



EXAMPLE OF Own-Check programme

This example can be used in connection with the introduction of own-checks in small food business operators with limited processing of foods.

The example is a recommendation and should be adapted to the activities that you have in your business. The Danish Veterinary and Food Administration (DVFA) generally recommends, that food business operators (FBOs) use national guidelines, when preparing own-check programmes, and introducing prerequisite programmes (Good Hygiene Practice).

Risk analysis

The FBOs must always prepare a written risk analysis as the basis for its own-check, possibly including a written own-check programme. The risk analysis is a review of the business' activities. The FBO must decide whether risks (hazards) are associated with its activities. The FBO must identify the relevant risks and describe how they are prevented or avoided in the risk analysis.

Own-check programme

FBOs with activities covered by this example may use the example as the basis for preparing an own-check programme. If the FBOs have other activities, they must be described as a supplement to the example. It is your responsibility that your own-check programme covers the activities.

In the legislation there are special requirements to ensure and that the critical control points (CCP) are in control. You can read more about risk analysis and critical control points at the website of the Danish Veterinary and Food Administration.

Forms 1, 2, 3 and 4 are associated procedures in this example covers activities that are typically critical control points. The other forms and procedures cover prerequisite programmes. The FBO has to be able to orally explain these procedures. It is recommended to use the forms because they support the prerequisite programmes.

The CEO of the food business is responsible for ensuring that the written risk analysis and own-check programme are always present in the business and that this documentation can be presented at any time when the Danish Veterinary and Food Administration ask for it.

Always remember to check whether your suppliers are registered for the relevant activity on www.findsmiley.dk.

Remember to make copies of blank forms.



Brief description of the business

Name and address of the business:

**Date of authorisation/registration of the business
by the Danish Veterinary and Food Administration:**

CEO:

Import/receipt/collection of food from abroad:

Yes, date of registration by the Danish
Veterinary and Food Administration:

No

Products:

(Pizza, burger, kebabs, lasagne, sausages, ice cream, soft ice, etc.)



Activities of the business:

The business must review its activities and check those that are relevant.

| Select (X) | Activities | Checked | How often must this be written down? |
|------------|---|--------------------------------------|--|
| | Receipt/transport of goods Form 1, page 17 | Every receipt of goods | <input type="checkbox"/> Once a week <input type="checkbox"/> other : |
| | Cold storage/freezing Form 2, page 18 | Daily | <input type="checkbox"/> Once a week <input type="checkbox"/> other : |
| | Heating/heat treatment Form 3, page 19 | Every time | <input type="checkbox"/> Once a week <input type="checkbox"/> other : |
| | Refrigeration Form 3, page 20 | Every time | <input type="checkbox"/> Once a week <input type="checkbox"/> other : |
| | Keeping hot Form 4, page 21 | Every time | <input type="checkbox"/> Once a week <input type="checkbox"/> other : |
| | Sales and storage of non-refrigerated food See page 9 | Regularly | Only in the event of errors |
| | Separation | Daily | Only in the event of errors |
| | Delivery of goods | Every time | Only in the event of errors |
| | Cleaning (Form 5 may be used), page 22 | Daily | - |
| | Personlig hygiejne | Daily | - |
| | Maintenance/pest control (Form 6 may be used), page 24 | Regularly | Regularly and in the event of defects/pests Min. once a year |
| X | Traceability (mandatory) | - | It must be possible to present invoices Invoices must be available for presentation at any time |
| X | Recall (mandatory) | - | In the event of recall |
| X | Annual inspection and revision (mandatory) Form 7, page 25 | Annually and in the event of changes | Annually Note the month : |
| | Other : | | |
| | | | |
| | | | |



Receipt of goods

Food may only be received from authorised or registered food businesses

Check the following every time goods are received:

- Is the delivery temperature correct? When food is collected, the temperature should be noted upon arrival at the final destination. Always take measurements if you suspect errors. Remember that there may be different temperature requirements for different types of food, and describe the limits applicable to the food in your business. The maximum temperature is usually 5 °C for refrigerated foods and – 18 °C for frozen foods. Be aware that in some cases the temperature limit for fish/fishproducts is maximum +2°C.
- Is the packaging complete and intact?
- Is the best before date correct?
- Is the labelling correct?

Transportation of food

If your business collects food from wholesale businesses itself, you must meet hygiene requirements when transporting it to your business. The cold chain may not be broken and you must be able to transport the food at the temperatures specified in the legislation.

In the event of errors:

Describe what you do, if errors are identified. This might be:

- The goods are returned.
- The goods are assessed and used immediately if this presents no risk.
- The goods are assessed and discarded.
- The supplier is contacted.

Errors must always be documented in form 1 on 'Receipt of goods.'

Documentation:

Describe how often the self-inspection/own-check must be documented, i.e. noted in **form 1 on 'Receipt of goods.'**

For example once a week.

Errors must always be documented.

I only receive food from Danish businesses

I receive food from other EU member states (intra-EU trade)

I import foods from third countries (import) (Note the special rules for this)



Food storage

Food must be stored hygienically and at temperatures specified in the legislation.

Check daily

- Storage temperature depends on the type of food and often the limits are maximum +5 °C for refrigerated and – 18 °C for frozen. However, there can be requirements for only max. +2°C for fresh fish if the fish is not well iced.
- Durability of food. Assess if the food can be used or sold. Food products marked with “use by” may not be used or sold after the use by date. Food products with “best before” can be used or sold after the best before date, but only if the food products are suitable for consumption. If the business wants to use or sell a food product after the “best before” date a professional assessment must be made whether or not the food is suitable for consumption.
- Location of food. . Is raw meat, prepared food, vegetables, etc. stored separately?
- Food must be thawed in a refrigerated environment. You have to ensure that no contamination occurs during thawing e.g. dripping of meat juices from the thawed item onto other items.

In the event of errors:

- If refrigerators and freezers are unable to maintain the temperatures required, the business must decide whether the foods can be used or they should be discarded. For example, prepacked food that has been stored at an excessive temperature must not be sold.

Documentation:

Describe how often the check should be documented, i.e. note it in **form 2 ‘Cold storage/freezing’**.
For example, once a week.
Errors must always be documented.

Food contact materials

Food contact materials such as packaging, production equipment and tools that are designed to come into contact with food or may reasonably be assumed to come into contact with food, must be appropriate for their intended use.

Obtain a declaration from suppliers of materials and objects to ensure that they are appropriate for their intended use. You should also obtain instructions for use from suppliers. Ensure that you only use materials and objects as they are intended to be used. For example, plastic containers suitable for storing cold food may not be suitable for hot food.



Heating/heat treatment

Food must be heat treated at a given combination of time and temperature to ensure its safety. The FBO must document that the chosen combination of time and temperature is sufficient.

It is possible to use an alternative combination of time and temperature if the company documents that it is safe. You can use the online-tool SiTTi, abbreviated from "Sikker Temperatur Tid", as documentation that the heat treatment is safe. The online-tool is available at the Danish Veterinary and Food Administration's website.

If the food is heat treated to 75 °C, the food is considered safe and no documentation is required.

It is important that the temperature is measured in the centre of the food or where the food is thickest.

The temperature must be measured with a calibrated probe thermometer every time food is heated. You can do the calibration of the thermometer by using hot water (100 °C) and in ice water (0 °C).

You must be aware of special rules for frozen raspberries as they have to be cooked for min. 1 minute before they can be used in e.g. smoothies and desserts or as cake decoration.

What type of heat treatment is used? (Check)

Heat treatment to min. 75°C.

Heat treatment to an alternative temperature (documentation must be presented)

The food is exempt from the requirement for heating to 75°C. For example, intact cuts of meat that are not normally cooked through, such as roast beef.

How is food heated in the business?

Procedures for heat treatment of individual product groups may be described [here](#).

If heating to min. 75 °C is used, it is necessary to ensure that the temperature is min. 75 °C throughout the food.

In the event of errors:

If the temperature is not 75 °C, heating continues until the temperature has been reached.

Documentation :

Describe how often the check should be documented, i.e. note it in **form 3 'Heating and refrigeration'**. For example once a week.



Refrigeration

Heat-treated food to be stored or served at low temperatures must be refrigerated as quickly as possible. The temperature must be reduced from 65 °C to 10 °C within four hours to ensure a safe cool down.

The online-tool SiTTI, abbreviated from “Sikker Temperatur Tid”, can assist you in calculating a specific time for the cool down period for a given type of food and as documentation for a sufficient and safe cool down. The online-tool is available at the Danish Veterinary and Food Administration’s website.

The food should be cooled down in minor portions to give a faster cool down period.

The refrigeration must be measured and checked using a probe thermometer. Remember to measure the temperature in the centre of the food or where the food is thickest.

Each time food is refrigerated, it is necessary to ensure that the temperature falls from 65 °C to 10 °C in max. 4 hours.

The food must then be stored at max. 5 °C.

In the event of errors:

If the food is not refrigerated to 10 °C in max. 4 hours, it may immediately be reheated to 75° C and refrigerated again. The food may be refrigerated in smaller portions, if necessary.

If the food is not immediately reheated to 75 °C, it must be discarded.

Documentation:

Describe how often the check should be documented, i.e. note it in **form 3 ‘Heating and refrigeration’**.

For example once a week.

errors must always be documented.

How is food refrigerated in the business? Procedures for refrigeration of individual product groups may be described here.



Keeping hot

After heat treatment, food must be kept hot at a temperature of at least 65°C throughout the food. The temperature must be measured and checked with a calibrated probe thermometer in the coldest part of the food, which normally is in the centre of the food or where the food is thickest

Every time food is kept hot, it is necessary to ensure that the temperature is at least 65°C throughout the food.

How is food kept hot in your business?

Procedures for keeping individual product groups hot may be described here.

In the event of errors:

The food must be discarded, if the food temperature drops below 65 °C while being kept hot for serving. Errors must always be documented in the form.

Documentation:

Describe how and how often the check should be documented. This means that it must be noted in **form 4 on 'Keeping hot'**.



Sales and storage of non-refrigerated food

Food that is kept unrefrigerated must be sold within 3 hours

(For example: meat balls, sausage rolls, pizza slices, pizza topping and sandwiches)

The 3 hours are managed as follows: (Note below)

Parking timer

Fixed times (note the times)

Other:

How is food stored in your business? Procedures for non-refrigerated storage of individual product groups may be described here:

In the event of errors:

The food must be discarded, if the temperature drops below 65 °C for more than 3 hours or if the food is kept outside of the refrigerator at a temperature above 5 °C for more than 3 hours. If an error occurs it must be noted in the form.

Documentation:

Describe how and how often the check should be documented. This means that it must be noted in **form 4 on 'Keeping hot/sales of non-refrigerated goods'**.



Separation

To prevent cross-contamination by pathogenic bacteria between different foods, it is essential to separate vegetables, raw meat, prepared food, etc. during production and storage.

Separation also applies when handling raw materials or products with allergens, in order to prevent cross-contamination.

Ways of achieving this include:

- Cleaning knives, cutting boards, work surfaces and cutting machines when switching between foods
- Using different kitchen areas and cutting boards for the various types of products
- Time-shifted production and cleaning after every change in handling food types
- Keeping food covered and separated.

Check regularly that food is kept separate during production and storage.

In the event of errors:

Decide whether the foods can be used, for example by heating them, or discard them.

How to separate food:

- In refrigerators (describe or enclose a drawing)

- During production (describe separate areas or different times)



Goods delivery

Food must be transported in clean and appropriate boxes and vehicles. Boxes and vehicles must have surfaces that are easy to clean.

When the business delivers food that requires refrigeration, this can be done without control of the temperature if the FBO can ensure the safety of the food during transportation.

When the business delivers hot food, the temperature may not drop below 65 °C.

When refrigerated food is delivered, the temperature must not increase.

How is the temperature maintained when goods are delivered (describe)?

A large, empty light blue rectangular area intended for the user to describe how the temperature is maintained during goods delivery.



Cleaning and disinfection

A cleaning plan, as shown in **form 5**, can be useful, particularly if the business has several employees. The cleaning plan is like a job description to ensure that employees know what to clean and how often. If there is no written plan for cleaning, the FBO must be able to give a verbal description.

If **form 5** is used, missing areas can be added. Please ensure that all machines and premises are described in the cleaning plan. Identify the machines and areas that need to be disinfected and label them with a D in the cleaning plan.

- Disinfection is possible in a dishwasher with a rinse temperature of min. 80 °C.
- Disinfection is also possible by dousing with boiling water.
- Or with an approved disinfectant that is suitable for the use in a food business as approved by the Danish Veterinary and Food Administration (DVFA) or by the Danish Environmental Protection Agency (DEPA). Products that are approved by DVFA can be found [here](#). Products that are approved by DEPA can be found [here](#).

Cleaning must be checked daily before production starts.

In the event of errors:

If cleaning is necessary, it must be done before production starts.

Remember that there must always be soap and paper at washbasins and in toilets.



Personal hygiene

Remember that there must always be access to washbasins, soap and paper. The CEO must ensure that staff is familiar with the rules of the business on hygiene and completion of the own-check.

A washbasin for washing hands is usually an independently located washbasin with mixer tap that is not identical to washbasins for food or dishes. There must be a sufficient number of washbasins and there must always be a washbasin at the toilet. A washbasin must always have flowing warm and cold water and drinking water quality.

A. Use clean work clothes:

- When changing tasks, it may be necessary to change clothes.

B. Wash your hands:

- Before you start to work with food
- When you change processes
- When you have been to the toilet
- When you return from a break.
- Whenever necessary for example after sneezing.

C. Illness:

- If you have an open wound, diarrhoea or other infectious diseases that may be passed on via food, you must notify the CEO. The CEO is then responsible for deciding when you may resume work. Employees with norovirus/acute gastroenteritis are recommended to remain off work for 48 hours after the symptoms have ceased. Detailed rules on work and illness are available in Annex II, Chapter 8 (2), of the Regulation on the Hygiene of Foodstuffs.

D. Smoking:

- Smoking is not permitted in premises where food is produced/stored.

E. Other rules:

- Jewellery:

- Headgear (describe):

- Tasks not directly associated with food.

For example; nursing tasks, filling up with petrol, or cleaning (describe):



Maintenance and pest control

The business' standard of maintenance and pest monitoring must be inspected.

It may be appropriate to use **form 6 'Maintenance plan'**. If not, the business must be able to give a verbal account of maintenance and pest control.

All premises are reviewed. Remember to include outdoor areas, storage and toilets.

Inspection of premises and equipment may involve the following:

- Checking that walls, floors, ceilings and window frames are intact, smooth and washable.
- Checking that equipment and machines are intact, easy to clean and rust-free.
- Checking that there are no pests in the premises, for example flies, moths, mice and rats.
- Checking that there are attached gratings on drains.
- Checking that doors and windows close tightly.
- Checking that thermometers used for temperature measurements in food, display correct temperatures.

The business must contact the municipality if rats are found in or around a food business operator.

If mice are found, there is no corresponding duty to report them to the municipality.

The business has a duty to contact the Danish Veterinary and Food Administration immediately if there is reason to assume that it has placed food that is injurious to human health on the market, cf. Article 19 (3) of the General Food Law Regulation - notice must be given **IMMEDIATELY** - applies to mice, rats and other pests.



Review

The own-check programme of a business must always be reviewed if the activities of the business change (for example changes in production or product range). If changes have not been made, the programme should be reviewed at least once a year. Where appropriate, use **form 7 on 'Annual inspection and review'**.



Traceability

Traceability is the ability to trace and follow a food throughout its phases of production, manufacturing and distribution. A food business operator must be able to document the sources of its food (one step back). This can be done by keeping invoices or delivery notes at its premises. Invoices must be itemised, permitting identification of the goods. When food is sold to other businesses, it must be possible to document these sales as well.

The traceability documentation, which is mandatory, must contain at least:

- Name and address of supplier.
- Name and address of customer.
- Date and, when necessary, time of transaction / delivery.
- Identification of products supplied.
- Volume, where appropriate, or quantity.

A cash or credit card receipt does not meet traceability requirements. It is the FBO's responsibility to ensure that traceability requirements are fulfilled.

When selling food to other food companies (one step forward) this will require documentation to ensure the traceability.

Traceability guidelines (in Danish) are available here: [Traceability guidelines](#).
Further information is available on the website of the Danish Veterinary and Food Administration.

Recall

Food that does not meet food safety requirements and may make humans ill must be withdrawn from the market.

If the business receives written communication from a supplier about the recall of a food:

- this communication must be kept as documentation in the own-check programme
- with a note about the action taken by the business. For example how many items or kg have been returned or discarded.

Recall guidelines (in Danish) are available here: [Recall guidelines](#).

Further information on recall is available on the website of the Danish Veterinary and Food Administration at www.fvst.dk.



Receipt of goods

Form 1, Year: 20 _____

Every delivery must be checked.

How often should the check be documented?
 Once a week other, how often? _____
 Errors must always be documented.

Temperature limits for goods: Refrigerated, max. 5 °C/max. +2 °C. Frozen, max. – 18 °C.
 Other temperatures: _____

| Date and year | Goods/Supplier | Enter the temperature measured | Date/labelling/ packaging checked (✓) | OK | Errors | Checked by: |
|---------------|----------------|--------------------------------|---------------------------------------|----|--------|-------------|
| | | °C | | | | |
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Errors

The goods were returned.
 The goods were assessed and used immediately as this presents no risk.
 The goods were assessed and discarded.
 The supplier was contacted.
 Other:

Done by: _____ Date: _____



Heating/heat treatment and refrigeration

Form 3, Year: 20____

Refrigeration

How often should the check be documented?

Once a week other : _____

Errors must always be documented.

Refrigeration from 65 °C to 10 °C may not last more than 4 hours.

| Date | Food | Refrigeration - start Time/Temp. | Refrigeration - stop Time/Temp. | OK | Errors | Checked by: |
|------|------|-------------------------------------|------------------------------------|----|--------|-------------|
| | | Kl. / °C | Kl. / °C | | | |
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Errors during refrigeration

| Date: | What action has been taken to remedy the error? | Error remedied by: |
|-------|--|--------------------|
| | <input type="checkbox"/> heating to 75 °C and refrigerated again. Document the temperature and time: <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div> <input type="checkbox"/> The food was discarded. <input type="checkbox"/> Other: <div style="background-color: #e0e0e0; height: 40px; width: 100%; margin-top: 5px;"></div> | |



Cleaning plan

Form 5, Year: 20_____

(Indicate the frequency and enter D for disinfection)

| | Daily | Weekly | Monthly | Every 3. months | Other (enter) |
|------------------------|-------|--------|---------|-----------------|---------------|
| Kitchen : | | | | | |
| Walls/windows | | | | | |
| Floors | | | | | |
| Ceilings | | | | | |
| Refrigerators | | | | | |
| Freezers | | | | | |
| Ventilation | | | | | |
| Shelves | | | | | |
| Cabinets | | | | | |
| Tables | | | | | |
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| | | | | | |
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| Machines : | | | | | |
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| Other : | | | | | |
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| Storage : | | | | | |
| Floor | | | | | |
| Ceiling | | | | | |
| Walls/windows | | | | | |
| Refrigerators/freezers | | | | | |
| Shelves | | | | | |
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Are there soap and disposable towels at all washbasins?



Cleaning plan

Form 5, Year: 20_____

(Indicate the frequency and enter D for disinfection)

| | Daily | Weekly | Monthly | Every 3 months | Other (enter) |
|-----------------------|-------|--------|---------|----------------|---------------|
| Toilets: | | | | | |
| Toilet | | | | | |
| Washbasin | | | | | |
| Walls/windows | | | | | |
| Floor | | | | | |
| Ceiling | | | | | |
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| | | | | | |
| Outdoor areas: | | | | | |
| Waste | | | | | |
| | | | | | |
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Are there soap and disposable towels at all washbasins?



Maintenance plan

Form 6, Year: 20_____

(Note errors and deficiencies found during maintenance and when they are remedied)

| | Errors/deficiencies found: | Date: | Expected to be remedied in week: | Remedied Date: |
|--|----------------------------|-------|----------------------------------|----------------|
|--|----------------------------|-------|----------------------------------|----------------|

Buildings/premises

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Fixtures and equipment

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Outdoor areas:

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Pests

Date: _____ Done by: _____

What happened?

What did you do?



Annual inspection and review

Form 7, Year: 20_____

Reviewed at least once a year.

| Inspection/review of: | Review of: | Yes Enter X | Not in order. Enter what is being done: |
|-----------------------|---|-------------------|--|
| Maintenance : | Is the maintenance plan being followed? | | |
| Pests : | Is there adequate pest control? Doors and windows, floors and walls must close tightly and have no holes. Open windows and doors must be fitted with insect nets. | | |
| Cleaning | Is the cleaning plan being followed? | | |
| | Is the cleaning plan adequate? Remember new equipment. | | |
| Production : | Is production the same as at the last review? | | |
| | Have the thermometers been checked within the past year? | | |
| Employees: | Have all employees been given instruction in carrying out and documenting the own-check? | | |
| | | | |
| Own-check: | Review the own-check. Have any errors been remedied? | | |
| | Is the current own-check appropriate for your production/activities? | | |

Checked by : _____ Date/Year : _____