食店。

餐饮服务业包括：

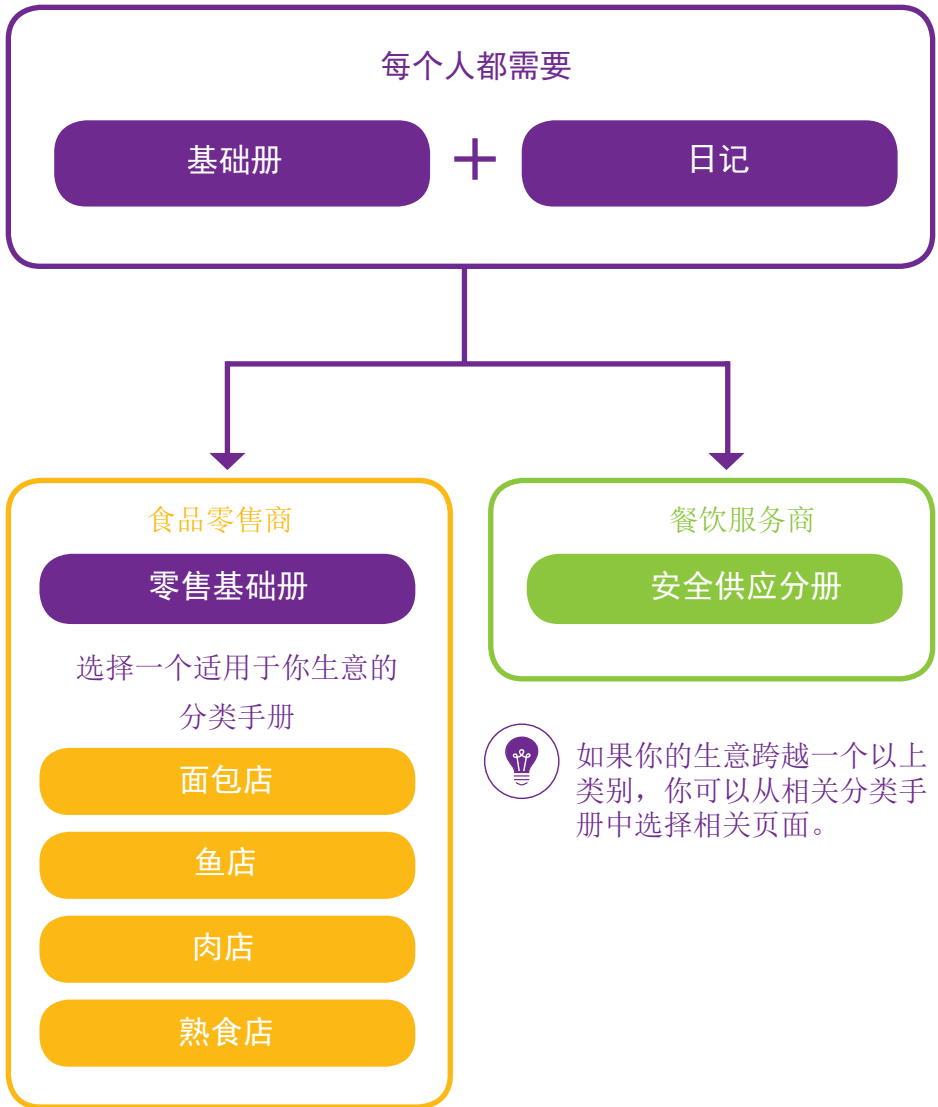


餐馆，咖啡馆，餐饮备办服务商，流动食品服务车，
学校，医院或养老院。



在这些领域的大多数企业可以使用通用样板。如果你的加工过程不包括在这些样板中，或者你要以不同方式制备食品，你可以选择开发自己的计划，调用定制的食品控制计划。

3 选择你的样板并下载





选择适用于你的页面

- 1 勾选适用于你的章节
- 2 将这些章节组合在一起，构成你的计划

3.7	Designing a cleaning schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.8	Cleaning schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.9	Waste management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.10	Pest and animal control	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.11	Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.12	Designing a maintenance schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.13	Maintenance schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.0	People Basics		
4.1	Sickness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2	Exclusion of infected persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.3	Hand hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4	Personal hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.0	Food Basics		
5.1	Potentially hazardous food	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2	Checking temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.3	Purchasing and receiving goods	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4	Perishable and shelf-stable food storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.5	Chilled and frozen food storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6	Fruit and vegetables	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.7	Food stalls, food promotions & tastings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.8	Food vending machines	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.9	Making and selling ice	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.10	Customers reheating food	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.11	Food allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.12	Food composition	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.13	Equipment, packaging and other items in contact with food	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.14	Food labelling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.15	Transporting food	<input type="checkbox"/>	<input checked="" type="checkbox"/>



填写你的计划

1 写下你的业务细节

Management

Business management details

Business details

Legal name	Barney's Restaurant
Trading name	Barney's Restaurant
Legal status <small>(tick as appropriate)</small>	<input type="checkbox"/> sole trader <input type="checkbox"/> partnership <input checked="" type="checkbox"/> limited liability company <input type="checkbox"/> other [specify]: _____
Type of business <small>(tick as appropriate)</small>	<input checked="" type="checkbox"/> single outlet <input type="checkbox"/> managed branch of company <input type="checkbox"/> franchise <input type="checkbox"/> other [specify]: _____
Activity <small>(tick as appropriate)</small>	Food Service: <input checked="" type="checkbox"/> dine in <input checked="" type="checkbox"/> takeaway <input type="checkbox"/> on-site catering <input type="checkbox"/> off-site catering <input type="checkbox"/> other [specify]: _____ Food Retail: <input type="checkbox"/> butcher <input type="checkbox"/> delicatessen <input type="checkbox"/> bakery <input type="checkbox"/> fishmonger <input type="checkbox"/> fresh produce <input type="checkbox"/> grocery <input type="checkbox"/> transport/delivery <input type="checkbox"/> supply other businesses <input type="checkbox"/> transport/logistics <input type="checkbox"/> other (specify): _____ <input type="checkbox"/> mobile food service or retail
Postal address	123A Grove Road, Suburbia, Wellington
Telephone	04 123 4567
Fax	
Email	barneysrestaurant@hotmail.com

Location(s)

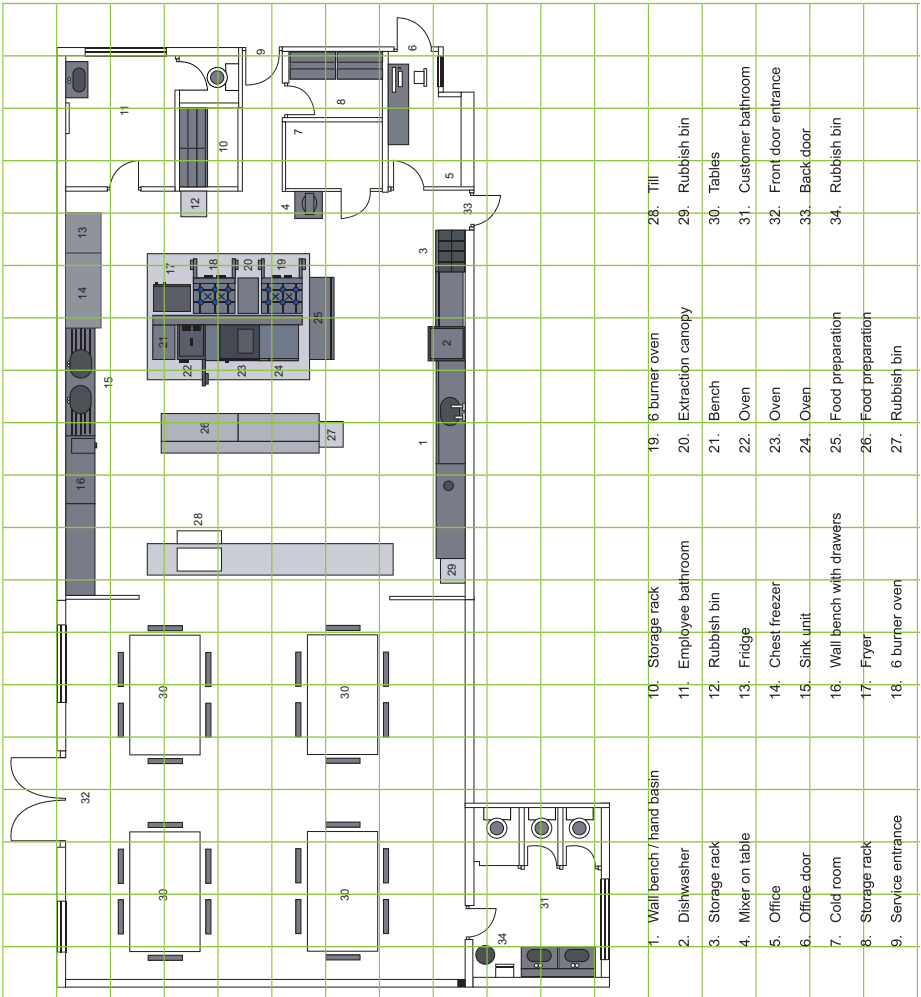
Street address (1) <small>(premises where food business operates)</small>	32 Bay Road, Suburbia, Wellington 1234
Water supply	City council
Additional sites <small>(continue on a separate sheet if needed and attach)</small> List below any other premises that are used in connection with the food business (e.g. premises used for storage or pre-preparation of food). These activities and sites will also be covered by this FCP. If water is used for food purposes, identify the source of the water supply.	

2 绘制你店铺的平面图（这可以手工绘制）

Management

Physical boundaries and layout

Business name	Barney's Restaurant
Site address	32 Bay Road, Suburbia, Wellington 1234



3 填写你计划的其余部分

The Basics **Cleaning schedule**

Items and areas to be cleaned	Frequency of cleaning [tick]				Method of cleaning (including dilution of any chemicals)	Who is responsible e.g. kitchenhand
	After use	Every shift	Daily	Weekly/ Other		
Fridges and chiller				✓	Wipe down shelves and if dirty wash with hot, soapy water (detergent cloth)	Kitchen hand
Working surfaces (Benches)	✓				Pre-diluted food grade sanitiser using pink cloth	Chef
Chopping boards	✓				After washing in hot water + detergent (use blue cloth + scrub brush) use pre-diluted food grade sanitiser	Chef
Floors			✓		Handy Andy + hot water. Use mop.	Kitchen hand
Extractor Hood				Monthly	Degreaser + hot water with cloth. Follow with stainless steel cleaner on special cloth	Kitchen hand



使用你的计划

1 确认你已具备正确的程序

How this is done

Everyone (including contractors) must follow good hand hygiene practices by washing and drying their hands, as described in the steps below especially:

- when entering any area where unwrapped ready-to-eat food is handled;
- before touching unwrapped ready-to-eat foods;
- after touching raw food (meat, vegetables etc);
- before putting on gloves and after removing them;
- after coughing and sneezing;
- after using the toilet.

Hand washing

Step 1: Clean under each fingernail using warm running water, soap and a nail brush.

Step 2: Wash hands with warm running water and soap, rubbing vigorously (front, back and between fingers).

Step 3: Dry hands thoroughly (front, back and between fingers) by using: [tick option]

single-use cloth (roller) towel

Rub hands on two sections of towel.

single-use paper towel

Rub hands on two paper towels.

air blower

Rub hands whilst air blower operating.

Using gloves

Gloves must be changed between tasks (e.g. after handling uncooked food and before handling ready-to-eat foods etc).

涉及你应该何时何地执行这些程序的信息。

一步步，以确保你把工作做好做对的指南。

选项框会帮你决定哪些程序可以落实到位。勾选你会使用的那个程序。

有关以其它方式完成程序的建议。

2 找出你需要做的记录

Write it down

You must write down in the Diary when employees are noticed not following good hand hygiene and what was done to correct them.



Gloves do not protect food from cross-contamination (e.g. passing microbes from raw food to cooked food). 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.



Staff that do tasks that don't involve unwrapped food may be able to keep hands clean by using other cleaning methods, such as hand wipes or gels. Hand sanitisers are not effective unless hands are cleaned first.

▶ 样板里的这些章节告诉你何时需要保持记录。你可以参阅日记的记录样板或使用自选的不同格式的记录。

▶ 样板里标有感叹号和灯泡图案的内容是一些相关的小贴士和信息，以确保你的食品安全。

3 保存记录

记录表在计划书后面的日记部分

你应该在日记中：

- 写下任何出错以及如何纠正错误的措施。
- 确认你在照章办事。
- 记下煮熟，存储和展示食品的温度。

使用记录表

- 计划中记录表的示例使你保存记录更容易。你也可以创建自己的记录表。为“两小时的热食温度”记录举的两个例子，请参见本指南的第14页和15页。

为什么要保持记录？

- 你必须经常检查，以便发现问题。
- 记录能帮助你了解你的计划是否行之有效。
- 在审核时，你需要向审核人员出示你的记录。

Record

Two-hour hot-held food temperature

Hot-held food is kept hot at 60°C or above. Any food that has been held for two hours is checked with a temperature probe to ensure that it is still at, or above, 60°C (this temperature check is repeated for every two hours that the food is hot held).

Date	Time*	Food items	2hr temp	Time of check	Comments/action	Initials
2/4/13	11:30am	Chicken drumsticks	75°C	1:30pm	No action	fs.
		" "	58°C	3:30pm	Thrown out	fs.
3/4/13	11:30am	chicken drumsticks	75°C	1:30pm	no action	fs
4/4/13	7:00am	Mince pies	74°C	9am	no action	fs.
4/4/13	9:00am	Mince pies	76°C	11:15am	no action	fs

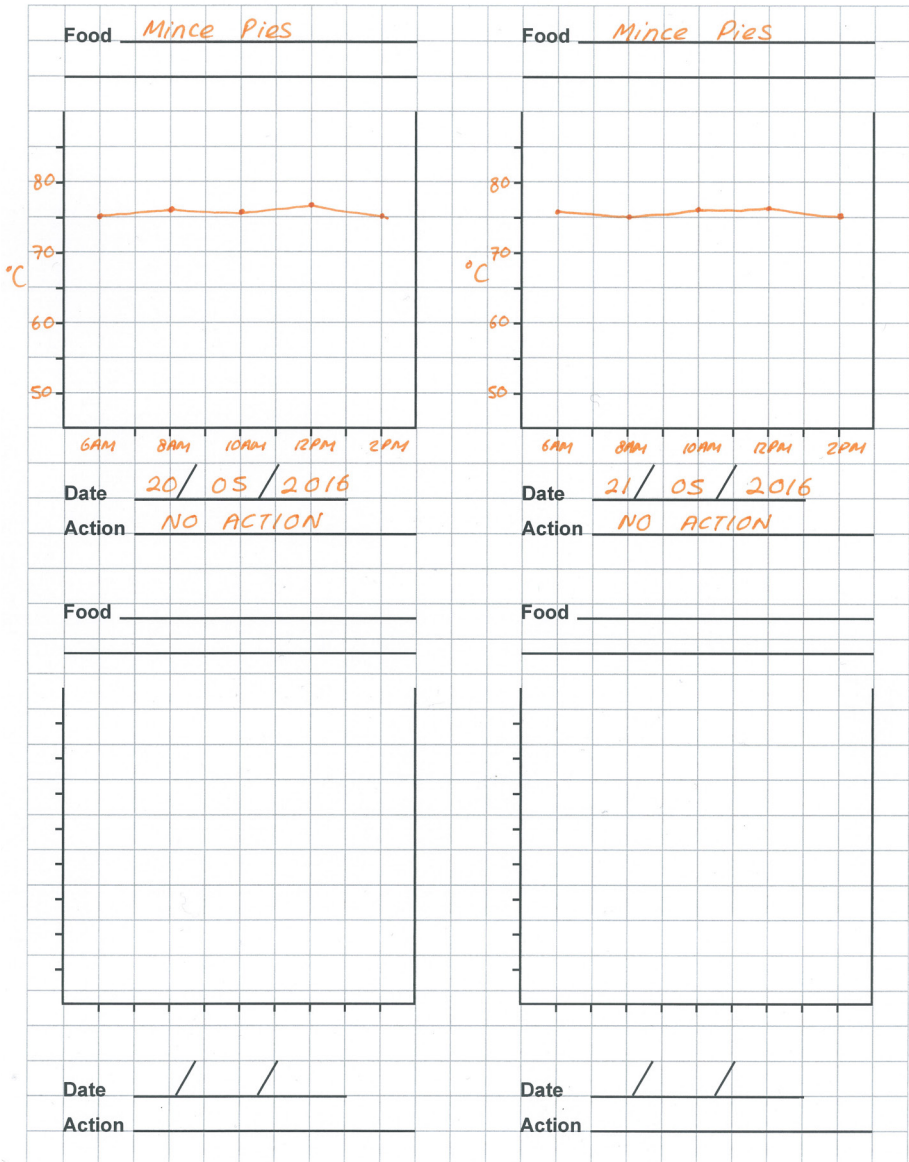
* Time the food commenced hot-holding.

What if food is below 60°C?

- If hot food has been held at a temperature below 60°C for two hours or less, it can either be:
- thoroughly reheated to 60°C or above, and served hot (above 60°C); or
 - cooled to below 5°C and kept at this temperature until it's eaten. Continued cooling needs to ensure that the food has spent no more than four hours between 60°C and 5°C;

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

Two hour hot-held food temperature



Record	<h1>Staff training</h1>	
Name: <i>Steven Gerrard</i>	Telephone: <i>297 1345</i>	
Position: <i>Head chef</i>	Start date: <i>14/2/2011</i>	
Address:		

Topic	Relevant	Employee signed*	Supervisor signed†	Date
Essential training				
Health and sickness	<input checked="" type="checkbox"/>	<i>SG</i>		<i>2/3/2011</i>
Hand hygiene	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Personal hygiene	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Cleaning and sanitising	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Food allergens	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Readily perishable food	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Training as needed				
Record keeping	<input checked="" type="checkbox"/>	<i>SG</i>		<i>15/4/2011</i>
Waste management	<input checked="" type="checkbox"/>	<i>SS</i>		<i>''</i>
Pest control	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Maintenance	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Customer complaints and recalls	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Checking temperatures	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Purchasing and receiving	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Storage	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Chilled/frozen storage	<input checked="" type="checkbox"/>	<i>SG</i>		<i>17/5/2011</i>
Defrosting frozen food	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Preparation	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Cooking	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Cooking poultry and meat products	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Hot holding prepared food	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Cooling hot prepared food	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Reheating prepared food	<input checked="" type="checkbox"/>	<i>SG</i>		<i>''</i>
Transporting food	<input type="checkbox"/>	<i>N/A</i>		
Display and self service	<input type="checkbox"/>	<i>N/A</i>		
Off-site catering	<input type="checkbox"/>	<i>N/A</i>		
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

* I acknowledge that I have received training in the procedure and agree to follow it.

† The employee has been trained and has demonstrated a good understanding of the procedure and has been observed consistently following it.

Other training

Date	Details
Notes:	

Record

Sickness

Name	Symptoms (state if vomited at work)	Date of symptom onset	Date notified	Action taken	Faecal result (if any)	Date excluded from work	Date returned to work
James Carragher	Nausea + cramps Diarrhoea Slight fever	1/7/12 (Weekend off)	3/7/12 (Monday)	Stayed off work. Went to GP. Faecal specimens taken	Positive for Salmonella	3/7/12	20/7/12 GP approved
Robert Fowler	Diarrhoea Nausea Vomiting	12/10/12	12/10/12	Stayed off work. Went to GP. Off work until symptom free for 48 hours.	GP diagnosed as Norovirus	12/10/12	18/10/12

有关该计划的更多信息

按照你的计划行事将有助你贯彻食物和客户安全的所有正确事项。

如下是一些你需要做的重要事项：



人

- 员工必须持有正确的食品安全技能。把这收录到他们的培训记录中。
- 员工必须是健康的，穿干净的衣服并卫生地处理食品。把员工的患病情况收录到疾病记录中。



地方

- 保持环境清洁，无垃圾和害虫。
- 创建一个清洁计划，说明隔多久会进行清洁。用日记来确认你已照清洁计划来做清洁。
- 做一个维修保养计划，确定隔多久会检查设备。这将有助于预防设备停止运作。



产品

- 记下你的食品供应商，收货的食品名，日期和数量。这一点很重要，可用来证明你采购了安全食品，以及在出现问题时可以跟踪原料的来源。



流程

食物的温度是非常重要的。你必须检查（并保持记录，以显示）有潜在危害的食品，例如鸡，肉或乳制品，以确保：

- （正如在你的计划中确定的）在正确的温度中储存。
- 煮熟到正确的温度。
- 在合适的時間段之內冷却到正确的温度。
- 在正确的温度中运送。



问题

世事不都是一帆风顺的。记下任何会影响食品安全的事宜，以及你所采取的纠正措施。例如，当你发现了老鼠屎时，或当你在当地报纸看到食品召回通知时，你做了什么。

别担心 - 你可以在你的计划中找到应对这些情况的答案。

下一步

注册

在你个性化你的计划后，请联系你所在地的政府部门申请注册。如果你的企业在多个区域进行操作，你可以向初级产业部登记注册。

审核

一旦你的计划被注册，食品安全审核员将会审核你是否在执行你的计划。

他们会观察你正在做什么，向你和你的员工提问，查看你的日记和记录，以便验证你的计划是否在你的企业行之有效。如果你的食品安全管理得好，他们将减少访问的频率。

更多信息

如果你有任何问题，请联系初级产业部或地方政府。

访问：www.mpi.govt.nz/foodact

初级产业部：info@mpi.govt.nz 0800 00 83 33

找到你的地方政府：www.lgnz.co.nz