**IN-HOUSE CONTROL PLAN FOR SELLING FOOD**

**OUTDOORS**

**Business’ name:**

**Business ID (Y-tunnus):**

**Operator’s name:**

**Operator’s contact details:**

**Person in charge of the in-house control:**

**Date of composing/updating the in-house control plan:**

|  |  |
| --- | --- |
|  | 1. Description of the operation |
|  | 2. Acquisition, reception, transport and traceability of the goods |
|  | 3. Food storage, handling and serving |
|  | 4. Food information to be provided |
|  | 5. Packaging and contact materials |
|  | 6.Cleaning plan, equipment maintenance and storage |
|  | 7. Waste management and pest control |
|  | 8. Personnel hygiene |
|  | 9. Suspected food poisoning |

Contact details of the supervisory authority:

|  |  |
| --- | --- |
| **Physical address:**  City of Helsinki Environmental Services  Food Safety unit  Työpajankatu 8 00580 Helsinki | **Mailing address:**  City of Helsinki Environmental Services  Food Safety unit P.O. Box 58235  00099 City of Helsinki |
| **Information on food:**  09 310 14000 (Mon-Fri 9 am.- 11 am.)  **Suspected cases of food poisoning via**  **electric form:**  www.hel.fi/foodpoisoning | **Email:**  kymp.elintarviketurvallisuus@hel.fi  kymp.ulkomyynti@hel.fi  **Website:**  www.hel.fi/en |

**The City of Helsinki’s Food safety Unit must be notified if a significant change in the operation has occurred, there has been a change of operator, or if the operation has ceased or is suspended.**

**Description of the operations**

The foodstuff operator must know the health hazards regarding the foods served or handled, and the critical points of the operations in view of food safety, and to include them and the means to manage them in the in-house control plan. In-house control plan is operator’s own system to ensure that the foodstuffs and the food premises and the operations occurring there are meeting the requirements set. The operator is in charge of keeping the in-house control plan up to date. The in-house control plan must be updated annually and if a change in the operations occurs.

Only the sections that are relevant for the operation in question are filled and others should be deleted. If there are operations that are not mentioned in the in-house control model they should be documented for example as an annex.

In-house control plan and the documents related to it must be kept in a place where they can be, if necessary, presented for the food safety control authority. **Minimal storing time for the documents are 1 year.**

**Description of the operation (maintenance area included and the use of it):**

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| Description of the operation, what is sold, handled and prepared? What equipment is used? Is there a separate storage space/pallet space, maintenance space? |

**1.1 Pre-preparing premises**

If necessary, the food is pre-prepared in an approved food establishment. If pre-preparation takes place in premises of another operator, a written agreement of the use of the premises must be attached to the in-house control.

**Pre-preparation kitchen:**

|  |  |
| --- | --- |
|  | None |
|  | Yes, address: |
|  | Yes, a home kitchen. Address: |
|  | Agreement of other premises (Operator and address): |
|  | Other: |

**Description of the pre-preparation kitchen and the handling of food occurring there:**

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| What is done in the pre-preparation premises and what foods are handled? |

* 1. **Water points**

The sales point must have enough water points in relation to the operations. If easily perishable products are handled, a boiler and running water must be included. If the sales point is used for preparing food portions, and food is prepared in large quantities and it includes e.g. handling raw meat, washing food or preparing ice cream, all water points must be connected to a water and sewage system.

If only dry foodstuff is served, such as candy or coffee, a hand sanitizer is enough.

**Hand washing point:**

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| --- | --- | --- | --- |
|  | Water canister with a tap |  | Water point with a boiler |
|  | Hand sanitizer |  | Other, what: |

The water canister must be washed every day after its use (where): **.** Instructions for the cleaning are included as an annex (annex 2).

The use of disposable gloves does not change the necessity of hand washing. Disposable gloves are used to protect foods from the microbes that may still be in the hands after the hand washing. Gloves should be changed adequately often and at least if dirty surfaces, equipment, money or other possible sources of contamination have been touched.

**2. The acquisition, delivery, transport, and traceability of the goods**

All food batches and their quality should be inspected upon delivery.

**Transportation of the goods to the sales point:**

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|  | The goods are collected from the following wholesale/retail shops: |
|  | The goods are prepared in a pre-preparation kitchen and transported to the sales point |
|  | A transport company delivers the foods to the sales point |
|  | Other, what: |

**The goods are inspected for these details upon buying/receiving them:**

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| --- | --- |
|  | Packages are intact and clean |
|  | Food labelling (ie. Date of minimum durability, country of origin, appropriate identification mark, if required, in both Finnish and Swedish) |
|  | The sensory quality of the goods (appearance, smell) |
|  | The accuracy and authenticity of the commercial documents provided |
|  | Temperature of the easily perishable foods (with a thermometer)  The temperatures are documented (how often):       (where):  Only the abnormal temperatures and the means to manage them are documented (where): |

**The cold chain is ensured to be successful during transportation and delivery by:**

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|  | The use of thermoboxes and thermal packs during the transportation |
|  | Short transportation time (duration max       minutes) |
|  | Cold-/frozen transport |
|  | The goods are immediately transferred to cold storage after delivery |
|  | Other, what: |
|  | Temperatures during transportation are monitored (how):  documented (how often and where): |

**Actions that are taken when faults are detected in a food batch (e.g. bruises, mold, warmed up, inadequate package labelling):**

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| What is done when faults are detected, e.g. contacting the supplier, reclamation |

**2.1 Food traceability**

**Foods are acquired (list of suppliers):**

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The food must be traceable back to each stage of production, manufacturing and distribution. The operator must be able to prove when and from where the food has been delivered by keeping the traceability documents.

**Traceability documents (delivery lists, invoices, receipts) are stored followingly:**

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If the foods are sectioned into smaller batches (therefore removed from their original packaging), must the new packaging include at least the date from the original packaging (*best before* or *use by*) and other appropriate information.

**2.2 Withdrawal of products**

If a food product that is sold is withdrawn, it must be taken off the market. The operator must also follow the Ruokavirasto’s guidelines on withdrawal of products and if needed, contact the Food authority of municipality in which the operator’s business is located.

If a food operator considers or has reason to believe that a food which they have imported or produced is not in compliance with the food safety requirements, they shall immediately initiate procedures to withdraw the food in question from the market and inform the competent authorities thereof.

**2.3 Import of foodstuff**

All imported products of animal origin (meat, dairy, fish or egg products) from an EU country to Finland must be informed to the Food authority of the municipality before the operations commence.

**Following products are imported by the operator:**

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**3. Food storage, handling and serving**

The food is recommended to pre-prepare in an approved food establishment, as foods made from the scratch could be challenging to prepare in the outdoor premises. Pre-preparations include washing, peeling and cutting the vegetables, and cutting and cooking meat and fish.

**Preparation of foods in the sales point:**

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**3.1 Storage and temperature monitoring of food products**

The correct storage and serving temperatures are listed in a temperature table in annex 1.

The possible food poisoning microbes in food products are mainly destroyed by adequate heating. The temperature must be more than 70 °C throughout the food and more than 75 °C in poultry meat.

Frozen foods must be defrosted in a cold storage or other similar site in order for the surface temperature not to rise higher than the other parts.

**At the sales point:**

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| --- | --- |
|  | Cold storage requiring food products are being stored, sold/served (what): |
|  | Food products that are kept hot are stored, sold/served (what): |
|  | Food products are cooked (what): |
|  | Food products are defrosted (what): followingly (how): |
|  | Temperatures (cooking temperatures included) of foods that are kept cold and/or hot are monitored with a thermometer (how often):  The temperatures are documented (how often):  (where):  If temperature limits are exceeded, it is documented (where): |

**Actions if the temperature limits are exceeded:**

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| --- | --- |
|  | The person in charge is contacted for further information |
|  | Temperatures of the products are measured and the usability of them is evaluated; if necessary, they are disposed |
|  | Products are relocated in another cold storage unit |
|  | The maintenance of the cold storage unit is called |
|  | Other, what: |

**3.2 Cooling of foods**

Cold stored foods must be cooled down immediately or in four hours from +60 °C to +6 °C after heating. Foods can be cooled down and heated up again, if the temperature of the food has been over +60 °C for the whole storage time.

**Following food products are cooled down:**

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**Food products are cooled down:**

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| --- | --- |
|  | In a separate cold storage intended for cooling |
|  | With cold water/ ice \* |
|  | In a cold storage unit, where also other foods are stored \*\* |
|  | Otherwise, how: |

\* Is only suited for occasional cooling or cooling of minor quantities of foods

\*\*Is only suited for occasional cooling or cooling of minor quantities of foods; the temperature of other foods in the cold storage unit must not rise during the cooling

**To ensure a successful cooling:**

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|  | Cooling temperatures are monitored with a thermometer |
|  | Temperatures are documented (where):       (how often): |
|  | Observed temperatures that exceed the limits, and the actions taken to fix them, are always documented |

**Actions if the temperature limits are exceeded:**

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|  | If there is still time to cool down the products, the cooling is continued |
|  | If 4 hours has elapsed from the beginning of the cooling, products are disposed |
|  | The function of the cooling unit/method is inspected |
|  | Other, what: |

**3.3 Allergens and preventing a contamination**

Preparing and serving food products as allergen free (e.g. gluten or dairy free) requires that in all stages of operation it is ensured that the products are not contaminated from for example cross contamination of dirty equipment or personnel handling mistake. The personnel must know how to handle products containing allergens from handling the products to cleaning and storing them.

**How to avoid the allergen and cross contamination of food products:**

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|  | Separate handling points for different products (for example raw and uncooked meat, broiler and fish products, vegetables and raw/eaten as such products) |
|  | Separate equipment for different products (chopping boards, knives etc.) |
|  | Cleaning the handling points and equipment between different operations and products |
|  | Washing hands/changing the disposable gloves (when moving to another products group and handling stage, after blowing ones nose, a toilet visit and after handling money) |
|  | The use of adequate protective clothing |
|  | Operating at different times, how: |
|  | In other ways, how: |

**4. Food information to be provided**

Customers must be provided with information about served products stated in annex 3.

**Customers are provided food information about non-prepacked food:**

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|  | In writing. Information provided (where): |
|  | Verbally. A sign is included instructing customers to ”ask a member of staff about allergens and other information of the products” |
|  | Country of origin of meat is visible (where): |

**5. Packaging and contact materials**

Only materials that are suitable for contact with food, such as packaging materials, dishes, and equipment, should be used (for example PVC/vinyl plastics are not suitable for greasy foods).

**Packaging and contact materials are acquired from these suppliers and used followingly:**

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**The suitability of materials for food contact materials is tested:**

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|  | Materials include symbols that prove the suitability for use with food: “a wine glass and a fork” –symbol or “food safe” -symbol |
|  | Documents proving the regulatory compliance of the used food contact materials and articles are stored |
|  | Packaging and other contact materials are acquired from wholesale/retail, and the name of the product indicates its use purpose (e.g. take away –packages, transport container) |
|  | Other, how: |

**6. Cleaning plan, equipment maintenance and storage**

If necessary, a separate written cleaning plan is composed, and following issues are taken into account: who cleans and what, how often and with what equipment and substances.

Cleaning equipment must have an appropriate space for storage and maintenance. Cleaning- and disinfecting substances are not stored in a space where food products are handled.

**The cleaning of food premises and equipment (who, how, when) and the storing of the cleaning equipment**

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The cleanliness and condition of used devices is ensured by regular inspections and maintenance.

**Companies responsible of maintenance:**

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**7. Waste management and pest control**

In the point of sale, it is monitored that waste is sorted correctly, waste bins are emptied daily and the waste containers are clean and undamaged.

**The cleanliness of waste containers and waste management (including fat/oil disposal) is performed followingly:**

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The occurrence of pests or their signs should be monitored constantly and if pests are found, actions are taken and, if needed, Food authority of the municipality is notified.

**8. Personnel hygiene**

Personnel working in food premises must have adequate competence in food hygiene and basic knowledge of the operations occurring and actions defined in in-house control plan.

**Orientating, training and guiding the employees is organized followingly:**

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**8.1 Work wear**

Personnel handling food products must have work wear, which is only used in the food premises. Adequate protective clothing depends on the work task. It is recommended, for example, to wear adequate work wear and footwear when preparing food.

**Personnel work wear is; and its cleanliness is dealt with followingly:**

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A personnel with infected wound, artificial nails or earrings or other jewelry (if cannot be protected with clothing), must not handle unpacked, easily perishable foods. It also concerns personnel who handle other unpacked foods, if said circumstances can cause a hazard to the food safety.

**8.2 Monitoring the health status**

Personnel operating in food premises and handling unpacked easily perishable food products must provide a health certificate at the start of employment and whenever necessary after that. The certificate is provided by a healthcare professional and the assessment is done according to the guidelines of THL.

**Information of the personnel health assessments is kept followingly:**

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**8.3 Hygiene passports**

Personnel handling unpacked, easily perishable foodstuffs must have a hygiene passport. Examples of the circumstances when hygiene passport is required, is listed on [Ruokavirasto’s site](https://www.ruokavirasto.fi/en/private-persons/hygiene-passport/who-is-required-to-have-a-hygiene-passport/).

**Information of the personnel obtained hygiene passport is kept followingly:**

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**9. Suspected food poisoning**

In case of even a singular suspect of food poisoning, a food control authority of municipality must be notified. The notification in Helsinki can be submitted via [electronical form](https://www.hel.fi/helsinki/fi/asuminen-ja-ymparisto/elintarvikevalvonta-ja-ymparistoterveys/laatu) (only available in Finnish or Swedish) or by phone to food control information service 09 310 14000 (Mon–Fri 9:00 am–11:00 am).

**SELLING AND STORAGE TEMPERATURES FOR FOODSTUFFS**

According to the regulations, the following temperatures must be maintained in handling, storage, selling and serving of foodstuffs that are microbiologically easily perishable

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| --- | --- | --- |
| Foodstuff | Maximum storage temperature | Serving temperature |
| Fresh fishery products, cooked and chilled products from crustaceans and molluscs, defrosted unprocessed fishery product, cold smoked and salted raw fishery products, vacuum or modified atmosphere packed processed fishery products, roe | + 0... 3 oC |  |
| Minced meat, minced liver and minced poultry | + 4 oC |  |
| Raw meat and organs, raw meat products and other meat products such as cold cuts, sausages, meat-based convenience food | +6 oC |  |
| Perishable foodstuff including milk, cream, sliced vegetables, sushi, live bivalve molluscs, kalakukko and milk-based products, the production of which does not include pasteurisation or equivalent treatment | +6 oC |  |
| Microbiologically perishable milk-based products, and fruit, berry and vegetable juices, that are at least pasteurized or similarly processed, excluding milk and cream | +8 oC |  |
| Frozen foods | -18 oC  or colder |  |
| Foods that are sold/served hot  (sale/serving time max. 4 hours) |  | at least  +60 oC |
| Foods that are served cold |  | not more than  +12 oC |

**The lower recommended temperatures set by the foodstuff manufacturer should be followed.**

Eggs should be stored in 10 - 14°C.

Vegetables have different requirements for their storage temperatures, and it should be taken into account: cool (10 - 14°C) and room temperature.

The temperature of products that are cooled down should be measured after 4 hours of cooling, and the temperature must be max 6 oC.

The temperature of food that is prepared by heating must be at minimum +70 oC, and 75 oC in poultry. Food that is reheated must be at +70 oC.

Appendix 2

**CLEANING THE WATER CANISTERS AND CONTAINERS IN FOOD PREMISES**

This instruction is for mobile food premises and summer kiosks, which use canisters or container water. Water used for preparing food products, washing hands, equipment and foodstuff must be in accordance with the requirements of the legislation. The microbiological quality of tap water is affected by:

* The quality of the water source
* Regular cleaning and maintenance of the canisters, containers and hoses
* Temperature of the water
* Adequately frequent change of water

When handling easily perishable non-packaged foodstuffs, the food premises must have a possibility of washing hands and washing and cleaning the tools and equipment.

**1. Water source**

Food operator is responsible of the water being in accordance with the requirements of the legislation and its quality not creating a food safety hazard. Tap water can be taken from municipal water system (e.g. food premises or water post) or from one’s well. Tap water should not be taken from the toilet or other insanitary space (e.g. cleaning closet). If well water is used, its quality must be inspected regularly. Water taken from the tap should always be drained until the water is cold and clear. There must be adequate amount of water for the operations and the operator must know where to get more water during the operations if necessary. The rule of thumb is to have at least 15 l of water in a sales event.

**2. Water supply equipment and their service and maintenance**

All water storage and transport containers must be suitable for food use. Always check the condition of the canisters, water tanks, taps, seals, nozzles, hoses and other parts of the water supply equipment before the operating period and regularly during the period. Monitor their depleting and maintenance and, if necessary, replace them.

There is a need for separate container for collecting wastewater. If a similar container is used for both clean and wastewater, must the containers be marked clearly.

**3. Usage and storage of canister water**

The water canister must be filled with as cold water as possible each day from a clean tap, before the operations start. The water must be stored in a cold place. Storage of water for multiple days is not recommended to be kept in a mobile food premises/kiosk, and canisters should be filled before every operation day as needed. If canister is used during the day, it is recommended to rinse it with hot water in between the fillings.

**4. Cleaning and storage of canisters**

After every operation day, the canisters should be completely emptied and cleaned thoroughly with a brush and soap. Attention should be paid particularly to the tap, seals and possible corners in the canister. A bottlebrush may be easier to use than a regular dish brush. The canister must be left to dry after the cleaning. There should always be enough canisters to allow the canister to dry between the uses. A clean place should also be reserved for drying and storing the canisters. Canisters should be cleaned regularly, 1-2 times a year, with disinfectant in addition to soap, in accordance to the canister’s instructions. After the disinfection, the canisters should be rinsed carefully with water. Disinfectants suitable for this purpose are, for example, vinegar, chlorite, baking soda and citric acid. Surfaces used for food can be disinfected with, for example, Diversey Suma Bac, Berner HETI Desipesu, Kiilto Erikois-Iduna and PURA TANK –cleaners.

**5. Stationary water tanks**

Stationary water tanks, such as boilers, must be dissembled, cleaned, disinfected and dried regularly in accordance to the manufacturer’s instructions, and in summer operations at least once before the operations commerce. The condition of the equipment (especially seals, nozzles, hoses etc.) should be monitored regularly and, if necessary, fixed, or replaced.

**6. The in-house control inspections of water**

The quality of water should always be monitored with sensory checks. Operators handling easily perishable foodstuff (e.g. cooking raw meat, cutting vegetables) must inspect the microbiological quality of the water tanks annually, at least in the beginning of the operating period. Operator can make a contract of the sampling with a laboratory. A list of accepted laboratories:

<https://www.ruokavirasto.fi/laboratoriopalvelut/ruokaviraston-hyvaksymat-laboratoriot/>

**7. Microbiological quality requirements and quality objectives for tap water**

Quality requirements: Escherichia coli 0 pmy/100 ml, Enterococcus’ 0 pmy/100 ml

Quality objectives: coliform bacteria 0 pmy/100 ml, the amount of heterotrofic colonies (22 °C) less than 100 pmy/ml.

**FOOD INFORMATION TO BE PROVIDED AT SERVING POINTS**

The seller or server of the food products is responsible of the correct package labelling. This report contains common details about labelling packed and unpacked foodstuff.

**UNPACKED FOODSTUFF; THE INFORMATION TO BE PROVIDED AND THE WAY TO PROVIDE INFORMATION**

Foodstuff in serving points are almost without exception unpacked food products, to which concern these following package labelling requirements.

Unpacked food product is a foodstuff,

* which is served for customer to be consumed immediately
* which is pre-packed at the point of sale for immediate sale, e.g. take-away products (immediate sale means sale, that last less than 24 hours)
* which is packaged by the customer itself, e.g. the customer packs their salad to a container from a salad bar
* which is packed to the customer at their request

Food information to be provided:

* Name of the food
* Substances and products that cause allergies or intolerances must be emphasized in the list of ingredients
* Country of origin, if the food is not produced in Finland, for example, a casserole dish that is produced in Estonia and is only heated in the serving point.
* Country of origin of meat used (there should always be indication of below listed meats (minced meat included), when they are used fresh or frozen in a serving point:
  + Beef
  + Pork (not wild boar)
  + Mutton and chevon
  + Poultry

The information should be provided by:

* Information must be indicated to final consumers in writing with an easily visible and legible brochure, sign or other type of notice near the foodstuff
* Information may also be given verbally, as long as it is stated clearly that information is available on request.

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| ”Dear costumer, ask a member of staff about allergens and other information of the products” |

* **The country of origin of meat must be always in written and visible for the customers**
* Information provided must always be available/verifiable in the serving point/restaurant in written/electronically
* It is recommended to provide information in both Finnish and Swedish in multilingual municipalities
* Separate information is not needed, if the consumers nutritional needs has been investigated beforehand and foodstuffs are provided on this information (for example, day care centers, schools, hospitals, elderly care, and prisons).

**PRODUCTS AND SUBSTANCES THAT CAUSE ALLERGIES AND INTOLERANCES**

1. Cereals containing gluten
2. Crustaceans and products thereof
3. Eggs and products thereof
4. Fish and products thereof
5. Peanuts and products thereof
6. Soy beans and products thereof
7. Milk and products thereof (including lactose)
8. Nut and products thereof
9. Celery and products thereof
10. Mustard and products thereof
11. Sesame seeds and products thereof
12. Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/liter in terms of the total Sulphur dioxide
13. Lupine and products thereof
14. Molluscs and products thereof

**MORE INFORMATION**

Additional information on information to be provided, labelling and food safety in food businesses on Finnish Food Authority’s (Ruokavirasto) website:

https://www.ruokavirasto.fi/globalassets/yritykset/elintarvikeala/toiminnan-aloittaminen/pk/pakkausmerkinnat/food-information-to-be-provided.pdf

https://www.ruokavirasto.fi/en/companies/food-sector/setting-up-a-food-business/

**TEMPERATURE MONITORING OF CHILLER AND FREEZER EQUIPMENT AND STORAGE**

**Measuring frequency:**

**Storage temperatures:**

* Fresh, pre-packaged fishery products, cooked and chilled products from crustaceans and mollusks, defrosted unprocessed fishery product, cold smoked and salted raw fishery products, vacuum or modified atmosphere packed processed fishery products, roe, max 0 - 3 °C
* Fresh fish and shrimps 0 – +2 °C
* Minced meat and liver max +4 °C
* Easily perishable products max +6 °C
* Pasteurized products (excluding milk and cream) max +8 °C
* Frozen products –18 °C or colder.

Equipment 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Equipment 1  °C | Equipment 2  °C | Equipment 3  °C | Equipment 4  °C | Equipment 5  °C | Observations  (if necessary, continue on the back side) |
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**TEMPERATURE MONITORING OF COOLED FOOD Year**

Measuring frequency**:**

Food must be cooled down in max 4 hours to +6 °C or below it.

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| Date | Food product | Time at the start | Temperature °C | Time at end | Temperature °C | Observations  (if necessary, continue on the back side) |
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**DELIVERY INSPECTION OF PRODUCTS**

Measuring frequency: **Year**

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| --- | --- | --- | --- | --- |
| Date | Name of the food product | Temperature ºC | Observations  (if necessary, continue on the back side) | Signature |
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**TEMPERATURE MONITORING OF FOODS SERVED Year**

**Measuring frequency:**

Foods served hot must be kept at least +60 °C, cold max +12 °C.

Unpacked, easily perishable foods should only be served for max 4 hours, after which they must be disposed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | As served | | During serving | |  |
| Date | Food | Time | Temperature °C | Time | Temperature °C | Observations  (if necessary, continue on the back side) |
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