

# Template Food Control Plan Simply Safe & Suitable

## FCP – Safe Food Handler

This is one of my most comprehensive courses I have developed. In all there are 45 lessons. It should be more than sufficient to satisfy the requirements of your verifier if you are using the template Food Control Plan issued under Section 39 of the Food Act 2014.

The template covered is the one released in 2023 and which will become the required template for all businesses using the MPI's template food control plan. Note all template FCP businesses must be using the Simply Safe and Suitable template by 20<sup>th</sup> February 2024.

This course is predominantly video based and covers 27 topics in the latest template Food Control Plan including reference to all non-specialist training topics as detailed below.

In addition to covering topics in the template FCP there are a number of additional sections in the course that should help you have comprehensive understanding of food safety and food safety risk management.

## SECTION 1

### Food Rule Basics

#### Managing risks – a new approach to food safety

Following the roll-out internationally of HACCP, New Zealand took steps to implement the same regime to improve our standards of food safety and suitability.

#### Safe food

The Food Act 2014 requires that all food provided to customers must be safe and suitable. This lesson explains what "Safe Food" is.

#### Suitable food

The second 'arm' of the main purpose of the Food Act is that food sold must be suitable. Also this lesson covers the legal provisions of food safety and suitability in regard to donated food.

#### Expiry dates

In my experience I know that many people get confused about expiry dates and that even applies to some food workers.

This lesson will make the terms crystal clear.

## SECTION 2

### Introduction to Food Safety Issues

#### Health and Sickness

In this lesson you will learn the importance of preventing anyone who is carrying a communicable disease from contaminating food.

#### Hand Hygiene

In this lesson you're going to learn about the importance of having clean hands. Correctly washed and dried hands is important for everyone and is essential for all food handlers.

#### Personal Hygiene

In this lesson you will learn why being smart and clean and avoiding undesirable habits is important for both food safety and providing customer confidence.

#### Cleaning and Sanitising

In this lesson you will learn how, and why you need to keep food premises clean.

#### Food Allergens

In this lesson you will learn how to prevent illness in those who are susceptible to food allergies.

#### Potentially Hazardous Food

In this lesson you will learn about the different keeping qualities (or shelf life) and extra care required of foods referred to in the notified template FCP as 'Potentially Hazardous'.

## SECTION 3

### Introduction to the Template Food Control Plan

#### Introduction

In this lesson you will get an overview of the latest update of MPI's Simply Safe and Suitable template Food Control Plan. How this plan has evolved and where you can get copies of the plan including translated versions.

#### Topics from the template that we will be covering

In this lesson you will see which of the topics in the template we shall be covering. There are some topics that I have set aside that I consider are more specific for the business owner. Other topics not covered are those I have considered are specialised subjects that, whilst not covered in this course you will have become sufficiently confident to train yourself and then get someone (such as your supervisor or business owner) to cross-check what you have learned so that it can be recorded as required in the Plan so you can show your verifier.

## SECTION 4

### Dark Blue Cards: Setting Up

#### Instructions

This is part of the 'Getting Started' section of the template FCP. In this lesson you will learn how the template is to be used and includes important information on keeping records, when something goes wrong, getting verified and how to keep the plan.

#### Taking responsibility

In this lesson you will learn about the things that, overall, you must know, do and show to ensure that your food is safe and suitable.

## **Training and competency**

In this lesson you will learn who needs to have food safety training and what parts of the plan/your food business that they need to have training in to ensure food that is sold to customers is safe and suitable.

## **SECTION 5**

### **Blue Cards: Starting**

#### **Managing personal hygiene and health**

In this lesson you will reinforce your knowledge that having good personal hygiene is critical component to keeping food you make, handle, or serve safe from contamination by bugs. You will also learn how that, when we get sick, we have even more risk of contaminating food so you must not work in any food related task until you are no longer infectious.

#### **Checking for pests**

In this lesson you will learn about the issues of risk management in regards to the potential food contamination by pests such as rats, mice and cockroaches.

## **SECTION 6**

### **Green Cards: Preparing**

#### **Preparing food safely**

In this lesson you will learn about the rules you need to follow to keep your food safe and suitable whilst you are preparing it. Importantly, you will learn why the FCP focusses on the 2/4 hr rule that applies to high-risk foods which are more likely to allow harmful germs to grow.

#### **Separating food**

In this lesson you will learn about the issues of cross-contamination. Cross-contamination often leads to unsafe and/or unsuitable food. In addition you will learn how cross-contamination of food allergens can be particularly dangerous for those that have an allergic response to certain foods such as peanuts.

#### **Sourcing, receiving and storing food**

In this lesson you will learn how you can ensure that the food you source and receive is safe and suitable. You will also learn about receiving live shellfish plus information for those that import food directly from overseas.

#### **Keeping food cold**

In this lesson you will learn why it is important for food safety to keeping foods cold. You will also learn why one of the key elements is ensuring you monitor the refrigerator temperatures daily using a calibrated thermometer.

## **SECTION 7**

### **Magenta Cards: Making + Cooking**

#### **Thoroughly Cooking food**

In this lesson you will learn how some raw foods are contaminated with bugs that can make you ill and how cooking the food to an appropriate temperature/time will kill these bugs and make the food safe to eat.

### **Cooking poultry, minced meat and liver**

In this lesson you will learn how these foods require particular care when cooking to ensure all harmful bugs are killed and the food is safe to eat. To ensure these foods are safely cooked you will learn the required time/temperatures that the insides of the food need to reach to ensure the bugs are killed.

### **Proving the method you use works every time**

In this lesson you will learn how you can use proven methods of ensuring your food is safe and suitable every time you cook it and without the need to check every item of food every time.

### **Reheating food**

In this lesson you will learn how to reheat food safely. You need to know how to do this correctly as food that is reheated too slowly may spend too long a time in the temperature danger zone where bad bugs can grow, making the food unsafe.

### **Cooling freshly cooked food**

In this lesson you will learn how and why you need to cool freshly cooked food quickly to keep it safe. The reason that cooling is important is because some bugs can survive cooking and during a slow cooling process can come back to life and produce harmful toxins.

### **Defrosting food**

In this lesson you will learn that correct defrosting of food is needed both to avoid bad bugs growing. You will also learn about the safe ways that you need to follow when defrosting food.

## **SECTION 8**

### **Orange Cards: Serving and Selling**

#### **Keeping food hot**

In this lesson you will learn why it is important when keeping food hot to ensure that the food temperature does not fall below 60°C.

#### **Transporting food**

In this lesson you will learn what can go wrong when food is transported. You will learn how transported food can become damaged and/or contaminated and how high-risk foods may become unsafe if they are transported for long periods without safe temperature control to keep the food out of the danger zone (5°C - 60°C).

#### **Displaying food and customers serving themselves**

In this lesson you will learn how customer self-service, particularly in regards to unwrapped ready-to-eat, can add significant risks to the safety of your food if the self service is not managed correctly.

#### **Knowing what is in your food**

In this lesson you will learn how important it is to know what ingredients are in your food, particularly in regard to anyone who has a food allergy or food intolerance to any particular food/ingredient.

#### **Packaging and labelling food**

In this lesson you will learn about the legal requirements for packaging and labelling your food. Whilst this topic does not apply to all food businesses it is worth having the knowledge, not only in case of future changes which involve packaging, but also in regard to pre-packaged foods that your business might order as part of their own food processing.

#### **Selling food to other businesses**

In this lesson you will learn about the rules that apply if you sell some of your food to another business.

## SECTION 9

### Purple Cards: Closing

#### **Cleaning up and closing**

In this lesson you will learn why cleaning is so important. Whilst you may think that keeping the premises clean and protecting food was a 'given', it is important to have this knowledge to increase your motivation as cleaning, particularly at the end of a long day of hard work, can be something that you really need to have discipline over to ensure that you do a thorough job.

## SECTION 10

### Red Cards Troubleshooting

#### **When something goes wrong**

In this lesson you will learn how to deal with a situation when something goes wrong. It is almost inevitable something will go wrong, and this lesson sets up clearly what you need to know and do to react to such a situation and to put in place appropriate remedial actions to prevent the problem from happening again.

#### **Dealing with customer complaints**

In this lesson you will learn what to do in the event that a customer has a complaint about your food. You will learn that, in the event of a food complaint, you must act immediately to identify the problem and ensure any other unsafe or food is thrown away and conduct a recall of any food if necessary.

#### **Tracing your food**

In this lesson you will learn what you need to know about identifying and tracing food. Whilst this may not apply to all food businesses using the template, it is worthwhile knowing how the tracing and recall procedures work.

#### **Recalling your food**

In this lesson you will learn of about the two main kinds of recall, that is consumer level and trade level. Again, whilst you may only work in a food business that serves food for immediate consumption and does not trigger any recall itself, you will buy-in ingredients which may be the subject of a recall so this lesson is important for all food businesses using the template FCP.

## SECTION 11

### Bad Bugs

#### **Campylobacter**

Campylobacter gastroenteritis is one of the most common food-borne illnesses in the world including New Zealand.

Raw meats are often source of infection (particularly chicken) so avoiding cross-contamination and cooking raw food safely is essential to avoid any incidence of this disease.

#### **Bugs that Survive Cooking**

There are some bad bugs that are able to form shells around themselves as a survival -mode. Because they may not be killed with cooking, when the food cools down they may multiply to sufficient numbers to cause illness.

## **Listeria**

Listeria is a very common disease and although the vast majority of us would hardly know if we had it, in a few cases it can lead to an extremely severe, dangerous illness.

The reason why this bug is dangerous is that it has most chance of severe illness in very young children and particularly unborn babies during pregnancy and also in the frail elderly and immunocompromised.

## **SECTION 12**

### **Taking Control**

#### **HACCP**

HACCP (pronounced "hassep") is the internationally used method to manage food safety risks. This lesson gives you the background to what it is and how it is used today in NZ food businesses.

#### **When Things Go Wrong!**

It is almost inevitable that something will go wrong

Checking critical food safety steps, writing these down and reacting swiftly when there's a stuff up is a key element to producing safe and suitable food and avoiding possible catastrophes!

#### **Simulated Recall Guidance**

This is a bonus lesson which was added. As of 1 July 2023, all food businesses working under a plan or programme (which of course includes the template Food Control Plan), are required to undertake a simulated food recall every 12 months. Being able to recall any unsafe or unsuitable food from the supply chain and/or customers is vital, not only to stop you food from making anyone sick, but also to prevent reputational damage to your business.

#### **Importance of Keeping Records**

Keeping records are a legal requirement for any registered food business under the Food Act 2014. Keeping good records can be a business lifesaver and you will be really thankful you have them when they are really needed.

## **SECTION 13**

### **Conclusion**

#### **Revision of Essentials**

Just to make sure you are really on-top of the essential food safety issues this revision will 'seal the deal'.

#### **Take home message**

How to complete tutorial and get your certificate and last motivational words from Bob Askew.