

2SFG Audit: Canteen Food Service		
Clause	Scope	Compass Procedure / Requirement
8.1.1	Food service providers must complete a documented risk assessment for this operation. The contractor's HACCP must be reviewed by the site.	Health and Safety Risk Assessments must be reviewed and communicated to employees. Retain in Compliance Pack for inspection. HACCP (M&S Compliant version) must be reviewed on contract commencement and then every 6 months. Actions must be recorded and closed out. Present HACCP to site QA Manager for review.
8.1.2	Canteen staff must have medical screening prior to commencement of work and must have food hygiene training. Procedures in place for illness reporting and return to work.	Post employment medical questionnaires must be on file. All employees must complete Food Safety for Caterers. Print & retain certificates. Retain copy of Return to Work Questionnaire for completion after absence due to illness / overseas holiday.
8.1.3	Canteen Facilities & Equipment; Facilities must be provided to ensure safe and hygienic food preparation. These should include sufficient hand washing facilities with knee or photo-electric cell operated taps, bactericidal liquid soap, disposable paper towels and hand sanitiser.	Check hand wash facilities daily; replenish soap, towels, sanitiser as required. Report defects to hand wash stations immediately and record in Log Book
8.1.4	Adequate ventilation & sufficient artificial lighting should be provided.	Report defects immediately and record in Log Book
8.1.5	Refrigeration/Freezers/chilled display cabinets/vending machines There must be a minimum of two refrigerators independently marked for raw & cooked foods. Refrigerators, display cabinets and vending machines should maintain food at less than 5 degrees. Freezers should maintain food at less than -18 degrees. For all refrigerators, the temperatures of food or a food stimulant must be checked using a temperature probe and the results recorded. Temperature checks must be carried out at the beginning, middle & end of shift.	Check and record temperatures of refrigerators / freezers in Log Book
8.1.6	Cleaning The catering unit fabric and equipment must be designed, constructed and maintained to enable effective cleaning & disinfection.	Report defects immediately and record in Log Book

8.1.7	Slicing Machines Wherever practical, cold meats for sandwiches etc must be brought in ready sliced. If a slicing machine is used, it is essential that the blade is capable of being easily cleaned and safety removed for cleaning and disinfecting at least once per day in addition to normal cleaning between uses. Where possible, components of a slicing machine must be cleaned and disinfected in a mechanical dish washing machine.	Purchase pre-sliced meats
8.1.8	Equipment, Utensils & Tables Separate clearly identifiable (e.g. colour coded) cutting boards, knives and other equipment must be used for raw & cooked foods. Racks must be provided to ensure segregated storage of cutting boards and knives. There must be clear signage to indicate which type of food is to be prepared in each area. Where possible a separate area must be available for each of the colours of cutting boards & knives.	Implement and monitor colour coded system including signage. Provide separate storage racks for raw / ready to eat boards. Implement 'raw kit' i.e. obtain container and keep all raw food requirements : knives, boards, food wrap, disposable aprons, cleaning products (EL75 spray), disposable cleaning cloths / paper roll in one place.
8.1.9	Microwave Ovens Ovens must be industrial type and have a minimum of 1,000 watts capacity. Microwave ovens must be subject to maintenance contract by qualified service engineers for performance & safety. Where preparation equipment (e.g. microwave) is provided it must be inspected and cleaned regularly.	Clean microwave oven in accordance with cleaning schedule. Check maintenance carried out by client.
8.1.10	Home Laundering of PPE must not be permitted. Where external laundry services are not available the site must provide an in house service.	All laundry of food handler uniforms / PPE must be carried out by in-house or professional laundry service.
8.1.11	Disinfectant/sanitiser must meet BS EN1276 and/or BS EN 13697 and be used in accordance with the manufacturer's instructions, especially in relation to contact times and dilutions.	Ecolab Aseptopol EL 75 and Ecolab Oasis Pro 20 meet BS EN1276 and/or BS EN 13697. Adhere to 1 minute contact time and 30ml (EL75) or 20ml (Pro 20) to 600 ml spray bottle dilution
8.1.12	Is there a dishwasher, there should be records of checks carried out by maintenance/manufacture. Check records to confirm when last cleaned out. Look inside the dishwasher.	Check maintenance carried out by client.
8.1.13	There should be visual evidence that there is an adequate stock of clean oven gloves from the laundry.	Check stock daily
8.1.14	There should be documented evidence from the site TM that the cleaning schedules have been reviewed. You need to state what cleaning cards you have checked as part of the audit and confirm if it details the requirements of this clause (what materials need to be used, safety precautions).	Review Cleaning Schedule and present to site Technical Manager. Ensure any site specific requirements are added.
8.1.15	Pest Control: The catering unit must be included in the factory pest control contract, i.e. comply with relevant customer Pest Prevention Code of Practice & Guidelines. The facility must be effectively pest proofed, including fly screening to all doors and windows which open to the outside.	Check pest proofing / screening weekly and record in Log Book. Report defects. Check for evidence of pest activity daily and report immediately.

8.1.16	Water: The catering unit must be included in the factory water sampling programme. The relevant customer Code of practice for Water Quality must be complied with in respect of water used in the kitchen	Check with QA Manager that water sampling is carried out.
8.1.17	Eggs: Where raw shell eggs should be used the following must be adhered to. They should be purchased from a supplier which has been audited by the factory Technical Manager or suitably qualified food safety auditor and preferably is an approved M&S supplier. Eggs must bear the Lion Health Mark as a sign of audit compliance.	Maintain records of purchase of eggs.
8.1.18	All eggs delivered to the catering unit must individually bear a best before date. They must be stored below 5 degrees in a separate refrigerator or the raw food refrigerator. Eggs must not be stored at ambient temperature after they have been refrigerated.	Label 'eggs only' refrigerator
8.1.19	Hands must be washed and sanitising gel applied after handling raw eggs or egg shells. <i>It is also good practice to use disposable gloves.</i>	Regularly remind employees of hand washing requirements.
8.1.20	It is not permitted to provide meals that contain raw uncooked egg.	No menu items must contain raw egg
8.1.21	Other Raw Materials There must be a written buying specification in place for the purchase of all key food raw materials.	Maintain file of product specifications for inspection.
8.1.22	Supplier Audits Main food suppliers and all suppliers of high risk foods to the catering unit must be audited to ensure satisfactory hygiene standards are in place. The frequency of auditing must be determined by risk assessment. Audit reports detailing corrective actions required and timescales must be available for inspection.	Under review
8.1.23	Separate areas must be provided for the preparation of raw & cooked foods.	Designate areas for handling of raw / ready to eat food and communicate to employees. Use signage where appropriate.
8.1.24	Where catering facilities are provided, they must be under the responsibility of a senior manager. The canteen shall be suitably controlled to prevent contamination of product (e.g. as a source of food poisoning or introduction of allergenic material to the site). The site's allergen policy must be communicated to all Canteen staff in order to ensure the nut-free and/or sesame-free allergen status of the site is not compromised by staff food.	Ensure Manager or designated competent person is available to supervise / complete records. Check all storage areas daily whilst carrying out temperature checks and record weekly in Log Book. Refresh allergen policy regularly.
8.1.25	Full capture hair covering (e.g. hairnets) covering ears must be worn by canteen staff.	Monitor compliance

8.1.26	<p>Hygienic storage facilities, including refrigeration must be provided for employees bringing their own food.</p> <p>The temperature of the refrigeration equipment must be monitored.</p> <p>Where preparation equipment (e.g. microwave) is provided it must be inspected and cleaned regularly.</p> <p>Consumption & storage of personal food must only take place in designated areas.</p>	Not applicable to Compass – cleanliness and temperature monitoring carried out by client.
8.1.27	<p>A microbiological swabbing programme, based on risk assessment must be implemented for food contact surfaces, hand contact surfaces and equipment. This may be operated by either factory technical management or the canteen contractor. Documented records should be maintained showing any corrective action required, target timescales and sign off on completion.</p>	Carried out by client
8.1.28	<p>Temperature of food must be checked and recorded once per shift using a temperature probe. Prior to taking any actual temperatures the probe must be sanitised.</p> <p>The temperature probe must be independently calibrated annually according to the manufacturer's instructions. If this requires the unit to be away from the site, alternative means of temperature measurement should be available.</p> <p>The temperature probe should be calibrated internally on minimum monthly basis using boiling water and or melting ice tests.</p> <p>A permanent temperature gauge or thermometer must be fitted in each piece of equipment and the temperature displayed on these checked regularly. This must be calibrated against a handheld temperature probe used to check food temperatures.</p> <p>High fridge/freezer temperatures (refrigerated food above 7degrees & frozen food above -12 degrees must be reported to the site TM or other suitably qualified and authorised person and action taken immediately.</p> <p>Food held in open chilled display cabinets must be left covered or protected by a suitable 'sneeze' guard.</p>	<p>Check Food production, Food service, Defrosting, Cooling records are completed daily in Log Book. Review and identify any corrective actions required.</p> <p>Check accuracy of all probe thermometers monthly and record in Log Book.</p> <p>Visually check displayed temperatures daily.</p> <p>Record defects in Log Book and report immediately. Follow corrective action procedure in HACCP / Food Safety A-Z.</p>
8.1.29	<p>Ambient Food Storage; Adequate space and storage racking must be provided for storing ambient foods. Dry goods must be stored in a well ventilated area and should be kept in air tight containers or packaging. All food should be stored off the floor.</p>	Check all storage areas daily whilst carrying out temperature checks and record weekly in Log Book
8.1.30	<p>Food Delivery & Receipt All food delivery vehicles must be checked on arrival for cleanliness, temperature and any incompatible which could give rise to food contamination or taint. If any hazards exist, foods must be rejected.</p> <p>Foods must be checked on receipt for hygiene related issues including condition of outer packaging, evidence of pest contamination and date coding. Temperatures must be recorded for all</p>	<p>Check all deliveries and obtain temperature print out from driver.</p> <p>Record in Log Book.</p>

	refrigerated and frozen deliveries. The method of temperature recording must be accurately representing the temperature of the food. Records must be kept in respect of all the above.	
8.1.31	Defrosting Foods must only be defrosted under refrigerated conditions and defrosted food must not be refrozen. Temperatures of defrosted foods must be taken and recorded before use to ensure an internal temperature of 0 to -5 degrees has been reached.	Complete Defrosting Record in Log Book
8.1.32	Preparation The time that chilled food is at ambient temperature must be minimised and always kept under 30mins.	Monitor daily – ensure chilled food is returned to refrigeration within 30 minutes.
8.1.33	Cooking During cooking of raw protein foods a minimum internal temperature of 75 degrees must be achieved. Temperatures of these menu items must be checked and recorded on each shift. The temperature checking regime must challenge the full range of cooking methods and equipment.	Complete Food Production Records in Log Book daily
8.1.34	Cooling of Food Where cooked food is chilled: Chilling must commence within a maximum of 30 mins of leaving the cooker & the food chilled to less than 5 degrees within a further period of 90 mins. Blast chilling for large batches and joints of meat must be available. Temperatures and times must be recorded.	Complete Cooling Food Record in Log Book. No large scale cooling without blast chiller.
8.1.35	Reheating/ Hot Holding Reheated food must reach a minimum internal temperature of 75 degrees must be disposed of if not eaten on the day of reheating (N.B In Scotland legislation requires a minimum internal temperature of 82 degrees). When cooked or reheated food is kept hot, it must be held at a minimum temperature of 63 degrees before serving. Temperatures must be taken and recorded.	Complete Food Production Records in Log Book daily. Complete Food Service Records in Log Book daily
8.1.36	Shelf life All food stored in refrigerators, freezers or ambient storage areas must be clearly labelled with a 'use by', 'best before' or 'date of receipt' as appropriate to the type of food. Daily checks of refrigerators must be made to identify and remove out of date foods. Food prepared in the catering unit (e.g. sandwiches) must be kept refrigerated and should be used within an appropriate time and labelled accordingly.	Check date codes daily and record in Log Book. Monitor use of production labels and shelf life.
8.1.37	The catering unit must operate a "clean as you go" policy to ensure continued high standards of cleanliness and cross-contamination control.	Monitor cleaning standards and complete Daily Cleaning Checklist in Log Book

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8.1.38	Pan scourers must be of plastic (not metal) construction and must be renewed regularly and always where they show any sign of wear or gross food inclusion. Wire wool must not be used.	Check daily
8.1.39	"Dish Cloths" must be of disposable paper. Semi-disposable cloths must be discarded at the end of each working day.	Check daily
8.1.40	Wherever practicable, drying of catering equipment must be by the use of heavy duty disposable paper towelling. If cotton or linen tea towels are used they must be boiled in a designated pan at the end of the working day and dried overnight.	Check daily
8.1.41	Cleaning records must be signed-off by staff on completion of scheduled cleaning tasks. Finished cleaning standards must be randomly checked by the catering Unit Manager and this must be recorded including action taken when poor standards are found.	Employees must complete Daily Cleaning Checklist in Log Book and Manager must check sample of areas / equipment and sign Log Book. Identify any corrective actions and record in Log Book