



樣板食品控制計劃書 入門指南

如果你屬於如下行業，請參用樣板食品控制計劃：

- 餐飲服務業，例如餐館，咖啡店，外賣，餐飲服務商，或醫院廚房。
- 備製或生產和銷售食品的零售商 – 包括零售肉店，魚店，熟食店和超市。

信息

什么是食品控制计划？

高風險食品企業為確保食物的安全，必須參用一個書面計劃書。這就是所謂的食品控制計劃。遵循該計劃書有助於你在日常工作中管理食品安全，並有助於你記錄日常落實的食品管理措施。

為使你的計劃創建更容易，新西蘭初級產業部已編寫了樣板。你可以在初級產業部網站上找到樣板。

為何計劃書看起來這麼長？

其實計劃書的創建是為適應不同類型的食品企業。這意味着你不需要使用整本計劃書，但可以選擇適用於你的頁面。

樣板包括：

- 有關需要符合食品安全標準的介紹。
- 如何遵循法規的忠告。
- 記錄樣板，是用來證明你有在正確地操作。

我该如何开始？

你会在初級產業部网站 www.mpi.govt.nz/foodact 找到樣板。

如果你無法下載這些樣板，你應該聯繫初級產業部或你的地方政府部門。

面對諸多不同的樣板，你必須找出適合你的樣板來完成。這取決於你的食品經營範圍。

流程概述



找到合適的樣板



選擇適用於你的網頁



填寫你的計劃

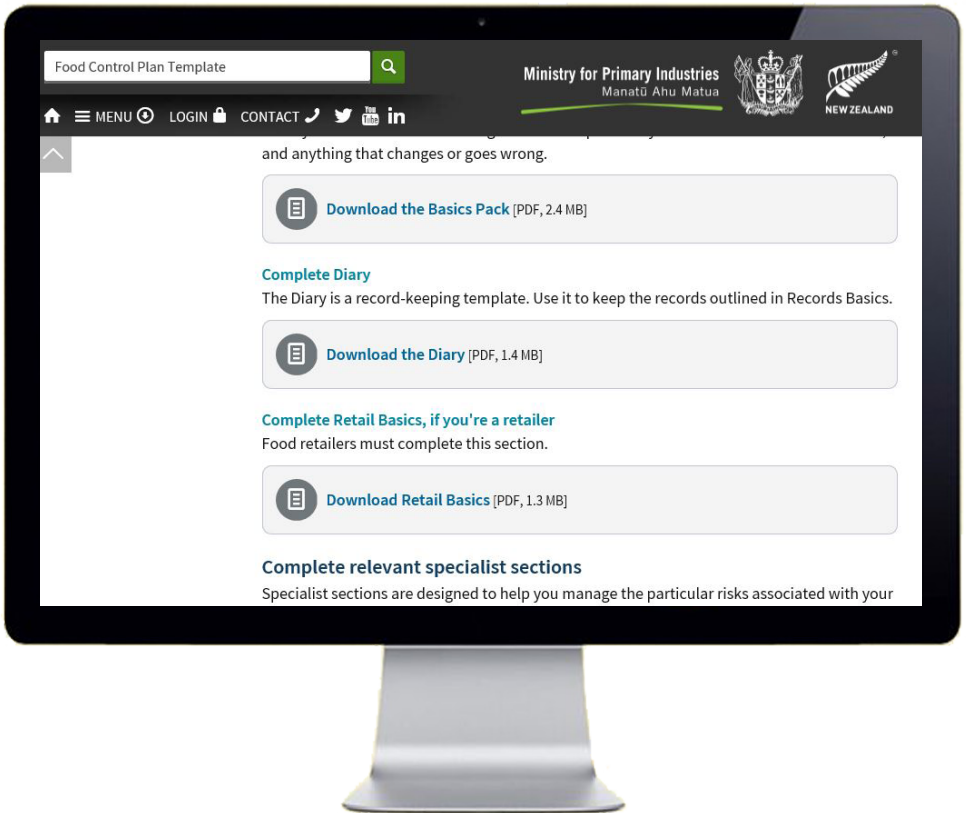


使用該計劃



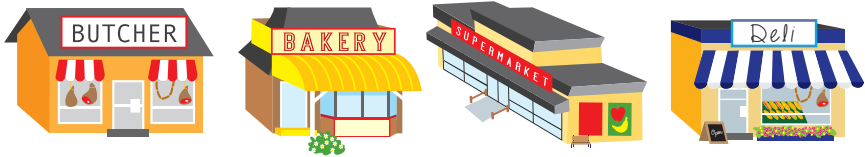
找到合適的樣板

1 訪問初級產業部的網站



2 判定你是食品零售还是餐飲服務

食品零售業包括：



肉店，麵包店，魚店，超市和熟食店。

餐飲服務業包括：

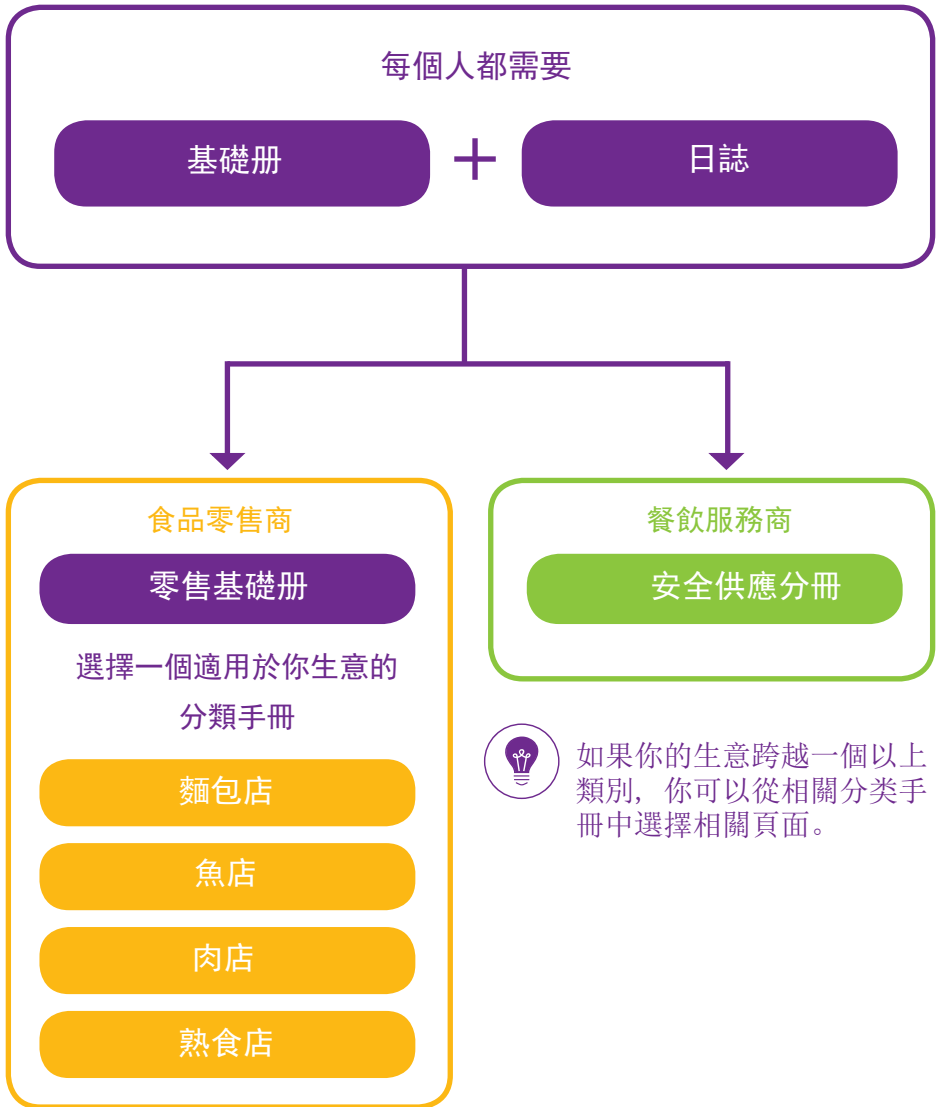


餐館，咖啡店，餐飲備辦服務商，流動食品服務車，
學校，醫院或養老院。



在這些領域的大多數企業可以使用通用樣板。如果你的加工過程不包括在這些樣板中，或者你要以不同方式備製食品，你可以選擇開發自己的計劃，調用定制的食品控制計劃。

3 選擇你的樣板並下載





選擇適用於你的頁面

- 1 勾選適用於你的章節
- 2 將這些章節組合在一起，構成你的計劃

| | | | |
|------------|---|-------------------------------------|-------------------------------------|
| 3.7 | Designing a cleaning schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.8 | Cleaning schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.9 | Waste management | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.10 | Pest and animal control | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.11 | Maintenance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.12 | Designing a maintenance schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.13 | Maintenance schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.0 | People Basics | | |
| 4.1 | Sickness | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.2 | Exclusion of infected persons | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.3 | Hand hygiene | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.4 | Personal hygiene | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.0 | Food Basics | | |
| 5.1 | Potentially hazardous food | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.2 | Checking temperatures | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.3 | Purchasing and receiving goods | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.4 | Perishable and shelf-stable food storage | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.5 | Chilled and frozen food storage | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.6 | Fruit and vegetables | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.7 | Food stalls, food promotions & tastings | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5.8 | Food vending machines | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5.9 | Making and selling ice | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5.10 | Customers reheating food | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.11 | Food allergens | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5.12 | Food composition | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5.13 | Equipment, packaging and other items in contact with food | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.14 | Food labelling | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5.15 | Transporting food | <input type="checkbox"/> | <input checked="" type="checkbox"/> |



填寫你的計劃

1 寫下你的業務細節

| Management | | <h2>Business management details</h2> |
|--|---|--------------------------------------|
| Business details | | |
| Legal name | Barney's Restaurant | |
| Trading name | Barney's Restaurant | |
| Legal status <small>(tick as appropriate)</small> | <input type="checkbox"/> sole trader <input type="checkbox"/> partnership <input checked="" type="checkbox"/> limited liability company <input type="checkbox"/> other (specify): _____ | |
| Type of business <small>(tick as appropriate)</small> | <input checked="" type="checkbox"/> single outlet <input type="checkbox"/> managed branch of company <input type="checkbox"/> franchise <input type="checkbox"/> other (specify): _____ | |
| Activity <small>(tick as appropriate)</small> | Food Service: <input checked="" type="checkbox"/> dine in <input checked="" type="checkbox"/> takeaway <input type="checkbox"/> on-site catering <input type="checkbox"/> off-site catering <input type="checkbox"/> other (specify): _____ Food Retail: <input type="checkbox"/> butcher <input type="checkbox"/> delicatessen <input type="checkbox"/> bakery <input type="checkbox"/> fishmonger <input type="checkbox"/> fresh produce <input type="checkbox"/> grocery <input type="checkbox"/> transport/delivery <input type="checkbox"/> supply other businesses <input type="checkbox"/> transport/logistics <input type="checkbox"/> other (specify): _____ <input type="checkbox"/> mobile food service or retail | |
| Postal address | 123A Grove Road, Suburbia, Wellington | |
| Telephone | 04 123 4567 | |
| Fax | | |
| Email | barneysrestaurant@hotmail.com | |
| Location(s) | | |
| Street address (1) <small>(premises where food business operates)</small> | 32 Bay Road, Suburbia, Wellington 1234 | |
| Water supply | City council | |
| Additional sites <small>(continue on a separate sheet if needed and attach)</small> List below any other premises that are used in connection with the food business (e.g. premises used for storage or pre-preparation of food). These activities and sites will also be covered by this FCP. If water is used for food purposes, identify the source of the water supply. | | |

2 繪製你店鋪的地圖 (這可以手工繪製)

Management

Physical boundaries and layout

| | |
|---------------|--|
| Business name | Barney's Restaurant |
| Site address | 32 Bay Road, Suburbia, Wellington 1234 |

The floor plan shows a restaurant layout with a kitchen at the top, a dining area with tables and chairs, and a service area with a counter and till. The kitchen includes a wall bench, storage rack, distwasher, mixer, office, cold room, storage rack, and service entrance. The dining area has tables, benches, and a till. The kitchen also features a 6 burner oven, extraction canopy, bench, oven, chest freezer, sink unit, wall bench with drawers, fryer, and another 6 burner oven. The service area includes a storage rack, employee bathroom, rubbish bin, and another storage rack. The dining area also has a storage rack, tables, customer bathroom, front door entrance, back door, and another rubbish bin.

| | | | |
|----------------------------|-----------------------------|-----------------------|-------------------------|
| 1. Wall bench / hand basin | 10. Storage rack | 19. 6 burner oven | 28. Till |
| 2. Distwasher | 11. Employee bathroom | 20. Extraction canopy | 29. Rubbish bin |
| 3. Storage rack | 12. Rubbish bin | 21. Bench | 30. Tables |
| 4. Mixer on table | 13. Fridge | 22. Oven | 31. Customer bathroom |
| 5. Office | 14. Chest freezer | 23. Oven | 32. Front door entrance |
| 6. Office door | 15. Sink unit | 24. Oven | 33. Back door |
| 7. Cold room | 16. Wall bench with drawers | 25. Food preparation | 34. Rubbish bin |
| 8. Storage rack | 17. Fryer | 26. Food preparation | |
| 9. Service entrance | 18. 6 burner oven | 27. Rubbish bin | |

3 填寫你的計劃的其餘部分

The Basics

Cleaning schedule

| Items and areas to be cleaned | Frequency of cleaning (tick) | | | | Method of cleaning (including dilution of any chemicals) | Who is responsible e.g. kitchenhand |
|-------------------------------|------------------------------|-------------|-------|---------------|--|--|
| | After use | Every shift | Daily | Weekly/ Other | | |
| Fridges and chiller | | | | ✓ | Wipe down shelves and if dirty wash with hot, soapy water (detergent cloth) | Kitchen hand |
| Working surfaces (Benches) | ✓ | | | | Pre-diluted food grade sanitiser using pink cloth | Chef |
| Chopping boards | ✓ | | | | After washing in hot water + detergent (use blue cloth + scrub brush) use pre-diluted food grade sanitiser | Chef |
| Floors | | | ✓ | | Handy Andy + hot water. Use mop. | Kitchen hand |
| Extractor Hood | | | | Monthly | Degreaser + hot water with cloth. Follow with stainless steel cleaner on special cloth | Kitchen hand |
| | | | | | | |
| | | | | | | |



使用你的計劃

1 確認你已具備正確的程序

How this is done

Everyone (including contractors) must follow good hand hygiene practices by washing and drying their hands, as described in the steps below especially:

- when entering any area where unwrapped ready-to-eat food is handled;
- before touching unwrapped ready-to-eat foods;
- after touching raw food (meat, vegetables etc);
- before putting on gloves and after removing them;
- after coughing and sneezing;
- after using the toilet.

Hand washing

Step 1: Clean under each fingernail using warm running water, soap and a nail brush.

Step 2: Wash hands with warm running water and soap, rubbing vigorously (front, back and between fingers).

Step 3: Dry hands thoroughly (front, back and between fingers) by using: [tick option]

single-use cloth (roller) towel

Rub hands on two sections of towel.

single-use paper towel

Rub hands on two paper towels.

air blower

Rub hands whilst air blower operating.

Using gloves

Gloves must be changed between tasks (e.g. after handling uncooked food and before handling ready-to-eat foods etc).

涉及何時何地你執行這些程序的信息。

一步步，以確保你把工作做對做好的指南。

選項框會幫你決定哪些程序會落實到位，勾選你會選用的那個程序。

有關以其它方式完成程序的建議。

2 找出你需要做的記錄

Write it down

You must write down in the Diary when employees are noticed not following good hand hygiene and what was done to correct them.



Gloves do not protect food from cross-contamination (e.g. passing microbes from raw food to cooked food). Gloves, just like hands, can transfer microbes from raw food, equipment, utensils and surfaces to ready-to-eat food. Change gloves frequently. Hands need to be washed when dirty gloves are removed and before clean gloves are put on.



Staff that do tasks that don't involve unwrapped food may be able to keep hands clean by using other cleaning methods, such as hand wipes or gels. Hand sanitisers are not effective unless hands are cleaned first.

樣板裡的這些章節告訴你何時需要保存記錄。你可以參用日記的記錄樣板或使用自選的不同格式的記錄。

樣板裡標有感嘆號和燈泡圖案的內容是一些相關的小貼士和信息，以確保你的食品安全。

3 保存記錄

記錄表在計劃書後面的日誌中

你應該在日誌中：

- 寫下任何出錯以及如何糾正錯誤的措施。
- 確認你在照章辦事。
- 記下煮熟，存儲和展示食品的溫度。

使用記錄表

- 計劃中提供的記錄表使你保存記錄更來得容易。你也可以創建自己的記錄表。
- 為記錄“兩小時的熱食溫度”舉的兩個例子，請查閱本指南的的第14頁和15頁。

為什麼要保持記錄？

- 你必须经常检查，以便发现问题。
- 記錄能帮助你了解你的计划是否行之有效。
- 到審核時，你必需向審核人員出示你的記錄。

Record

Two-hour hot-held food temperature

Hot-held food is kept hot at 60°C or above. Any food that has been held for two hours is checked with a temperature probe to ensure that it is still at, or above, 60°C (this temperature check is repeated for every two hours that the food is hot held).

| Date | Time* | Food items | 2hr temp | Time of check | Comments/action | Initials |
|--------|---------|--------------------|----------|---------------|-----------------|----------|
| 2/4/13 | 11:30am | Chicken drumsticks | 75°C | 1:30pm | No action | JS. |
| | | " " | 58°C | 3:30pm | Thrown out | JS. |
| 3/4/13 | 11:30am | chicken drumsticks | 75°C | 1:30pm | no action | JS |
| 4/4/13 | 7:00am | Mince pies | 74°C | 9am | no action | JS. |
| 4/4/13 | 9:00am | Mince pies | 76°C | 11:15am | no action | JS |
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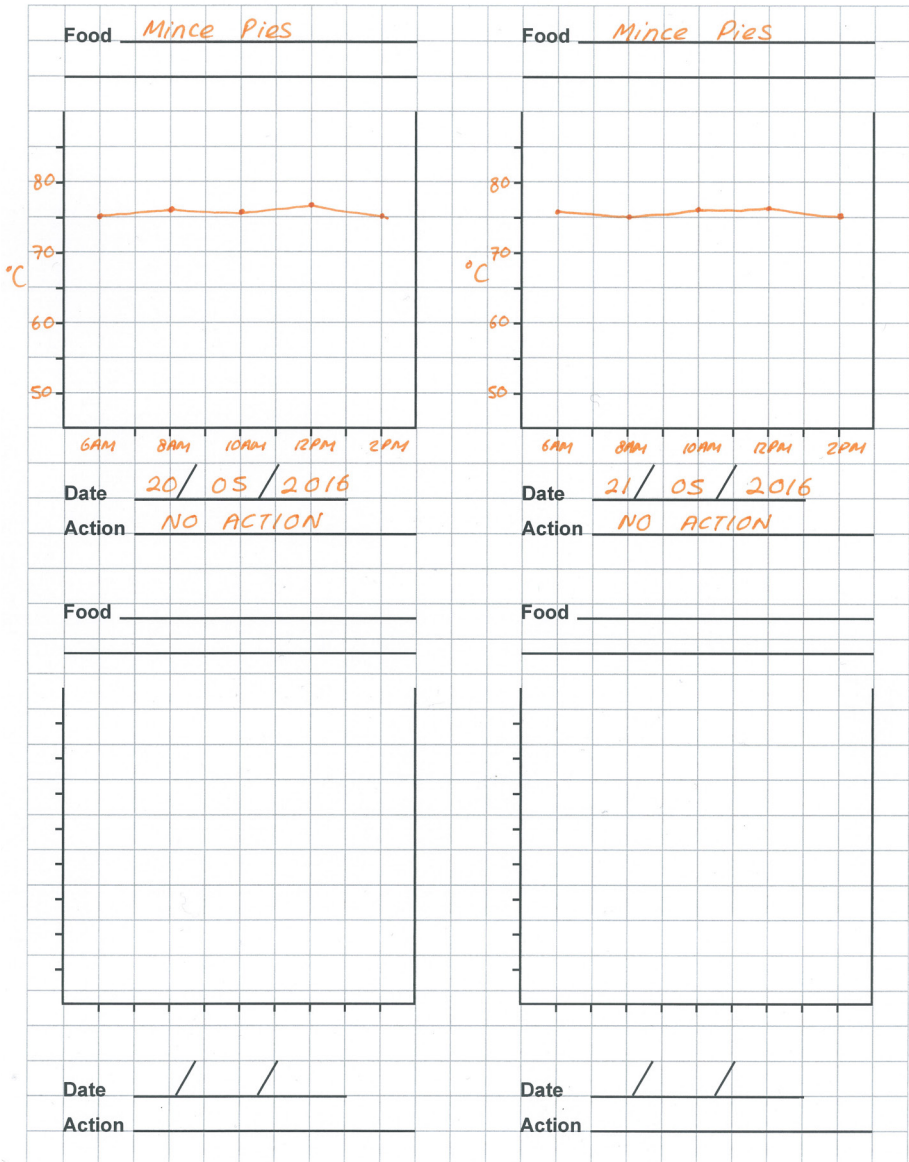
* Time the food commenced hot-holding.

What if food is below 60°C?

- If hot food has been held at a temperature below 60°C for two hours or less, it can either be:
 - thoroughly reheated to 60°C or above, and served hot (above 60°C); or
 - cooled to below 5°C and kept at this temperature until it's eaten. Continued cooling needs to ensure that the food has spent no more than four hours between 60°C and 5°C;

If hot food has been held at a temperature below 60°C for more than two hours it must be thrown away.

Two hour hot-held food temperature



Record

Staff training

| | |
|----------------------|-----------------------|
| Name: Steven Gerrard | Telephone: 297 1345 |
| Position: Head chef | Start date: 14/2/2011 |
| Address: | |

| Topic | Relevant | Employee signed* | Supervisor signed† | Date |
|-----------------------------------|-------------------------------------|------------------|--------------------|-----------|
| Essential training | | | | |
| Health and sickness | <input checked="" type="checkbox"/> | SG | | 2/3/2011 |
| Hand hygiene | <input checked="" type="checkbox"/> | SG | | " |
| Personal hygiene | <input checked="" type="checkbox"/> | SG | | " |
| Cleaning and sanitising | <input checked="" type="checkbox"/> | SG | | " |
| Food allergens | <input checked="" type="checkbox"/> | SG | | " |
| Readily perishable food | <input checked="" type="checkbox"/> | SG | | " |
| Training as needed | | | | |
| Record keeping | <input checked="" type="checkbox"/> | SG | | 15/4/2011 |
| Waste management | <input checked="" type="checkbox"/> | SS | | " |
| Pest control | <input checked="" type="checkbox"/> | SG | | " |
| Maintenance | <input checked="" type="checkbox"/> | SG | | " |
| Customer complaints and recalls | <input checked="" type="checkbox"/> | SG | | " |
| Checking temperatures | <input checked="" type="checkbox"/> | SG | | " |
| Purchasing and receiving | <input checked="" type="checkbox"/> | SG | | " |
| Storage | <input checked="" type="checkbox"/> | SG | | " |
| Chilled/frozen storage | <input checked="" type="checkbox"/> | SG | | 17/5/2011 |
| Defrosting frozen food | <input checked="" type="checkbox"/> | SG | | " |
| Preparation | <input checked="" type="checkbox"/> | SG | | " |
| Cooking | <input checked="" type="checkbox"/> | SG | | " |
| Cooking poultry and meat products | <input checked="" type="checkbox"/> | SG | | " |
| Hot holding prepared food | <input checked="" type="checkbox"/> | SG | | " |
| Cooling hot prepared food | <input checked="" type="checkbox"/> | SG | | " |
| Reheating prepared food | <input checked="" type="checkbox"/> | SG | | " |
| Transporting food | <input type="checkbox"/> N/A | | | |
| Display and self service | <input type="checkbox"/> N/A | | | |
| Off-site catering | <input type="checkbox"/> N/A | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |

* I acknowledge that I have received training in the procedure and agree to follow it.

† The employee has been trained and has demonstrated a good understanding of the procedure and has been observed consistently following it.

Other training

| Date | Details |
|--------|---------|
| | |
| | |
| | |
| Notes: | |

Record

Sickness

| Name | Symptoms (state if vomited at work) | Date of symptom onset | Date notified | Action taken | Faecal result (if any) | Date excluded from work | Date returned to work |
|-----------------|--|-------------------------|--------------------|--|---------------------------|-------------------------|------------------------|
| James Carragher | Nausea + cramps Diarrhoea Slight fever | 1/7/12 (Weekend off) | 3/7/12 (Monday) | Stayed off work. Went to GP. Faecal specimens taken | Positive for Salmonella | 3/7/12 | 20/7/12 GP approved |
| Robert Fowler | Diarrhoea Nausea Vomiting | 12/10/12 | 12/10/12 | Stayed off work. Went to GP. Off work until symptom free for 48 hours. | GP diagnosed as Norovirus | 12/10/12 | 18/10/12 |
| | | | | | | | |
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有關該計劃更多信息

按照你的計劃行事將有助你貫徹食物和客戶安全的所有正確事項。

如下是一些你需要做的重要事項：



人

- 員工必須持有正確的食品安全技能。把這收錄到他們的培訓記錄中。
- 員工必須是健康的，穿乾淨的衣服並衛生地處理食品。把員工的患病情況收錄到疾病記錄中。



地方

- 保持環境清潔，無垃圾和害蟲。
- 創建一個清潔計劃，說明隔多久會進行清潔。用日誌來確認你已照清潔計劃來清潔。
- 做一個維修保養計劃，確定隔多久會檢查設備。這將有助於預防設備停止運作。



產品

- 記下你的食品供應商，收貨的食品名，日期和數量。這一點很重要，可用來證明你採購了安全食品，以及在出現問題時可以跟踪原料的來源。



流程

食物的溫度是非常重要的。你必須檢查（並保持記錄，以顯示）有潛在危害的食品，例如雞，肉或乳製品，以確保：

- （正如在你的計劃中確定的）在正確的溫度中儲存。
- 煮熟到正確的溫度。
- 在合適的時間段之內冷卻到正確的溫度。
- 在正確的溫度中運送。



問題

世事不都是一帆風順的。記下任何會影響食品安全的事宜，以及你所採取的糾正措施。例如，當你發現了老鼠屎時，或當你在當地報紙看到食品召回通知時，你做了什麼。

別擔心 – 你可以在你的計劃中找到應對這些情況的答案。

下一步

註冊

在你個性化你的計劃後，請聯繫你所在地的政府部門申請註冊。如果你的企業在多個區域進行操作，你可以向初級產業部登記註冊。

審核

一旦你的計劃被註冊，食品安全審核員將會審核你是否在執行你的計劃。

他們會觀察你正在做什麼，向你和你的員工提問，查看你的日記和記錄，以便驗證你的計劃是否在你的企業行之有效。如果你的食品安全管理得好，他們將減少訪問的頻率。

更多信息

如果你有任何問題，請聯繫初級產業部或地方政府。

訪問：www.mpi.govt.nz/foodact

初級產業部：info@mpi.govt.nz 0800 00 83 33

找到你的地方政府：www.lgnz.co.nz