



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

IN THIS NEWSLETTER

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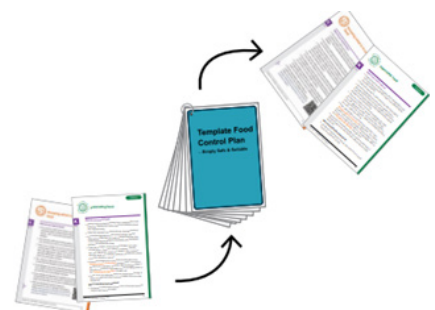
Mandatory update to TFCP

New Zealand Food Safety have made a mandatory update to the Simply Safe & Suitable Template Food Control Plan (TFCP). If your business is using the TFCP, you must update:

- Your plan with some specific cards by 30 June 2023
- The full plan by 20 February 2024

All food businesses using a TFCP must adopt the following cards by 30 June 2023:

- o Separating food
- o Knowing what's in your food
- o Packaging and labelling
- o Recalling your food
- o Managing self-supply water
- o Using acid to control bugs
- o Making sushi
- o Hot smoking to control bugs



All food business using the TFCP must update the full plan by 20 February 2024.

For more information on this please see the guidance from New Zealand Food Safety at the end of this newsletter.

When something goes wrong

This is an area of the Food Control Plan (FCP) that most overlook. Many people do not plan for, or record, the times when things go wrong. We understand that most operations run relatively smoothly on a day-to-day basis, but this area of the FCP is important to consider. It caters for a range of circumstances which include, but are not limited to:

- Fridge temperatures being too high.
- Signs of pests.
- Food received that was not within the correct temperature range.
- Food was not reheated to above 75°C.
- Food was cooled too slowly.
- Food was transported at the incorrect temperature.
- Fridges were accidentally turned off, loss of stock.

The use of this form can demonstrate management competency and problem-solving skills when verifiers.

You must show your verifier a record of:

- o What the problem was.
- o What you did to immediately fix the problem.
- o What changes you made to stop the problem from happening again.
- o How you kept food safe or made sure no unsafe and unsuitable food was sold.

For more information please see the red section 'when something goes wrong' in your FCP.

See the 'When something goes wrong' card in SSAS

When something goes wrong

Date: 27 / 02 / 17 Signed by: Richard Thomas

What went wrong?
Fridge 2 on permanent defrost

What did you do to fix it?
Called repair

What did you do to stop it from happening again?
Caused by build up of dust around compressor - to regularly check/clean (on cleaning schedule)

How you kept food safe or made sure no unsafe or unsuitable food was sold
Moved food to beer fridge
- Checked temp for food all still at 5°C
- Used most of it today.

Any items marked with a * are not required by law to record but you may find them useful.

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See the 'When something goes wrong' card in SSAS

When something goes wrong

Date: / / Signed by:

What went wrong?

What did you do to fix it?

What did you do to stop it from happening again?

How you kept food safe or made sure no unsafe or unsuitable food was sold

Any items marked with a * are not required by law to record but you may find them useful.

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Water supply

Water can carry harmful bugs and chemicals which can cause illness; you must only use clean, uncontaminated water for food preparation, cleaning and hygiene purposes. This includes all coffee machines and icemakers.

How do I know my water is safe?

If your water comes from a registered water supplier it is likely to be already fit for purpose. However if you are advised that the water is unsafe you must follow their instructions until the supply is safe again. Community supplies are not usually maintained by Council and further enquiries into the suitability of the water should be undertaken when using it in a food business.

When you are a self-supplier of water you must test it at least annually and following events/environmental changes that may affect the safety and suitability of water. Test the water before starting a new business or if you do not have current test results.

What do I do if my results show non-compliant levels?

When the water supply is not safe do not use it unless it has been:

- Boiled for at least 1 minute.
- Disinfected by adding chlorine.

Alternatively use a temporary supply, such as bottled water. Throw away any food and clean any preparation surfaces that could have become contaminated.

If the treatment system isn't working, arrange for repairs to be carried out and checks to be made to ensure the treatment system is operating properly before you retest the water. You must retest the water no later than one week after becoming aware of the contamination.

What does the Council require for self-suppliers of water?

A record of the water results from an accredited lab showing the levels of *Escherichia coli*, turbidity, chlorine (when chlorinated) and pH (when chlorinated). These details can be found in the dark blue area of the Simply Safe & Suitable food control plan 'Managing water supply provided by registered supplier' or 'Managing self-supply water'.

- Your water must meet all of the limits in the table below:

Measurement	Criteria
<i>Escherichia coli</i>	Less than 1 in any 100 ml sample**
Turbidity	Must not exceed 5 Nephelometric Turbidity Units
Chlorine (when chlorinated)	Not less than 0.2mg/l (ppm) free available chlorine with a minimum of 30 minutes contact time
pH (when chlorinated)	6.5 – 8.0

***Escherichia coli* testing must be performed by an accredited lab.



Reminders

Dates on records

It is a requirement to keep all records for four years. Please ensure when you are writing the dates you include the day, month and year in which the record is being completed in.

Bookkeeping

You are most welcome to keep your records in whatever way works best for you and your business, as long as you have all records applicable to what processes are undertaken within your operations.

Online record keeping

If you are using an online record database system such as Safe Food Pro, Chomp, etc, please ensure you have the appropriate technology available to be able to see all records on site at time of verification or can be sent to the verifier prior. Please note often these records require a laptop to have full access.

Reschedule fee

When an operator fails to be onsite or reschedules verification within 48 hours of the agreed time without reasonable cause, a reschedule fee will apply.

Scope of business

If making changes to your operations/processes in your business, you are required to keep us informed as depending on the change it could push you outside of what we currently have you registered for.

Trading outside of the district

If you trade outside of Marlborough at any given time you will need to engage a third-party verifier to complete your verifications going forward. Marlborough District Council is unable to verify any food business that trades elsewhere. Please get in contact with us if you wish to do this.

Corrective actions due

If you've been given corrective actions during a verification, ensure you send them to your verifier by the agreed date. Please note you will be charged for corrective action follow up time after this agreed date.

The three Cs

Clean - Before you prepare food and after handling raw meat:

- Make sure you wash hands and all equipment prior to using.

Cook – Thoroughly:

- Cook food to required temperatures.
- Reheat until HOT – above 75.° (Heating until warm does not kill bacteria).

Chill – To stop bacteria contaminating or growing in your food:

- Cover and put in the fridge.



Clean



Cook



Chill

FAQs for template Food Control Plan Users

Information from MPI - NZ Food Safety

1. Where can I find the updated plan?

Answer: There are a few options.

- You can also download a full Simply Safe & template Food Control Plan (tFCP) from our website and print it or save it on your device, (eg, computer). The website is here: <https://www.mpi.govt.nz/food-business/running-a-food-business/food-control-plans/use-template-food-control-plan/steps-to-a-simply-safe-and-suitable-template-food-control-plan/>
- Or you can purchase a full hard (ie, paper) copy from True North (<https://mpiprintportal.nz/j/ep?AI=zuNQHc2@deo816P&P1=frameset.htm>).
- Or you can contact your registration authority (Council or MPI at foodactinfo@mpi.govt.nz) for a hard copy of the full plan. The free copies will be limited so once they are gone, businesses wanting one will then need to purchase from the link above.

Note that My Food Rules tool will be updated with the latest SSS at a later date.

2. If I am using the Food Retail and Food Service Food Control Plan, do these changes apply to me?

Yes, these changes apply to all businesses who are registered under a template Food Control Plan (FCP) which includes businesses currently using the Food Retail and Food Service FCP. Businesses currently using this template will need to update their plan to include the specific cards mentioned below (question 4).

Then by 20 February 2024, these businesses must be using the Simply Safe & Suitable tFCP.

3. Is there additional registration or verification costs associated with getting this updated plan?

Answer: No, there is no extra registration or verification costs associated with using the updated Simply Safe Suitable tFCP. It will cost if you want to purchase a hard copy of the plan from True North.

4. What are the dates for changing to my updated plan?

Answer: You must use the following updated cards (if applicable to your business) by 30 June 2023:

- Managing self-supply water card
- Separating food card
- Knowing what is in your food card
- Packaging and labelling card
- Recalling your food card
- Using acid to control bugs card
- Making sushi card
- Hot smoking to control bugs card

You will need to get and start using the **full** plan by 20 February 2024.

5. Why are there certain cards that I need to adopt before the full plan?

Answer: Due to changes in regulatory requirements, or changes to food safety parameters, these cards need to be adopted earlier than is required for the full plan.

The 'Separating food', 'Knowing what's in your food', and 'Packaging and labelling your food' cards have all had the new plain English allergen labelling requirements added that come into effect from 24 February 2024.

The 'Recalling food' card has the new recall requirements that come into effect from 1 July 2023.

The 'Managing water supply provided by a registered drinking water supplier' and 'Managing self-supply water' cards have been updated with new terminology from the Water Services Act 2021.

The 'Using acid to control bugs' card has had extra requirements added to it so that businesses can use this card as a control for foods other than pickled fruit/vegetables.

The 'Making sushi' card has had the pH parameters updated to stop the growth of bacillus cereus, and the option to test the pH with paper/strips has been removed.

The 'Hot smoking to control bugs' card has been updated to include time/temperature combinations for businesses using hot smoking as their cook step for seafood.

6. Why have you made changes?

Answer: We (New Zealand Food Safety) released the first Simply Safe & Suitable in 2016 and it had not been reviewed since then. Many things can change in six years. We have updated the plan to reflect the latest updates in food science, food business needs and updates to food safety rules (eg, plain English allergen labelling).

7. Is there a black and white option? Can I print in A5?

Answer: Yes, there will be a black and white option available in A4 and colour version in A5 on our website: (<https://www.mpi.govt.nz/food-business/running-a-food-business/food-control-plans/use-template-food-control-plan/steps-to-a-simply-safe-and-suitable-template-food-control-plan/>).

8. Do I need the whole new plan? Can I just update a few cards?

Answer: Yes you will need the full new version of the plan as there are changes on all cards of the Simply Safe & Suitable tFCP, however there are different dates associated with the different changes.

You can download the individual cards from here and add them to your plan: <https://www.mpi.govt.nz/food-business/running-a-food-business/food-control-plans/use-template-food-control-plan/steps-to-a-simply-safe-and-suitable-template-food-control-plan/>

Or you can contact your registration authority (council or MPI at foodactinfo@mpi.govt.nz) for a hard copy of the full updated plan which will contain these updated cards.

9. Can I get a translated version?

Answer: NZFS will be translating the Simply Safe & Suitable into Te Reo Māori, Chinese simplified, and Korean over the coming months. We will update our website when the translations become available.

10. Do I need a new verification due to these updates?

Answer: No.

11. Can I use a digital copy of the plan?

Answer: Yes, you can, but you need to make sure that your staff can access the plan.

12. Do I need to retrain my staff on the updated plan?

Answer: Yes, there are important changes to the plan. You and your staff will need to be aware of what these are and apply the changes where applicable.

13. Not all the plan applies to me, do I need to use all the cards?

Answer: No – you only need to follow the cards that apply to your business. For example if you do not hot smoke food, then you do not need to follow the rules in the ‘Hot smoking to control bugs’ card.

14. Are there updated record blanks to go alongside the updated plan? Where can I find them?

Answer: Yes, these will be on our website (<https://www.mpi.govt.nz/dmsdocument/16717-Food-service-and-food-retail-food-business-record-blanks>). We have also provided the weblink to the new record blanks (“forms”) in the updated Simply Safe & Suitable tFCP.

15. How come my feedback hasn’t been considered? Where can I find a response to this?

Answer: We have reviewed and considered all feedback. Your feedback may not have been included in the plan because it either contradicted best practices, customer research, food science research, or food safety rules (eg, food notices).

16. Who can help me get an updated plan?

Your registration authority (council or MPI – foodactinfo@mpi.govt.nz), or your verifier may also be of assistance.

17. My question isn’t here, who can answer it?

Please email foodactinfo@mpi.govt.nz with your questions.

Any suggestions?

What can we do to help you? Are there any tools or resources we could develop to assist Marlborough food businesses?

All suggestions are welcome, please email environmentalhealth@marlborough.govt.nz

Remember, for any food related questions, please do not hesitate to contact the
Environmental Health Team of Karen, Georgia, Sasha and Natasha.
You can reach us on 03 520 7400 or email: environmentalhealth@marlborough.govt.nz



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