

# ATTITUDES TOWARDS HACCP IMPLEMENTATION AND LICENSING

## SECTION A: GENERAL INFORMATION

Section A of the questionnaire asks you to provide some general data on the nature of your business and your business practices. Please answer all the questions as indicated by the instructions provided:

1. Please fill in the boxes below to indicate how many staff, including yourself, work within the business and indicate your status within the business. [A Food Handler is anyone who handles or prepares food, whether unwrapped or packaged].

Full time food handlers =	<input type="text"/>	Part time food handlers =	<input type="text"/>
Other full time staff =	<input type="text"/>	Other part time staff =	<input type="text"/>

Form completed by: Owner                      Manager                      Other                      specify \_\_\_\_\_

2. Which of the following best describes the geographical location of the business? (tick one only)

Inner City Urban                      Suburban                      Rural

3. Which of the following definitions best describes the status of your business? (tick more than one if applicable)

Single / independent butchers shop	Market stall
One of a local chain of butchers	Kosher
Butchery / deli counter within a larger store	Halal
One of a national chain of butchers	Other (please specify) → <input type="text"/>

4. Which, if any, of the following procedures was the business carrying out BEFORE you implemented the HACCP system? (please tick as many as are applicable)

Cleaning Schedules	Temperature monitoring (food)	Stock rotation
Pest control programmes	Inspection of incoming food deliveries	Separation of raw from cooked
Microbiological testing	Food hygiene training	None of These

5. Was the business already carrying out ANY of the following 7 HACCP elements in the course of its daily work, BEFORE formally introducing them as part of the HACCP system? (tick yes / no for each)

Identified hazards and assessed their severity and risk	YES	NO
Determined Critical Control Points (CCPs) for food safety	YES	NO
Specified target levels and critical limits to ensure control	YES	NO

Monitoring of Critical Control Points	YES	NO
Corrective action if target levels and critical limits are not met	YES	NO
Documentation (record keeping) of food hygiene practices	YES	NO

6. Which of the following statements **best** describes your business in addition to the sale of raw meat. *(tick one only)*

Manufacture and **wholesale** cooked meat and meat products

Manufacture a wide range of cooked meat products for **sale on premises** only

Manufacture a limited range of cooked meats for **sale on premises only**

Buy in an extensive range of cooked meat products for resale

Buy in a limited range of cooked meat products for resale

Buy in canned meats only

Do not sell ready to eat products

7. Do you sell, in addition, any non meat, ready to eat products

8. Does the business have a licence?

YES NO

YES NO

**SECTION B: HACCP / FOOD SAFETY KNOWLEDGE BEFORE & AFTER HACCP TRAINING**

Please rate your own knowledge of the following aspects of HACCP and food safety before, immediately after the HACCP training and now. The purpose of this section is to try and assess whether or not you believe the training you received improved your knowledge of HACCP and if that has changed subsequently .

Rate your knowledge from 1 to 5 using the codes listed below and circling the appropriate number for each statement.

1 = **NO** knowledge, 2 = **LITTLE** knowledge, 3 = **MODERATE** knowledge, 4 = **MUCH** knowledge, 5 = **COMPLETE** knowledge

▪ <b>EXAMPLE:</b> Knowledge of the recommendations of the Pennington Report for food safety in butchers premises.	<i>Before HACCP training</i>	1	2	③	4	5
	<i>Immediately After HACCP training</i>	1	2	3	④	5
	<i>NOW</i>	1	②	3	4	5
▪ Personal hygiene requirements for food handlers	<i>Before HACCP training</i>	1	2	3	4	5
	<i>Immediately After HACCP training</i>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ What high risk foods are	<i>Before HACCP training</i>	1	2	3	4	5
	<i>Immediately After HACCP training</i>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Potential food hazards and their severity within your business	<i>Before HACCP training</i>	1	2	3	4	5
	<i>Immediately After HACCP training</i>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Environmental conditions that encourage bacterial growth	<i>Before HACCP training</i>	1	2	3	4	5

**ALL RESPONSES ARE TREATED IN THE STRICTEST OF CONFIDENCE**

	<i>Immediately After HACCP training</i>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Bacteria that can cause foodborne illness	<b><i>Before HACCP training</i></b>	1	2	3	4	5
	<b><i>Immediately After HACCP training</i></b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ The Hazard Analysis Critical Control Point (HACCP) system	<b><i>Before HACCP training</i></b>	1	2	3	4	5
	<b><i>Immediately After HACCP training</i></b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Requirements that must be met at each Critical Control Point to ensure the safety of food	<b><i>Before HACCP training</i></b>	1	2	3	4	5
	<b><i>Immediately After HACCP training</i></b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Procedures for monitoring at Critical Control Points	<b><i>Before HACCP training</i></b>	1	2	3	4	5
	<b><i>Immediately After HACCP training</i></b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ How to implement corrective actions in HACCP	<b><i>Before HACCP training</i></b>	1	2	3	4	5
	<b><i>Immediately After HACCP training</i></b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ HACCP record keeping / documentation systems	<b><i>Before HACCP training</i></b>	1	2	3	4	5
	<b><i>Immediately After HACCP training</i></b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Safe cooking temperatures for meat products	<b><i>Before HACCP training</i></b>	1	2	3	4	5
	<b><i>Immediately After HACCP training</i></b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5

▪ The legal requirements for food safety in butchers premises	<i>Before HACCP training</i>	1	2	3	4	5
	<i>Immediately After HACCP training</i>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5

In the same way as in the previous table, please indicate how you rate your ability to carry out the following tasks associated with HACCP before, immediately after receiving the HACCP training, and how this compares to your ability now

1 = **NO** ability, 2 = **LITTLE** ability, 3 = **MODERATE** ability, 4 = **MUCH** ability, 5 = **COMPLETE** ability

▪ Recognise potential food hazards and assess their severity within your food business	<i>Before HACCP training</i>	1	2	3	4	5
	<i>Immediately After HACCP training</i>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Identify Critical Control Points	<i>Before HACCP training</i>	1	2	3	4	5
	<i>Immediately After HACCP training</i>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Take corrective action when something is wrong	<i>Before HACCP training</i>	1	2	3	4	5
	<i>Immediately After HACCP training</i>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Identify if control measures have not been implemented properly	<i>Before HACCP training</i>	1	2	3	4	5
	<i>Immediately After HACCP training</i>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5

▪ Minimise the risk of producing unsafe food	<b>Before HACCP training</b>	1	2	3	4	5
	<b>Immediately After HACCP training</b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Manage a HACCP system yourself from day to day	<b>Before HACCP training</b>	1	2	3	4	5
	<b>Immediately After HACCP training</b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Check / verify that the HACCP system is working	<b>Before HACCP training</b>	1	2	3	4	5
	<b>Immediately After HACCP training</b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Modify the HACCP plan to incorporate changes in working practices / shop layouts / product ranges	<b>Before HACCP training</b>	1	2	3	4	5
	<b>Immediately After HACCP training</b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5
▪ Train other employees to work within HACCP	<b>Before HACCP training</b>	1	2	3	4	5
	<b>Immediately After HACCP training</b>	1	2	3	4	5
	<i>NOW</i>	1	2	3	4	5

## SECTION C:

Indicate your agreement with the following statement

	Agree	Disagree	Don't Know		Agree	Disagree	Don't Know
▪ Introducing HACCP meant little change to my working practices				▪ Having separate equipment for raw and cooked foods is part of			

my HACCP plan

- Maintaining the HACCP plan has required no changes since its introduction
  - Cross contamination is not possible in my shop or premises
  - Cross contamination is easy to prevent
  - Handwashing on all recommended occasions would take up too much time
  - Having separate areas for raw and cooked foods is essential
- Hand contact surfaces are included in my cleaning schedule
  - Visual checking of surfaces after cleaning is part of the cleaning routine
  - Clean as you go is too expensive to implement
  - My staff should receive training in cleaning
  - It is difficult to keep separate equipment for high risk areas
-

	Agree	Disagree	Don't Know		Agree	Disagree	Don't Know
<ul style="list-style-type: none"> <li>▪ Having separate cleaning equipment for raw and cooked foods is impractical</li> </ul>				<ul style="list-style-type: none"> <li>▪ Disposable cloths can be re-used</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Campylobacter bacteria are often associated with poultry</li> </ul>				<ul style="list-style-type: none"> <li>▪ My cleaning equipment is still wet when stored after use</li> </ul>			
<ul style="list-style-type: none"> <li>▪ E. coli O157:H7 can be a problem associated with raw meat</li> </ul>				<ul style="list-style-type: none"> <li>▪ Flow diagrams are an essential part of a HACCP plan</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Storing cooked food in a refrigerator is an example of a corrective action</li> </ul>				<ul style="list-style-type: none"> <li>▪ Identifying hazards associated with meats is helpful but not a legal requirement</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Control measures eliminate or reduce food safety hazards</li> </ul>				<ul style="list-style-type: none"> <li>▪ A hazard can be defined as anything in food with the potential to cause harm</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Handling cooked meat with clean tongs is a control measure</li> </ul>				<ul style="list-style-type: none"> <li>▪ Monitoring procedures are a set of pre-determined values for control measures at a CCP</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Cooking meat to a centre temperature of 70°C for 2 minutes is an example of a critical limit</li> </ul>				<ul style="list-style-type: none"> <li>▪ One benefit of establishing a HACCP system is that it can be possible evidence for a due diligence defence.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Cooking meat to a centre temperature of 70°C for 2 minutes can control all hazards associated with cooked meats</li> </ul>				<ul style="list-style-type: none"> <li>▪ Using paper towels for cleaning is too costly</li> </ul>			

- We use disposable paper towels for cleaning
  - Hands are the greatest risk for cross contamination
  - It is difficult to stop staff moving between high and low risk areas
  - Raw food packaging is disposed of immediately
-

# EVALUATION OF THE BUTCHERS' LICENSING INITIATIVE

## SECTION A: GENERAL INFORMATION

Section A of the questionnaire asks you to provide some general data on the nature of your business and your business practices. Please answer all the questions as indicated by the instructions provided:

8. Please fill in the boxes below to indicate how many staff, including yourself, work within the business and indicate your status within the business. [A Food Handler is anyone who handles or prepares food, whether unwrapped or packaged].

Full time food handlers =  Part time food handlers =

Other full time staff =  Other part time staff =

Form completed by: Owner                      Manager                      Other                      specify \_\_\_\_\_

9. Which of the following best describes the geographical location of the business? (tick one only)

Inner City Urban                      Suburban                      Rural

10. Which of the following definitions best describes the status of your business? (tick more than one if applicable)

- Single / independent butchers shop                      Market stall
- One of a local chain of butchers                      Kosher
- Butchery / deli counter within a larger store                      Halal
- One of a national chain of butchers                      Other (please specify) →

11. Which, if any, of the following procedures was the business carrying out BEFORE you implemented the HACCP system? (please tick as many as are applicable)

- Cleaning Schedules                      Temperature monitoring (food)                      Stock rotation
- Pest control programmes                      Inspection of incoming food deliveries                      Separation of raw from cooked
- Microbiological testing                      Food hygiene training                      None of These

12. Was the business already carrying out ANY of the following 7 HACCP elements in the course of its daily work, BEFORE formally introducing them as part of the HACCP system? (tick yes / no for each)

Identified hazards and assessed their severity and risk	YES	NO
Determined Critical Control Points (CCPs) for food safety	YES	NO
Specified target levels and critical limits to ensure control	YES	NO
Monitoring of Critical Control Points	YES	NO
Corrective action if target levels and critical limits are not met	YES	NO
Verification that the system is functioning as planned	YES	NO
Documentation (record keeping) of food hygiene practices	YES	NO

13. Which of the following statements best describes your business in addition to the sale of raw meat. (tick one only)

- Manufacture and **wholesale** cooked meat and meat products
- Manufacture a wide range of cooked meat products for **sale on premises** only
- Manufacture a limited range of cooked meats for **sale on premises only**
- Buy in an extensive range of cooked meat products for resale
- Buy in a limited range of cooked meat products for resale
- Buy in canned meats only
- Do not sell ready to eat products

14. Do you sell, in addition, any non meat, ready to eat products

YES                      NO

8. Does the business have a licence?

YES                      NO

<b>SECTION B: ATTITUDES TOWARDS IMPLEMENTATION OF THE HACCP SYSTEM</b>
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Section B, which continues over the page, surveys your attitudes towards the implementation of HACCP in your business and your feelings about the costs and benefits of the system to you. Tick one box for each statement, as shown by the example given, to express your strength of agreement or disagreement with each statement.

Please indicate in the box provided if you did not take part in the MLC initiative and thereafter do not answer the questions that specifically refer to it.

Did not take part in the MLC initiative

**Strongly agree**    **Agree**    **Neither agree nor disagree**    **Disagree**    **Strongly Disagree**  
 ↓                      ↓                      ↓                      ↓                      ↓

FOR EXAMPLE



ALL RESPONSES ARE TREATED IN THE STRICTEST OF CONFIDENCE

- **Two heads are always better than one** •
- It would not have been possible to implement HACCP without the help provided by MLC and their consultants
- Food hygiene is under greater control since implementing HACCP
- Information on HACCP was widely available before getting involved with the MLC initiative
- The monitoring I do for licensing helps me to run my business efficiently
- HACCP requires minimal documentation
- HACCP will enable the business to win more customers
- HACCP has had little impact on the daily running of the business
- The benefits of implementing HACCP do NOT outweigh the costs
- HACCP is a cheap system to implement
- The HACCP system could be used in any type of food business
- It is difficult to keep up with the documentation required by HACCP
- HACCP would not have been implemented if the business had to pay for the training and advice provided by the MLC
- It is difficult to get staff to change their food hygiene practices
- It is undesirable to sell raw and unpackaged cooked food from behind the same shop counter
- I check my HACCP using internal auditing

- The business will not need anymore help in the future to maintain and update the HACCP system



**Strongly agree**    **Agree**    **Neither agree nor disagree**    **Disagree**    **Strongly Disagree**  
 ↓                    ↓                    ↓                    ↓                    ↓

- Having a HACCP system gives me greater confidence in my management of food safety
- HACCP is an expensive system to introduce
- It is difficult to apply HACCP to butchers shops
- Butchers shops present a high risk to food safety
- HACCP systems help stock control and reduce product loss
- HACCP systems increase staff awareness of food hygiene issues
- Nationally publicised food safety scares have increased my awareness of the need for systems like HACCP
- HACCP will help ease customer concerns about food safety
- The system of internal auditing recommended in the MLC pack is very useful

**SECTION C: ATTITUDES TOWARDS THE LICENSING INITIATIVE AFTER IMPLEMENTATION**

In the same way as in the previous table, please **tick one box** for each statement, as shown by the example given, to express your strength of agreement or disagreement with each statement.



**Strongly agree**    **Agree**    **Neither agree nor disagree**    **Disagree**    **Strongly Disagree**  
 ↓                    ↓                    ↓                    ↓                    ↓

- My experience of working and monitoring my HACCP plan has been easy
- My HACCP plan has not changed since it was agreed with the MLC consultant
- HACCP has proved more expensive to maintain than I originally thought
- The HACCP and licensing initiatives have been a waste of time and effort
- I feel that food safety is much more under control now than before the initiative
- Having a HACCP plan has helped my business
- My EHO is very positive about my HACCP plan
- Licensing has been worthwhile
- My EHO checked my HACCP plan thoroughly before re-licensing me
- Increased costs have proved a barrier to monitoring in HACCP

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<i><b>Strongly agree</b></i>	<i><b>Agree</b></i>	<i><b>Neither agree nor disagree</b></i>	<i><b>Disagree</b></i>	<i><b>Strongly Disagree</b></i>
↓	↓	↓	↓	↓

- My HACCP plan was not checked before I was re-licensed
- I have difficulties in training new staff in my HACCP work practices
- My current HACCP plan is simpler than the one approved by the consultant
- My EHO thinks my HACCP plan works well
- On reflection I think the initiative was well implemented

- On reflection I thought the consultant helped a lot
- I have been able to find the time required for monitoring HACCP
- On reflection I do not think the training I received was very good
- I think the training material from the MLC was very good
- I still use the forms provided in the training pack
- Form filling has not proved a barrier to monitoring HACCP

<b>SECTION D: INCREASES OR DECREASES IN REGULAR FOOD HYGIENE MANAGEMENT COSTS SINCE LICENSING</b>
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The following section follows on from Section C. We would like to know whether requirements for licensing have had the direct effect of either increasing or decreasing the time and money spent on managing food hygiene from week to week.

As you work through the following list, please state whether you believe; if increased time / money has been spent on the various factors listed; decreased or whether they have remained level. If a particular activity does not apply to your business and never has done then simply circle NOT APPLICABLE to indicate this.

*For example, if the time spent cleaning the shop has increased from 4 hours to 6 hours then please enter two hours in the right hand column and circle INC. If no change has been seen in the time / cost of any of these activities then circle LEVEL and leave the right hand column blank.*

ACTIVITY / COST	INCREASE / DECREASE / LEVEL / NOT APPLICABLE	CHANGED BY HOW MUCH?
	<i>(circle as appropriate)</i>	
▪ Time spent, <b>per week</b> , on cleaning	→INC. / DEC. / LEVEL / NOT APPLICABLE	_____hours
▪ <b>Weekly</b> cost of the cleaning materials	→INC. / DEC. / LEVEL / NOT APPLICABLE	_____£s
▪ Time spent per week on monitoring and recording HACCP data, e.g. fridge temperatures, food temperatures, cooking times	→INC. / DEC. / LEVEL / NOT APPLICABLE	_____hours

ACTIVITY / COST	INCREASE / DECREASE / LEVEL / NOT APPLICABLE	CHANGED BY HOW MUCH?
<i>(circle as appropriate)</i>		
▪ <b>Weekly</b> time spent keeping HACCP records and updating the system	→INC. / DEC. / LEVEL / NOT APPLICABLE	_____hours
▪ <b>Weekly</b> time spent checking food products upon delivery, storage and / or display.	→INC. / DEC. / LEVEL / NOT APPLICABLE	_____hours

**SELF AUDIT**

No:	Section 1	Comments	Yes / No	Don't Know	Not Applicable
	<b>Documentation / Records</b>				
1.1	Does your shop hold a current licence				
1.2	Have you ever had a licence refused				
1.3	Do you have a documented HACCP plan				
1.4	Are all products covered by the HACCP plan				
1.5	Can your HACCP plan be implemented even if a key member of staff is away				
1.6	Has your HACCP system been reviewed since signing off by the consultant				
1.8	Have you made changes to the HACCP plan since initial formulation				
1.9	Are there flow diagrams for your HACCP plans				
1.10	Are all food components and raw materials (including water) contained in the plan				
1.11	Have you considered microbiological, chemical and physical hazards				
1.12	Have you identified likely source(s) of the hazards				
1.13	Has the possibility / potential for cross contamination been considered				
1.14	Have you identified critical control points for each hazard				
1.15	Does anyone hold a higher level hygiene qualification, i.e. above basic				
1.16	Have you set target values for each CCP				
1.17	Have you stated critical limits for each CCP				
1.18	Is there a stated frequency for monitoring CCPs				
1.19	Is there a stated procedure for monitoring CCPs				
1.20	Have you trained relevant staff in monitoring CCPs				
1.21	Are records kept of monitoring results				
1.22	Do you keep monitoring equipment calibration records				
1.23	Are there appropriate corrective actions stated				
1.24	Do corrective actions allow control of the product to be regained				

No:	Section 1	Comments	Yes / No	Don't Know	Not Applicable
1.26	Do your corrective actions name / specify person with responsibility for decision making				
1.27	Are there detailed cleaning schedules with the HACCP plan				
1.28	Do you keep a record of staff illnesses				
1.29	Are medical screening procedures in place for employees				
1.30	Does the shop have a pest control policy				
1.31	Do you use external contractors to provide a preventative programme of pest control				
1.32	Are critical limits of CCPs regularly / frequently exceeded				
1.33	Are your corrective action records in good, reliable condition and appropriate				
1.34	Do you carry out checks on receipt of raw materials (e.g. temperature, date code, etc.)				
1.35	Do you record temperature of foods during storage				
1.36	Do you manufacture / process foods to documented recipes which include preservatives used				
1.37	Do you record air temperature of display cabinets				
1.38	Do cleaning schedules specify corrective action if cleaning is unsatisfactory				
1.39	Do cleaning schedules specify the use of biocides (e.g. disinfectants, sanitisers, germicides)				
1.40	Do cleaning schedules specify how biocides are to be made up correctly				
1.41	Do cleaning schedules specify a "contact time" for biocides				
1.42	Do cleaning schedules specify the use of freshly made up biocides				
1.43	Do cleaning schedules specify / include hand contact sites, e.g. telephones, handles				
1.44	Do cleaning schedules identify who is responsible for checking cleanliness				
1.45	Do cleaning schedules specify the use of disposable or clean cloths / equipment / water				

No:	Section 1	Comments	Yes / No	Don't Know	Not Applicable
1.46	Have you ever checked the effectiveness of cleaning and sanitising, e.g. using microbiological or rapid tests				
1.47	Have you a documented personal hygiene policy or staff rules for good hygiene				

No:	Section 2	Comments	Yes / No	Don't Know	Not Applicable
	<b>Observations</b>				
2.1	Is monitoring carried out as specified in the HACCP plan				
2.2	Is the monitoring equipment in good working order with calibration certificates				
2.3	Are raw materials stored appropriately				
2.4	Are staff personal hygiene standards acceptable				
2.5	Is cleaning correctly implemented				
2.6	Do you use separate probe thermometers to monitor raw and ready-to-eat foods				
2.7	Do you strictly follow the processing / product recipe				
2.8	Is monitoring performed as described in the HACCP plans				
2.9	Are thermometer probes disinfected appropriately				
2.10	Are surfaces in contact with cooling food visually clean				
2.11	Are raw/ ready-to-eat foods de-bagged / unpacked separately				
2.12	Are ready to eat goods separate from raw foods during display				
2.13	Are staff handling cooked foods also handling raw foods				
No:	Section 2	Comments	Yes / No	Don't Know	Not Applicable
2.14	Are there common surfaces between raw and cooked areas (e.g. telephone, till, cloths)				

2.15	Are clean utensils used to serve foods (e.g. tongs, bags, etc.)				
2.16	Is bare hand contact with ready-to-eat food avoided (e.g. by use of gloves, bags, film)				
2.17	Are surfaces used to display ready to eat food visually clean				
2.18	Are high risk foods dispatched in a temperature controlled vehicle				
2.19	Is your ready to eat food packaged to avoid cross contamination during dispatch				
2.20	Is it <b>impossible</b> for equipment / utensils from low risk areas to find their way into high risk areas?				
2.21	Do staff wear adequate / sufficient protective clothing (outer protection, head protection)				
2.22	Is the wearing of protective clothing outside the business prevented				
2.23	Do staff wash hands (soap and water) and dry at appropriate times, e.g. smoking, visiting the toilet, touching contaminated surfaces				
2.24	Do you provide soap for handwashing				
2.25	Are disposable paper towels used for hand drying				
2.26	Are waterproof dressing available				
2.27	Do staff wear waterproof dressings when necessary				
2.28	Do your staff have appropriate personal hygiene, e.g. hand habits, jewellery, protective clothing				
2.29	Are surfaces in contact with food easily cleanable (smooth, joint free, impervious, good condition)				
2.30	If staff move between high and low risk areas, do they wash their hands				
2.31	Do you provide separate scales for raw and ready-to-eat foods				
<b>No:</b>	<b>Section 2</b>	<b>Comments</b>	<b>Yes / No</b>	<b>Don't Know</b>	<b>Not Applicable</b>
2.32	Are there separate chillers for raw and ready-to-eat foods				
2.33	Are raw and ready-to-eat foods separated during display				
2.34	Are suitable sinks and facilities available for handwashing				
2.35	Are notices reminding staff of hand washing visible in relevant areas (near sinks, entrances, etc)				
2.36	Is packaging from raw food disposed of promptly				
2.37	Are notices concerning "no smoking" on display				
2.38	Is food stored, where appropriate, off the floor and in vermin proof containers				

2.39	<b><i>o premises allow sufficient work space to enable operations to be performed appropriately / hygienically</i></b>			
2.40	Are there suitable and appropriate staff facilities			
2.41	Are there any signs of pest infestation			
2.42	Are there correctly operated and sited electric fly killers			
2.43	Are systems in place to minimise waste accumulation			
2.44	Are external waste collection containers closed / covered/ Are there adequate systems for the collection / collation / disposal of waste			
2.45	Is there evidence of rubbish / waste / packaging accumulating anywhere in the premises			

No:	Section 3	Comments	Yes / No	Don't Know	Not Applicable
	<b>Questions</b>				
3.1	Has the HACCP plan(s) been audited / inspected / verified before				
3.2	Are new staff given appropriate instruction on the shops' HACCP plan				
3.3	Have there been changes (e.g. products, processing, etc.) since the original HACCP plan				
3.4	Have there been any changes, e.g. products, processes, staff, ownership, since the licence was granted				
3.5	Are new staff provided with training within 12 weeks of starting				
3.6	Were the HACCP plans developed by the owner with the help of a consultant after MLC training				
3.7	Have any of the following also had an input into the HACCP plan construction, e.g. EHO, Industry Guide, other documents				
3.8	Was MLC reference material used to set / identify critical limits				
3.9	Has the HACCP plan been reviewed annually				
3.10	Are staff prevented from working if ill				
3.11	Have staff undertaken any refresher hygiene training				
3.12	Have staff received training / instructions specifically on cross contamination				

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
<b>DOCUMENTATION/RECORDS</b>						
1	Does the shop hold a current license					
2.1	Does a documented HACCP plan exist					
2.2	Are all products covered by the HACCP plan(s)					
2.3	Are products grouped generically within the plan(s)					
2.4	<b>Have any of the following also had an input into the HACCP plan construction:</b>					
2.4.1	- EHO					
2.4.2	- Industry Guide					
2.4.3	- Other documents					
2.4.4	Was MLC documentation used in the identification of critical control points					
2.4.5	Was the consultant used to help identify CCPs					
2.4.6	Was MLC reference material used to set / identify critical limits					
2.4	Can the HACCP plan be implemented even if a key member of staff is away					
2.6	Has the HACCP system been reviewed since signing off by the consultant					
2.7	Have changes been made to the HACCP plan since initial formulation					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
2.8	Have you records on any of the above changes					
2.9	Does the plan identify potential customers and high risk groups					
2.10	Is there a flow diagram					
2.11	Is the flow diagram of an appropriate standard					
2.12	Are all food components and raw materials (including water) contained in the plan					
2.13	Does the flow diagram contain all appropriate steps as far as can be determined					
2.14	Have all hazards been considered for that type of product					
2.15	Has the likely source(s) of the hazards been identified					
2.16	Has the possibility / potential for cross contamination been considered					
2.17	Have appropriate / realistic and validated control measures been identified for each hazard					
2.18	Have critical control points been identified for each hazard					
2.19	Are “industry accepted” target values selected for each CCP					
2.20	Are critical limits stated for each CCP					
2.21	Is there a stated frequency for monitoring					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
2.22	Is there a stated procedure for monitoring					
2.23	Have relevant stated staff been trained in monitoring					
2.24	Does monitoring provide real time data					
2.25	Is monitoring frequency appropriate					
2.26	Are records kept of monitoring results					
2.27	Are records kept for calibration of monitoring equipment					
2.28	Are there appropriate corrective actions established and specified if monitoring indicates 'critical limits' exceeded					
2.29	Do corrective actions allow control of the product to be regained					
2.30	Do corrective actions specify what is to be done with food produced since monitoring last indicated "in control"					
2.31	Does corrective action name / specify person with responsibility for decision making					
2.32	Should the HACCP plan have been reviewed (has it been more than 12 months since the last review)					
2.33	Are details of relevant Pre-Requisite Programmes (PRPs) provided with the HACCP plan (eg: cleaning schedules etc)					
2.34	Are any basic hygiene certificates available for inspection					
2.35	Does the person in charge hold a higher level of hygiene qualification					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
2.36	Has any food handler completed a HACCP course					
2.37	Have any food handlers received higher levels of hygiene training					
2.38	<b>Are the following checks made on receipt of raw materials:</b>					
2.38 .1	delivery temperature					
2.38 .2	date codes					
2.38 .3	condition (including packaging integrity)					
2.38 .4	supplier code					
2.38 .5	delivery staff personal hygiene					
2.38 .6	vehicle hygiene					
2.39	<b>During storage, are the following recorded:</b>					
2.39 .1	temperature					
2.39 .2	stock rotation / date codes					
2.40	<b>During processing are the following recorded:</b>					
2.40 .1	brine concentration					
2.40 .2	nitrate/nitrite levels					
2.40 .3	SO <sub>2</sub> levels					

No:		Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
2.40.4	cooking time/ temperature					
2.40.5	thermometer probe calibration					
2.40.6	Cooling temperature / times					
2.41	<b>During display/sale are the following recorded:</b>					
2.41.1	temperature/time of hot hold products					
2.41.2	temperature of goods on display					
2.41.3	air temperature of display cabinets					
2.42	Is the monitoring equipment in good working order with calibration certificates					
2.43	Are monitoring records in good condition / appropriate					
2.44	Do cleaning procedures specify corrective action if cleaning is unsatisfactory					
2.45	Do cleaning schedules specify the use of biocides (e.g. disinfectants, sanitisers, germicides)					
2.46	Do cleaning schedules specify how biocides are to be made up correctly					
2.47	Do cleaning schedules specify a “contact time” for biocides					
2.48	Do cleaning schedules specify the use of freshly made up biocides					
2.49	Do cleaning schedules specify / include hand contact sites					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
2.5	Do cleaning schedules identify who is responsible for checking cleanliness					
2.51	Do cleaning schedules specify the use of disposable or clean cloths / equipment / water					
2.52	<b>Do cleaning schedules contain information on:</b>					
2.52 .1	- methods					
2.52 .2	- materials					
2.52 .3	- frequency					
2.52 .4	- responsibility					
2.52 .5	- monitoring					
2.52 .6	- health and safety					
2.53	Has the effectiveness of cleaning and sanitising been validated					
2.54	Is there a documented personal hygiene policy					
2.55	Is a record kept of staff illnesses					
2.56	Are medical screening procedures in place for employees					
2.57	Does the shop have a pest control procedure (ie internal control systems or an external contract)					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
2.58	Are external contractors used to provide a preventative programme of pest control					
2.59	Are there records of waste disposal where appropriate (ie: licensed waste contractors)					
2.60	Are critical limits of CCPs regularly / frequently exceeded					
2.61	Are corrective action records in good, reliable condition and appropriate					
	<b>OBSERVATIONS</b>					
3.1	Are all raw materials stored appropriately (food and non food)					
3.2	Are staff personal hygiene standards acceptable					
3.3	Does cleaning of the premises and equipment appear to be adequate					
3.4	Are separate probe thermometers used to monitor raw and ready-to-eat foods					
3.5	Do processing staff strictly follow the processing / product recipe					
3.6	Is the person doing the monitoring appropriate to do so					
3.7	Is monitoring performed at the correct location (in the premises)					
3.8	If critical limits exceeded, are corrective actions implemented as described in the HACCP plan					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
3.9	Are thermometer probes disinfected appropriately					
3.10	Is the cooking equipment maintained appropriately					
3.11	Are surfaces in contact with cooling food in good condition					
3.12	Are surfaces in contact with cooling food visually clean					
3.13	Are raw/ ready-to-eat foods de-bagged / unpacked separately (either physically or time)					
3.14	Are ready to eat goods on display separate from raw foods					
3.15	Are staff handling cooked foods also handling raw foods					
3.16	Are there common hand contact surfaces for raw and cooked foods (e.g. telephone, till, cloths)					
3.17	Are clean utensils used to serve foods (e.g. tongs)					
3.18	Is a 'no hand touch' policy in operation for serving cooked products					
3.19	Are display surfaces visually clean					
3.20	Is dispatch of high risk foods in a temperature controlled vehicle (if any deliveries are undertaken)					
3.21	Is the interior of the vehicle in clean condition					
3.22	Is ready to eat food packaged to avoid cross contamination during dispatch					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
3.23	Are the packaging materials as described in the HACCP plan					
3.24	Is storage of end product as described in the HACCP plan					
3.25	Is a “clean as you go” policy in operation					
3.26	Is drying performed using air / disposable items (e.g. paper towels)					
3.27	Are separate cleaning materials used for high and low risk operations					
3.28	Are cleaning equipment / utensils colour coded for high and low risk areas					
3.29	Is it impossible for equipment / utensils from low risk areas to find their way into high risk areas?					
3.30	Do staff wear adequate / sufficient protective clothing (outer protection, head protection)					
3.31	Is the wearing of protective clothing outside the business prevented					
3.32	<b>Do staff wash hands (soap and water) and dry after the following:</b>					
3.32 .1	- visiting the toilet					
3.32 .2	- smoking					
3.32 .3	- blowing nose					
3.32 .4.1	<b>touching :</b> raw food					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
3.32 .4.2	- bins / bin lids					
3.32 .4.3	- raw food packaging					
3.32 .4.4	- other contaminated objects					
3.33	Is soap/handwash preparation used for handwashing					
3.34	Are disposable paper towels used for hand drying					
3.35	Is bare hand contact with ready-to-eat food avoided (e.g. by use of gloves, bags, film)					
3.36	Are waterproof dressings available					
3.37	Do staff wear waterproof dressings when necessary					
3.38	<b>Were acceptable procedures observed with respect to:</b>					
3.38 .1	- handwashing					
3.38 .2	- hand habits (eg nail biting)					
3.38 .3	- cuts / grazes					
3.38 .4	- wearing jewellery					
3.38 .5	- smoking					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
3.38.6	- eating / drinking					
3.38.7	- protective clothing					
3.39	<b><i>Are premises constructed of easily cleanable materials and finishes</i></b>					
3.40	Are surfaces in contact with food easily cleanable (smooth, joint free, impervious, good condition)					
3.41	Are premises designed to separate high and low risk foods					
3.42	Are high and low risk foods separated at all times					
3.43	Do the same staff work in high and low risk areas					
3.44	If staff move between high and low risk areas, do they wash their hands					
3.45	Are there separate scales for raw and ready-to-eat foods					
3.46	Are there separate chillers for raw and ready-to-eat foods					
3.47	Are raw and ready-to-eat foods adequately separated during display					
3.48	<b>Are suitable sinks and facilities available for handwashing:</b>					
3.48.1	- on entering the meat preparation area					
3.48.2	- in toilets					

No:		Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
3.48.3	- near to where raw foods are handled					
3.48.4	- near to where ready-to-eat foods are kept					
3.49	Are sinks equipped with “no hand contact” taps					
3.50	Are notices reminding staff of hand washing visible in relevant areas (near sinks, entrances, etc)					
3.51	Is packaging from raw food disposed of promptly					
3.52	Is food stored where appropriate, off the floor and in vermin proof containers					
3.53	Is raw food stored in a way designed to prevent contamination of food, people and surfaces					
3.54	Is the site maintained so as to prevent contamination					
3.55	Are premises designed, constructed and maintained to minimise contamination with respect to product and work flow					
3.56	<b><i>Do premises allow sufficient work space to enable operations to be performed appropriately / hygienically</i></b>					
3.57	Are there suitable and appropriate staff facilities					
3.58	Are there any signs of pest infestation					
3.59	Are raw materials, packaging, etc. stored to minimise pest infestation					
3.60	Can pests readily gain access to the premises					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
3.61	Are there correctly operated and sited electric fly killers					
3.62	Is waste allowed to accumulate internally / externally in an unacceptable manner					
3.63	Are systems in place to minimise waste accumulation					
3.64	Are external waste collection containers closed / covered/ Are there adequate systems for the collection / collation / disposal of waste					
3.65	Is there evidence of rubbish / waste / packaging accumulating anywhere in the premises					
3.66	Are the PRPs correctly implemented as described in the associated documentation					
	<b>QUESTIONS</b>					
4.1	Is there evidence of owner commitment and support for HACCP					
4.2	Has the HACCP plan(s) been audited / inspected / verified before					
4.3	Have all remedial works recommended by the previous question been implemented					
4.4	Are new staff given additional instruction in the shops' HACCP plan or aspects of their work which would contribute to food safety					
4.5	<b>Have any of the following taken place since the initial HACCP plan:</b>					
4.5 .1	- Changes of recipe					
4.5 .2	- New product					

No:		Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
4.5 .3	- New equipment					
4.5 .4	- New process					
4.5 .5	- New staff					
4.5 .6	- New activities					
4.5 .7	- New information on hazards and risks					
4.5 .8	- Change in processing / production layout					
4.6	<b>Have any of the following taken place since the license was granted:</b>					
4.6 .1	- Changes of recipe					
4.6 .2	- New product					
4.6 .3	- New equipment					
4.6 .4	- New process					
4.6 .5	- New staff					
4.6 .6	- New activities					
4.6 .7	- Change in processing / production layout					

No:	Section:	Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
4.6.8	- New information on hazards and risks					
4.6.9	- A change of ownership					
4.6.10	- Other changes that could affect food safety					
4.7	Are new staff provided with training within 12 weeks of commencement					
4.8	If new staff have existing qualifications are these evaluated or assessed for accuracy and awareness					
4.9	Was the HACCP plan developed by the owner with the help of a consultant after MLC training					
4.11	<b>Have any of the following been used to identify corrective action:</b>					
4.11.1	- EHO					
4.11.2	- Consultant					
4.11.3	- MLC documents					
4.11.4	- Industry Guidelines					
4.11.5	- Others					
4.12	Was the original (or subsequent amendments to) HACCP plan validated (ie are controls capable of achieving their objective)					
4.13	Has the HACCP plan been reviewed annually					

No:		Comments	Compliance	Non Compliance	Not Applicable	Not Assessed
4.14	Are staff prevented from working if ill					
4.15	Have staff received training / instructions specifically on cross contamination					

**Any other comments/observations:**

**BUTCHERS SURFACE CLEANLINESS RECORD FORM**

**Name of Business:** \_\_\_\_\_ **Name of Auditor:** \_\_\_\_\_

**Date of Audit:** \_\_\_\_\_ **Time of Audit:** \_\_\_\_\_

**Time since last cleaned:** \_\_\_\_\_

Type of Surface	Surface Condition	Moisture (Wet / Dry)	Visual Cleanliness	ATP	Micro		
					ACC	Entero	Staph
<b>Food Contact</b>							
Display Surface for RTE meats							
Slicer blade for RTE							
Tongs for RTE							
Scale pan for RTE							
Preparation surface for RTE							
<b>Hand Contact</b>							
Hot tap wash hand basin							
Hot tap on handwash sink							
Chiller door handle							
Till keys							
Ordinary door handles							

Phone							
<b>Other</b>							
Wiping cloth							
Waist cloth / apron							
Fingers							

**Code**            S = Smooth            C = Clean            Dr = Dry  
                       R = Rough            D = Dirty            W = Wet