



#KISS_{MY}CURRY

HACCP system & weekly kitchen records



Start date: 09/08/2018

End date: 09/08/2019 (Renewal)

1. understanding our HACCP system...

Provides you with:

1. Knowledge of our HACCP system; the terminology and processes involved.
2. Understanding of the practical application of our HACCP system in relation to your duties.

1. understanding our HACCP system...

HACCP stands for:

“Hazard Analysis and Critical Control Point”

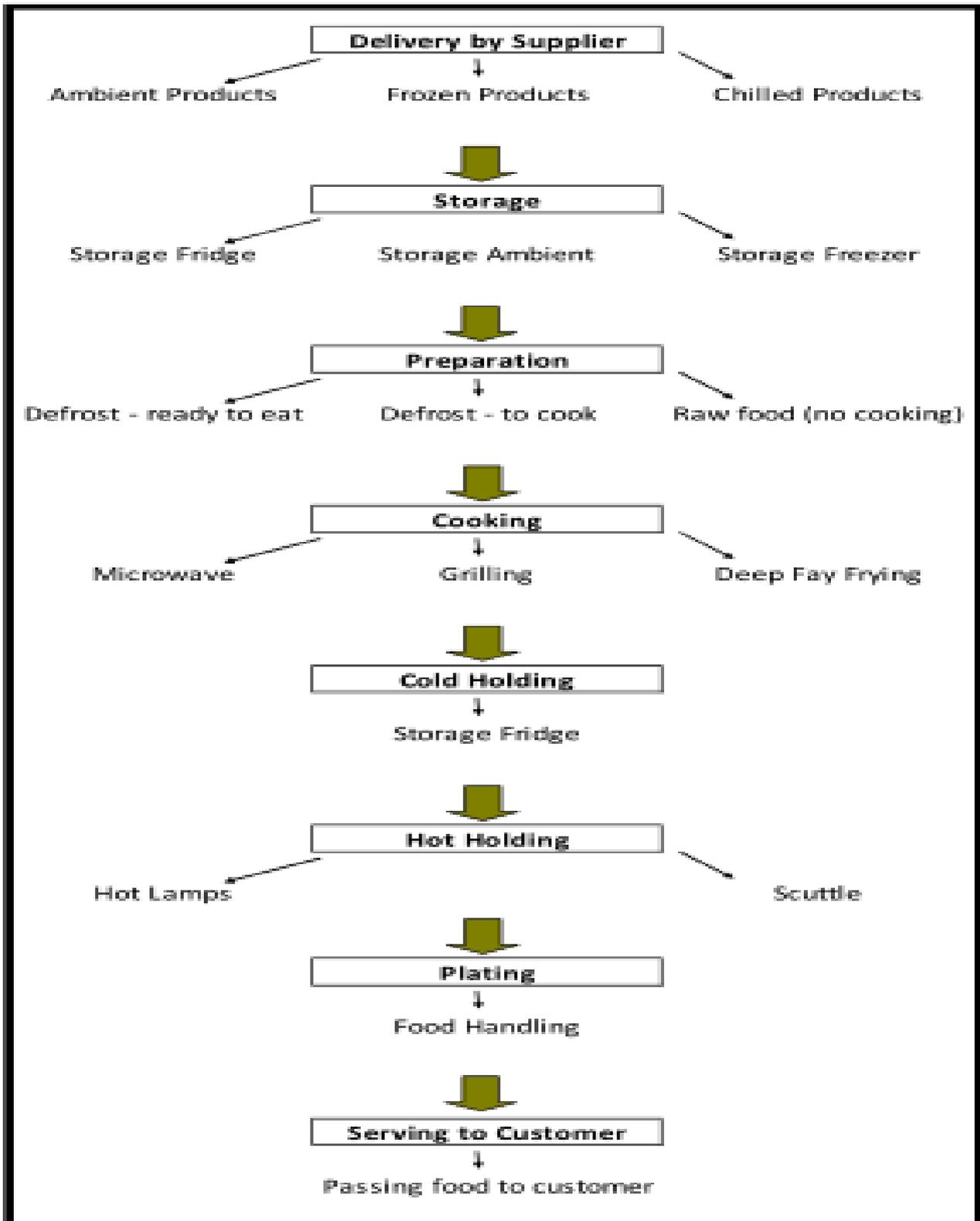
It is a legally required food safety management system.

The main aim of our HACCP system is to focus attention on critical points in the operation and to take measures to ensure that problems do not occur whilst handling food and drink for public consumption.

2. HBC processes - flow diagram...

To understand HACCP you should think of our catering operation as a sequence of process steps:

The first step is 'delivery' of food – and the last step is 'serving' it to our customers:





3. hazards...

A “Hazard” is anything which may cause harm to customers through eating our food.

There are three types of hazard:

1) Microbiological hazards:

Include food poisoning bacteria and are hazardous because they can:

- Survive inadequate cooking, if already present in food, for example, Salmonella in chicken; or bacillus in cooked rice;
- Multiply to harmful levels in food given the right conditions, for example, poor temperature control during storage, handling or hot-holding;
- Spread from raw foods e.g. meat, poultry and unwashed vegetables to cooked/ready-to-eat foods either directly or via cross-contamination.

Other microbiological hazards such as certain bacteria, yeasts and moulds may lead to food spoilage.

2) Chemical hazards:

- May be present already on certain foods in the form of pesticides or insecticides;
- May arise from incorrect storage;
- May arise from the misuse of chemicals such as cleaning chemicals and rodent baits.

3) Physical hazards:

- Include contamination by materials such as glass, plastic, wood, metal, hair and contamination caused by pests.

“Hazard analysis” therefore helps us identify where the hazards are at each stage of the processes our company follows.

Once identified, measures must then be put in place to prevent or control the ‘hazards’ these are called “Control Measures.”

For HBC “Hazards” refer to ‘HBC HACCP Charts’ section 3 of this pack.

4. control measures...

‘Hazards’ must be prevented and controlled using “Control Measures” thereby making the hazards safe.

Some examples of Control Measures in HBC:

Hazard 	Control Measure 
survival of harmful bacteria which may cause food poisoning	thorough cooking
spread of harmful bacteria which may cause food poisoning from raw food to cooked/ready-to-eat food	careful handling practices e.g. keeping food apart at all times, in separate fridges or with cooked food always above raw food

5. Critical Control Points (CCPs)...

CCPs are the stages of our processes where hazards must be controlled for the food to be safe to eat.

All hazards at CCPs must be reduced to a safe level or eliminated by a suitable Control Measure.

Example of a CCP in the Kiss My Curry operation:

- Cooked chicken curry must be kept at controlled temperature when cooked at 80c degrees in peak temperature; it must be kept warm during transit and reheated to 80c degrees to prevent bacterial growth; thus making it safe to consume.
- Cooked rice must never be reheated
- Cold food items must be kept at optimum temperatures

6. critical limits...

Critical Limits are specified safety limits which Control Measures at Critical Control Points (CCPs) must achieve.

Some examples of Critical Limits in Kiss My Curry:

- Temperature of all Kiss My Curry fridges should not exceed 5°c, therefore '5°c' is our 'Critical Limit'.
- Prevent cross-contamination with the use of different coloured boards and knives for different foods, our 'Critical Limit' is therefore for you to "always use the coloured boards and knives correctly."

So let's look back at cooking chicken curry:

HACCP Process	Hazard	Critical Control Point	Control Measure	Critical Limit
KMC Actions	survival of harmful bacteria which may cause food poisoning in The curry if not cooked thoroughly	cooking	thorough cooking	burger should be 80°C for 2 minutes to ensure bacteria is killed

Once all Hazards, Critical Control Points, Control Measures and their Critical Limits are thoroughly identified, these must be documented (refer to 'HACCP Charts') and then monitored.

7. monitoring...

All of our Control Measures at the Critical Control Points (CCPs) must be monitored to ensure they remain safe, constant and within our Critical Limits.

A monitoring example in KMC:

Checking temperatures on the refrigerators to ensure they are within their Critical Limit

Control Measure	Critical Limit	Monitoring
temperature control to -5°C prevent/control the growth of bacteria		using a temperature probe to check temperature of freezer does not exceed -5°C, daily AM & PM

Not all Control Measures and Critical Limits will be able to be recorded quantifiably.

Checking staff always use the correct coloured equipment

Control Measure	Critical Limit	Monitoring
different coloured equipment to prevent cross-contamination	'staff will always use correct coloured equipment'	supervising staff members to ensure they follow contamination rules

Frequency of monitoring is decided by the nature of that which is being monitored e.g. 'temperature checks' are carried out twice daily to ensure that temperatures remain as consistent as possible.

If an error is found with a Control Measure not meeting its Critical Limit e.g. a refrigerator is functioning at 10°C, immediate steps must be made to correct this. This is called a "Corrective Action".

8. corrective action...

A "Corrective Action" is needed when a Control Measure has failed to meet its Critical Limit. It describes the procedure we carry out to ensure that the food is made safe or prevented from being used.

These are discovered through the monitoring process.

Some examples of Corrective Action in KMC:

Fridge temperatures exceeding Critical Limit

Monitoring	Corrective Action ('s)
temperature probe at AM reads 10°c	
<ul style="list-style-type: none"> • check temperature display and inside temperature are the same • consider if food is safe to use/dispose of food that is out of temperature • call engineer • deliver staff refresher training 	

Cross-contamination occurring with chopping boards thereby breaching Critical Limit

Monitoring	Corrective Action ('s)
staff member checking cleanliness of chopping vegetables before use and discovering blood on the board	
	<ul style="list-style-type: none"> • thoroughly clean and disinfect the board • dispose of affected food <ul style="list-style-type: none"> • retrain staff

Corrective Actions have two functions:

- To ensure the food in question is safe or prevented from being used;
- To prevent the problem happening again by considering the cause of the failure of the Control Measure and taking appropriate action.

All monitoring procedures and Corrective Actions must be recorded accurately and sufficiently.

9. records and verification...

The records are documented proof that we are monitoring all elements of our HACCP system and carrying out Corrective Action where necessary.

Verification of the system aims to show that we are following and accurately recording an effective HACCP system:

Verification examples:

- Checking that the Control Measures at CCPs are being consistently applied by carrying out monitoring and recording our findings.
- Checking that the appropriate Corrective Actions have been taken by Management/Team-Leaders double checking and signing off paperwork.
- Checking that the Monitoring Records are consistent and accurate by Management checking and signing off the paperwork at the specified times of day.

Our HACCP documents run on a weekly basis and are compiled of:

Document	Purpose
Cover sheet	<ul style="list-style-type: none"> • indicates date
Opening Checklist	<ul style="list-style-type: none"> • guidance on exactly 'what' needs cleaning and frequency of each activity • Corrective Actions recorded in Actions/Training section. • refer to Cleaning House Rules
Cleaning Checklist	
Closing Guide	
Closing Checklist	
Delivery Record	<ul style="list-style-type: none"> • records condition of stock that come in to the premises every day including temperature, 'use by' date and packaging of item • indicates Critical Limits for temperatures of delivered stock • indicates Corrective Action procedures and allocates boxes to record action taken • refer to Stock control House Rules
Storage Temperature Record	<ul style="list-style-type: none"> • records temperatures of all the refrigerators and freezers on the premises daily, AM & PM checks done • indicates Critical Limits for temperatures of refrigerators and freezers • indicates Corrective Action procedures and allocates boxes to record action taken • refer to Temperature Control House Rules

Cooked Temperature Record	<ul style="list-style-type: none"> • records temperatures of core products cooked (fried items, curries, grills, biryanis, chaats, salads, sauces) • records when the temperature probe is calibrated • indicates Critical Limits for temperature of product • indicates Corrective Action procedures and allocates boxes to record action taken • refer to Temperature Control House Rules
Meat Batch Number Record	<ul style="list-style-type: none"> • records Batch codes for each meat product that enters the premises so 'spoiled' meat can be traced • Corrective Actions recorded in Actions section
Pest Control Record	<ul style="list-style-type: none"> • records any evidence of pests daily, AM & PM
	<ul style="list-style-type: none"> • further record to detail findings and document Corrective Actions taken • refer to Pest Control House Rules
Wastage Record	<ul style="list-style-type: none"> • records any wastage, recording quantity and reason • Corrective Actions recorded in Action required/Notes section • refer to Waste Control House Rules

All of the above documents indicate the frequency of monitoring required and every process is checked by a manager/team-leader to ensure the verification of the system.

It is important that you have a complete understanding of the terms used in this document for you to be using our HACCP system accurately and efficiently.

If you have any questions or concerns regarding this pack please come and find a Manager.

2. Weekly HACCP Kitchen Records

2. weekly HACCP kitchen records...

Provides week to view spreadsheets to record the daily monitoring and corrective actions we carry out as part of our HACCP system.

Keeping records of our monitoring is critical as it demonstrates that our procedures laid out in our House Rules (Refer to section 4 of this pack) are being followed, therefore keeping an accurate check on our food safety procedures by demonstrating we are controlling hazards effectively.

3. HACCP Processes Flow Diagram and HACCP Charts

3. HACCP process flow diagram and HACCP charts...

Outlines:

1. KMC Process Flow Diagram: highlights the different food process steps in HBC starting with 'Delivery of the food' and ending with 'Serving the food to the customer.'
2. HACCP Charts: identifies:
 - The potential 'Hazards' at each of the process steps
 - Suggested 'Controls' to prevent or reduce the affect of the hazard
 - Methods to 'Monitor' the above processes to ensure the food is safe to use.

Controls and Monitoring procedures are thoroughly defined in our House Rules (Refer to section 4 of this pack.)

4. House Rules

4. house rules...

The House Rules contains 9 sub-sections each of which covers a particular subject of food safety management.

These are:

1. Training
2. Personal Hygiene
3. Cleaning
4. Temperature Control
5. Cross Contamination
6. Pest Control
7. Waste Control
8. Maintenance
9. Stock Control

Our House Rules outline our safe working practices in each of these areas.

Kiss My Curry - TRAINING HOUSE RULES

Describe	
<ul style="list-style-type: none"> • Control Measures and Critical Limits • Monitoring including frequency 	
New Staff Training including Induction	<p>All Food Handling Staff:</p> <ul style="list-style-type: none"> • 'The Essentials of Food Hygiene' given as induction during first day of work (1 page). • A comprehensive 'Hygiene Awareness DVD' Pack is to be carried out at induction or as soon as possible after starting work.
Supervision of Staff	<ul style="list-style-type: none"> • A suitably trained manager or team leader will be on the premises at all times to supervise staff members.
Retraining	<ul style="list-style-type: none"> • When a failure has occurred in any of the areas of the HACCP system, the staff involved will be retrained and/or given new instructions to carry out their duties safely.
Refresher Training	<ul style="list-style-type: none"> • Staff meetings to train all new information and refresh existing training information. • Scheduled and on the spot one-to-one coaching/training sessions.
Vocational and Formal Training Staff Handling Low Risk Food Training Staff Handling High Risk Food Training Manager/Team Leader Training	<p>Staff given options to take on National Vocational Qualifications.</p> <p>All food handling staff to pass a certificate of food hygiene, qualification level taken determined by position, within the first 3 months of employment:</p> <ul style="list-style-type: none"> • Staff handling low risk food (Waiting and bar staff): 'Essentials of Food Hygiene' sheet and 'Hygiene Awareness DVD' pack. • Staff handling high risk food: As above and Basic Food Hygiene Online qualification initially and supervised at all times advancing on to Intermediate Food Hygiene qualification. • Manager/Team Leader Training: As above and Intermediate Food Hygiene Certificate. <p>Staff to re-sit relevant food hygiene qualification within 3 months of expiry of existing certificate.</p>
HACCP Based Training	<p>HACCP based system training provided within first month of employment:</p> <p>Staff handling low risk food (Front of House members):</p> <ul style="list-style-type: none"> • Awareness of the system – Powerpoint presentation of the basic principles of HACCP. <p>Staff handling high risk food (all Kitchen staff.)</p> <ul style="list-style-type: none"> • Trained on understanding and working effectively within the companies HACCP system <p>Managers/Team Leaders:</p> <ul style="list-style-type: none"> • Trained on understanding and working effectively within the companies HACCP system. • Trained on their duties in relation to the HACCP system i.e. managing food handling staff to ensure they understand and apply the principles of the system to their work. • Trained in checking the system is working and ensuring corrective actions/reviews carried out where necessary.

Monitoring/checking and any other records appropriate to the Training House Rules	<p>Each individual staff member will have a 'Training record' kept including records for:</p> <ul style="list-style-type: none"> • Induction training – Essentials of Food Hygiene and Hygiene Awareness • Vocational training • Formal training
	<ul style="list-style-type: none"> • HACCP based training • Retraining • Refresher training periods.
Other Training	<ul style="list-style-type: none"> • All staff to do 'Allergy Training' within Hygiene Awareness Instruction.

The Training House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

Kiss My Curry - PERSONAL HYGIENE HOUSE RULES

<p>Describe</p> <ul style="list-style-type: none"> • Control Measures and Critical Limits • Monitoring including frequency 	
Personal Cleanliness	<ul style="list-style-type: none"> • Staff should always wash their hands thoroughly and in between EVERY task or behaviour that may risk contaminating food (e.g. sneezing.) • Nails are kept clean and nail polish must not be worn. • Hair is tied back and all kitchen staff members to wear skullcaps. • Food handlers should not spit, sneeze or cough over food. • Food handlers should not smoke in any part of the premises. • Cuts, sores and boils should be covered with a blue waterproof dressing, changed regularly and reported to the duty manager. • Jewellery should be kept to a minimum when preparing and handling food – only a plain wedding ring and sleeper earrings are acceptable. Jewellery e.g. studs, that cannot be removed must be covered by a highly visible dressing. <p>All staff should follow the above requirements and the duty manager must check individual staff members meet these prior to allowing them to start their shift.</p>

<p>Protective Clothing</p>	<ul style="list-style-type: none"> • All kitchen staff must wear the protective clothing provided i.e. chef jacket/shirt, trousers, apron, skullcap and gloves when appropriate. • All other food handlers must wear a shirt and apron. • Staff must ensure that their protective clothing is washed after each shift ready for their next shift. • Staff must change into their protective clothing prior to starting their shift and should not wear these clothes outside food preparation areas. • Gloves or tongs should be used when handling cooked and uncooked foods <p>All staff should follow the above requirements and the duty manager must check individual staff members meet these prior to allowing them to start their shift.</p>
<p>Rules on:</p> <ul style="list-style-type: none"> • Reporting illness 	<ul style="list-style-type: none"> • All staff must report illness that may present a hazard to food safety to their duty manager. The manager must then take immediate action to exclude that person from food handling duties where there is any likelihood of causing contamination of food and throw away any unwrapped food that they may have come in to contact with. • All staff to report to their duty manager if anyone in their household is suffering from diarrhoea, stomach upset or vomiting.
	<ul style="list-style-type: none"> • Food handlers suffering from diarrhoea, stomach upset or vomiting must be excluded from food handling until they have none of the above symptoms for 48 hours.
<p>Rules on:</p> <ul style="list-style-type: none"> • Exclusion • Return to Work 	<ul style="list-style-type: none"> • Staff who have suffered from gastro-intestinal symptoms (vomiting/diarrhoea) should not return to work until they have been free of these symptoms for 48hours. • Staff who have been taking anti-diarrhoeal medication should not return to work until they have been symptom-free for at least 48 hours after stopping the use of medication. • Formal exclusion must be given to those suffering from more serious infections including dysentery, E.coli 0157, typhoid and paratyphoid. Medical clearance i.e. a Doctors note must be provided before returning to food handling duties.
<p>Monitoring/checking and any other appropriate records used by your business</p>	<ul style="list-style-type: none"> • Staff training provided on Personal Hygiene during induction and recorded on personal file. • Staff illnesses recorded on personal files, 'Return to Work' questionnaires administered.

Kiss My Curry CLEANING – OVERVIEW

Items and Areas to be Cleaned	Frequency of Cleaning	Method of Cleaning (including dilution of chemical required)	Example only - Monitor and Record (see HACCP checklist)						
			M	T	W	T	F	S	S
Food Contact Surfaces Worktops, worktables, chopping boards, sinks. Hand Contact Surfaces e.g. taps, handles on fridges, freezers, doors, drawers, check rails.	After each use	<ul style="list-style-type: none"> Remove food debris. Clean with clean, new or thoroughly disinfected cloth and hot water and food safe disinfectant. 							

<p>Food Contact Equipment</p> <p>Main electric/manual equipment: Grills, fryers, pot wash, stove, range cooker, oven, tandoor</p> <p>Kitchen and restaurant tools/utensils:</p>	<p>After each use</p>	<p>Main electric/manual equipment:</p> <ul style="list-style-type: none"> • Food debris removed from grills and oven cleaner used to disinfect. • Oil changed in fryers every 3 days and fryers degreased. • Scuttle cleaned with hot water and detergent. • Coffee machine cleaned by back flushing pipes with detergent, followed by boiling water. • All remaining equipment cleaned with new or thoroughly disinfected cloth, hot water and food safe disinfectant. <p>Kitchen and restaurant tools/utensils:</p>							
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<p>Containers, gastronorms, knives, utensils, cutlery, crockery, tableware, chafing dishes, buffet display equipment</p>		<ul style="list-style-type: none"> • Remove food debris. • Clean with hot water and correct amount of a bactericidal detergent and then with clean hot water – this should be done automatically with the pot washing machine. • Do not immerse knives in sink. 							

<p>Non Food Contact Areas/Items</p> <p>Walls, ceilings, windows, shelves, cupboards, doors, light fittings.</p> <p>Floors</p> <p>Waste Bins</p>	<p>When necessary</p> <p>Daily</p> <p>At the end of each day and at intervals during the day if necessary.</p>	<ul style="list-style-type: none"> • Remove loose debris. • Wipe down with clean, new or thoroughly disinfected cloth, hot water and detergent. • Sweep up loose debris. • Mop the floor with hot water and detergent. <p>Clean with hot water and detergent.</p>							
<p>Food Storage Equipment</p> <p>Refrigerators, freezers, display shelves, front kitchen chiller</p>	<p>When necessary</p>	<ul style="list-style-type: none"> • Remove loose debris • Wipe down with clean, new or thoroughly disinfected cloth, hot water and detergent. 							
<p>Supervisory checks</p>									
<p>REFER TO INDIVIDUAL AM & PM CLEANING CHECKLISTS IN KITCHEN AND FOH DOCUMENTS FOR DETAILED BREAKDOWN.</p>									

Kiss My Curry - TEMPERATURE CONTROL HOUSE RULES

Process Step	Temperature Control Measure and Critical Limits	Monitoring Method, Frequency and Record(s) used
Purchase, Delivery/Receipt, Collect	<ul style="list-style-type: none"> Chilled stock (including meat) should only be accepted if it is at 8°C or below. Frozen stock should only be accepted if it is at -15°C or below. Ambient stock should only be accepted at room temperature. 	<ul style="list-style-type: none"> Stock checked on delivery/receipt using a temperature gun and recorded in the 'Delivery record' of the Kitchen HACCP documents.
Storage	<ul style="list-style-type: none"> Chilled stock kept in refrigerators functioning at 5°C or below. Frozen stock kept in freezers functioning at -18°C or below. Ambient stock kept in areas that allow for consistent, cool temperatures (e.g. away from grills.) 	<ul style="list-style-type: none"> All individual fridge and freezer temperatures checked daily AM and PM and recorded in 'Storage area temperature record' of the Kitchen HACCP documents. Ambient stock is checked visually as part of the pest and general stock checks carried out through the Kitchen HACCP documents. Duty manager to make regular checks.
Preparation	<ul style="list-style-type: none"> Food prepared in kitchen in a cooler more consistent temperature i.e. away from grills and fryers etc. Raw and ready-to-eat food kept within the chill or refrigerator until it is required and then prepared/handled without delay. 	<ul style="list-style-type: none"> Staff training provided on temperature control. Duty manager to make regular checks.
Cooking	<ul style="list-style-type: none"> All core products (i.e. meat and vegetarian burgers) checked to ensure the centre reaches 75°C for 2 minutes. All other cooked food checked visually to see if it is piping hot. 	<ul style="list-style-type: none"> Temperature probe used and reading recorded daily for each different product in 'Cooked temperature record' of the Kitchen HACCP documents. Staff training provided on temperature control. Duty manager to make regular checks.
Hot Holding	<ul style="list-style-type: none"> All food held in scuttle and under hot lamps kept above 63°C. 	<ul style="list-style-type: none"> Visual checks to be done on food. Staff training provided on temperature control. Duty manager to make regular checks.
Service and Delivery to Customers	<ul style="list-style-type: none"> All food cooked to order and served immediately to customers. 	<ul style="list-style-type: none"> Staff training provided on temperature control. Duty manager to make regular checks.

Kiss My Curry - CROSS CONTAMINATION PREVENTION HOUSE RULES

Describe • Control Measures and Critical Limits • Monitoring including frequency	
Personnel	<ul style="list-style-type: none"> All staff to maintain good personal hygiene at all times (Refer to Personal Hygiene House Rules.)
Delivery Vehicles	<ul style="list-style-type: none"> Observe that food is sufficiently protected. Visual checks when feasible. We only use HACCP approved suppliers (documents held at suppliers.)
Storage • Refrigerated • Frozen • Ambient	<p>Refrigerated:</p> <ul style="list-style-type: none"> Store raw and ready-to-eat foods separately. Store raw meat and raw vegetables separately. If they have to be in the same fridge, store raw meat below ready-to-eat foods. Cover all foods and label. Keep the refrigerator clean. <p>Frozen:</p> <ul style="list-style-type: none"> Store raw and ready-to-eat foods separately. If they have to be in the same freezer, store raw meat below ready-to-eat foods. Cover all foods to prevent leakage and label. Keep the freezer clean. Defrost on a regular basis to ensure freezer is working at an optimum level. <p>Ambient:</p> <ul style="list-style-type: none"> Keep storage areas clean and tidy. Food should be kept in sufficiently protective containers and covered. Containers should be kept off the floor and away from the wall. Keep premises pest free (Refer to Pest Control House Rules.)

<p>Equipment</p> <ul style="list-style-type: none"> • Utensils • Work Surfaces • Sinks • Cleaning <p>Cloths/Equipment</p> <ul style="list-style-type: none"> • Boards • Thermometers • Chefs' Cloths 	<ul style="list-style-type: none"> • All staff to maintain good personal hygiene at all times (Refer to Personal Hygiene House Rules.) • Equipment must be cleaned at all times (Refer to Cleaning House Rules.) • Equipment must be in a good state of repair (Refer to Maintenance House Rules.) • Utensils: Tongs and serving spoons used on ready-to-eat food are separate from those used on raw food and cleaned appropriately. • Work Surfaces: Separate surfaces should be used to prepare raw and cooked foods and different types of food groups i.e. meat and vegetarian foods prepared on different counters. Where this is not possible, thorough disinfection of surface carried out in between preparation of different food produce. • Sinks: Sinks used for food washing should be adequately cleaned and disinfected after use along with surrounding area. Separate sinks should be used for hand washing, food prep and wash up. • Re-usable Cleaning cloths: Ensure cloth is thoroughly washed, disinfected and wringed between tasks.
	<ul style="list-style-type: none"> • Colour coded boards and knives should be used for different food groups and washed thoroughly after each use. • Probe thermometers should be thoroughly cleaned and sanitised between uses. • Chefs' cloths should not be used for wiping hands.
<p>Salad Washing</p>	<ul style="list-style-type: none"> • • Salad products should be stored in a refrigerator. Thoroughly wash under running cold water, drain and store salad leaves before use. • Raw vegetables should either be peeled first or thoroughly washed before service. • Salads should be prepared with separate equipment and utensils to raw meat that have been thoroughly cleaned and disinfected. • Staff to wash their hands thoroughly before preparing salad.
<p>Use of Tongs, Serving Spoons</p>	<ul style="list-style-type: none"> • Separate tongs used for different food products i.e. beef/lamb, chicken, vegetarian, lime etc. • Separate serving spoons used for different sauces, changed and washed frequently.
<p>Monitoring/checking and any other appropriate records used by your business</p>	<ul style="list-style-type: none"> • Staff to receive induction training on Cross contamination and how to reduce it and recorded on personal file. • Duty manager to ensure all staff working within Cross Contamination House Rules.

Kiss My Curry - ALLERGEN IDENTIFICATION TABLE

Allergen	Foods used which contain this allergen
Cereals containing Gluten e.g. wheat, rye, barley, oats	<ul style="list-style-type: none"> • Bread – naan, paratha, roti, chapatti, puri, pakora items • Golgappa, pani puri, sev,
Celery and Celeriac e.g. stalks, seeds and leaves	<ul style="list-style-type: none"> • Balti sauce • Mayonnaise • Tamarind Chutney • Sriracha • Tomato Ketchup
Eggs	<ul style="list-style-type: none"> • Masala Fish • Mayonnaise
Fish, Crustaceans and Molluscs e.g. all fish, prawns, lobster, crab, clams, langoustines, mussels, oysters	<ul style="list-style-type: none"> • All prawn, king prawn, shellfish and fish
Milk	<ul style="list-style-type: none"> • All cheeses • Butter • Cheese Veggie Classic Burger • Certain Coffees – Cappuccino and Latte • Ice-Cream • Mayonnaise • Milkshakes • Natural Yoghurt • Onion rings • Pesto sauce • Tikka sauce
Mustard	<ul style="list-style-type: none"> • Balti sauce • Mango Chutney sauce • Mayonnaise • Tikka Masala Sauce • Tandoori items
Peanuts	<ul style="list-style-type: none"> • Chaat items
Other Nuts e.g. walnuts, cashews, pecan, Brazil, pistachio , macadamia, Queensland nuts	<ul style="list-style-type: none"> • Badami Pulao • Chaat Items • Kormas
Sesame Seeds	<ul style="list-style-type: none"> • Panch Puran spice mix • Curry powder • Mixed Masala

Soya e.g. flour, tofu or beancurd, textured soya protein, soy sauce, edamame beans.	<ul style="list-style-type: none"> Chilli paneer
Sulphur Dioxide and Sulphites	<ul style="list-style-type: none"> Pickles and Achars Mr Naga Sauce Pataks sauces and marinades
Lupin Seeds and Flour	<ul style="list-style-type: none"> Flour used in mainly starter items such as pakoras, samosas, spring rolls, chaat items
Citric Acid	<ul style="list-style-type: none"> Many of our products contain citric acid including fruit as well as pickles, sauces and achars, Mr Naga, Pataks sauces and marinades

Vegetable oil = Actually Rapeseed Oil. May 2009

Kiss My Curry - ALLERGEN MANAGEMENT HOUSE RULES

Allergen Management House Rules Describe <ul style="list-style-type: none"> Control Measures and Critical Limits Monitoring including frequency 	
Deliveries and labels	<ul style="list-style-type: none"> Check that the food delivered matches the order. Check the labels of all stock and ensure composition is known and recorded on file.
Storage and avoiding cross contamination	<ul style="list-style-type: none"> Store foods that can cause allergic reaction and intolerance reaction separate from other foods.
Preparing dishes	<ul style="list-style-type: none"> Equipment and utensils should be thoroughly cleaned prior to preparing a dish that does not contain a specific food. Ensure all food handlers who come into contact with food have thoroughly washed their hands.
Staff Training	<ul style="list-style-type: none"> All staff to train in allergy awareness, including risks involved (Refer to 'Allergy Awareness' section of Food Hygiene training packs.)
Communicating with your customers	

	<ul style="list-style-type: none"> The menu should be both detailed and clear enough for the customer to identify foods that may cause an allergic reaction or intolerance reaction for them. Update the menu when recipes change. All staff should understand that they should never guess whether or not an ingredient is present in a dish. Staff should know how to check ingredient information on ready-to-eat products or know whom to ask if they are unsure. All bars should be stocked with a full and detailed allergy guide
What to do in the event of an emergency	<p>If you think a customer is having a severe allergic reaction:</p> <ul style="list-style-type: none"> Do not move them. Ring 999 and ask for a paramedic or contact on-site appointed firstaid person immediately. Explain that your customer could have anaphylaxis. Ensure someone goes outside to wait for the paramedic/first aider.
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> All ready-to-eat ingredients information and business recipes kept on file accessible to all staff members. Staff training provided on Allergy Awareness. Duty manager to check that staff throughout shifts, are maintaining Allergy safe standards.

Kiss My Curry - PEST CONTROL HOUSE RULES

Describe	
<ul style="list-style-type: none"> Control Measures and Critical Limits Monitoring including frequency 	
Pest Proofing of the premises	<p>Weekly walk round of premises and check visually:</p> <ul style="list-style-type: none"> Wire mesh screens Air Vents External doors and windows Drain covers
Electronic Fly-Killing Devices	<ul style="list-style-type: none"> Monitored and serviced by Pest Control Company.
Good Housekeeping	<ul style="list-style-type: none"> Inspect stock on delivery to make sure there are no visible signs of damage by pests, if damage visible send item back to supplier and record findings on the appropriate section of the weekly Delivery Record. Premises and refuse stores kept clean and protected against access by pests (refer to Waste Control and Maintenance House Rules.)

Pest Control Contractor	<p>Employ a pest control company to monitor the premises on a regular basis and will include:</p> <ul style="list-style-type: none"> • Checking for the presence of pests, monitor the pest proofing of the premises and the eradication of any infestations found. • Provide advice on housekeeping and storage arrangements to prevent access by pests. • Provide 24-hour emergency cover and a written report after each visit.
Checking and Inspection	<ul style="list-style-type: none"> • All areas of the food premises checked twice daily for signs of pests. • Staff induction training given of the signs of pests and what action they should take should they discover pests or signs of pests.
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> • Daily AM & PM record of visual checks kept within Kitchen HACCP documents. • Pest control company documents and reports kept on site. • Staff training of Pest control during induction.

Kiss My Curry - WASTE CONTROL HOUSE RULES

<p>Describe</p> <ul style="list-style-type: none"> • Control Measures and Critical Limits • Monitoring including frequency 	
Waste in Food Rooms	<ul style="list-style-type: none"> • Food waste will be removed frequently from food handling areas. • Waste containers will be cleaned and disinfected at the end of each working day.
Food Waste Waiting Collection	<ul style="list-style-type: none"> • Refuse containers made of durable material, easy to clean and disinfect and fitted with suitable lids. • Waste such as cardboard and paper will be kept separate from food and will be stored in a separate part of the premises. • Refuse stores will be located away from food storage and handling areas and will be kept clean and protected against access by pests. • Food waste and other waste must be removed frequently from food handling areas. Outdoor storage will be sited away from the main delivery entrance.
Sanitary Waste/ Waste Disposal Units	<ul style="list-style-type: none"> • A sanitary waste and waste disposal management company will manage units on a bi-weekly basis, thoroughly emptying and cleaning them on each visit.
Monitoring/checking and any other appropriate	

records used by your business	<ul style="list-style-type: none"> • Staff training on Waste Control in first weeks of induction (See Hygiene Awareness Training DVD Pack.) • After service checks by manager and signed off (see HACCP documents: Kitchen Closing Guide and Closing Checklist.) • External sanitary waste and waste disposal Management Company to provide documentation of visits.
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Kiss My Curry - MAINTENANCE HOUSE RULES

	Describe <ul style="list-style-type: none"> • Control Measures and Critical Limits • Monitoring including frequency
Delivery Vehicles	<ul style="list-style-type: none"> • Observe that food is sufficiently protected. • Visual checks when feasible. • We only use Suppliers that are HACCP approved (documentation held at suppliers)
Premises Structure: • General, Walls, Floor, Ceiling and Drains	<ul style="list-style-type: none"> • Weekly walk around and audit by the area manager of both interior and exterior of the premises to check the structure is in a good state of repair. • Structural damage repaired promptly by in-house operations manager or external contractor.
Light Fittings/Covers	<ul style="list-style-type: none"> • Weekly walk around to check light fittings/covers. • Broken or defective light bulbs, tubes and fittings replaced promptly.
Work Surfaces	<ul style="list-style-type: none"> • Weekly walk around to check work surfaces in a good state of repair. • Repairs carried out promptly by in-house operations manager or external contractor.
Equipment/Utensils (list main items of equipment)	

	<p>Main Equipment – all serviced appropriately by external contractors and condition checked visually weekly:</p> <ul style="list-style-type: none"> • Grills • Range Cooker • Oven • Stove • Tandoor • Barbeque • Pot wash units • Meat mixer • Fridges • Freezers • Hot Lamps • Various slicing/grating machines. • Containers of various sizes and materials. • Work benches • Sinks • Shelves <p>Utensils - Checked before each use, thrown away and replaced if damaged:</p> <ul style="list-style-type: none"> • Kitchen equipment – knives, spatulas, tongues, chip scoop, whisks, shears etc. • Cutlery • Crockery • Glassware • Tableware (i.e. salt and pepper pots, vinegars etc.) <p>Temperature probe calibrated weekly to ensure readings are accurate.</p>
<p>Ventilation System, Canopy, Grease Filters</p>	<ul style="list-style-type: none"> • External company employed to check ventilation and plumbing systems every 3 months and make necessary repairs. • Canopy's checked every 3 months. • Grease filters checked and cleaned weekly.
<p>Monitoring/checking or any other appropriate records used by your business</p>	<ul style="list-style-type: none"> • Premises checked weekly for any structural damage or problems with equipment, any problems to be put right promptly and recorded. • Staff trained on importance of maintenance and to report any structural and equipment damage to a manager and recorded on personal file. • Records kept on file of external contractors reports on equipment following each
	<p>visit.</p> <ul style="list-style-type: none"> • Grease filter checks recorded in Kitchen HACCP documents.

Kiss My Curry - STOCK CONTROL HOUSE RULES

Describe	
<ul style="list-style-type: none"> • Control Measures and Critical Limits • Monitoring including frequency 	
Delivery of Food Including: <ul style="list-style-type: none"> • 'Use by' Dates • 'Best before' Dates • Physical Condition 	For every delivery: visual checks: <ul style="list-style-type: none"> • Check 'use-by' dates • Check 'best before' dates • Check packaging for signs of damage • Check product for signs of contamination • Check temperature is within range • Meat batch numbers recorded in Kitchen HACCP documents. <p>Reject products if they do not meet above standards.</p>
Storage Including: <ul style="list-style-type: none"> • 'Use by' Dates • 'Best before' Dates • Protection of Food 	<ul style="list-style-type: none"> • Weekly stock checks carried out to ensure stock is within 'use by' date. • All stock taken out of their original containers will be re-labelled with the appropriate 'use by' date and stored in a suitable container. • Dried food and sauces stored in waterproof containers and should not be topped up with newer stock. Ensure existing food is used first. • Food that can cause an allergic reaction kept separate from other foods and product description kept on file (Refer to Cross Contamination Prevention House Rules.) • Order suitable stock quantities to avoid overfilling fridges/shelves etc.
Stock rotation Including: <ul style="list-style-type: none"> • Decanted Food • First-in-first-out • Damaged Stock 	<ul style="list-style-type: none"> • All stock taken out of their original containers will be re-labelled with the appropriate 'use by' date and stored in a suitable container. • Stock rotated on a first-in-first-out basis by ensuring deliveries put away appropriately. • Damaged stock removed from the main storage area and checked to see whether it is usable. • Weekly stock checks done.
Labelling of bought-in High Risk Foods which have been removed from their original packaging	<ul style="list-style-type: none"> • High-risk foods will be re-labelled with the appropriate 'use by' date, based on manufacturer's instructions.
Labelling of High Risk Foods prepared on the premises	<ul style="list-style-type: none"> • High-risk foods prepared on premises i.e. protein products will be labelled with the appropriate 'use by' date.
Protection of Food Including: <ul style="list-style-type: none"> • Service/Delivery 	<ul style="list-style-type: none"> • Food protected from contamination (Refer to Cross Contamination Prevention House Rules) and suitable containers/packaging used for storage, transportation and display.
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> • Staff trained on delivery checking, stock control and cross contamination. • Stock checks recorded on file. • Duty manager to do spot checks on deliveries and record and highlight any issues with supplier. • Par levels created for stock levels.