

**DECEMBER 2023**

**WELCOME TO OUR SUMMER NEWSLETTER. WE HOPE YOU  
FIND THIS INFORMATION HELPFUL.**

## **IN THIS NEWSLETTER**

**Competency of management**

**Proven method for cooling**

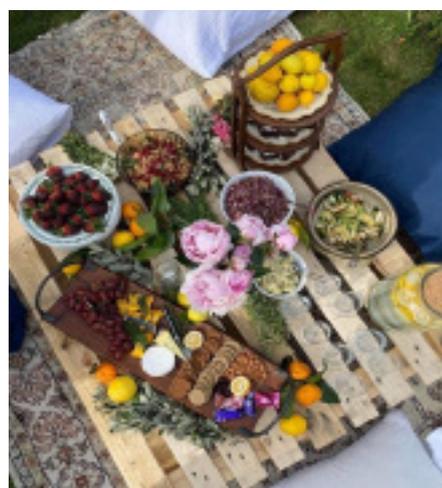
**Turkey for Christmas dishes**

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## **Competency of management**

During our verifications we are unfortunately finding that some managers are not taking ownership for their Plan compliance. This can often be because of change of staff in the kitchen and lack of knowledge about whether records are being appropriately kept or not. This is resulting in businesses having unacceptable outcomes and an increased verification schedule.

If you are the manager of your business's Food Control Plan you need to have a thorough understanding of the Plan's requirements, and know that your staff are complying with what is required, both in food safety practices and also documentation requirements.

Please remember the following:

- Both the Plan and associated records are to be kept at the food premises (either electronically or in hard copy)
- Records need to be kept for four years before they are disposed of.
- All records must be:
  - o Accurate
  - o Easy to read
  - o Identify what was done
  - o Detail when it was done
  - o Show who did it
- If staff leave your business – make sure they don't take your records with them!

## **Proven method for cooling**

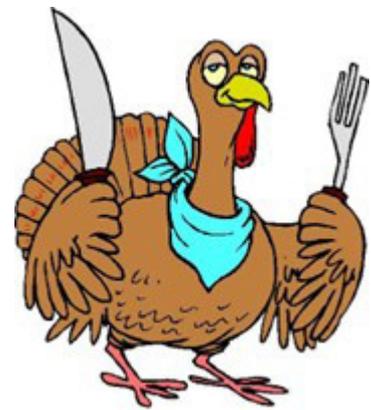
If you or your staff regularly cool your food, you can prove your method so that you only need to check batches at a determined frequency. To prove your method go to the section in your plan (pg62) 'Proving the method you use works every time'.

It's a good idea to do your proven method over summer. Items take longer to cool in summer than winter due to the warmer ambient temperature. This means your proven method that is determined in the summer months, should definitely work for the winter months.

## **Turkey for Christmas dishes**

Don't forget that turkey is a form of poultry. Therefore if you are adding any turkey item to your Christmas menu, please remember that further checks will be necessary to ensure compliance with your Food Control Plan requirements. Please refresh your knowledge of the "Making and Cooking – Cooking poultry, minced meat and liver" page in your Plan and remember the following:

- Poultry must reach an internal temperature of 75 degrees Celsius (or 70 degrees for three minutes, or 65 degrees for 15 minutes).
- You can do a proven method for an item you are going to cook often or check at least one item from each batch every time you make it.
- Check the internal temperature with a probe thermometer – not the external temperature with an infrared thermometer.
- Complete a record for the temperatures you are achieving.



## **Environmental Health team changes**

You may have seen a new face for your verification. Mary Ann Douthett has joined the team as an Environmental Health Technician while Georgia Murrin is on maternity leave.

Mary Ann has a background in the food service industry and has been studying to become a qualified Environmental Health Officer.



## **Shut down over Christmas**

The Council office will be shut from 12:00 noon Friday 22 December 2023 and reopen on Wednesday 3 January 2024 at 8 am. For anything urgent you can still call the Council phone number and one of our team will be in contact with you.

## Reminders

- **You need to be on the new plan by February 2024.** If you are not, it will result in an unacceptable outcome. If you do not have the new plan, you can purchase one from the Council or download it from the MPI website: [mpi.govt.nz/food-business/running-a-food-business/food-control-plans/use-template-food-control-plan/](https://mpi.govt.nz/food-business/running-a-food-business/food-control-plans/use-template-food-control-plan/) Remember you must have your Plan (electronic or hard copy) on site when we undertake your verification.
- Calibrate your thermometer – a good way to remember to calibrate your thermometer is at the start of each season.

## Christmas Quiz

You can use this for staff training if you like.

1. How long do you need to wash your hands for in soapy water before you dry them with paper towels?
2. How many hours must your staff stay away from a food business after a bout of diarrhoea, vomiting or jaundice?
3. How long can you have perishable food in the danger zone (5 to 60 degrees Celsius) before you must throw it out?
4. What internal temperature must food be reheated to before service?
5. How long do you need to keep your records for?
6. What allergens could be in manufactured breadcrumbs?
7. What allergens could be contained in dried dates?
8. What temperature should chilled products be delivered to you at?

1. 20 seconds minimum.
2. Minimum of 48 hours from last symptom.
3. Four hours.
4. 75 degrees Celsius.
5. Four years.
6. Sesame, lupin, soy, milk, egg, wheat, gluten (this is often a product that has been made by reworking bread).
7. Sulphites, wheat, oat – from anti-caking agents.
8. Five degrees or below.

## Answers



**Best wishes for the holiday period and we look forward to working with you in 2024.**

**Karen, Georgia, Sasha, Mary Ann and Natasha.**