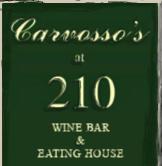
**Carvosso’s**

**HACCP PLAN**

**October 2014**



HACCP PLAN

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| **BUSINESS NAME:** Carvosso’s |
| **BUSINESS ADDRESS:** 210 Chiswick High rd. W41PD |
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| **HACCP PLAN FOR RESTAURANT** |
| **DATE OF PREPARATION** : 1st October 2014 |

# This HACCP plan was prepared by: **Carvosso’s** in association with HSQC Food Safety Consultants.

**INTRODUCTION**

In accordance with EU Regulation 852/2004, 853/2004 & 854/2004 introduced on January 1st 2006 and UK Food Safety Law that precedes this in the form of the Food Safety Act 1990 and subsequent legislation, Carvossos has prepared a Food Safety Policy and HACCP plan.

The purpose of the plan is to ensure the following matters can be undertaken in order to ensure safety of all food products prepared and served by Carvosso’s from the point of entry from the supplier through to storage, preparation, cooking holding and final service.

**This HACCP was devised and CCP’s identified and controlled via:-**

**Analysis of the potential food hazards in each stage of the food processing operation**.

**Identification of the Critical Control Points in each processing stage where food hazards may occur**.

**Identification of the critical limits to each food hazard assessed.**

**Corrective actions if a critical limit is breached.**

**Periodic review at least annually of the system and whenever the food business’s operations change.**

**Date of preparation**: 1…. / 10.… / 2014.… / (D/M/Y/)

Issue: 002

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| **HACCP TEAM** |  |  |

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| **TEAM LEADER:**  Managing Director |  | Mr Andrew Ross |

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| **Team Member 1:**    Executive Head Chef |  | Mr Deco |

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| **Team Member 2:** |  |  |

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| **Team Member 3:** |  |  |

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| **Team Member 4:** |  |  |

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| **Team Member 5:**    External Consultant HSQC |  | Ryan Hannay |

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| **Other Inputs by:** |  |  |

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| **Summary of Process:**    Carvossos is a high profile Wine Bar and Restaurant based in Chiswick, that specialise in the provision of a wide ranging variety of high quality cuisine for its customers. The establishment also has 4 function rooms for private events and parties. The process involves the purchase of raw frozen, chilled and ambient food ingredients which are prepared and cooked in the onsite production kitchen environment and then hot and cold held prior to service in the restaurant or function areas.    **Customer and client profile**:  The customer profile is diverse and wide ranging. It can range from young people, old and infirm persons as well as those with disabilities.  The client profile may be high with some retail service to dignitaries, celebrities, embassy staff and a diverse range of customers. |

**Process Flow Diagram for Carvosso’s**

**Step 1**

Purchasing **PR**

Receiving **CCP2**

**Step 2**

**Step 3a**

Chilled Storage **CCP3**

**Step 3b**

Ambient and Frozen Storage CP

**Step 4**

Defrosting **CCP4**

**Step 5**

Preparation **CCP5**

**Step 6**

Cooking **CCP6**

Hot and Cold Holding and Service **CCP7**

**Step 7**

**Checked By: Date : / / (D/M/Y)**

**HACCP SUMMARY**

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| **Process Step** | **CCP No.** | **Hazards** |  | **Monitoring** | |  | **Corrective Actions** |  |
| **Controls** | **Procedure** | **Frequency** | **Critical limit** |  | **Records** |
| **Purchase** | **PR** | Contamination  (microbiological, chemical, physical)  During production and manufacture | Approved suppliers only used | Supplier Approval  Procedure followed.  Supplier questionnaire and possible audit | Annually or after any changes to menu  specification | No deviation from agreed specification | Review unwanted incident and discuss with supplier or change supplier | Supplier records |
| **Receiving** | **1** | Growth of food poisoning  bacteria    Physical damage or contamination | Good delivery and transportation practices. Good packaging practices | Visual receiving checks Temperature checks on chilled and frozen foods | At each delivery    Check one product  for each consignment | Chilled foods to be  held at below 8C    Frozen food below 15C | Reject delivery if outside of compliance parameters. Discuss with supplier | Goods  Receiving  Records |
| **Chilled Storage** | **2** | Growth of food poisoning bacteria and spoilage | Store under chilled conditions    Good stock rotation, date labelling | Organoleptic checks    Record chiller temperatures | Two checks per day | Product below 8ºC | Discard product over 8C for more than 4 hours  Check maintenance of chiller.  Adjust chiller temp if required | Chiller temp records |
|  | Cross contamination | Ensure separation of uncooked and cooked foods.    Cover foods | Visual checks | Daily and ongoing | No contamination  risk | Review any food potentially contaminated  Discard if contamination risk | Chiller temp records |



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| **Process Step** | **CCP No.** | **Hazards** |  | **Monitorin** | **g** |  | **Corrective Actions** | |
| **Controls** | **Procedure** | **Frequency** | **Critical limit** |  | **Records** |
| **Frozen Storage** | **CP** | Growth of bacteria    Physical contamination | Store food at below -15C    Segregate raw and cooked foods | Record freezer temperatures | twice per day | Freezer air temp at or below -18C  Ice cream at or below -12C | Discard food that gone above -  8ºC for more than 4 hours  Adjust freezer thermostat | Freezer Records |
| **Ambient/ dry goods storage** | **CP** | Contamination by bacteria  Pests  Physical contamination | Cover foods  Check cleanliness  Pest Management  Stock controls | Visual Checks | Daily | Absence of contamination | Discard food that is contaminated or damaged by pest infestation |  |
| **Defrosting** | **3** | Growth of food poisoning bacteria during uncontrolled defrost | Defrost in a controlled temperature environment ie 8C or below | Monitor temperatures of controlled environment ie fridge | Regularly during defrost process | Defrost at or below 8C | Discard food defrosted in uncontrolled environment ( >8C for 4 hours)for more than 4 hours | Chiller temp records |
|  |  | Microbiological  Chemical  Physical  Contamination | Separation of raw and  cooked product    Wrap or cover food | Visual checks | During the  process | Absence of  contamination | Assess and discard contaminated food | Chiller temp records |



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| **Process Step** | **CCP No.** | **Hazards** |  | **Monitoring** |  |  |  |  |
| **Controls** | **Procedure** | **Frequency** | **Critical limit** | **Corrective Actions** | **Records** |
| **Preparation** | **4** | Marinading | Ensure marinade is stored chilled  Separation of raw and cooked product  Wrap or cover food | Put sauce over raw meat and refrigerate  Use segregated processing areas | During marination |  |  | Internal  audit |
| **Cooking** | **5** | Survival of food poisoning bacteria, toxins and spores | Cooking to specified temperatures and time | Monitor and probe food with calibrated thermometer | Every batch | Minimum Core temperature of 70C for 2 mins | Probe check temperature and continue cooking until specified temperature achieved | Cooking temp records |

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| **Process Step** | **CCP No.** | **Hazards** |  | **Monitorin** | **g** |  |  | |
| **Controls** | **Procedure** | **Frequency** | **Critical limit** | **Corrective Actions** | **Records** |
| **Hot & Cold**  **Holding and**  **Service** | **6** | Growth of food poisoning bacteria | Monitor date coding and  Use by dates | Check food with probe thermometer | Hourly during hold | Maintain cold food  <5C | Discard food if < 5C for more than  2hours | Function  Control Sheet |
| Contamination of food with food poisoning bacteria, chemical and physical material | Screen food where possible,  Cover food  Use clean equipment and utensils, monitor cross contamination risks | Visual checks | Hourly through duration of service | No contamination | If food is contaminated discard | Pre-requisite checks. Continuous visual checks and good hygienic practice |

**Food Production Flow Chart**

**Carvosso’s**

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|  | **PR**  **CCP1**  **CCP2**  **CCP3**  **CCP4**  **CCP5**  **CCP6**  **CCP7**  Purchase    Receipt  Frozen, Chilled Ambient Storage  Defrosting  Preparation  Cooking  Holding and service of hot food  Holding and service of cold food |

**VALIDATION CHECKS: to confirm that all relevant hazards are being addressed and that the Plan would control the hazards if it were followed.**

A validation check should be carried out before the plan is first implemented to make sure it is thorough and accurate. If the Plan is in any way incomplete or inaccurate it must be amended. \*The HACCP Team or an external expert may carry out validations.

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| **HACCP VALIDATION CHECK** |  |  |

**HACCP Plan Validated :**

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| **YES** |  | **NO** |

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| Is the scope an accurate description of the process? |  | x |  |  |

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| Are flow charts identifying each step in the process? |  | x |  |  |

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| Are all significant hazards addressed? |  | x |  |  |

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| Are control measures in place? |  | x |  |  |

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| Are CCPs justified? |  | x |  |  |

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| Are critical limits acceptable? |  | x |  |  |

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| Are there procedures for monitoring? |  | x |  |  |

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| Are corrective actions in place and understood by relevant staff? |  | x |  |  |

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| Are there adequate records? |  | x |  |  |

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| **SUMMARY**  Are all relevant hazards addressed? | |  |  |  | | --- | --- | --- | | x |  |  | |
| Does the plan control all hazards if followed correctly? | |  |  |  | | --- | --- | --- | | x |  |  | |

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| **VALIDATION RECORD** |  |
| Validation Carried Out By: |  |

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| **HACCP VERIFICATION CHECK** |  |  |

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| BUSINESS NAME:  Carvosso’s |
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**VERIFICATION: to confirm that the Plan is being followed and the staff are working to their instructions.**

A complete check should consist of:

1. An evaluation of each part of the plan and how it was prepared using the documentation.
2. An on-site review of flow diagrams and operating practices as compared to the Plan.
3. An examination of monitoring and corrective action records. Microbiological test results will also be relevant.

Checks on different sections of the Plan may be carried out so that the whole Plan is covered over a period of time. Where a verification report shows it to be necessary, either the plan, working practices or instruction must be changed.

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| HACCP REVIEW PROCEDURE |

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| BUSINESS NAME:  **Carvosso’s** |
| BUSINESS ADDRESS:  210 Chiswick High Rd. W41PD |
| PERSONS RESPONSIBLE FOR REVIEW:      1)Andrew Ross    2)Deco    3)    4) |

**REVIEW PROCEDURE:**

The HACCP plan must be reviewed at least once a year to check its accuracy and if there is any change to recipes or procedures.

Each time the review procedure is carried out validation checks should also be carried out.

The HACCP plan must be kept up to date and may need to be amended when:

* 1. There are changes to the facilities, to working patterns, to the pre-requisite procedures, to legislation or;
  2. Information is received about new hazards or best practices;
  3. There is an unexplained system failure; or
  4. Microbiological test results or customer complaints indicate that there is a need to improve procedures or training

**HACCP VERIFICATION RECORD**

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| **DATE** | **TYPE OF**  **DOCUMENTATION**  **OR WORKING**  **PROCEDURE CHECKED** | **CORRECTIVE**  **ACTION**  **REQUIRED** | **CORRECTIVE**  **ACTION CARRIED OUT BY** | **SIGNED** |
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**REVIEW PROCEDURE**

**If any of the review questions identify a change in procedure, then the HACCP plan must be amended and any changes validated.**

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| **HACCP REVIEW** |  |  |

**YES NO**

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| Does the scope accurately describe the process? **If No – amend Plan.** |  |  |  |  |

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| Does the process stage correspond to the flow diagram? **If No – amend Plan.** |  |  |  |  |

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| Are controls valid for each hazard – Microbiological, Chemical and Physical?  **If No – amend Plan.** |  |  |  |  |

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| Do the CCPs remain the same? **If No – amend Plan.** |  |  |  |  |

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| Are critical limits adequate? **If No – amend Plan.** |  |  |  |  |

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| Are monitoring procedures still effective for each CCP? **If No – amend Plan.** |  |  |  |  |

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| Are appropriate corrective actions identified?. **If No – amend Plan** |  |  |  |  |

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| **REVIEW RECORD** | |
| REVIEW CARRIED OUT BY: | |
| POSITION: | |
| SIGNED: | DATE OF REVIEW: |

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| **AMENDMENT REQUIRED:** |  | **VALIDATION COMPLETED:** |  | **DATE OF NEXT REVIEW:** |

(If no, continue to validate Plan) (If Yes, Yes or No

change Plan then carry out validation)

**STATEMENT OF AGREEMENT AND UNDERSTANDING**

**HACCP FOR CARVOSSOS**

I am the person responsible for the food management system at Carvosso’s. I confirm that I have read the above documents and they are correct and suitable for my operation.

I further confirm that I understand the application of the above documents to my food and catering operation and the importance of the control points and critical control points.

I have appointed and instructed my HACCP team.

I will review the HACCP and make any modifications if there are changes to the system at any time.

Signed

Name: Andrew Ross

Position: Owner

Date: 1.10.14

Please return a copy of the signed statement to HSQC