



# FOOD CONSULTING SERVICES

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## **FCS RECOMMENDED FOOD SAFETY PRACTICES**

### **AUTOMATIC WAREWASHING**

Automatic warewashing machines (also known as machine dishwashers) are recommended for all crockery, cutlery and glassware cleaning.

In certain cases, special large-scale machines can also handle pots, pans, bain maries and other large cooking items.

Automatic warewashing machines are more reliable and hygienic than manual techniques, and also save on labour. However, the machines must be used and handled correctly.

The following are the recommended temperatures:

Wash	55 to 65°C
Rinse	80°C minimum

The machine must be correctly dosed with a machine detergent and a rinse aid.

The chemical dosing equipment must be working properly, and there must be chemicals available at all times.

The dispensers should be regularly serviced by the chemical supplier to make sure they are dispensing the chemicals correctly.

The machine must be cleaned out at least daily and checked for lime scale build-up, dirt and litter.

All dirty items must be correctly prewashed with the spray or in a basin before being placed into the dishwasher.

Plates must be slotted into a washing crate in a vertical position.

Cutlery should be placed in special cutlery baskets which hold them upright. They should not be washed in a flat crate.

Cups and glasses must be placed in an upside-down orientation during washing.

“Spiked” or “box-type” crates should be used for tall mugs and glasses.

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### **“QUALITY ASSURANCE IS BUSINESS INSURANCE”**

INCORPORATING: MICROBIOLOGICAL LABORATORY SERVICES  
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TESTS PERFORMED AT: FCS; 55 LOURENS DRIVE, HALFWAY HOUSE, MIDRAND, 1685

## **MANUAL SCULLERY (POT WASH)**

Manual sculleries are used for cleaning large kitchen items such as pots, bain maries, cutting boards, etc. Sometimes the highest amount of risks are found in the manual scullery.

The following are the bare minimum procedures that should be used for general pot wash items:

- A wash and a rinse sing should be run together. Two dedicated sinks will need to be made available for pot washing and rinsing.
- Each sinks water should be at a temperature of 45°C minimum.
- Neutral Manual Detergent should be placed in a measured dose into the wash sink. The chemical and water volume used must both be measured.
- A heat stable sanitiser, like a QAC-based sanitiser, should be correctly dosed into the rinse sink. (Note: chlorine should not be used as it is dangerous at high temperatures).
- Pre-scrape all food residue from the dirty equipment.
- Wash using a scouring sponge, pad or nylon bristled brush. (Note: Cloths, steel scourers, steel wool and (especially) old string bags are not recommended).
- When items are clean (and not greasy to the touch), place in the sanitizing rinse sink.
- Leave for a few minutes and remove. (Note: The high temperature is necessary to ensure that items emerging from the final rinse sink air-dry rapidly).

The following are the bare minimum procedures that should be used for the nylon cutting boards (Note: it is recommended that ONLY nylon or plastic cutting boards are used. No wooden, glass or marble cutting boards should be used):

- Nylon cutting boards should be thoroughly scrubbed with a nylon-bristled brush and concentrated detergent. Place a small amount of the concentrated detergent onto the board before scrubbing.
- They should then be rinsed in clean water and placed in a QAC sanitiser or chlorine-based sanitising solution, in a designated container, for at least two hours. The chlorine solution can be at room temperature as it is stronger than a QAC sanitiser.
- The boards should then be rinsed under clean water and placed in a vertical rack to air dry.
- Instead of soaking in a sanitiser, the nylon cutting boards can also be run through the Automatic warewashing machine after washing or sprayed with sanitiser and left to air dry in the racks.
- All items must be stored so they can dry correctly. All hollow items, including ladles and large spoons, must be stored upside down.

Please also note:

- Aluminium, wooden and glass items should be avoided.
- Chemicals should preferably be dosed using an automatic dosing system.
- The water temperatures should be kept above 45degC.
- The sink water should be changed regularly to avoid becoming too dirty or greasy.

## **PROCESSING TABLES AND EQUIPMENT**

"Clean as you go" procedures should be done all day after each and every use of a table or item of food processing equipment.

The following procedures should be followed for cleaning and sanitizing of surfaces and equipment:

- All equipment must be dismantled as far as possible after use.
- Remove all visible dirt with a damp cloth (ideally a semi-disposable cloth). (Note: No paper towel, cheese cloths, net vegetable bags, mutton cloths, etc. should be used).
- Spray the surface or equipment with a multipurpose cleaner.
- Wipe the surface with a clean, damp cloth, until the surface/ equipment is visibly clean.
- Evenly spray the whole surface with a mist of food grade surface sanitiser.
- Allow the sanitiser a 2 to 5 minute contact time to kill the germs.
- Leave the sanitiser to dry or wipe the sanitiser off with a new dry disposable cloth or a clean piece of paper towel (Note: Paper towel can be used for the sanitiser step, but NOT the cleaning step).

## **WALLS, FLOORS & DRAINS**

Always clean from the top down: walls, then floors and then floor drains.

Note the following:

- Walls can be cleaned using the normal surface multipurpose cleaner.
- Walls directly above processing surfaces can be sprayed with sanitiser after being cleaned.
- Heavy duty degreaser and a mop can be used for the floors.
- Brooms and brushes should have nylon bristles
- No wooden equipment (e.g. mops and brooms) should be used.
- Mop buckets should have the appropriate squeezing device, so that mops are not rung out by hand.
- Empty out floor drain dirt traps (if present) into a bin (not down the drain) and clean the lids and traps manually, in a sperate container or basin – do not use the pot washing sinks!
- Cleaning equipment should be stored in a dedicated area, and should be off the floor area (hung up)
- All chemicals should be stored in an area separate from the foodstuffs.

## **HAND WASHING**

A dedicated hand-wash station must be provided in all separate production areas and should have the following:

- Hot and cold running water. (Note: elbow or foot operated mixer taps would be ideal)
- Liquid anti-bacterial hand soap in a sealed dispenser. (Note: NO soap bars as they can transmit germs between staff, can be removed easily).
- Hand drying facilities. Either: disposable paper towel or a hot air blower. (Note: NO reusable towels)
- If paper towel is used, then a dedicated paper towel bin should be provided.
- Hand sanitiser dispensers should be installed at the hand washing basin and in servery and bar areas.

Please note:

- A nail brush is not recommended because it could itself become contaminated.
- By Law (R638) all food handling facilities in the RSA must have one handwashing station per fifteen staff, but it is best to have one in every department, especially if these are physically separated.
- Gloves are highly recommended against an ALL areas, as they carry a high risk of cross-contamination due to a high risk of being used incorrectly.

Hand washing procedure:

- Run warm water (40 to 45°C) to wet hands.
- Squirt a dose of liquid soap on hands and rub onto hands, thumbs, nails, lower forearms and wrists thoroughly for at least 20 seconds.
- Rinse hands under warm running water.
- Dry hands with the blower or paper towel. DO NOT wipe on work clothes or cleaning or drying cloths.

## **PERSONAL HYGIENE**

Please note:

- Staff should wash hands regularly during production, whenever they come on or off shift, have been to the toilet, have changed from one task to another, have finished handling raw foods, or have touched dirty items and refuse bins.
- Finger nails should be short, clean, and free of nail polish or varnish
- Staff must bath or shower daily.
- Staff should have sufficient uniforms to put on a fresh set daily.
- Staff should always have head and beard covering (where applicable) in a food facility.
- Staff should have appropriate fully protective and non-slip shoes.
- Staff must report all illness, especially diarrhea, vomiting and nausea to their supervisors immediately. Such staff should be excluded from handling food and sent for treatment if necessary.
- Staff must not touch their faces, scratch any part of themselves, spit, eat or smoke in and food facilities.

## **CHEMICALS**

Please note:

- ALL sanitising/ disinfecting and antibacterial chemicals must have a SABS or NRCS approval mark on the label and supporting documentation.
- All chemicals should have the appropriate specification and material safety data sheets (MSDS) readily available.
- Enough spray bottles containing the correct chemicals should be provided in each production section.
- A full set of cleaning instructions should be provided to the kitchen for regular reference.

## **REFRIGERATION**

Please note:

- All food fridges (undercounter, upright, chest and walk-in fridges) should operate at between 0 and 4°C. If they only contain whole fruit or vegetables, they can operate at 7°C.
- All food freezers (undercounter, upright, chest and walk-in freezers) should be at -12°C or colder. If they contain ice-cream, they should be set to -18°C or colder.
- All foods must be stored off of the floors.
- All meat, fish, dairy products, baked items, fruit and vegetables should be segregated from each other in a way that stops cross-contamination from above and from the sides.
- Cooked and raw foods should be well segregated from each other.
- All foodstuffs should be covered at all times during storage.
- No expired stock should be present. Stock checking and FIFO (First In First Out) stock rotation should be used.
- All prepared and portioned foods should be dated accurately and should not be kept for more than 2 days.
- All fridges should be clean and well maintained. General fridge structure, shelves and fan grills should be made of a strong and cleanable material that does not rust.

## **DRY STORES**

Please note:

- These must be kept neat and tidy.
- Dry stores must be cleaned on a regular basis to prevent the build-up of dirt and spillages.
- Pests and signs of pests should be looked for regularly (e.g. droppings, holes chewed in packages, etc.)
- Store all items off the floor.
- Keep chemicals and non-foods separated from dry foods.
- Keep all items sealed at all times in the store room and production areas.
- Dry foods decanted from their original package must be dated accurately with their original expiry date.
- No expired stock should be present. Stock checking and FIFO (First In First Out) stock rotation should be used.

## **GENERAL FOOD SAFETY**

Please note:

- A full production and storage segregation system must be in place and followed.
- Any raw meat, chicken and fish must be prepared and stored well away from ready-to-eat food to prevent cross contamination.
- All hot foods must be fully cooked to a core temperature of 70°C before being served.
- The hot and cold chain of foods must never be broken.
- All hot foods must be held at 60°C or above at all times.
- All cold foods must be kept at 4°C or below at all times.
- Foods must be correctly defrosted (no hot water), and the temperature must not go above 4°C.
- Foods must be cooled as quickly as possible and cooling must be monitored closely. Cooling food should never reach below 45°C before being covered and placed into the fridges.
- No foods should be left out for more time than is necessary to process them.
- A fully documented and up to date food safety monitoring system should be in place in the facility (see documentation sections below).

## **LEGAL AND THIRD-PARTY DOCUMENTS REQUIRED**

The following legally required and third-party service documents must be kept in the food safety file and must be up to date:

- Certificate of acceptability for a Food Premises. Required for R638 compliance and must be displayed in the facility.
- Extraction hood cleaning certificates for ALL extraction hoods. This must be done every 6 months.
- Pest control services. This must be done in all production, receiving and storage areas, every 4-6 weeks.
- PCO certificates must be available from the pest control servicing company and these must be up to date and relevant to the persons performing the services.
- Staff must be trained on full chemical usage at least every 12 months, by the chemical company who services the facility. Training records for all staff must be available and up to date.
- Staff must be fully trained in general food safety at least every 12 months. Training records for all staff must be available and up to date.
- The chemical company must perform regular checking and servicing of the chemical dispensers and the washing machines. A full and comprehensive service report should be provided. This should be done every 2 months.

## **OPERATIONAL ASSISTANCE ITEMS AND DOCUMENTS**

The following items and operational documents should be obtained/implemented and kept up to date at all times. All checks must be recorded and signed off. All finalised documents must be filed for reference:

- \*A fully equipped 1<sup>st</sup> aid box.
- Monthly 1<sup>st</sup> aid box stock check list.
- \*Accurate oil quality monitoring system. Such as oils strips, tubes, charts, etc.
- Daily oil quality checklist.
- \*A fully operational digital probe thermometer.
- The thermometer must be verified monthly and the verification must be noted.
- Accurate core holding temperatures of fridges must be recorded twice daily for EVERY fridge and freezer and corrective action must be noted for all units that were not in specification.
- ALL hot and cold food holding facilities must be checked for their operation whenever they are used. This includes permanent holding facilities, temporary function facilities, transportation facilities, back-up storage facilities, etc.
- Staff grooming checks must be performed at random at least once per week.
- Full receiving quality and safety checks must be done for every single food delivery.
- \*Food retention samples from each production or service must be kept for a 7 day rotation.
- Corrective Action Reports (CAR) must be actioned and signed off from all previous audits performed at the facility.

\*all items marked with a star FCS cannot perform or provide. The rest of the items are all documents that have templates available on the FCS website.