Unit 306: Monitoring and supervision of food safety

# Worksheet 1: Due diligence (Tutor)

1. Identify seven examples where due diligence may be used against a possible breach of food safety legislation:

* Staff training records
* Staff sickness records
* Temperature records for delivery, storage, cooking, holding and reheating
* Food sampling policies and procedures
* Details of suppliers
* Pest control policies and audits
* Cleaning schedules and monitoring
* Visitor and contractor records
* Identification of CCPs
* Customer complaints and investigation results
* Calibration of instruments (e.g. food temperature probes)
* Waste management policy and records of collection (e.g. waste oils)

2. Identify four supervisory roles in the management of food safety

* Oversee staff training
* Manage the temperature control records
* Put measures in place to avoid contamination of food and cross-contamination
* Set standards for personal hygiene and protective clothing
* Monitor standards of premises and equipment and waste disposal
* Manage stock levels, stock rotation and correct storage
* Manage cleaning and disinfection of premises and equipment to control pests

3. Describe the advantages of setting up a HACCP system

* To comply with legislation
* Risks are reduced – less risk of civil action
* System is internationally recognised
* Demonstrates due diligence
* A proactive system where action can be taken ahead can be taken before problems occur
* Generates a food safety culture where all staff are involved
* Less food will be wasted
* Assists with local authority inspections
* Ensures correct records and documentation are kept

4. How can a HACCP system be checked to ensure it is effective?

* Regularly reviewed
* Internal and external audits
* Regular observation and spot checks by supervisors
* Swabbing procedures and recording/acting on findings
* Request advisory visits from Environmental Health personnel
* Meetings, briefings, information sessions and feedback from food handlers
* Supervisor/team hand over records paper/electronic based