

HACCP <i>Europa.com</i>	STANDARD OPERATING PROCEDURE	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Storage Temperature Control	<i>Approved by:</i>	
		<i>Issue date:</i>	
		<i>Approval date:</i>	
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SCOPE: This procedure applies to employees who handle, prepare, or serve food.

PURPOSE: To ensure that the performance of the fridges and cooling systems do not compromise the final quality of the product. An air probe is used to record the temperature of the fridges and warehousing areas.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

Bacteria in food can grow to huge numbers if they get conditions that suit them. Ready-to-Eat High Risk Food held at a temperature of between 5°C and 63°C (The Temperature Danger Zone) is the ideal place for bacteria to multiply. When thinking about the safety of food, it is important to remember the two hour/four hour rule:

Ready-to-Eat High Risk Food which has been kept between 5°C and 63°C

- For a total of 4 hours or longer must be thrown out.
- For a total of less than 2 hours must be refrigerated or used immediately;
- For a total of more than 2 hours, but less than 4 hours must be used immediately.

Remember that these times are cumulative – each period in the Temperature Danger Zone has to be added up to reach a total time

REMEMBER — IF IN DOUBT— THROW IT OUT!

There is a danger that if frozen food is thawed, and then refrozen, bacteria can multiply to huge numbers when the food is thawed a second time. If frozen food begins to thaw, it should be used straight away, and never refrozen. Use the freezer only to store food.

INSTRUCTIONS:

1. Temperature Check Log is completed for temperatures in every hour during operations hours, morning and evening for all the fridges and the warehousing areas by designated employee. The first temperature check in the morning and first

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temperature check after operation delay (e.g. Bank Holiday etc.) must be completed by Manager to ensure there is no deviation in cooling process.

2. The temperature inside the freezer is checked using a thermometer.
3. The temperature inside the refrigerator is checked using a thermometer.
4. It must be ensured that the freezer always keeps all food frozen hard.
5. It must be ensured that packaging is not damaged.
6. The fridge internal temperature warehouse temperature is assessed by measurement of the internal temperatures using the temperature air probe. The result of this reading is recorded on Temperature Check Log.
7. The appropriate setting for each area is highlighted on Temperature Check Log in the relevant column and are as follow:
 - Freezer - -25°C
 - Chill room - 3°C
 - Warehouse - 10°C
8. If any of the above readings show more than +/-2°C outside the specified temperature range, when not on defrost cycle, the Manager must be informed immediately.
9. A full list of contacts is highlighted, including out of work numbers, on Temperature Check Log.
10. The Manager is informed and authorises any changes to facility temperatures and is informed of any maintenance work that may compromise the temperature regime or any work that causes any period of down time within the facilities temperature control system.

MONITORING:

1. A designated employee will inspect that each employee is following this SOP.
2. The Manager will audit Temperature Check Log daily and ensure that temperatures are within the range by initialing the log.

CORRECTIVE ACTION:

1. Any foodservice employee found not following the procedures in this SOP to be retrained
2. A mechanic to be called if a freezer or chill room cannot keep food within the required temperature range

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3. High Risk Food that has been between 5°C and 60°C for more than four (4) hours must be discarded.
4. Ready to eat food that has been cross contaminated by raw food must be discarded.
5. Freezers and chill rooms must be inspected regularly, and food past its 'best before' or 'use-by' date must be discarded.
6. Freezers and chill rooms must be cleaned regularly.
7. Any contaminated food or food that has been identified as unsafe or unsuitable must be discarded.
8. The freezers and chill rooms must be serviced and checked by maintenance operative checked regularly accordingly to maintenance schedule. Refer to Maintenance Procedure.
9. If the freezer stops working properly and food partly thaws, food must be placed in the refrigerator until it is completely thawed, then might be use as a refrigerated food.
10. If food is completely thawed, but is 5°C or colder, food must be placed in the refrigerator and might be used as a refrigerated food, or must be used straight away.
11. If the freezer breakage time is not understood and the safety of any food is not understood, the food must be discarded.
12. Any contaminated food or food that has been identified as unsafe or unsuitable must be discarded.
13. The food in freezer must be checked regularly and food that is past its 'best before' or 'use-by' date must be discarded.

VERIFICATION AND RECORD KEEPING:

1. The manager will verify that employees are following this SOP by visually observing the employees during all hours of operation.
2. The manager will verify the Temperature Check Log daily.
3. The manager will verify temperature in each area by checking independently temperatures once a week during temperature check audit. Findings must be recorded in Temperature Check Audit record.

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RECORDS APPLIED TO THIS PROCEDURE:

- Temperature Check Log
- Temperature Check Audit

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.