

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

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## Kitchen maintenance

A maintenance schedule is used to check, on a regular basis, that the premises and equipment are in good working condition and enable good hygiene practices. Facilities and equipment need to be in good condition to enable the safe preparation and storage of food.

### Planned maintenance

Planned maintenance is based on your knowledge of the facilities and equipment in addition to the manufacturer's recommendations. For example, grease traps are generally cleaned on a routine schedule every three months.

### Unplanned maintenance

When damage occurs or equipment breaks down, repairs must be done in a timely manner and recorded, as seen in the example below. Food that could become contaminated must be covered or removed before maintenance is carried out. Following maintenance any surfaces that could have been contaminated must be cleaned.

## Designing your maintenance schedule

The Template Food Control Plan requires businesses to develop a maintenance schedule that includes both mechanical and non-mechanical equipment. You may find it helpful to be in the kitchen when designing your schedule, some things to consider are:

- Ovens
- Dishwashers
- Slicers and mixers
- Storage bins
- Freezers
- Fly screens
- Storage containers
- Surfaces
- Fridges
- Chopping boards
- Utensils
- Waste bins
- Ice machines
- Grease traps
- Extraction equipment
- Coffee machine

For more information go to the purple section 'Maintaining equipment and facilities' in your Food Control Plan.

**Maintaining equipment and facilities record**

Print this record

Equipment/Facility	Location	Type of equipment	Manufacturer	Date of purchase	Date of last maintenance

## Food allergen labelling

A Plain English Allergen Labelling guidance document for food businesses has been developed by New Zealand Food Safety to know what's in your food and how to label it:

Allergen labelling guidance - <https://www.mpi.govt.nz/dmsdocument/50725-Allergen-labelling-Knowing-whats-in-your-food-and-how-to-label-it>.

The guide covers the rules for declaring food allergens in food and drinks you make, import and/or sell. The guidance document is supported by an allergen labelling introduction video which can be viewed by clicking on the link:

<https://www.youtube.com/watch?v=piS8DZukuGk>

## Reminders

- To calibrate your thermometer every three months. A good way to remember, is to calibrate it at the start of each season. Here is a link on our website on how to [Calibrate your Thermometer](#).



- If you import food, you need to be registered with the Ministry for Primary Industries (MPI) which the verifier will check at your verification. Click on the link for further information and to register.

<https://www.mpi.govt.nz/import/food/registering-as-a-food-importer/>



- It is a requirement of your registration to **always** have your Food Control Plan on site. This needs to be filled out and available for the verifier to see.
- Oil bins need to be placed on a bunded tray to capture oil run-off. If it is not contained it is then regarded as a discharge to land under the Resource Management Act. We have been made aware this spill deck could be a good option for your oil drums to sit on.

[Spill base ultra spill deck - https://spillbase.co.nz/products/ultra-spill-deck?\\_pos=1&\\_sid=750e9f919&\\_ss=r&variant=33120325107851](https://spillbase.co.nz/products/ultra-spill-deck?_pos=1&_sid=750e9f919&_ss=r&variant=33120325107851)

## Allergen word find

Q M T M C E E N P W S W N P V  
 G M I E R L G M E N A T I I Y  
 C L H Q U M P G A L Q M P N J  
 K T A B S V R C N S I J U E M  
 Q A Z S T H E U U A E L L N S  
 R P E T A P T Z T F O S S U A  
 S C L U C S O D S Z T W W T I  
 R B N N E H U J X D E B N S M  
 F N U L A E F A S H U T D O A  
 S E T I H P L U S D N X L K D  
 V P S Z Y O S A F E N L R X A  
 W H E A T W C O T I U O P Y C  
 A Q I R V D O U J S S P M H A  
 F S S B Y I L B C U T H V L M  
 P B V C V G U S A N J Q X H A

almonds

crustacea

gluten

macadamias

peanuts

sesame

walnuts

brazil nuts

egg

hazel nuts

milk

pecans

soy

wheat

cashews

fish

lupin

molluscs

pine nuts

sulphites

## What can we do to help you?

- Are there any tools or resources that we could develop to assist Marlborough food businesses?
- All suggestions are welcome - please send them to [environmentalhealth@marlborough.govt.nz](mailto:environmentalhealth@marlborough.govt.nz)