**IN-HOUSE CONTROL PLAN FOR RESTAURANTS**

|  |
| --- |
| **Name of the restaurant:** |
| **Address of the restaurant:** |
| **Person in charge of the in-house control plan:** |
| **Contact information of the person in charge of the in-house control plan:** |
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**This model for an in-house control plan compiled by The City of Helsinki Environment Services, Food Safety Unit has listed the most central food safety-related matters with regard to restaurant operations. In-house control must be introduced by completing this plan with more detailed information about the company and the operations must be described under the different sections. If the in-house control plan has not described all the different actions of the operator, the descriptions of these operations must be added to the in-house control plan.**

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| **Food Safety Unit update 27/4/2022** |

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# **1. In-house control plan in general**

A food business and food contact material operator must have a system with which they can identify and control the hazards associated with their operations and ensure that the foodstuffs and the processing thereof comply with the requirements imposed by food legislations. Operators must keep sufficiently precise records of the results of their in-house control. (The Food Act 297/2021 Section 15.)

The in-house control plan describes the foodstuff hygiene-related risks of the operation and the methods for managing them. In-house control attempts to prevent these risks from being realised.

In-house control records related to food operations must include records of the implementation of in-house control, related measurements, examinations and reports as well as the corrective measures taken and notifications to the authority. (Decree of the Ministry of Agriculture and Forestry on food hygiene 318/2021 Section 22.)

## **1.1 Filling in, updating and recording the in-house control plan**

Only the sections directly linked to your operations are to be filled in; other sections should be removed. If you have operations that are not included in the in-house control plan model, they must be written down and provided with the plan, e.g. as an appendix.

The operator is responsible for keeping the in-house control plan up to date. The in-house control plan must be updated once a year and whenever the operations change.

This in-house control plan was last updated:

Updated by:

The documents must be stored in a place where they can be presented to the food control authorities, when necessary. **The documents must be kept in the restaurant for       years** The minimum storing time is 1 year.

**Contact information of the supervising authority:**

|  |  |
| --- | --- |
| **E-mail:**  kymp.elintarviketurvallisuus@hel.fi  **Web page:**  www.hel.fi | **Postal address:**  City of Helsinki  Environment Services  Food Safety Unit  P.O. Box 58235  00099 City of Helsinki |
| **Food poisoning notifications with an electronic form:** <https://ilppa.fi/> | |

## **1.2 Responsibilities and description of operations**

The operator must appoint a person in charge of the in-house control plan who needs to have sufficient training to carry out the task successfully. **Person in charge of the in-house control plan**

**Select the sections of the table that are pertinent to our restaurant:**

|  |
| --- |
| Updating the in-house control plan |
| Suspected food poisoning cases and their reviews |
| Purchase and receipt of foodstuffs |
| Storage and stock control of foodstuffs |
| Cold storage |
| Food preparation |
| Allergens and prevention of contamination |
| Temperature control in handling and preparing |
| Food to be cooked |
| Food to be kept hot |
| Food to be cooled |
| Food to be frozen |
| Food to be thawed |
| Food to be reheated |
| Reduction of acrylamide |
| Serving food |
| Food information give to customers |
| Donation of food  [Packing and contact materials (in contact with food products) Virhe. Kirjanmerkkiä ei ole määritetty.](#_Toc430671326)  [Information about food products and package labels Virhe. Kirjanmerkkiä ei ole määritetty.](#_Toc430671327)  [Traceability and recalls Virhe. Kirjanmerkkiä ei ole määritetty.](#_Toc430671328)  [Complaint handling and health incidents Virhe. Kirjanmerkkiä ei ole määritetty.](#_Toc430671329)  [Cleaning Virhe. Kirjanmerkkiä ei ole määritetty.](#_Toc430671330)  [Maintenance Virhe. Kirjanmerkkiä ei ole määritetty.](#_Toc430671331)  [Waste management Virhe. Kirjanmerkkiä ei ole määritetty.](#_Toc430671332)  [Pest control and other animals in food product area Virhe. Kirjanmerkkiä ei ole määritetty.](#_Toc430671333)  [Personnel hygiene and training Virhe. Kirjanmerkkiä ei ole määritetty.](#_Toc430671334)  [Sampling Virhe. Kirjanmerkkiä ei ole määritetty.](#_Toc430671335) |
| Delivering food and selling and serving food outside the restaurant |
| Packing and contact materials |
| Traceability and recalls |
| Sampling |
| Cleaning, maintenance and waste management |
| Pest control and other animals |
| Personnel |
| Import of foodstuffs |
|  |

**Brief description of the operations** (which foodstuffs are prepared in the restaurant, with what kind of methods, etc.)

|  |
| --- |
|  |

## **1.3 Suspected food poisoning**

A suspected food poisoning in Helsinki is reported immediately to the Food Safety Unit using an online form at <https://ilppa.fi/>

**The operator must store samples** of the suspected foodstuff or ingredient for the possible testing.The sample amount is 200–300 g per food or ingredient, and it must be placed in a clean container labelled with sufficient identification data and the date. If the sample needs to be stored in the restaurant, it must be frozen.

## **1.4 Thermometers**

**What kind of thermometers does the restaurant use?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | separate thermometer |  | spike thermometers |
|  | infra-red thermometers |  | If something else, what? |

The infrared thermometer is suitable for measuring the temperatures of frozen food as well as for measurements during acceptance inspections. A spike thermometer is required for other food temperature measurements.

The thermometers are tested       times a year by measuring the temperatures of boiling water (100°C) and melting water (0°C). The inspections are recorded:

The functionality of the spike thermometer can be tested by placing the spike in a water melted from crushed ice (0°C) and boiling water (100°C), if the thermometer is intended for high temperatures.

**More information on thermometers used in the food industry is available on the Finnish Food Safety Authority's website:**

[**Thermometers used the food industry - a guide for operators and supervisors**](https://www.ruokavirasto.fi/yritykset/oppaat/lampomittariohje/elintarvikealan-toiminnassa-kaytettavat-lampomittarit---ohje-toimijoille-ja-valvojille/)

# **2. Purchase and receiving of foodstuffs**

**Delivering foodstuffs to the restaurant:**

|  |  |
| --- | --- |
|  | Foodstuff is picked up from the wholesale/store |
|  | A transport company delivers foodstuff to the restaurant |
|  | Other, please specify |

**Foodstuff is sourced from the following wholesalers/shops \*)**

|  |
| --- |
|  |

**\*) Purchase of fish directly from the fisherman:** Restaurants can only buy fish caught at sea or inland water by a registered professional fisherman. The restriction relates to the EU's Common Fisheries Policy. More information on the website of the Ministry of Agriculture and Forestry [Traceability requirements for fishery and aquaculture products](https://mmm.fi/kalat/elinkeinokalatalous/kalastuksen-valvonta-ja-kiintioseuranta/jaljitettavyys).

**Buying uninspected game:** Restaurants can buy uninspected wild rabbit, rabbit, bird and cervid (moose, deer and roe deer) meat directly from the hunter. The hunter must provide the meat with a document containing the following information: game species and quantity, date and place of capture, date of freezing, date of delivery, name and contact details of the hunter or hunting club and the receiver. (318/2021 Sections 21 and 34)

Foodstuffs are imported from other EU countries  Yes  No

(See In-house control plan Section 15.)

**The following information on foodstuffs is checked at the time of purchase/receipt:**

|  |  |
| --- | --- |
|  | The packaging is intact and clean |
|  | Package labels |
|  | Foodstuff temperatures |
|  | Sensory quality of the products (look, smell) |
|  | Accuracy and correctness of the trade documents |

**The continuity of the cold chain during delivery and reception is ensured by the following means:**

|  |  |
| --- | --- |
|  | Cold boxes and cooling packs are used for delivery |
|  | Short delivery journey (duration up to       minutes) |
|  | Own refrigerator car |
|  | Transport company has a refrigerator/freezer truck |
|  | Foodstuffs will be transferred to the restaurant’s refrigerated units as soon as it arrives |
|  | Other, please specify |

**Temperature monitoring when receiving foodstuffs**

* At the reception of foodstuffs, the temperatures of perishable foodstuffs (including fresh fish and meat requiring cold storage, dairy products and chopped vegetables and frozen foods) are inspected. Inspections are carried out on loads from different suppliers.
* When the foodstuff is picked up from the wholesale/store, it is not necessary to make an acceptance inspection if the food has been transported under appropriate conditions (e.g. in cooler bags) and no abnormalities have occurred during transport.

|  |  |
| --- | --- |
|  | Temperatures are measured from  incoming lots per week \*) |
|  | Temperatures are recorded regularly  times a week \*). Where are the entries recorded? |
|  | Observed temperature deviations and the corrective measures taken are recorded. Where are the entries recorded? |

\* See Appendix 1 for temperatures at receipt (only in Finnish)

**Deviations observed in temperatures and the corrective measures taken are always recorded.**

**Measures when temperature deviations occur:**

|  |  |
| --- | --- |
|  | The suitability of the foodstuff is assessed (can the products still be used or are disposed of) |
|  | Returning the foodstuff |
|  | Other, please specify |

# **3. Storing the foodstuffs**

**Foodstuffs that have expired are not to be stored in the kitchen or storage area. The storage time of foodstuffs are monitored as follows:**

|  |  |
| --- | --- |
|  | FIFO (First In, First Out; the correct rotation order of the products is ensured by placing the oldest foodstuffs in the front in storerooms/refrigerator devices) |
|  | Regular inspection of foodstuffs stored in storage facilities |
|  | The opening date is marked on the opened packages |
|  | For self-made products, the date of manufacture is marked |
|  | Date of freezing is marked on the foodstuffs frozen on the premises |
|  | Other, please specify |

**Contamination of the foodstuff is prevented as follows:**

|  |  |
| --- | --- |
|  | The foodstuff is kept protected (lids and plastic bags are sealed, etc.) |
|  | Cooked food/food meant to be eaten as it is, is stored on the top shelf of the refrigerator and raw food on the lower shelf |
|  | Foodstuffs are not stored in open cans |
|  | Melting liquids from defrosting foodstuffs are collected |
|  | Other, please specify |

## **3.1 Storing dry foodstuffs**

**How are dried foodstuffs (e.g. flour, sugar, canned food) stored? Is there a separate storage somewhere other than on the restaurant premises?**

|  |
| --- |
|  |

## **3.2 Temperatures of refrigerator equipment**

**Do the refrigeration equipment have automatic recording system**  yes  no

If there is no fixed thermometer, the refrigerator must have a separate thermometer.

**The temperature of refrigeration equipment is monitored as follows:**

|  |  |
| --- | --- |
|  | Temperatures are monitored daily from the refrigeration equipment's own thermometers \*). Usage of separate thermometers is recommended. |
|  | Temperatures of the refrigeration equipment are recorded regularly       times a week \*).  Where are the entries recorded? |
|  | The foodstuff in refrigeration equipment is measured. How often?  Where are the entries recorded? |
|  | The observed temperature deviations and the corrective measures taken are recorded. Where are the entries recorded? |
|  | Other, please specify |

\* Temperatures are compared with the temperature table in Appendix 2.

**Deviations observed in temperatures and the corrective measures taken are always recorded.**

**What are the measures if temperature deviations are detected?**

|  |  |
| --- | --- |
|  | The person in charge is contacted for further instructions |
|  | The temperatures of the products are measured and their usability is assessed organoleptically; if necessary, the food is discarded |
|  | The food is transferred to other refrigeration equipment |
|  | The refrigeration equipment service is called |
|  | Other, please specify |

**The temperature table in section 6.2 of the Oiva instructions can be used for assistance:**

[**Managing the temperatures of foodstuff**](https://www.ruokavirasto.fi/tietoa-meista/oppaat/ieh/ieh-06/06-elintarvikkeiden-lampotilojen-hallinta/)

# **4. Food preparation**

**The restaurant uses, for example, the following food processing methods/raw materials**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fermentation |  | Drying (meat, fish, vegetables) |
|  | Medium cooked minced meat patties (EHEC) \*) |  | Beans (soaking) |
|  | Pickling |  | Smoking (PAHs) |
|  | Mushrooms (toxic mushrooms such as Gyromitra esculenta) |  | Sous vide |
|  | Sushi, cured fish, etc. (parasitic risk) |  | Foreign frozen berries (norovirus) |
|  | vacuum packaging |  | Other, please specify |
|  | Insects, which one |  | Other, please specify |

\*)Further information about medium cooked minced meat patties:

[Serving medium cooked minced meat patties](https://www.ruokavirasto.fi/yritykset/elintarvikeala/elintarvikealan-yhteiset-vaatimukset/elintarvikehygienia/puoliraakojen-jauhelihapihvien-tarjoilu/)

**There are separate instructions for the following processing methods/raw materials:**

|  |
| --- |
|  |

## **4.1. Allergens and preventing contamination**

Preparing and serving allergen-free foodstuffs requires that preventing the contamination of foodstuffs is ensured in all stages of the operations. Contamination may also occur with substances other than allergens. This cross-contamination must be avoided in all stages of the operations. The cross-contamination can happen between different ingredients, from the utilised tools to the foodstuff or from a person to a foodstuff.

On the premises where the foodstuffs are handled, the employees must know how to handle foodstuffs that contain allergens, from ordering the ingredients to preparation, cleaning and storing.

**The following allergens are handled in the restaurant:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Grains and grain products containing gluten |  | Seafood and seafood products |
|  | Eggs and egg-based products |  | Fish and fish-based products |
|  | Peanut and peanut-based products |  | Soya beans and soya bean based products |
|  | Milk and dairy products |  | Nuts and almonds and nut and almond-based products |
|  | Celery and celery-based products |  | Mustard and mustard-based products |
|  | Sesame seeds and sesame seed based products |  | Sulphur dioxide and sulphites, the concentrations of which are over 10 mg/kg or 10 mg/l in terms of total sulphur dioxide. |
|  | Lupines and lupine-based products |  | Molluscs and mollusc-based products |

**How are allergen contamination and cross-contamination prevented:**

|  |  |
| --- | --- |
|  | separate workstations for different product groups (for example, uncooked meat, chicken and fish products and vegetables as well as raw ingredients/products eaten as they are) |
|  | separate tools for different product groups (cutting boards, knives) (for example, uncooked meat, chicken and fish products and vegetables as well as raw ingredients/products eaten as they are) |
|  | cleaning the workstations and tools between different actions and between handling different products |
|  | washing hands/changing disposable gloves (when moving from one product group and process phase to another, after blowing one’s nose, going to the toilet, operating the cash register) |
|  | using the appropriate protective clothing (for example, wearing headdress in order to prevent hair in the products) |
|  | time-specific separation of actions, how |
|  | in other ways, how? |

**How have the washing and handling of vegetable and unwashed root vegetables been arranged?**

|  |
| --- |
|  |

**How is the storage, handling, etc. of gluten-free food or other allergens organized?**

|  |  |
| --- | --- |
|  | Special diet products are kept in closed, clearly marked packaging and separate from other products. |
|  | Storage, preparation and serving requires that allergens do not enter the raw materials used for special diets (e.g. proper product protection, product placement). |
|  | Each container has its own grabber. The same grabbers are not used for different products. |
|  | Product specification sheets or a notice about getting more detailed information about products from staff are available to customers. |
|  | In other ways, how? |

## **4.2 Temperature control in handling and processing**

The storage time of foodstuffs in room temperature during their handling is kept as short as possible.For example, ingredients requiring cold storage are only taken out to room temperature by the amount required for the food production.

The storing and serving temperatures of foodstuffs are presented in appendix 2.

### **4.2.1 Cooked foodstuffs**

The possible food poisoning microbes in the products are mainly destroyed through sufficient cooking. Due to this, cooking the products properly is vital.

The product’s temperature must exceed +70°C in all places (+75°C for poultry). If the food is clearly boiling, no temperature measurement is necessary

**The monitoring of foodstuff temperatures is performed as follows:**

|  |  |
| --- | --- |
|  | Temperatures are monitored/measured       a week. |
|  | Temperatures are recorded regularly       times a week. Where are the entries recorded? |
|  | Observed temperature deviations and the corrective measures taken are recorded. Where are the entries recorded? |
|  | Other, please specify |

**Deviations observed in temperatures and the corrective measures taken are always recorded.**

**Measures when temperature deviations occur:**

|  |  |
| --- | --- |
|  | Heating up of the food is continued |
|  | The temperature of the equipment is adjusted to the correct temperature |
|  | The filling method of the equipment is changed and/or the operator must be able to monitor the temperature of the equipment part |
|  | Repairman is asked to come |
|  | Other, please specify |

### 

### **4.2.2 Food to be kept hot**

Hot food kept in the kitchen before serving, selling or transporting must be kept above +60°C. The temperature of the food is measured towards the end of the storage period.

**The restaurant keeps the following foods hot before serving, and the hot storage equipment used:** *Which products are kept hot in the restaurant before serving? What kind is the heated storage equipment?*

|  |
| --- |
|  |

**Temperature monitoring for foods kept hot:**

|  |  |
| --- | --- |
|  | Temperatures are monitored/measured       a week. |
|  | Temperatures are recorded regularly       times a week. Where are the entries recorded? |
|  | Observed temperature deviations and the corrective measures taken are recorded. Where are the entries recorded? |
|  | Other, please specify |

**Deviations observed in temperatures and the corrective measures taken are always recorded.**

**What are the measures if temperature deviations are detected?**

|  |
| --- |
|  |

### **4.2.3 Food to be cooled down**

Refrigeration of food intended for cold storage must begin immediately after preparation and the food must be refrigerated to the temperature specified for the food within four hours (Annex 2).

Food stored hot in the kitchen and in service sales may be cooled and reheated if the temperature of the food has been at least +60°C throughout the storage period.

**What foods are cooled down in the restaurant? How often? How much in quantity at a time?**

|  |
| --- |
|  |

**We cool the foods:**

|  |  |
| --- | --- |
|  | in a separate refrigerator for cooling |
|  | with cold water/ice (only to be used occasionally and to cool small quantities of food) |
|  | in a refrigerated equipment where other food is also stored (only to be used occasionally and to cool small quantities of food; the temperature of other food in the refrigerated equipment must not rise during refrigeration) |
|  | Other method, please specify |

**Temperature monitoring of cooled foods:**

|  |  |
| --- | --- |
|  | Temperatures are monitored/measured       a week. |
|  | Temperatures are recorded regularly       times a week. Where are the entries recorded? |
|  | Observed temperature deviations and the corrective measures taken are recorded. Where are the entries recorded? |
|  | Other, please specify |

**Deviations observed in temperatures and the corrective measures taken are always recorded.**

**What are the measures if temperature deviations are detected?**

|  |  |
| --- | --- |
|  | If there is refrigeration time left, cooling will continue |
|  | If 4 hours have elapsed since the start of cooling, the food is discarded |
|  | The operation of the cooling equipment/method is checked |
|  | Other, please specify |

### 

### **4.2.4** **Food to be frozen**

There is freezer equipment with a temperature of -18°C or colder for storing frozen food.

Food is frozen before the expiration date. The storage time of frozen food is two months from the date of freezing or from the date on the package (see Appendix 3 for further instructions).

* Food to be frozen must be protected and packed as airtight as possible.
* The packaging of the food to be frozen must be clearly marked with the contents of the packaging, i.e. the name of the foodstuff and the date of freezing.
* The storage time of frozen food is monitored regularly. Frozen foodstuffs that have expired as per the expiry date, best before date or date of freezing (two months) must be properly disposed.

If raw fish (cured fish, sushi with raw fish) is used in the restaurant, the instructions for freezing fishery products must be observed (Appendix 3).

**The restaurant freezes the following foodstuffs. How often? How much in quantity at a time?**

|  |
| --- |
|  |

**We freeze foodstuffs:**

|  |  |
| --- | --- |
|  | In separate freezer equipment where no other foodstuff is stored |
|  | In separate freezer equipment where other foodstuff is stored |
|  | Other method, please specify |

### **4.2.5** **Food to be defrosted**

Frozen food should be defrosted in a refrigeration unit or similar space so that the surface temperature of the food to be defrosted does not get higher than other parts. Defrosting must not be done at room temperature.

**Where and how is frozen food defrosted?**

|  |
| --- |
|  |

### **4.2.6 Food to be reheated**

The temperature of food to be reheated should be at least +70°C throughout.

**The restaurant reheats the following foods:**

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  | Temperatures are monitored  times a week. |
|  | Temperatures are recorded  times a week. Where are the entries recorded? |
|  | Only observed temperature deviations and the corrective measures taken are recorded. Where are the entries recorded? |
|  | Other, please specify |

It is not necessary to measure the temperature of food that is boiled. However, the temperature should be measured if the food contains, for example, meatballs or larger pieces of meat.

## .**4.3 Reduction of acrylamide**

Acrylamide is a cancer-increasing substance that is formed mainly in foods high in carbohydrates that are cooked in an oven or oil. These are bread, French fries or confectionery, for example. The formation of acrylamide depends on the cooking temperature, so in practice, the reduction is most often done by frying the food as lightly as possible.

Acrylamides reduction methods:

*Frying potatoes*

When frying French fries or other potato products (either from raw potatoes or frozen foods, etc.)

* Use oil that can fry quickly and/or at low temperatures (oil suitable for frying)
* Frying temperature up to 175°C, in any case as low as possible
* remove crumbs from the frying oil by peeling the surface often enough
* in addition, it is a good to use a [colour guide](https://goodfries.eu/en/) that shows the appropriate colour

*Baking (bread and pastries such as biscuits and cookies)*

* If possible

– extend the rising time with yeast

– optimise the moisture content of the dough when baking dry products

– lower the oven temperature and, if necessary, extend the baking time

* Avoid intense cooking so that the crust darkens

Toasting and grilling (hot sandwiches, toast, burger rolls, etc.)

* toast to a suitable colour
* use a colour guide, if available
* follow any instructions from the bread manufacturer

**What reduction methods are available?** *(COMMISSION REGULATION (EU) 2017/2158 on measures to reduce the acrylamide content of foodstuffs and to establish reference points for action)*

|  |
| --- |
|  |

# **5. Serving food**

**How is the food served in the restaurant?**

|  |  |
| --- | --- |
|  | Plate dish |
|  | Buffet |
|  | Other, please specify |

The serving temperatures is presented in Appendix 2. The temperature is measured towards the end of the serving time to ensure that the storage unit is functional throughout the serving time.

* During serving, hot food should be stored above +60°C.
* The temperature of foods that require cold storage must not exceed +12°C during serving, with a maximum serving time of 4 hours, after which the food must be discarded.

**Temperature monitoring of served food (cold and hot foods) and related entries:**

|  |  |
| --- | --- |
|  | Temperatures are monitored  times a week. |
|  | Temperatures are recorded  times a week. Where are the entries recorded? |
|  | Only observed temperature deviations and the corrective measures taken are recorded. Where are the entries recorded? |
|  | Other, please specify |

**What are the measures if temperature deviations are detected?**

|  |
| --- |
|  |

# **6. Food information give to customers**

## **6.1 Food served unpackaged**

In the case of unpackaged food, the following information must be provided to customers: the name of the food, the substances causing allergies and intolerances and, where appropriate, the country of origin. See Appendix 4 for further instructions.

Food information must be truthful and adequate, including information on the country of origin of the food, the naming of the food and the use of name protection and organic products.

**The information is displayed in the following place:**

|  |  |
| --- | --- |
|  | At the checkout (all customers order food at the checkout) |
|  | At the buffet table |
|  | On the menu |
|  | Elsewhere, please specify |

**How and where to find information about allergens:**

|  |
| --- |
|  |

## **6.2 Country of origin of meat**

Information on the country of origin of the raw meat used in the preparation must be given in writing, for example in an easily visible brochure or board. See Appendix 5 for further instructions.

**The information is displayed in the following place:**

|  |  |
| --- | --- |
|  | At the checkout (all customers order food at the checkout) |
|  | At the buffet table |
|  | On the menu |
|  | If elsewhere, please specify |

## **6.3 Other food information for customers**

**Naming of ham dishes**

The name of the food must be clear and easy to understand and must not mislead the consumer. For example, the word ham may be used in the name of a food only if the food contains real ham, e.g. ham pizza, ham and potato casserole or ham salad. See Appendix 6 for further instructions (only in Finnish) or [Finnish Food Authority - Ham as the name of a food](https://www.ruokavirasto.fi/en/companies/food-sector/production/food-information/labelling/naming-of-foods/ham-as-the-name-of-a-food/).

**Name protected products**

The origin of the name protected products, the raw materials and the manufacturing methods are well-known and well-established. Name protection labels protect the names of certain foods and prevent the misuse of established names in other products. The protection systems guarantee the production and manufacture of the food in the traditional geographical region or by the traditional production method.

In a protected designation of origin, the quality or characteristics of a product are based on a geographical region, such as the raw material produced in a particular region. All stages of the production of the product must also take place in that region. Such products include Feta cheese (Greece), Prosciutto di Parma (Parma ham, Italy) and Roquefort cheese (France). Among Finnish products, Lapin Puikula, Lapin Poron liha, Lapin poron kuivaliha, Lapin Poron kylmäsavuliha and Kitkan viisas are protected as designations of origin.

**Online sales**

Selling restaurant meals through online stores or mobile apps is similar to selling unpackaged food at a serving point. For these, the following information must be provided: the name of the food, the substances causing allergies and intolerances and, where appropriate, the country of origin. It is recommended that the mandatory information be provided at least in the language(s) of the municipality where the meals and products are delivered. The information shall be provided in the distance selling material or in any other appropriate manner and shall be available to the customer at the time of the purchase decision. In the case of telephone sales, information on unpackaged foods may be given orally at the customer's request.

# **7. Donation of food**

**In the restaurant, food left over from, for example, a lunch buffet is sold/donated**

|  |  |
| --- | --- |
|  | directly to the customer |
|  | food aid |

**To which charity is food donated?**

|  |
| --- |
|  |

Charities that regularly distribute perishable food are subject to food control. It should be noted that these organisations have made the necessary notifications to the Food Control Authority. **We have checked that the charities to which perishable food is delivered from the restaurant have reported about their operations**  yes  no

**What extra food will be donated/sold? How is the food packed? Is the food cold or hot? Who is responsible for delivering food to the food destination (temperature control during delivery)?**

|  |
| --- |
|  |

Care must always be taken to ensure that the food is in good condition and that the cold/hot chain is not broken during serving.

For more information, please visit the Finnish Food Authority’s website: [Food waste](https://www.ruokavirasto.fi/yritykset/elintarvikeala/elintarvikealan-yhteiset-vaatimukset/havikkiruoka/)

# **8. Delivering food and selling and serving food outside the restaurant**

|  |  |
| --- | --- |
|  | We deliver food directly to the customers outside the restaurant |
|  | We participate in events (also fill in Sections 8.1 and 8.2) |
|  | We deliver food to other restaurants/shops (also fill in Sections 8.1 and 8.3) |
|  | Distance selling, online sales (fill in Section 8.4) |
|  | Other, please specify |

## **8.1 Delivering food**

**Food is delivered**

|  |  |
| --- | --- |
|  | Cold (max. +6°C) |
|  | Hot (min. +60°C) |

**How is the food delivered? How is the food packed? What is the delivery time and/or area?**

|  |
| --- |
|  |

**Food temperatures must be in accordance with legislation (318/2021) at the end of delivery and/or when the food is delivered to the recipient.** **The restaurant ensures the temperatures of the food as follows:**

|  |  |
| --- | --- |
|  | Styrofoam boxes or similar are used during delivery to keep food cold/hot |
|  | Refrigerated equipment, thermal baths, etc. |
|  | Cooling packs |
|  | Refrigerator car |
|  | The temperatures of the food being delivered are measured and recorded when the food leaves the restaurant/the food is handed over to the customers. Where are the entries recorded? |
|  | Other, please specify |

For more information about delivering food, please visit the Finnish Food Authority’s website:

[Instructions for food delivery](https://www.ruokavirasto.fi/globalassets/tietoa-meista/asiointi/oppaat-ja-lomakkeet/yritykset/elintarvikeala/kuljetukset/ohje_ruoan_kuljetuksesta0121.pdf)

## **8.2 Participation in events**

**Description of the operations** *(e.g. what kind of point of sale is reserved for events, how hand hygiene is provided, what kind of events food is delivered, what food is delivered, whether the food is packed or unpackaged, food handling and packaging in the restaurant, food handling at events, ensuring temperatures according to the law)*

|  |
| --- |
|  |

The sale and serving of food at events must be reported with a food establishment notification.

The Food Safety Unit must always be informed about the sale and serving of food, for example at trade fairs and public events, no later than four working days before the event.

Instructions:

**Instructions for outdoor sales have been removed from the Finnish Food Safety Authority's website for the time of the update**

[Instructions for outdoor sales by environmental services](https://www.hel.fi/static/ymk/esitteet/ulkomyyntiohje.pdf)

[Guide by environmental services on selling food at trade fairs](https://www.hel.fi/static/ymk/lomakkeet/ohjeita_ja_maarayksia/Elintarvikkeet_messuilla-ohje.pdf)

## **8.3 Delivery of food to other restaurants and shops**

**Description of the activity** *(to which restaurants/shops the food is delivered, what food is delivered, the quantity of the delivery, whether the food is delivered packaged or unpackaged, how the food is handled and packaged in the restaurant, how to ensure legal labelling and legal temperatures. Distribution of responsibilities, measurement and recording of temperatures must be agreed on.)*

|  |
| --- |
|  |

The restaurant must ensure that sufficient information is provided: [Food Information Guide for Food Supervisors and Food Business Operators](https://www.ruokavirasto.fi/globalassets/tietoa-meista/asiointi/oppaat-ja-lomakkeet/yritykset/elintarvikeala/elintarvikealan-oppaat/elintarviketieto_opas_fi.pdf) (Finnish Food Safety Authority).

The supply of foodstuffs of animal origin from a restaurant to other shops and restaurants is only permitted if the quantity of food to be supplied is small. Foodstuffs of animal origin include meat and various meat products, fish and fish products, milk and various dairy products, and eggs and egg products. The delivery quantity of food of animal origin shall be considered to be negligible when it does not exceed 1,000 kg per year and in excess of that does not exceed 30% of the annual supply and delivery of food of animal origin to the retail trade. If the delivery quantity of food of animal origin is higher, the operation would require approval as an establishment. However, a restaurant cannot be an approved establishment.

## **8.4 Distance sales, online sales**

**Description of distance/online sales:** *(what food is sold, is an external delivery service used, is there a means of delivery)*

|  |
| --- |
|  |

# **9. Packing and contact materials**

All packing materials, containers, devices, etc. that are in contact with foodstuffs must be suitable for food industry use (for example, glass and fork symbol). Contact materials include, for example, foodstuff packaging, take away containers, disposable tableware, kitchenware, coffeemakers and kettles, kitchen devices and disposable gloves.

When acquiring the materials, it must be taken into account that the materials may come in contact with different kinds of foodstuffs (for example PVC plastic is not suitable for greasy foodstuffs). The use of garbage bags for food protection is strictly prohibited.

**What foods are packed in the restaurant? Where are the packaging materials sourced? Where are the packaging materials stored?**

|  |
| --- |
|  |

**The suitability of materials, etc. for foodstuff use is checked as follows:**

|  |  |
| --- | --- |
|  | The materials shall bear the words “for foodstuff use” or has a “glass and fork symbol” |
|  | Packaging and other food contact materials are procured through a wholesaler/central store and the intended use of the product indicates the intended use (e.g. take-away containers, delivery boxes) |
|  | We record certificates of suitability of materials for food use (so-called declaration of conformity) |
|  | Other, please specify |

# **10. Traceability and recalls**

## **10.1 Traceability**

The operator must know from whom they have purchased all the ingredients. The operator must also know the purchase and delivery times of the foodstuffs.

Foodstuff in storage must be identifiable and they must be linkable to commercial documents. It is necessary to know which batches of raw material have been used in each batch produced.

Foodstuff must be documented to show traceability for at least 1 year. If food is sent elsewhere, documents must also be kept for the food sent.

**In our restaurant, traceability information (delivery lists, transport books, receipts of purchase) are kept as follows:**

|  |
| --- |
|  |

If the packages are prepacked into smaller batches (for example, foodstuffs in plastic bags are removed from their original packages), the packages must be marked at least with the date on the original package (a use by date or a best before date) or with the batch number.

## **10.2 Product recalls**

If a recall notification for a sold foodstuff is issued, the products in question must be removed from service. In addition, the guidelines of Finnish Food Authority's recall notification are followed, if necessary, the City of Helsinki Food Safety Unit.

More information and instructions on recalls are on the Finnish Food Safety Authority's website: [Foodstuff recalls](https://www.ruokavirasto.fi/yritykset/elintarvikeala/elintarvikealan-yhteiset-vaatimukset/valvonta/elintarvikkeiden-takaisinvedot/)

If the product is manufactured or imported by the operator itself, these products will be withdrawn from service/sale and the Food Safety Unit will be contacted immediately for further action.

# **11. Sampling**

Restaurants, cafés and mass caterers engaged in food processing as well as manufacturing or ice making should include sampling and testing in their in-house control.

**In-house control sampling of the restaurant:**

|  |  |
| --- | --- |
|  | The sampling plan has been made      /      20      and it has been attached to this in-house control plan.  The restaurant follows the sampling according to the instructions of the Food Safety Unit. |
|  | Surface cleanliness sampling:  Surface cleanliness samples must be taken at least 4 times a year and at least 5 samples at a time  Surface cleanliness samples must be taken at least 8 times a year and at least 5 samples at a time |
|  | Ice cube sampling:  Ice cube samples are taken at least once a year  Ice cube sampling has been replaced by surface cleanliness sampling |
|  | In order to clarify any suspicion of food poisoning, food samples are taken and kept in the freezer for at least 2 weeks  Food samples are taken from the following foods: |
|  | Recording of sample results:  Folder, notebook  Electronic system  Trend monitoring is done |
|  | Measures following poor test results:  Find out the cause of the poor results  Take the necessary corrective measures (additional clean-up measures, changes in practices)  Repeat samples are taken |
|  | The restaurant imports foodstuff of animal origin. Fill in section 15 Importing foodstuffs. |

More information:

Instructions from the City of Helsinki Food Safety Unit: Sampling of in-house control at service points (Appendix 7)

Food Agency instructions: [Microbiological requirements for foodstuffs](https://www.ruokavirasto.fi/globalassets/tietoa-meista/asiointi/oppaat-ja-lomakkeet/yritykset/elintarvikeala/elintarvikealan-oppaat/elintarvikkeiden-mikrobiologiset-vaatimukset_4095_04_02_00_01_2020_4_liitteet-yhdistetty.pdf)

# **12. Cleaning and maintenance, waste management**

## **12.1 Cleaning**

**The restaurant has a separate cleaning plan: yes** **/**no

**Who is in charge of cleaning the premises?**

|  |  |
| --- | --- |
|  | own personnel |
|  | external cleaning company, contact information: |

The cleaning plan is part of the food establishment's in-house control plan. The cleaning plan describes how the facilities and equipment will be kept clean, what cleaning tools and supplies are used, how often cleaning is done and who is in charge. A written cleaning plan is not always necessary in 1-2 person businesses.

The food establishment must have a separate and properly equipped space for the storage and maintenance of cleaning equipment: Depending on the operations, the cleaning equipment room should have, for example the following: a water point, a sink, a drying coil for the proper drying of the cleaning equipment, a floor drain, good ventilation and shelves and racks for hygienic storage of cleaning supplies. Kitchen should have its own cleaning equipment and detergents.

**If there is no water point in the cleaning equipment room**, add a description *(where the water used for cleaning is taken, where the cleaning wastewater is poured and how the cleaning equipment is washed without compromising food safety)*

|  |
| --- |
|  |

**Dishwashing water temperature monitoring**

During prewash, the water temperature must not exceed +40°C. The temperature of the washing water must be at least +55C (preferably +60C – 70C) and the rinse water at least +80C.

**Temperature monitoring:**

|  |  |
| --- | --- |
|  | Temperatures are monitored       times a week. |
|  | Temperatures are recorded  times a week. Where are the entries recorded? |
|  | Only the observed temperature deviations and the corrective measures taken are recorded. The recording is done: |
|  | Other, please specify |

If the dishwasher does not have a fixed thermometer, the washing result should be checked by microbiological sampling or other appropriate methods (see Section 11 of the plan). Maintenance reports should also be kept.

**What are the measures if temperature deviations are detected?**

|  |
| --- |
|  |

## **12.2 Maintenance**

The maintenance of the premises is the responsibility of the operator and the property representative in cooperation.

|  |  |
| --- | --- |
| Contact information for the building manager |  |

The surface materials of the food establishment and the materials of the equipment and utensils must be easy to keep clean and, where necessary, resistant to water washing and mechanical cleaning. The condition and cleanliness of the equipment is taken care of and its proper functioning is ensured by regular inspections and maintenance. Freezers are defrosted at least once a year or their automatic defrosting is ensured. Defrosting and cleaning of refrigeration equipment is recorded, for example, in connection with temperature monitoring

**Repair/maintenance plan:**

|  |  |
| --- | --- |
|  | The condition of the premises, equipment and tools is assessed (how often)  Findings and planned corrective actions are recorded (where) |
|  | Equipment is serviced regularly (how often) |
|  | Defrosting and cleaning of refrigeration/freezer equipment is done at least once a year. Defrosting and cleaning records are kept |
|  | Other measures, please specify: |

**Equipment maintenance companies:**

|  |
| --- |
|  |

## **12.3 Waste management**

The restaurant's waste bins are emptied daily at a waste collection point designated by the property owner.

**The following waste types are sorted at the restaurant/property:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | biowaste |  | cardboard |  | paper |
|  | glass |  | metal |  | mixed waste |
|  | energy waste |  | plastic |  | waste fats |

**Where are waste fats/oils collected? Where are waste fats/oils taken for disposal?**

|  |
| --- |
|  |

**How often are indoor waste bins washed? Who is responsible for washing?**

|  |
| --- |
|  |

# **13. Pests control and other animals**

No pests, such as rodents, insect pests and birds, are allowed on food premises.

**The following means are used to prevent the entry of pests:**

|  |  |
| --- | --- |
|  | As a preventive measure, a contract is concluded with a pest control company |
|  | Windows and doors are kept closed |
|  | Ensure that structures do not have passageways for pests (holes/holes leading to out/under structures etc.) |
|  | Continuous monitoring of the premises for pests |
|  | Other, please specify |

**When pests are found, the following measures are taken and those responsible will:**

|  |
| --- |
|  |

**Animals brought by guests to the restaurant**

Guide dogs of the visually impaired, assistant dogs of the physically disabled and hearing dogs of the hearing impaired are allowed on the customer premises of the food establishment.

Upon the operator's permission, pets are allowed on the service premises of the food establishment. This permission must be reported to the customers with a note near the entrance to the service premises. The operator may determine which pets are allowed on the service premises of the food establishment.

* Are pets allowed in the restaurant?  Yes  No
* This has been posted in writing

at the entrance of the restaurant  Yes

* What animals are allowed in the restaurant?

# **14. Personnel**

## **14.1 Orientation and training**

The operator is responsible for ensuring that the people working in the food establishment have sufficient competence in food hygiene with regard to their duties and that they are trained and, when necessary, instructed in food hygiene. Understanding the nature of the restaurant operations, their extent and the in-house control is part of work competence.

It is the operator's responsibility to familiarise those working in the restaurant with hygienic and safe practices as well as in-house control.

**How are records kept of the orientation and training of workers?**

|  |
| --- |
|  |

## **14.2 Hand hygiene and work clothing**

Careful hand hygiene is very important in food work and disposable gloves are used to protect unpackaged food from microbes that may still be on the hands after washing. Disposable gloves should be changed often enough and at least whenever the gloves have been in contact with dirty surfaces, tools, money or other possible sources of contamination. The use of disposable gloves does not eliminate the need to wash your hands.

A person handling food in a food establishment must only use neat, clean and adequate work clothing in the food establishment. Adequate protective clothing depends on the job. For example, when cooking, it is recommended to wear an appropriate work suit, a headgear that covers the hair and footwear suitable for the job.

**What kind of clothing do the employees wear? Where are work clothes stored and how are they maintained?**

|  |
| --- |
|  |

The kitchen personnel must cover their jewellery with protective covers or remove the jewellery. Wounds and false nails should always be covered with protective covers.

## **14.3 Monitoring the health state**

An employee who works in a food establishment and handles unpackaged perishable food is always required to have a medical examination by a health care professional (doctor, nurse) at the beginning of their employment. The need for a salmonella test will be assessed by a nurse/doctor when performing a medical examination.

The report is also required

* from trainees and other similar persons who have been in the workplace for at least one month.
* whenever there is reasonable reason to suspect that the worker may be a carrier of salmonella (febrile diarrhoea or a salmonella infection in a family member) during employment.

More information

* [Guidelines for the prevention of salmonella infections](http://www.julkari.fi/bitstream/handle/10024/135327/URN_ISBN_978-952-302-932-3.pdf?sequence=1&isAllowed=y)
* [Examples of work tasks](https://www.ruokavirasto.fi/globalassets/yritykset/elintarvikeala/elintarvikealan-yhteiset-vaatimukset/pakkaamattoman-helposti-pilaantuvan-elintarvikkeen-kasittely/pakkaamattoman_helposti_pilaantuvan_elintarvikkeen_kasittely-taulukko-17.6.2021.pdf), that require the above reports.

**Where is the information kept about whose health state has been examined?**

|  |
| --- |
|  |

## **14.4 Hygiene passport**

The operator must ensure that persons handling unpackaged, perishable food on the food premises have a hygiene passport.

[Examples](https://www.ruokavirasto.fi/globalassets/yritykset/elintarvikeala/elintarvikealan-yhteiset-vaatimukset/pakkaamattoman-helposti-pilaantuvan-elintarvikkeen-kasittely/pakkaamattoman_helposti_pilaantuvan_elintarvikkeen_kasittely-taulukko-17.6.2021.pdf) of work tasks where a hygiene passport is required can be found on the Finnish Food Authority website.

**Where is the information kept about employees who have a hygiene passport** *(e.g. copies of hygiene passports or a list of employees who have a hygiene passport)*

|  |
| --- |
|  |

# **15. Import of foodstuffs**

|  |  |  |
| --- | --- | --- |
| Foodstuffs of non-animal origin are imported from other EU countries | Yes | No |
| Foodstuffs of animal origin are imported from other EU countries | Yes | No |
| Foodstuffs are imported from outside the EU | Yes | No |

**We import the following foodstuffs from the following countries:**

|  |
| --- |
|  |

**Imports of foodstuffs of animal origin from EU countries**

If an operator imports foodstuffs of animal origin (meat, dairy, fishery products and egg products) from another Member State of the European Union to Finland, the import information must be reported to the City of Helsinki Food Safety Unit using a separate form:[**Notification of imports of foodstuffs of animal origin into the internal market**](https://www.hel.fi/helsinki/fi/asuminen-ja-ymparisto/elintarvikevalvonta-ja-ymparistoterveys/huoneistot/tuonti/)**.**

**A notification of imports of foodstuffs of animal origin into the internal market has been submitted to the Helsinki Food Safety Unit (date):**

Operators importing foodstuffs of animal origin from the EU internal market to Finland must make an import declaration for incoming consignments. The obligation to notify applies to the following foodstuffs:

- special salmonella guarantee products listed in Article 8 of the Hygiene Regulation for food of animal origin: raw beef and pork, including minced meat, meat of domestic fowl, turkey, guinea fowl, duck and goose, including minced meat and raw eggs

- other raw meat obtained from animals

- meat preparations derived from all animal species

- non-heat-treated milk

- cheeses made from non-heat-treated milk

A notification can be submitted electronically [Import declaration for foodstuffs of animal origin imported from the internal market](https://www.ruokavirasto.fi/tietoa-meista/asiointi/sahkoinen-asiointi/elainperaisten-elintarvikkeiden-sisamarkkinatuojan-kuukausi-ilmoituslomake/) or using the form available on the Food Authority website [Import of foodstuffs of animal origin from the internal market](https://www.ruokavirasto.fi/tietoa-meista/asiointi/oppaat-ja-lomakkeet/yritykset/tuonti-ja-vienti/tuonti-EUsta/)

**Person responsible for submitting import declarations:**

**Import declarations are made (in what way?):**

In-house control by an operator importing into the internal market must include an acceptance inspection of imported foodstuffs and related documents.

**The following measures are taken during the acceptance inspection of foodstuffs of animal origin imported from another EU country:**

|  |  |
| --- | --- |
|  | Check that the foodstuffs bear the labelling required by law:  i.e. identification marking, origin, batch number |
|  | Check that the documents and the product match |
|  | Ensure that the foodstuff comes from an approved establishment (List of approved EU establishments: <https://ec.europa.eu/food/safety/biosafety/food_hygiene/eu_food_establishments_en>; List of approved non-EU establishments: <https://ec.europa.eu/food/safety/international_affairs/trade/non-eu-countries_en> ) |
|  | Check that the foodstuff does not come from an area subject to protection decisions (on the website of the Ministry of Agriculture and Forestry www.mmm.fi) |
|  | Check that the meat and minced meat of raw beef, pork, chicken, turkey, guinea fowl, goose and duck is accompanied by a salmonella certificate\* and a commercial document\*\* |
|  | Check that the eggs are accompanied by a certificate stating that the farm of origin has been tested for salmonella |
|  | The measures taken (e.g. in-house control return) are recorded if there are any deficiencies in the above. The recording is done (where?): |

In addition, the actions included in the general acceptance inspection (including temperature measurement) is performed in accordance with Section 2.

\* The salmonella certificate issued by the laboratory must be linked to the import consignment and commercial document in question. The salmonella test must be performed in the country from which the products are sent to Finland.

\*\* The commercial document must conform to the model of the Special Guarantee Regulation (EC) [1688/2005](http://eur-lex.europa.eu/legal-content/FI/TXT/PDF/?uri=CELEX:32005R1688&qid=1406274935510&from=EN).

If the acceptance inspection shows that the salmonella documents are missing or incomplete, the batch must be banned and returned or disposed if the documents cannot be completed. The operator must notify the City of Helsinki Food Safety Unit of any document deficiencies found during in-house control.

The operator must have **a sampling and testing plan** for imported food of animal origin, according to which samples are submitted to the laboratory for analysis. Samples of imported products must be tested for salmonella in accordance with Annex 6 of the Finnish Food Safety Authority's Guide [Microbiological Requirements for Foodstuffs](https://www.ruokavirasto.fi/globalassets/tietoa-meista/asiointi/oppaat-ja-lomakkeet/yritykset/elintarvikeala/elintarvikealan-oppaat/elintarvikkeiden-mikrobiologiset-vaatimukset_4095_04_02_00_01_2020_4_liitteet-yhdistetty.pdf).

If a consignment of meat is found to be salmonella positive in an in-house control sample, the consignment must be returned to the country of origin or destroyed. The operator must notify the City of Helsinki Food Safety Authority of foodstuffs to be destroyed or returned due to salmonella.

**Sampling plan created (date):**

**Description of measures in case of anomalies:**

|  |
| --- |
| **Missing labelling or identification marking:**        **Documents and foodstuff do not match or the traceability of the documents is incomplete:**  **The meat of bovine animals, pork, chicken, turkey, guinea fowl or duck does not have a salmonella certificate or commercial document:**        **The in-house control sample shows salmonella or another finding that poses a health risk:** |

If the operator imports frozen and perishable foodstuffs, the ATP requirements for the transport equipment must be observed for transport: classification and approval of the transport equipment according to the ATP requirements (FRC/FNA/other ATP classifications).

**Imports of foodstuffs of non-animal origin**

If an operator imports foodstuffs of non-animal origin (e.g. vegetables, spices, sauces, sweets) from another Member State of the European Union to Finland or from outside the European Union, a separate notification is not required. Customs monitors the safety of imported non-animal foodstuffs. The operator is responsible for the compliance of the imported foodstuffs with the regulations and for any clarification of the specific foodstuff legislation.

**ELINTARVIKKEIDEN VASTAANOTON LÄMPÖTILAT**

Helposti pilaantuvat elintarvikkeet, jotka säilyäkseen on säilytettävä alhaisessa lämpötilassa, tulee kuljettaa jäähdytyslaitteistolla varustetussa, eristetyssä kuormatilassa tai muulla tavoin jäähdytettävässä, suljettavassa eristetyssä kuljetusastiassa siten, että elintarvikkeiden lämpötila on korkeintaan 6 °C. Kuitenkin eläimistä saatavien elintarvikkeiden kuljetuksissa, ellei kyseessä ole toimittaminen suoraan lopulliselle kuluttajalle, on noudatettava eläimistä saatavien elintarvikkeiden hygienia-asetuksen liitteessä III säädettyjä lämpötilavaatimuksia. (MMM asetus elintarvikehygieniasta 318/2021)

**Elintarvikkeiden toimittaminen ravintolaan yhdistelmäkuormilla**

* Yhdistelmäkuorma = Elintarvikkeiden kylmäkuljetus, joka lähtee muualta kuin laitoksesta ja jossa on mukana enintään 6 ˚C:n säilytystä vaativien helposti pilaantuvia elintarvikkeita. Samassa kuormassa voi olla mukana myös matalamman lämpötilavaateen elintarvikkeista, kuten raaka kala (lähellä sulavan jään lämpötilaa) ja jauheliha (enintään 2 ˚C)
* **Näissä yhdistelmäkuormissa kuljetettavien elintarvikkeiden lämpötilat voivat nousta korkeintaan +6 ˚C:een.**
* Kuljetettavat elintarvikkeet eivät saa jäätyä.
* Jos yhdistelmäkuormissa kuljetetaan pakkaamatonta raakaa kalaa, sen tulee olla hyvin jäitettynä.

**Eläinperäisten elintarvikkeiden lämpötilat, jos ne toimitetaan suoraan laitoksesta ravintolaan:**

|  |  |
| --- | --- |
| **Elintarvike** | **Lämpötila** |
| Tuoreet kalastustuotteet, sulatetut jalostamattomat kalastustuotteet sekä keitetyt ja jäähdytetyt äyriäis- ja nilviäistuotteet | lähellä sulavan jään lämpötilaa a) |
| Kylmäsavustetut ja tuoresuolatut kalastustuotteet sekä tyhjiö- ja suojakaasupakatut jalostetut kalastustuotteet | 0 – 3 ˚C b) |
| Muut jalostetut kalastustuotteet (täyssäilykkeitä ja muita huoneenlämmössä säilyviä jalostettuja kalastustuotteita lukuun ottamatta), sushi sekä elävät simpukat | enintään 6 ˚C b) |
| Sisäelimet | enintään 3 ˚C a) |
| Raaka liha | enintään 7 ˚C a) |
| Siipikarjanliha | enintään 4 ˚C a) |
| Raakalihavalmisteet | enintään 4 ˚C a) |
| Jauheliha ja jauhettu maksa | enintään 2 ˚C a) |
| Siipikarjan jauheliha | enintään 2 ˚C a) |
| Helposti pilaantuvat maitopohjaiset tuotteet, joiden valmistukseen sisältyy vähintään pastörointi tai sitä vastaava käsittely | enintään 8 ˚C b) |
| Muut helposti pilaantuvat maitopohjaiset tuotteet sekä helposti pilaantuvat maidot ja kermat | enintään 6 ˚C b) |
| Kylmäsäilytystä vaativat munatuotteet | enintään 4 ˚C a) |
| Pakastetut tai jäädytetyt elintarvikkeet, joiden lämpötilasta ei ole muuta säädetty eläimistä saatavien elintarvikkeiden hygienia-asetuksessa | -18 ˚C tai kylmempi b) |

1. Eläimistä saatavien elintarvikkeiden hygienia-asetuksen liitteen III lämpötilavaatimuksia sovelletaan viimeiseen vähittäismyyntipaikkaan asti
2. Laitosasetuksen lämpötilavaatimuksia laitoksesta seuraavaan elintarvikehuoneistoon asti.

**Storing and serving temperatures of foodstuffs**

According to regulations, the following temperatures must be applied to the storage and service of foodstuffs that are microbiologically counted as easily perishable:

|  |  |  |
| --- | --- | --- |
| Foodstuff | storing temperature  max. | serving temperature |
| **fresh fishing products, boiled and cooled shellfish and mollusc products as well as defrosted, unprocessed fishing products** | **0... 2oC** |  |
| **cold-smoked and salt-cured fishing products as well as vacuum and packaging gas packed, processed fishing products, roe** | **0... 3oC** |  |
| **minced meat, minced liver and minced poultry** | **4oC** |  |
| **raw meat and organs, raw meat-based products, meat products and processed meat products (cold cuts, sausages, ready-made food made of meat)** | **6oC** |  |
| **easily perishable foodstuffs, including milk, cream, sprouts, chopped vegetables, live clams, sushi, fish baked into a bread (‘kalakukko’) and dairy-based products, which have been prepared without pasteurisation or similar treatment** | **6oC** |  |
| **easily perishable dairy-based products, the preparation of which includes at least pasteurisation or similar treatment, excluding milk and cream** | **8oC** |  |
| **frozen products** | **-18oC**  **or colder** |  |
| **foods that are served hot** |  | **at least**  **60oC** |
| **foodstuffs that are served cold, during the service**  **(serving time max. 4 h)** |  | **max.**  **12oC** |

**The lower recommended temperatures set by the manufacturers of foodstuffs should be followed.**

The recommended temperature for eggs is 10–14°C.

When storing vegetables, their different temperature requirements need to be taken into account: cool (+10–14°C) and room temperature.

The temperature of a chilled product is measured four hours after the chilling process was started. At this time, the product’s temperature should not exceed 6 oC.

The temperature of cooked food should be at least 70 oC, 75 oC for poultry. The temperature of re-heated food must be at least 70 oC.

**FREEZING AT FOOD PREMISES**

Freezing is the term when, for example, restaurants or food shops use freezers to freeze foodstuffs. Special equipment need to be reserved for freezing foodstuffs and the storage time of frozen products is significantly longer than that of the foodstuff in question. The Ministry of Agriculture and Forestry’s decree on freezers (818/2012) has more detailed regulations of freezing foodstuffs.

Freezing is an allowed method of storing foodstuffs in a food premises, which can extent the storage time of the foodstuff. However, when freezing foodstuffs, regulations related to package labelling, storage time, cooling equipment, and defrosting should be taken into account.

Foodstuffs stored as frozen can be sold to consumers or institutional kitchens either partly or fully defosted, if the packaging labels or brochures clearly note that the products have been stored as frozen and that they cannot be refrozen after being defrosted.

Freezing foodstuffs in a food premises is allowed if the following requirements are met:

* if the ingredients are frozen, it can be done before the use by-date
* self-prepared foods and the ingredients used for them can be frozen temporarily, for a maximum of two months’ storage (mushrooms, forest berries, ingredients from garden and game can be stored for a longer time, provided that their quality does not decrease)
* foodstuffs must be frozen in devices that are suitable to the purpose and regularly maintained, the capacity of which has not been exceeded
* no scents, tastes, colour or other strange substances can transfer to the foodstuffs from the packaging or containers or other materials in contact with the products
* frozen foods and ingredients must be stored in a temperature of -18 °C or below
* the package’s contents must be clearly marked on the package, i.e. the foodstuff’s name and date of freezing (if the foodstuffs are frozen in an unopened packaging, the two month’s time is counted from the use by-date on the packaging and it cannot be changed)
* foodstuffs must be frozen immediately after pre-processing or preparation, at the latest on the date they were processed/prepared.
* hot foods need to be cooled down quickly (to 6°C in four hours) before freezing them
* already served foods cannot be frozen
* frozen foodstuffs, the use by, best before or freezing date of which has been exceeded with more than two months, must be disposed of in an appropriate manner
* freezing cold-smoked and salt-cured fish is not recommended. If they are frozen, they will need to be used for food prepared by heating it after defrosting the product.
* frozen foodstuffs must be defrosted in a refrigerator or other similar device so that the surface temperature of the defrosted foodstuff does not rise higher than that of other places
* the operator must take freezing into account in their in-house control plan

**FREEZING FISHING PRODUCTS**

Due to the risk of parasites, freezing treatment must be carried out for fishing products, the treatment of which is not sufficient to destroy parasites capable of living (including e.g. salt-cured fish, cold-smoked fish, salted roe, fish used for sushi, marinated fish).

Freezing treatment does not have to be performed for products that are heated to at least 60°C inner temperature for at least a minute.

The freezing requirement applies to fishing products eaten as they are or to products used for preparing them.

Fishing products must be frozen

• to a temperature of -20 °C or below for 24 hours

or

• to a temperature of -35 °C or below for 15 hours.

If the fishing product has been stored as frozen (-18°C) a sufficiently long time, at least 96 hours, separate freezing treatment is not necessary.

Freezing treatment has to be done either to the ingredient or the finished product. The product’s manufacturer must write a note of the freezing treatment to the document monitoring the product. Commission Degree (EC) No. 853/2004, appendix III, sequence VIII, chapter III.

**INFORMATION OF LABELLING REQUIREMENTS OF FOODSTUFFS IN CATERING PREMISES**

Food business operator is responsible for ensuring that the package labelling is correct. This guidance provides information of labelling requirements for packaged and unpackaged foodstuffs.

**UNPACKAGED FOODSTUFFS, INFORMATION TO BE PROVIDED FOR THEM, AND PROVISION METHODS**

Foodstuffs in catering establishments are, almost without exception, unpackaged foodstuffs, which are generally subject to the following package labelling requirements.

An unpackaged foodstuff is a foodstuff,

* which is served in a catering establishment to the consumer for immediate consumption
* which is pre-packaged at the catering establishment for immediate sale, e.g. take away products
* which the consumer packages themselves, e.g. servings that the customer packs into a box at a salad bar
* which are packed in the catering establisment at the consumer’s request

The following information must be provided about the foodstuffs:

* Name of the foodstuff
* Substances and products that cause allergies and intolerances must be distinguishable from other ingredients, using a different font, bold type, or highlighting (list provided at the end of this guidance)
* Country of origin, if the whole foodstuff has been prepared in a country other than Finland, e.g. casserole prepared in Estonia and just heated at the catering establishment in Finland

Information should be provided as follows:

* In written form, near where the unpackaged foodstuff is served, in a way that is easily noticeable and clearly presented e.g in a table or blackboard
* Information may also be provided orally, providing that near to the unpackaged foodstuff, it is presented clearly e.g in a table that consumers may seek further information from the staff. An example of a notice:

‘Dear customers, more information about the foodstuffs and any allergens they may contain is available from the catering establishment’s/restaurant’s staff.’

* The information listed for foodstuffs must be available/authenticable on paper or in electronic form at the catering establishment/restaurant
* In bilingual towns, the labels should be provided in Finnish and Swedish
* A separate notice is not required if the consumer’s particular nutritional requirements have been clarified in advance, and the foodstuffs are delivered on the basis of this information (e.g. day care centres, schools, hospitals, facilities providing care for the elderly, prisons).

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

1. Grains and grain-based products containing gluten

2. Shellfish and shellfish-based products

3. Eggs and egg-based products

4. Fish and fish-based products

5. Peanut and peanut-based products

6. Soya beans and soya bean based products

7. Milk and dairy products

8. Nuts

9. Celery and celery-based products

10. Mustard and mustard-based products

11. Sesame seeds and sesame seed based products

12. Sulfur dioxide and sulfites, the concentrations of which are over 10 mg/kg or 10 mg/l in terms of total sulfur dioxide

13. Lupins and lupin-based products

14. Molluscs and mollusc-based products

* In-house control must include descriptions of how and from where information concerning allergens has been sourced.

**MORE INFORMATION**

**‘Elintarviketieto-opas elintarvikevalvojille ja elintarvikealan toimijoille (17068/1)’ (only available in Finnish and Swedish)**

**MANDATORY COUNTRY-OF-ORIGIN LABELLING OF MEAT AT RESTAURANTS AND CAFÉS**

Notifying customers of the country of origin of meat is mandatory at restaurants and other catering establishments from 1 May 2019 onwards. The country of origin of meat must be indicated in writing in an easy-to-notice brochure or sign, for example.

The country-of-origin labelling requirement concerns the following types of meat (**including minced meat**) when they are used at the catering establishment as **an ingredient in food, either fresh or frozen**:

* beef
* pork (excluding wild boar)
* mutton and goat meat
* poultry meat (chicken, goose, duck, turkey and guineafowl meat).

Take-away products and online trade are also subject to the same requirement.

The country-of-origin labelling requirement does not concern meat preparations (salted, spiced or marinated meat) received by restaurants and used as ingredients in food and meat products (cold cuts or sausages). The country of origin is indicated on the meat packaging, for example.

**The country of origin of meat means the country that the animal was raised in.**

The country of origin must be stated down to the country level, if this information is available:

For example meatloaf: beef (country of origin Finland), pork (country of origin Germany) or beef (Finland), pork (Germany).

If information on the actual country of origin of the meat is not available, the country of origin is indicated as ‘EU’ or ‘outside EU’ or ‘EU and outside EU’.

For example chicken (outside EU).

For more information on the subject, please see the Ministry of Agriculture and Forestry’s Decree [154/2019](https://www.finlex.fi/fi/laki/alkup/2019/20190154) and the Finnish Food Authority’s website (in Finnish): <https://www.ruokavirasto.fi/yritykset/elintarvikeala/valmistus/elintarvikkeista-annettavat-tiedot/pakkausmerkinnat/elintarvikkeiden-alkuperamerkinnat/lihan-alkuperamaamerkinnat-tarjoilupaikoissa/>

**For more information, please contact:**

City of Helsinki Environmental Services / [kymp.elintarviketurvallisuus@hel.fi](mailto:kymp.elintarviketurvallisuus@hel.fi)

**NIMEÄ KINKKUA SISÄLTÄVÄ RUOKA OIKEIN**

Ruuan nimi ei saa johtaa kuluttajaa harhaan, sen on oltava selkeä, helposti ymmärrettävä ja totuuden mukainen. Lihaa sisältävien ruokien nimeämisessä valmistajan tulee varmistaa, että ruuan nimi perustuu raaka-aineiden oikeisiin nimityksiin. Raaka-aineiden oikea nimeämisen voi tarkastaa raaka-aineen valmistajan pakkausmerkinnöistä. (ks. esimerkki alla)

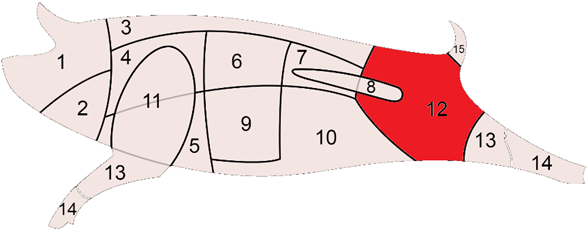
Ruuan nimessä voi käyttää sanaa *kinkku* **vain**, jos ruoka sisältää oikeaa kinkkua (ks. kuva alla), esim. kinkkupitsa, kinkkukiusaus tai kinkkusalaatti.

Kinkkuvalmisteesta tai kinkkuleikkeestä valmistetusta ruuassa voidaan käyttää nimitystä kinkkuvalmiste. Tällöin ruoka nimetään esim. kinkkuvalmistepitsaksi tai kinkkuvalmistesalaatiksi ja ainesosaluetteloon tulee merkitä kinkkuvalmiste.

Pitsoissa käytetään usein pitsasuikaletta. ***Pitsasuikale*** ei ole elintarvikkeen nimi vaan kaupallinen nimi ja tämä sisältää usein sianlihaa, joka ei ole kinkkua. Tällöin ruoan esim. pitsan nimessä tai ainesluettelossa **ei saa** käyttää nimitystä kinkku.

**Mitä on kinkku?**

Kinkku on 100% sianlihaa ja liha on sian takajalasta (kuvassa kinkku punaisella 12). Kinkkuun saa lisätä **vain** suolaa, vettä, mausteita, glukoosia/tärkkelyssiirappia ja sallittuja lisäaineita.



Esimerkki kinkun pakkausmerkinnöistä:

Ainesosat: Sianliha (kinkku, Suomi), vesi, suola, glukoosi, stabilointiaineet E 450, E 451, hapettumisenestoaine E316, säilöntäaine E 250. Lihapitoisuus 92 %.

**Lisätietoja;**

Helsingin kaupunki, elintarviketurvallisuusyksikkö, [kymp.elintarviketurvallisuus@hel.fi](mailto:kymp.elintarviketurvallisuus@hel.fi)

Ruokavirasto:

<https://www.ruokavirasto.fi/yritykset/elintarvikeala/valmistus/elintarvikkeista-annettavat-tiedot/pakkausmerkinnat/elintarvikkeiden-nimeaminen/kinkku-elintarvikkeen-nimena/>

**Sampling in restaurants and other food premises serving food**

Restaurants, cafes, canteens and other food premises that serve food, that manufacture, process and prepares foodstuff and/or produces ice, must include sampling in their in-house control. Food premises can execute the sampling by themselves or by making a contract with a pre-accepted laboratory (<https://www.ruokavirasto.fi/laboratoriopalvelut/ruokaviraston-hyvaksymat-laboratoriot/elintarvikelaboratoriot/>). During an oiva-inspection, the inspector will evaluate the sampling schedule and its execution. The possible changes in sampling volumes must be negotiated with the inspector.

The operators obligation of in-house control sampling is based on EU regulation on microbiological criteria for foodstuffs. The Finnish Food Safety Authority has drawn up guidelines for the EU regulation on microbiological requirements for foodstuffs (4095/04.02.00.01/2020/3). The guide is available on the Finnish Food Safety Authority's website at: <https://www.ruokavirasto.fi/globalassets/tietoa-meista/asiointi/oppaat-ja-lomakkeet/yritykset/elintarvikeala/elintarvikealan-oppaat/elintarvikkeiden-mikrobiologiset-vaatimukset_ohjeita-toimijoille.pdf> and an annex: <https://www.ruokavirasto.fi/globalassets/tietoa-meista/asiointi/oppaat-ja-lomakkeet/yritykset/elintarvikeala/elintarvikealan-oppaat/liite-9-vahittaismyyntipaikka.pdf>

**The examination of ice**

Ice presents a potential hazard due to microbiological contamination. If the ice served in the food premises is self-produced, its quality must be examined **once a year.** The samples taken from ice are tested for *Escherichia coli,* coliform bacteria and intestinal enterococcus bacteria.

**Surface sampling**

Samples from surfaces must be taken from those food premises, where ready-to-eat foods, such as salads, filled sandwiches, gravlax and cold cuts are prepared. This obligation stands for e.g. restaurants, cafeterias, pizzerias, sushi-restaurants, catering kitchens and institutional kitchens. The sampling volumes depend upon the size of the operations. The frequency and the volume of samplings are listed in the table below.

**Table: Surface sampling volumes, the frequency of sampling and mandatory analyses in food premises that handle raw, perishable foods.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Service**  50 – 500 servings / day | **Service**  500 – 2000 servings / day | **Service**  over 2000 servings / day |
| Sample volumes and the frequency of sampling | - Samples are taken at least 4 times per year  - At least 5 samples are taken in every sampling | - Samples are taken at least 8 times per year  - At least 5 samples are taken in every sampling | - Samples are taken at least 12 times per year  - At least 5 samples are taken in every sampling |
| Mandatory analyses | Aerobic micro-organisms or enterobacteria | Aerobic micro-organisms or enterobacteria | Aerobic micro-organisms or enterobacteria |

The samples can be self-collected with e.g. Hygicult -disk or other commercial surface sampling methods, or the laboratory can take the samples. The surface samples are taken from surfaces, which are directly touching foodstuffs, from such as counters, chopping boards and tools used to prepare food. Samples are taken from a clean and dry surface, e.g. in the morning before opening. In case of self-collecting the samples, instructions of the sample collecting kit must be followed.

Food premises that produce perishable ready-to-eat food that are sold for 5 days or more and in which *Listeria monocytogenes* is able to grow*,* must also take *Listeria monocytogenes* surface samples*.* These products are e.g. salads, filled sandwiches, gravlax and cold smoked fish. Surface samples are taken from the areas or tools where and by which the above-mentioned foodstuffs are handled during the handling or shortly after, yet before cleaning.

**Food samples**

Food samples for microbiological analyses are taken from foods made from perishable products and ready-to-eat foods, in which *Listeria monocytogenes* is able to grow and are sold for 5 days or more. It is also recommended to test STEC –bacteria from a minced meat and raw meat products that are made from beef or mutton. Sampling is recommended e.g. when producing minced meat eaten raw (e.g. tartare).

Kitchens are advised to store self-made foods in freezer for 2-4 weeks for possible food poisoning investigations. Appropriate sample size to freeze is at least 200 grams.

**Monitoring the results**

Sampling frequency, the plan of samples taken and analyses taken from samples must be determined by the operator as a part of in-house control sampling schedule. The operator must document sampling results, possible improvements made due to poor results (e.g. enhance in cleaning/directions or change of cleanser/cleaning tools) and results of the resampling.

Examples of trend monitoring:

**Figure 1.** The situation is acceptable, if **Figure 2.** The situation is not acceptable.

it is an indicator. Most often, the situation There are recurring problems in the operation of

requires action in the case of a pathogen. the food apartment, eg in the operation of one shift.

**More information:**

Espoon seudun ympäristöterveys, [elintarvikevalvonta@espoo.fi](mailto:elintarvikevalvonta@espoo.fi)

Eteläkärjen ympäristöterveys, [halsoinspektor@symi.fi](mailto:halsoinspektor@symi.fi)

Helsingin kaupungin ympäristöpalvelut, [kymp.elintarviketurvallisuus@hel.fi](mailto:kymp.elintarviketurvallisuus@hel.fi)

Hyvinkään ympäristöterveydenhuolto, [kirjaamo@hyvinkaa.fi](mailto:kirjaamo@hyvinkaa.fi)

Keski-Uudenmaan ympäristökeskus, [yaktoimisto@tuusula.fi](mailto:yaktoimisto@tuusula.fi)

Lohjan ympäristöterveyspalvelut, [ymparistoterveys@lohja.fi](mailto:ymparistoterveys@lohja.fi)

Porvoon ympäristöterveydenhuolto, [ymparistoterveydenhuolto@porvoo.fi](mailto:ymparistoterveydenhuolto@porvoo.fi)

Vantaan ympäristökeskus, [ymparistoterveys@vantaa.fi](mailto:ymparistoterveys@vantaa.fi)

**DELIVERY INSPECTION OF PRODUCTS**

Frequency \_\_\_\_x week / month **year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Foodstuff | Temperature ºC | Observations and further actions (continue on the another side if necessary) | Signature |
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**TEMPERATURE MONITORING OF CHILLER AND FREEZER EQUIPMENT AND STORAGE**

**Keeping temperature**

* fresh fish and crustacean 0 – +2 °C
* cold-smoked and fresh-watered fishery products, protected gas and vacuum-packaged processed fishery products, as well as salted roe 0 – +3 °C
* minced meat and minced liver not higher than +4 °C
* another easily perishable food +6 °C
* pasteurized dairy products not higher than +8 °C
* frozen food–18 °C or colder.

Device 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Device 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Device 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Device 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Device 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Device 1  °C | Device 2  °C | Device 3  °C | Device 4  °C | Device 5  °C | Observations and further actions (continue on the another side if necessary) |
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**TEMPERATURE MONITORING OF FOOD TO BE CHILLED**

Year: \_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Product | Start of chilling | | End of chilling | | Observations and further actions | Signature |
|  |  | Time | Temperature | Time | Temperature |  |  |
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**TEMPERATURE MONITORING OF FOOD TO BE SERVED year**

**Must be noted once a week**

Food served hot must be kept at 60 °C or above and those to be served cold must be kept below +12 °C .

At a catering business, unpacked easily perishable food may be served for up to four hours and must be thrown away after serving.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Start serving | | During serving | |  |
| Date | Food | Time | Temperature °C | Time | Temperature °C | Observations  (continue on the another side if necessary) |
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**TEMPERATURE IN FOOD TO BE DELIVERED year**

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| Date | Food | Dispatch tem-perature °C | Observations  (continue on the another side if necessary) | Signature |
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