

EXAMPLE OF SELF-REGULATION

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

The example is a recommendation and should be adapted to the activities of the business. The Danish Veterinary and Food Administration generally recommends, that food business operators use national guidelines, when preparing own-check programmes, and introducing prerequisite programmes in food business operators.

Risk analysis

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

Own-check programme

Businesses with activities covered by this example may use the example as the basis for preparing an own-check programme. If the business has other activities, they must be described as a supplement to the example.

It is a legal requirement that critical control points (CCP) must be under control. You can read more about critical control points on the website of the Danish Veterinary and Food Administration.

Forms 1, 2, 3, 4 and 7 and associated products in this example, cover activities that are typically critical control points.

The other forms and procedures cover prerequisite programmes. Instead of using these forms, the business may give a verbal account of the procedures and routines they follow.

The CEO is responsible for ensuring that the written own-check is always kept at the business and that it can be presented at any time on inspection visits by the Danish Veterinary and Food Administration.

Check whether your suppliers are on www.findsmiley.dk

Remember 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: (Pizzas, burgers, 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	Every time	<input type="checkbox"/> Once a week <input type="checkbox"/> other:
	Sales and storage of non-refrigerated food <i>See page 9</i>	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 21>	Daily	-
	Personal hygiene	Daily	-
	Maintenance/pest control (Form 6 may be used) <page 22>	Regularly	Regularly and in the event of defects/pests Min. once a year
X	Traceability	-	It must be possible to present invoices Invoices must be available for presentation at any time
X	Recall	-	In the event of recall
X	Annual inspection and revision Form 7 <page 23>	Annually and in the event of changes	Annually Note the month
	Other:		

NB. Forms 1-4 are often used and are on pages 17 - 20.

Receipt of goods

Food may only be received from authorised or registered food businesses

Check the following each time goods are delivered:

- 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 goods, and describe the limits applicable to goods in your business. The maximum temperature is usually 5 °C for refrigerated goods and – 18 °C for frozen goods.
- 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 and the cold chain must not be broken. You must be able to transport the food at the temperatures written on the products.

In the event of errors:

Describe what is done when 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.

Check daily

- Storage temperature (refrigerated max. +5 °C, frozen – 18 °C. Depending on the temperature requirements for the goods).
- Best before date of food. Assess whether the food can be used/sold. Prepacked food may not be sold after the best before date.
- Location of food. Are raw meat, prepared food, vegetables, etc. stored separately?
- Food must be defrosted in a refrigerated environment.

In the event of errors:

- If refrigerators and freezers are unable to maintain the temperatures required, the business must decide whether the goods 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

As a general rule, food must be heated to a temperature of at least 75°C throughout the food. The temperature must be measured with a calibrated probe thermometer each time food is heated.

It is possible to use an alternative combination of time and temperature if the business documents that this ensures food safety standards.

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 that is to be stored or served at low temperatures must be refrigerated as quickly as possible.

The refrigeration must be measured and checked using a probe thermometer.

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.

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

In the event of errors:

If, while food is being kept hot, the temperature falls below 65 °C, the food must be discarded. 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: (Check)

- Parking timer
- Fixed times (note the times)

- Other _____

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

In the event of errors:

If the temperature falls below 65 °C for more than 3 hours, the food must be discarded.

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'**.

In the event of errors:

If food is stored unrefrigerated, it must always be discarded after 3 hours. errors must always be documented in the form.

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.

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 product
- keeping food covered and separated.

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

In the event of errors:

Decide whether the goods 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

For delivery, food must be transported in clean, appropriate boxes and vehicles. Boxes and vehicles must have easy-clean surfaces.

When hot food is delivered, the temperature of the food upon delivery must not be lower than 65 °C. When refrigerated food is delivered, the temperature must not increase. The transport time to the end consumer must not exceed one hour.

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

Cleaning and disinfection

A cleaning plan, as shown in **form 5**, can be useful, particularly if the business has several employees. The cleaning plan will can like a job description. If there is no written cleaning plan, the business must be able to give a verbal account of how it keeps its premises clean. 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 (REMEMBER to rinse with cold water after disinfection).

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. 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 (describe).

-
- Headgear (describe).

-
- Tasks not directly associated with food. For example maintenance, filling up with petrol, delivery of food (for example pizza) 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 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 or the Danish Veterinary and Food Administration 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 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).

Thermometers may be checked with boiling water (100 °C) and ice water (0 °C).

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 foodstuffs. This can be done by keeping invoices 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.

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

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

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? <input type="checkbox"/> Once a week <input type="checkbox"/> other, how often? _____
Errors must always be documented.
Temperature limits for goods: Refrigerated, max. 5 °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				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				

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:

Cold storage and freezing, form 2.

Year: 20__

Checks must be carried out daily.									
How often should the check be documented? <input type="checkbox"/> Once a week or <input type="checkbox"/> other: _____									
Action taken in the event of errors must always be documented.									
Date:	Refrigerator/ Freezer no. Max.	Refrigerator/ Freezer no. Max.	Refrigerator/ Freezer no. Max.	Refrigerator/ Freezer no. Max.	Refrigerator/ Freezer no. Max.	Refrigerator/ Freezer no. Max.	OK	Error s	Checke d by
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			

If you have more than 6 refrigeration or freezer cabinets/counters, simply use more forms.

<h2>Errors</h2>		
Date:	What action has been taken to remedy the errors?	Error remedied by:
	<input type="checkbox"/> The food was discarded <input type="checkbox"/> Other:	
	<input type="checkbox"/> The food was discarded <input type="checkbox"/> Other:	

Use more forms, if necessary

Heating/heat treatment and refrigeration form 3.

Year: 20

Heating					
How often should the check be documented? <input type="checkbox"/> Once a week <input type="checkbox"/> other: _____					
The temperature must be minimum 75 °C in the centre of the food.					
Date	Food	Temperature after heating.	OK	Comments.	Checked by
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			

Refrigeration.						
How often should the check be documented? <input type="checkbox"/> Once a week <input type="checkbox"/> 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
		/ °C	/ °C			
		/ °C	/ °C			
		/ °C	/ °C			
		/ °C	/ °C			
		/ °C	/ °C			
		/ °C	/ °C			
		/ °C	/ °C			
		/ °C	/ °C			
		/ °C	/ °C			
		/ °C	/ °C			
		/ °C	/ °C			
		/ °C	/ °C			

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. <input type="checkbox"/> The food was discarded. <input type="checkbox"/> Other.	

--	--	--

Keeping food hot/Sales of non-refrigerated food

Form 4

Year: 20__

Keeping food hot at min. 65 °C and sales of food at temperatures between 5 °C and 65 °C.

How often should the check be documented? Once a week other: _____

Errors must always be documented.

The temperature of food kept hot must be minimum 65 °C.

Food must not be kept for more than 3 hours at temperatures between 5 °C and 65 °C.

Date	Food	Food temperature	OK (time)	Error What action has been taken to remedy the error?	Checked by
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			
		°C			

Cleaning plan, form 5. (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					
Machines					
Other:					
Storage:					
Floor					
Ceiling					
Walls/windows					
Refrigerators/freezers					
Shelves					
Toilets:					
Toilet					
Washbasin					
Walls/windows					
Floor					
Ceiling					
Outdoor areas:					
Waste					

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				
Fixtures and equipment				
Outdoor areas:				

Pests	Date:	Done by:
What happened?		
What did you do?		

Annual inspection and review, form 7.

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: _____