

# Q Guild Hygiene Audit

## Q Guild Of Butchers / Meridian Meats

### Company

Q Guild Of Butchers  
Meridian Meats

### Pass/ Re-appraisal

Pass

### Completed By

Ian Hooper

### Date of Audit

Monday, May 19th 2014

### Approved

Tuesday, May 27th 2014

1 x Amber

122 x Green

## Report Summary

Extremely good standards identified at the time of the visit - well done to all the team! There was one low risk item of food that was passed its best before date and care should be taken to ensure this doesn't happen - especially in very slow moving items

## Follow Up Tasks

4.3

Some ingredients were found to be past their best before dates.

There was a can of black treacle that was past its best before date in the dry store area. Whilst there is no legal contravention here and the product is very low risk, you should ensure that care is taken to remove foods that have reached the end of their shelf life

Assigned to Q Guild Member (Q Guild Member).

Due by Monday, May 26th 2014

## Detailed Results

### 1) Purchase & Receipt

1.1

Food Suppliers Checks

Adequate Checks Made Of High Risk Food Suppliers (audits/questionnaires)

Green

1.2

Other Premises

Food Supplied By Other Premises In Same Ownership Are Accredited And/or Independently Audited

Green

Supplier via slaughterhouse from own farm

1.3

Only Nominated Suppliers Used

Green

1.4

Food Deliveries

Food Deliveries Received Checked And Recorded

Green

1.5

Deliveries Storage

Chilled/frozen Deliveries Stored Within 30 Minutes Of Delivery

Green

### 2) Ambient Storage

2.1

No Ambient Food Stored On The Floor

Green

2.2

All Food Covered And Segregated From Non -food Items

Green

### 3) Frozen And Refrigerated Storage

3.1

Freezer Air Temperatures

All Freezer Air Temperatures -18oC Or Below.

Green

3.2

All Freezers Not Frosted And With All Food Covered.

Green

3.3

Fridge Temperature

All Fridge Air Temperatures 8oC Or Below (Containing High Risk Food)

Green

3.4

Probing

Food Items Probed If Fridge Air Temperature Above 8oC.

Green

3.5 Temperature Records Green  
Fridge And Freezer Temperatures Checked Twice Daily And Recorded.

3.6 Food Covered In Fridges Green  
All Food Covered In Fridges (apart From Raw Meat)

3.7 Food Separation Green  
Raw And Ready To Eat Food Kept In Separate Storage Units

#### 4) Stock Control

4.1 All Stock Rotated And Date Labelled Green

4.2 No Foods Beyond 'use By' Dates Green

No Foods Beyond 'best Before' Dates

**Some ingredients were found to be past their best before dates.**

There was a can of black treacle that was past its best before date in the dry store area. Whilst there is no legal contravention here and the product is very low risk, you should ensure that care is taken to remove foods that have reached the end of their shelf life

Q Guild Member (Q Guild Member) is allocated to this task, and must complete it before Monday, May 26th (On-Going priority).

4.3 Amber

4.4 No Unfit Or Un-saleable Foods Green

4.5 Shelf-life Guide Green  
Shelf-life Guide Satisfactory And Correctly Followed

#### 5) Defrosting

5.1 High Risk Foods Defrosted In Refrigerator Green

5.2 Microwave Not Used To Defrost Green

#### 6) Preparation

6.1 Use Of Saw Dust Prohibited Green

6.2 Salad And Fruit Washed And Sanitised. Green

6.3 Food Preparation Sink Only Used For Food. Green

6.4 High Risk Food Preparation Green  
No High Risk Foods At Ambient >30 Minutes During Preparation

6.5 Contamination Risks Green  
No Evidence Of Direct Or Cross Contamination Risks

6.6 Correct Use Of Colour Coded Equipment Green

Complex Equipment

Complex Equipment (e.g. Vacuum Packers, Mincers) Only Used For Raw Or Ready To Eat Foods.

6.7 Green

Separate machines clearly labelled

6.8 Direct Handling Green  
Direct Handling Of High Risk Food Kept To A Minimum With Use Of Tongs And Gloves Etc.

6.9 Packaging And Equipment Green  
Packaging And Equipment Used For Cooked/RTE Foods Kept In A Clean Designated Area

6.10 Recipes Are Documented And Adhered To In All Batches Green

6.11	No Evidence Of Foreign Body Risks	Green
6.12	Proper Storage Of Personal Belongings	Green
6.13	Glass Stored Below Or Separately From Food	Green

## 7) Cooking / Reheating

7.1	Cooking Temperature Cook High Risk Foods To 75°C Or Equivalent And Probed When Required	Green
7.2	Reheating Foods Reheated Only Once To 75°C (82°C In Scotland) And Probed When Required	Green
7.3	Foods Not Reheated In Bain-marie, Hot Cupboard, Soup Tureen Etc.	Green
7.4	Temperature Records Cooking/reheating Temperature Diary Forms Complete And Accurate	Green
7.5	Probes Temperature Probe Working, Spare/s On The Premises And Disinfected	Green
7.6	Probe Accuracy Checks Probe Accuracy Checks Completed At Least Monthly And Recorded	Green
7.7	Gelatine Gelatine Boiled Immediately Before Use Or Held At 72°C For At Least 30 Minutes.	Green
7.8	Gelatine Left Over Gelatine Discarded After Completion Of Process.	Green

## 8) Cooling

8.1	Cooling Time Max. Cooling Time At Ambient <90 Minutes, 4 Hours In Total (Apart From Bulk Meats )	Green
8.2	Bulk Meats Cooling Bulk Meats Cooled Quickly And Within The LACORS Guidelines.	Green
8.3	Cooling Record Cooling Record Forms Complete And Accurate (include Time & Temperature Reached)	Green
8.4	Micro Testing Of Bulk Meats Micro Testing Of Bulk Meats Cooled For More Than 4 Hours Annually	Green
8.5	Blast Chiller Blast Chiller Used Correctly: Food Portioned/shallow Trays, 5°C<90 Mins, Not Used For Storage	Green

## 9) Food Service And Display

9.1	Hot And Cold Holding Units Switched On 1 Hour Before Use And Foods Not Topped Up	Green
9.2	All Food Held In Chilled Displays At 8°C Or Below (cabinets Set <5°C) Or Discarded Within 4 Hours	Green
9.3	Cold Holding Temperature Records Complete And Accurate	Green
9.4	All Food Held In Hot Displays At 63°C Or Above	Not Applicable
9.5	Hot Holding Temperature Records Complete And Accurate	Not Applicable
9.6	Displayed Food Protected From Contamination	Green
9.7	Food Separation Raw And Cooked Foods Stored In Separate Storage Units Or A Full Height Divider In- Between	Green

9.8 Labelling  
Labelling Etc. Complies With Current Food Labelling Legislation Green

9.9 Separate Cash Register  
Separate Cash Register Used For Staff Serving Raw And Ready To Eat Foods Or Other Controls Green

9.10 Traceability System In Place & Sufficient Green

## 10) Transport

10.1 Food Separation  
Raw, Ready To Eat & Non-food Separated On In-house Transport Vehicles/trolleys Green

10.2 Records And Monitoring  
Chilled/frozen Delivery Vehicles Pre-chilled, Temperatures Monitored & Recorded Green

## 11) Team Members And Personal Hygiene

11.1 Clothes  
Team Members Wearing Clean, Protective Clothing And Changed When Moving In-between Areas Green

11.2 Protective Clothing Washed At 82oC + Green

11.3 Hair  
Long Hair Tied Back Or Covered, Hats/hairnets Worn, No Excessive Jewellery, Short Nails Green

11.4 Any Wounds/cuts Covered With Blue Plasters Green

11.5 No Heavy Colds, Skin Conditions Etc., No Unhygienic Habits Observed Green

11.6 Hand Washing  
Thorough And Timely Hand Washing Observed E.g. When Entering A Designated Clean Area Green

11.7 Sickness And Travel Reporting  
Team Members Aware Of Sickness And Foreign Travel Reporting Procedures Green

11.8 Medical Questionnaire / Examination  
Medical Questionnaire Or Medical Examination Completed Before Team Members Employed Green

11.9 First Aid  
First Aid Box Adequately Stocked Including Blue Plasters Green

11.10 Wash Hand Basins Equipped  
Wash Hand Basins Equipped With Bactericidal Soap And Paper Towels Green

11.11 Wash Hand Basins Not Obstructed And Used Only For Cleaning Hands Green

## 12) Training

12.1 Induction  
All New Team Members Receive Induction Training (Level 1 Or Equivalent) Green

12.2 Level 2 Training  
All Team Members Trained To Level 2 Or Equivalent Green

12.3 Level 3 Trained Person Is Present  
One Member Of Staff Always Present On The Premises With Level 3 Or Equivalent Green

12.4 Food Safety Control Awareness  
Team Members Aware Of Food Safety Controls Relevant To Their Jobs Green

12.5 Training Update  
Level 2 Training(or Equivalent) Updated Every 3 Years And Kept Updated Of Changes To Food Safety Green

12.6	Glass Usage And Policies Awareness Team Members Aware Of Glass Usage And Breakage Policies	Green
12.7	Hygiene Rules Awareness Team Members Made Aware Of, And Receive A Copy Of The Hygiene Rules.	Green

### 13) Cleaning

13.1	Cleaning Schedule Comprehensive Cleaning Schedule Displayed And Adhered To	Green
13.2	Ambient Stores Clean And Tidy	Green
13.3	Fridges Clean And Tidy	Green
13.4	Freezers And Ice Machines Clean And Tidy	Green
13.5	Preparation Utensils, Equipment And Surfaces Clean And Sanitised	Green
13.6	In-house Transport Vehicles/trolleys Clean And Sanitised	Green
13.7	Display Equipment Clean And Sanitised	Green
13.8	Hand Contact Points All Hand Contact Points Clean And Sanitised As Required	Green
13.9	All Wash Hand Basins Clean	Green
13.10	All Walls, Floors, Ceilings, Fittings And Non-food Equipment Clean	Green
13.11	Team Member Facilities And Toilets Clean	Green
13.12	Sanitiser Trigger Sanitiser Available And Meets BS EN 1276:1997 Or BS EN 13697:2001	Green
13.13	Cleaning Cloths Cleaning Cloths Stored In Fresh Sanitiser And Disposed Of/cleaned Regularly At High Temperature	Green
13.14	Cleaning Procedures Correct Cleaning Procedures Followed Using Company Approved Cleaning Chemicals	Green
13.15	Chemicals Stored Away From Food In Labelled Containers	Green
13.16	Cleaning Equipment In Good Condition And Stored Away From Food	Green

### 14) Pest Control And Refuse Storage

14.1	No Evidence Of Pests Ongoing pest control contract	Green
14.2	Waste Accumulations No Accumulations Of Waste In Food Preparation/storage Rooms	Green
14.3	Outside Refuse Areas Clean And Tidy	Green
14.4	Sufficient External Bins, Lids Closed On Bins And On Waste Oil	Green

### 15) Structure And Equipment

15.1	Defects No Defects To Walls, Floors, Ceilings, Fittings In Food Preparation/storage Rooms Etc.	Green
------	---	-------

15.2	No Missing Light Covers	Green
15.3	Food Contact Surfaces / Equipment All Food Contact Surfaces/equipment Able To Be Cleaned And Sanitised	Green
15.4	Equipment In Good Working Order (not Food Contact)	Green
15.5	Adequate Potable Water Supply	Green
15.6	Sufficient Ambient Storage Capacity, Cool, Dry And Well Lit	Green
15.7	Sufficient Refrigerated Storage Capacity	Green
15.8	Sufficient Frozen Storage Capacity	Green
15.9	Layout Permits Protection Against Cross Contamination	Green
15.10	Sufficient Blast Chill Capacity If Used	Green
15.11	Equipment Sinks Equipment Sinks Supplied With Hot And Cold Water & Of Sufficient Capacity	Green
15.12	Personal Belongings Changing Facilities Provided And Adequate Storage For Personal Belongings	Green
15.13	Changing And Toilet Facilities Sufficient Team Member Changing And Toilet Facilities That Are In Good Repair.	Green
15.14	Toilets Toilets Not Leading Onto Food Room, Ventilation Sufficient & WHB Immediately Accessible	Green
15.15	Wash Hand Basins Sufficient Wash Hand Basins Suitably Located And Supplied With Hot And Cold Water	Green
15.16	Ventilation & Extraction System Adequate Ventilation And Extraction System Installed And Working	Green
15.17	Electric Fly Killers Electric Fly Killers Not Located Above Food Preparation Areas And Maintained	Green
15.18	Window / Door Screens Openable External Doors And Windows Screened In Rooms Used For Open Food	Green
15.19	No Obvious Pest Access No Obvious Pest Access E.g. Gaps Under External Doors & Around Pipework In External Walls	Green
15.20	Dishwashers Working Properly	Green

## 16) Management Control And Due Diligence

16.1	FSMS Available Food Safety Management System (FSMS) Available And Sufficient I.e. All CCPs Identified & Processes Included	Green
16.2	Due Diligence Records Due Diligence Records, Complete And Accurate (i.e. Opening/closing Checks, Managers Checks)	Green
16.3	EHO Report No Outstanding Actions On Last EHO Report	Green
16.4	Q Guild Hygiene Audit No Outstanding Actions From Last Q Guild Hygiene Audit	Green
16.5	Complaint Forms Customer Complaint Forms Completed And Actioned If Necessary E.g. Suspected Food Poisoning	Green

16.6 Maintenance Records Kept

Green

16.7 Pest Control Reports

Pest Control Reports Available And Recommendations Carried Out

Green

16.8 Other Risks / Hazards

Other Risks/hazards Marked At The Auditors Discretion

Green