



GUIDE TO FOOD SAFETY TRAINING

LEVEL 1 - Induction Skills
Food Service, Retail and
Manufacturing Sectors

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Manufacturing Sectors

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FOREWORD

Food safety training is an essential component of every food business in ensuring a food safety culture. It is a legal requirement that staff involved in a food environment are adequately trained and/or supervised commensurate with their work activity. The responsibility for training and supervision of staff lies clearly with the proprietor of every food business. This is the case for all staff whether they are part-time, full-time or casual, or whether they are employed in the public or private sector. There is no excuse for employers in this area to ignore the law.

The Food Safety Authority of Ireland's (FSAI) responsibility is to ensure that staff from the farm gate to point of sale are trained in compliance with legislation. The Authority also has a role in fostering the establishment and maintenance of high standards of food hygiene.

The Authority is setting training standards, which must be demonstrated at various stages of employment in order to produce safe food in accordance with current legislation and in line with best practice. Training standards will be incorporated into the service contracts with our official agents and in turn they will be used by the enforcement officers during inspections to ascertain the level of training in place and industry's compliance with legislation.

The training standards are outlined in a series of guides. Each guide is produced in consultation with the FSAI's Food Safety Training Council. The guide is intended to be a user-friendly guide for employers on training of staff in food safety and will also be used by enforcement officers when assessing food safety training in the workplace. To assist the employer, the guide also outlines the activities which are necessary to support the training and which allow the employee demonstrate best practice.

This Food Safety Training Standard - Level One outlines the training which must be demonstrated at the induction stage of employment. Induction level training has been broken down into two stages; stage one which must be completed before the employee commences work and stage two which must be completed within the first month of employment. This is a generic guide in that it applies to three sectors of the industry, namely manufacturing, retail and food service.

Food safety training is the key to food safety. It does not have to be certified. Training is only effective when the training standards are being demonstrated in the food operation. It is imperative that the food industry through the use of these standards, ensures that effective training is an on-going activity in their business.

Dr. Patrick G. Wall
Chief Executive

INTRODUCTION

This guide outlines the standard of food safety training which must be demonstrated by all food handlers¹ and non-food handlers² who can affect food safety at the induction stage of employment, in compliance with legislation and in line with best practice. Training does not have to be certified. The best practice as outlined in the standard must be demonstrated. The guide is aimed at all food³ businesses to assist them in their implementation of the standard. Review of the standard will be carried out on a regular basis to reflect changes in food safety legislation and best practice.

Use of the Standard

The training standard should be used by:

- industry (manufacturing, retail and food service sectors) in training staff (for a list of the types of establishments included in each sector see Appendix 2)
- enforcement officers during inspections to determine compliance with legislation as it relates to food safety training.

Food Safety Skills

The training standard is expressed in terms of food safety skills, i.e. what the employee must be able to demonstrate in the area of food safety commensurate with their activity.

Employees to Whom the Standard Applies

- All food handlers who are:
 - Full-time members of staff
 - Part-time members of staff
 - Seasonal/occasional workers
 - Voluntary workers
 - Any member of staff who is a non-food handler.

1. A food handler is any person involved in a food business who handles food in the course of their work, or as part of their duties, to any extent whether the food is open or pre-wrapped.

2. A non-food handler who can affect food safety is a person involved in a food business whose duties and responsibilities can impinge on food safety, e.g. managers, maintenance staff, cleaning staff.

3. Food includes (a) any substance used, available to be used or intended to be used, for food or drink by human persons, and (b) any substance which enters into or is used in the production, composition or preparation of these substances, and references to food include, as the context may require, reference to a particular food or class of food (Food Safety Authority of Ireland Act, 1998).

Timing of Induction Training

The training standard for induction level is broken down into two stages:

- Stage I - must be completed before the employee commences work. It should be followed by close supervision.
- Stage II - employees involved in a high-risk activity⁴ must complete this stage within the first month of employment. Employees involved in a low-risk activity⁵ must complete this stage within 3-6 months of employment.

The second stage of food safety training which employees must be able to demonstrate is Additional Skills level training. A separate guide for Additional Skills level training has been produced by the FSAI.

Additional Skills level training should follow Induction Skills level training. The recommended timing of such training is as follows:

- 3-6 months for employees working in a high-risk activity
- 6-12 months for all other employees

Format of the Training Standard

For clarity and ease of use, food safety skills for Induction Stage I and II are presented in a table format. The table comprises of three columns.

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities

4. High-risk activity is any activity where high-risk ready-to-eat foods are prepared and where the potential exists to put vulnerable groups (infants, the frail elderly, pregnant women and the sick) or a large number of consumers at risk. Examples of such foods are: shellfish cooked and raw, fish cooked and raw, raw meat such as beef tartar, cooked meat and meat products, cooked poultry and poultry products, cooked-chill and cooked-freeze meals, milk and milk products, egg and egg products, cooked rice, cooked pasta and foods containing any of these examples as ingredients.

5. Low-risk activity is an activity where the potential to cause harm to consumers is low.

- **Food Safety Skills**

Food safety skills are the skills which the employee must be able to demonstrate in the area of food safety commensurate with their activity, i.e. they are the specific outcomes of training carried out at that level.

- **What the Employee must do to Demonstrate this Skill**

To confirm the employee has acquired the food safety skills, they must be able to demonstrate the skill. This section in the document lists the tasks (performance criteria) the employee must be able to complete in demonstrating that they have acquired the specific skills.

- **Employer's Supporting Activities**

This section provides advice to the employer on supporting training. Information provided in this section refers mainly to standards or codes of good practice. Guides and standards used in compiling this document are listed in the bibliography.

Training Checklists

Suggested checklists for delivery of training and supervision of training are provided at the end of each stage of induction training. Companies may use their own checklist or records to demonstrate that training has been carried out.



- **Delivery of Training Checklist**

This checklist could be used to record the training in food safety skills delivered to an employee. The checklist could be completed by the manager/supervisor/training provider after completing training with employees.

The manager/supervisor/training provider and employees should sign off the checklist. This may then be kept as a record of training.

- **Supervision of Food Safety Skills Checklist**

It is suggested that the manager/supervisor could use this checklist when supervising the food safety skills of the employees at a specific level of training. Failure to demonstrate the skill(s) being supervised must be followed by refresher training.

GENERAL ADVICE ON FOOD SAFETY TRAINING

Current food hygiene legislation specifies that, “food handlers are supervised and instructed and/or trained in food hygiene matters commensurate with their activity”. (S.I. No. 165 of 2000). Proprietors, managers and supervisors must ensure that this requirement is met.

Below is a list of frequently asked questions in relation to food safety training. They are intended to advise proprietors, managers and supervisors and should not be regarded as comprehensive.

- **Approach to Training**

Q. Is it necessary that managers / supervisors should be trained in food safety?

- A. Yes. Managers and supervisors should have the necessary knowledge to be able to judge potential risks and take the necessary action to remedy deficiencies.

Proprietors, managers and supervisors who are not food handlers, but who may have an influence on the hygienic operation of the business should be trained to a level which will allow them to make informed decisions about food safety management systems in use on the premises.

It should be noted that supervisors and managers can undermine the effectiveness of staff training if they are not trained themselves.

Larger businesses should consider the extent to which the decisions of their senior managers (e.g. purchasing, finance or personnel) affect the operational side. Senior management must also understand and act in a manner, which will achieve a good food safety management system on their food premises.

Q. What is the preferred approach to training in food safety?

- A. It is recommended that training in food safety be competency based. This approach emphasises the practical application of the training and the standard to which it must be achieved, i.e. what the trainee/employee should be able to do.

- **Organising Training**

Q. How can training be organised in the workplace?

- A. It is useful to have a training plan, which includes:
- the assessment of staff skills and knowledge
 - the skills and knowledge necessary for their work activities
- This will help identify the training necessary for each member of staff.

Q. Who should assess the training needs of employees?

- A. Ideally each company should assess their own training requirements and develop training methods suitable for these needs.

Q. How are the training needs of employees assessed?

- A. In assessing food safety training needs the proprietor should consider the specific food safety related elements of the job type and ensure that the content of the training is commensurate with the work activities of each employee.

Q. What should be included in a training plan?

- A. A training plan should identify:
- training needs of all food handlers and non-food handlers
 - stages of employment when specific hygiene training should be carried out.

Q. Where should training take place?

- A. Training can take place on- or off-site. Training on-site can be very effective, (as it can be related directly to the work situation), provided it is free from distractions and the normal pressures of work.

When considering in-house training, businesses may find it beneficial to have written trainer notes. This will help to ensure consistency in training over time.

• **Suggested Training Plan**

Category of Employee	Food Safety Skills Stage I Training	Food Safety Skills Stage II Training
Food handlers involved in high-risk activity	<ul style="list-style-type: none">- Before commencing work- Follow by close supervision	<ul style="list-style-type: none">- Within 1 month of employment- Follow by reduced level of supervision
Food handlers involved in low-risk activity	<ul style="list-style-type: none">- Before commencing work- Follow by close supervision	<ul style="list-style-type: none">- Within 3-6 months of employment- Follow by reduced level of supervision
Non-food handlers Whose duties and responsibilities can impinge on food safety	<ul style="list-style-type: none">- Before commencing work- Follow by close supervision	<ul style="list-style-type: none">- Within 3-6 months of employment- Follow by reduced level of supervision

Q. Who should train the employees?

- A. Training may be delivered by an in-house company trainer/instructor or by external training providers. Any trainer, either in-house or external, needs to know the standards which have to be achieved, have technical skills in the subject and be competent in training and presentation.

Training may be formal or informal; it may be done in groups or on a one to one basis depending on the needs and the resources of the establishment. To ensure the requirements of this document are met, the employer should check external training programmes.

Q. What do I do if a new member of staff claims to have been trained already?

- A. All new staff must be trained in the practices and procedures of their new employment as they may well differ from their previous employment.

Any documentary evidence provided should be kept as a record. If this cannot be provided it is reasonable to assume that they have not been trained. In all circumstances, a re-assessment of needs should be performed and competencies assessed.

Q. What should I do if some of my employees do not have English as their first language or have literacy or learning difficulties?

- A. Special arrangements may be necessary for persons whose first language is not English or have learning difficulties. Refer to Appendix 3 for contacts and other training information that may be of assistance.

• **How the Employer Can Facilitate Training**

Q. What attitude should management adopt?

- A. An approachable proprietor, manager or supervisor creates an ideal environment for employees should they encounter problems in training, in acquiring food safety skills or in reporting food safety issues.

The release of employees for training should also be facilitated.

Q. What role should the workplace supervisor play in food safety training?

- A. The workplace supervisor has a very important role in food safety training. Staff who are being trained or are trained must be supervised to ensure that the training is being put into practice. Assessment should immediately follow training. It may be written, oral or carried out through practical demonstration. This assessment involves reinforcing good hygiene practice and identifying poor hygiene practice or a lack of understanding of food hygiene principles.

Supervision should also be used to assess when any refresher/re-training is necessary.

Q. Does supervision vary with the category of employee?

- A. The hygiene practices of all employees should be supervised.

Close supervision will be necessary after the employee joins the staff. A reduced level of supervision can follow subsequent training. Where an employee is involved in high-risk areas it is recommended that they have a demonstrable understanding of the risks involved.

Q. Should the supervisor assess the food safety skills of the employees?

- A. Yes. To ensure members of staff are competent in their workplace performance, it is good practice to carry out an assessment. A competent supervisor should carry out the assessment in accordance with the training standard.

Q. How can the supervisor assess workplace competence?

- A. Competence can be assessed through observing and interviewing staff to ensure that the knowledge and instruction delivered in training is actually applied and practised consistently to the required standards. A sample of a checklist, which can be used to assess the competence of staff members, is available at the end of each stage of induction training.

• **Meeting Training Requirements**

Q. Do I have to keep training records?

- A. It is recommended that records of training be kept whether training is carried out either in-house or externally. An enforcement officer may also request to see training records to verify that training has been carried out, who has been trained and the standard of training carried out. Future changes in the food hygiene regulations may require written records.

Q. What information should be included in a training record?

Any training record should include:

- the name of the staff member being trained
- the date when they commenced work in the business
- the training they received and the dates of delivery
- the outcome of the training in terms of assessment of workplace competence.

The trainee and the trainer should sign the training record after each training session. If an external training provider is used, the name of the training organisation and the trainer should also be recorded.

Q. Does training have to be reviewed?

- A. A periodic assessment of the effectiveness of training should be made and training programmes should be routinely reviewed and updated.
- It should be noted that a need for training might also arise when there is a change in the duty or responsibilities of a staff member. This therefore should be incorporated into the review.

Q. Is re-training necessary?

- A. Re-training should be carried out where deficiencies in workplace competence have been identified. Regular re-training is recommended as it can be used to refresh the knowledge, skills and understanding of staff members. The timing of re-training can be built into the training plan.

Q. Will staff be assessed on workplace competence during the visit of the enforcement officer?

- A. Yes. During a site visit, the enforcement officer may interview and observe staff to check their level of competence.



INDUCTION LEVEL - AN OVERVIEW

Induction level is the first level of skills which employees in the food industry must be able to demonstrate when they commence work. There are two stages of training involved at this level.

Induction-Stage I

Category of Employee	Outlines the food safety skills which food handlers and non-food handlers who can affect food safety, should be able to demonstrate before they commence work activities in a food operation.
Timing of Training	Training must be completed before the employee starts work. Ideally it should be completed as part of the company's overall induction programme.
Level of Supervision Required	Stage I must be followed by close supervision of the food safety practices of the employee.

Induction-Stage II

Category of Employee	All food handlers and non-food handlers who can affect food safety, who are able to demonstrate skills from Stage I Induction.
Timing of Training	Training must be completed within the first month of employment. Note: For employees involved in low-risk activities this stage of training may be delivered within 3-6 months of employment.
Level of Supervision Required	Stage II must be followed by supervision of the food safety practices of the employee. There is a reduced level of supervision at this stage.

INDUCTION STAGE I - SUMMARY

Training	Induction - Stage I
Employee category	Food handlers Non-food handlers who can affect food safety
Stage of employment	Before commencing work
Level of supervision	Close supervision
Suggested delivery time	20-30 minutes. This is a guideline. Time may need to be extended for some employees. It is important that the employee can demonstrate the skill/knowledge required.
Food safety skills which the employee must be able to demonstrate at this stage <i>Note: For further detail see Table of Food Safety Skills on pages 12-16</i>	<ol style="list-style-type: none"> 1. Wear and maintain uniform/protective clothing hygienically 2. Maintain a high standard of hand-washing 3. Maintain a high standard of personal hygiene 4. Demonstrate correct hygienic practice if suffering from ailments and illnesses that may affect food safety 5. Refrain from unhygienic practices in a food operation 6. Demonstrate safe handling practice 7. Maintain staff facilities in a hygienic condition 8. Obey food safety signs 9. Keep work areas clean
Suggested training checklists <i>Note: For further detail see Delivery of Training and Supervision of Training checklists for Stage I</i>	Delivery of training Supervision of food safety skills <i>Note: Companies may use their own checklist/records to demonstrate that training has been carried out.</i>

INDUCTION STAGE I - TABLE OF FOOD SAFETY SKILLS

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(1) Wear and maintain uniform/protective clothing hygienically	<ul style="list-style-type: none"> • Understand the reasons for wearing uniform/protective clothing • Refrain from wearing personal clothing over protective clothing • Wear a clean uniform/protective clothing as instructed • Change protective clothing at least daily and more frequently when required • Refrain from wearing protective clothing outside the premises or when travelling to/from work 	<ul style="list-style-type: none"> • Provide clean protective clothing and ensure laundry facilities are available • Provide staff with adequate changing facilities and lockers where appropriate • Ensure staff wear clean clothing • Instruct employees on correct wearing and cleaning of uniform/protective clothing
(2) Maintain a high standard of hand-washing	<ul style="list-style-type: none"> • Wash hands using the correct procedure • Wash hands as frequently as necessary and always: <ul style="list-style-type: none"> - before starting or recommencing work - after using the toilet - before handling cooked or ready-to-eat foods - after handling or preparing raw food - after handling refuse - after smoking - after coughing, sneezing, using a handkerchief, blowing the nose, touching the skin, hair or face - after cleaning duties - after shaking hands - after handling money 	<ul style="list-style-type: none"> • Provide hand-washing facilities with adequate requisites (minimum requirement - soap, hot water and paper towels) • Instruct personnel on hand-washing procedure as per relevant standard • Display signs to remind employees to wash their hands. Ideally these signs should have recognisable symbols and be in several languages

INDUCTION STAGE I - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(3) Maintain a high standard of personal hygiene	<ul style="list-style-type: none"> • Keep hair neat and tidy and covered in the presence of food • Wear suitable clean protective clothing • Keep fingernails short, clean and free of nail varnish • Refrain from wearing inappropriate jewellery • Refrain from wearing excessive perfume, deodorant, after-shave and make-up • Keep cuts, sores and grazes covered with clean conspicuously coloured waterproof dressing • When using gloves, use in a hygienic manner as per relevant standard 	<ul style="list-style-type: none"> • Provide new employees with established rules referring to good personal hygiene practice • Provide an adequately stocked first aid cabinet that is checked regularly • Contents of first aid cabinet should include coloured waterproof dressings. (These dressings should also be metal detectable for the manufacturing sector).

INDUCTION STAGE I - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(4) Demonstrate correct hygienic practice if suffering ailments and illnesses that may affect food safety	<ul style="list-style-type: none"> • Report to their supervisor: <ul style="list-style-type: none"> - if suffering from any ailments/illnesses, (in particular, diarrhoea or vomiting) which may affect the safety of food - if they absent from work due to any of the ailments/illnesses which may affect the safety of food - if they suffered diarrhoea or vomiting while on holidays especially overseas • Refrain from working near open food if suffering from any of the ailments/illnesses that may affect the safety of food, in particular diarrhoea or vomiting 	<ul style="list-style-type: none"> • Inform staff of the importance of reporting ailments and illness that may affect the safety of food, in particular diarrhoea or vomiting • Inform staff of the reporting procedure • Ensure staff returning to work after suffering from diarrhoea or vomiting do not work near food until 48 hours after the symptoms have cleared. • Health certificates are required in the meat processing sector. Ensure all new staff provide a medical certificate prior to starting work and annually as required by legislation (S.I. No. 434 of 1997)

INDUCTION STAGE I - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(5) Refrain from unhygienic practices in a food operation	<ul style="list-style-type: none"> • Never smoke in a food operation • Never chew gum or consume food in a food operation • Never spit or pick nose in a food operation • Never cough or sneeze over food • Never taste food with fingers • Never handle food after touching face, nose or head 	<ul style="list-style-type: none"> • Provide designated staff eating area
(6) Demonstrate safe handling practice	<ul style="list-style-type: none"> • Handle food/utensils as little as possible • Store raw and ready-to-eat products separately/avoid direct contact between raw and ready-to-eat products • Correct use of colour coding system where appropriate • Store hot food hot as per relevant standard • Store cold food cold <5°C • Store frozen food frozen < -18°C or as appropriate as per relevant standard • Where appropriate to the job, package food as per relevant standard 	<ul style="list-style-type: none"> • Use colour coding system in the food operation where appropriate • Increase awareness of correct storage practices using food safety signs, etc.

INDUCTION STAGE I - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(7) Maintain staff facilities in a hygienic condition	<ul style="list-style-type: none"> • Keep locker rooms and other staff areas in a clean condition 	<ul style="list-style-type: none"> • Ensure facilities such as toilets/locker rooms are of a good standard of structural hygiene
(8) Obey food safety signs	<ul style="list-style-type: none"> • Be aware of the food safety signs that exist in the workplace • Adhere to the instruction of the food safety signs 	<ul style="list-style-type: none"> • Display food safety signs in the food preparation area as appropriate • Ensure food safety signs are visible
(9) Keep work area clean	<ul style="list-style-type: none"> • Clean as you go • Follow cleaning programme as instructed • Ensure that the food contact surface is clean before commencing work • Use correct cleaning agents and cleaning equipment • Change water when it becomes cool or dirty • Ensure food does not come in contact with cleaning agents • Store cleaning agents in designated storage area 	<ul style="list-style-type: none"> • Have cleaning programme in place • Provide adequate supplies of cleaning agents, materials and equipment • Provide separate storage area for cleaning chemicals, materials and equipment • Ensure chemicals used are food grade and approved for the industry



INDUCTION STAGE I - DELIVERY OF TRAINING CHECKLIST

Use of Checklist

It is suggested that this checklist could be used to record the training in food safety skills delivered to employees in the food industry at this level. The checklist should be completed by the manager/supervisor after completing training with employees. Both manager/supervisor and employees should sign off the checklist. The checklist should be kept with other training records.

Date of Training _____

Name of employees	Department
1	
2	
3	
4	
5	
6	

Where a skill has been covered during the training session place a ✓ in the appropriate skills covered box otherwise, place an X in the appropriate box.

Signed by Employees

Training in Food Safety Skills	Skills covered tick ✓ or X
1. Wear and maintain uniform/protective clothing hygienically	
2. Maintain a high standard of hand-washing	
3. Maintain a high standard of personal hygiene	
4. Demonstrate correct hygienic practice if suffering from ailments and illnesses that may affect food safety	
5. Refrain from unhygienic practices in a food operation	
6. Demonstrate safe handling practice	
7. Maintain staff facilities in a hygienic condition	
8. Obey food safety signs	
9. Keep work areas clean	

Signed by Manager/Supervisor _____ Date: _____



INDUCTION STAGE I - SUPERVISION OF FOOD SAFETY SKILLS CHECKLIST

Use of Checklist

It is suggested that this checklist could be used by the manager/supervisor when checking the employee's ability to demonstrate the food safety skills at this level. Satisfactory demonstration of these skills is recorded by placing "S" in the appropriate skills box. Where skills do not meet this level further training will be required therefore, "RT" should be recorded in the appropriate skills level box.

An unsatisfactory outcome must be followed up with supervision and retraining until the employee demonstrates each of these skills to a satisfactory level.

Date _____

Food Safety Skills	Names of Employees					
S = Satisfactory demonstration of the food safety skill RT = Unsatisfactory demonstration of the food safety skill and requires supervision and retraining in the food safety skill(s)						
1. Wear and maintain uniform/protective clothing hygienically						
2. Maintain a high standard of hand-washing						
3. Maintain a high standard of personal hygiene						
4. Demonstrate correct hygienic practice if suffering from ailments and illnesses that may affect food safety						
5. Refrain from unhygienic practices in a food operation						
6. Demonstrate safe handling practice						
7. Maintain staff facilities in a hygienic condition						
8. Obey food safety signs						
9. Keep work areas clean						

Comments:

Signed by Manager/Supervisor _____ Date: _____

INDUCTION STAGE II - SUMMARY

Training	Induction - Stage II
Employee category	Food handlers Non-food handlers who can affect food safety
Stage of employment	Within the first month of employment Note: For employees involved in low-risk activities, this stage of training may be delivered within 3-6 months of employment
Level of supervision	Level of supervision may be reduced following the satisfactory completion of stage II
Suggested delivery time	3 hours Suggestion: 3 x 1 hour sessions This is a guideline only as: (a) not all skills may be applicable to all employees (b) time may need to be extended for some employees. It is important that the employee can demonstrate the skill/knowledge required.

INDUCTION STAGE II - SUMMARY (CONTINUED)

Training	Induction - Stage II
<p>Food safety skills which the employee must be able to demonstrate at this stage</p> <p>Note: For further detail see Table of Food Safety Skills, pages 21-25</p>	<ol style="list-style-type: none"> 1. Know their legal responsibility in ensuring safe food for the consumer 2. Recognise how food can be put at risk by chemical, physical and biological hazards 3. Demonstrate an understanding of cross contamination and the hygiene practice necessary to prevent it 4. Explain the difference between high and low risk activities 5. Avoid unnecessary handling of food, food utensils and surfaces 6. Where applicable to the job, record the temperature of foods as required 7. Keep appropriate food safety records 8. Keep pests out of the food operation and operate a satisfactory waste disposal system 9. Take action when aware of unhygienic practices that may put the safety of food at risk 10. Co-operate with authorised enforcement officers 11. Where applicable to the job, check deliveries appropriately
<p>Suggested training checklists</p> <p><i>Note: For further detail see Delivery of Training and Supervision of Training checklists for Stage II on pages 26 and 27</i></p>	<ul style="list-style-type: none"> • Delivery of training • Supervision of food safety skills <p><i>Note: Companies may use their own checklist/ records to demonstrate that training has been carried out</i></p>

INDUCTION STAGE II – FOOD SAFETY SKILLS TABLE

Food safety skills	What the employee must do to demonstrate this skill	Employers supporting activities
(1) Know their legal responsibility in ensuring safe food for the consumer	<ul style="list-style-type: none"> • Follow the food safety instructions from their supervisor/manager • Use correct hygienic procedures when working in a food operation • Act in accordance with legal requirements 	<ul style="list-style-type: none"> • Instruct staff in their legal responsibilities in ensuring food safety • Ensure hygiene practices of the staff are supervised • Be aware of relevant legislation
(2) Recognise how food can be put at risk by chemical, physical and biological hazards	<ul style="list-style-type: none"> • Define a food safety hazard • List possible sources of physical and chemical contaminants • List possible sources of bacteria • State the conditions required for bacterial growth • Demonstrate how hazards are controlled through following correct hygienic practices 	<ul style="list-style-type: none"> • Have controls in place to prevent, eliminate or reduce to an acceptable level any food safety hazard in the food operation

INDUCTION STAGE II – FOOD SAFETY SKILLS TABLE (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employers supporting activities
(3) Demonstrate an understanding of cross contamination and the hygiene practice necessary to prevent it	<ul style="list-style-type: none"> • Explain what cross contamination is and how it can occur • Give examples of what steps are taken to avoid cross contamination during their work activity • Ensure raw and ready-to-eat/cooked products do not come in direct contact with each other during any stage of the food operation • Use separate storage, preparation surfaces and equipment for raw and ready-to-eat/cooked foods • Correct use of colour coding system to avoid cross contamination 	<ul style="list-style-type: none"> • Highlight areas where cross contamination can occur • Ensure segregation of raw and ready-to-eat/cooked foods in each storage area • Use colour coding in the food operation as per relevant standard
(4) Explain the difference between high- and low-risk activities	<ul style="list-style-type: none"> • State whether they are involved in a high- or low-risk activity • Explain why their activity is high- or low-risk • Give examples of risks relevant to their activity 	<p><i>Tips for Best Practice</i></p> <ul style="list-style-type: none"> • Use illustrations or picture cards to show the importance of these activities • Provide methods to clearly identify and segregate high- and low-risk activities e.g. by the use of separate utensils, colour coding equipment, different staff clothing, etc.

INDUCTION STAGE II – FOOD SAFETY SKILLS TABLE (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employers supporting activities
(5) Avoid unnecessary handling of food, food utensils and surfaces	<ul style="list-style-type: none"> • Handle food as little as possible • Use appropriate utensils when handling food • Refrain from unnecessary handling of surfaces with which food comes in contact 	<ul style="list-style-type: none"> • Provide adequate utensils for food handling, ideally colour coded
(6) <i>Where applicable to the job</i> Record the temperature of foods as required	<ul style="list-style-type: none"> • Use a temperature probe correctly • Know when to probe food products • Know the temperature limits as per relevant standard/current legislation • Record the temperature of foods probed • Contact supervisor if food is outside specification 	<ul style="list-style-type: none"> • Where appropriate, provide relevant time-temperature recording sheets and include target temperatures on recording sheets as appropriate • Provide appropriate types of temperature probes and maintain and calibrate as required • Provide an appropriate method of cleaning temperature probe <p><i>Tips for Best Practice</i></p> <ul style="list-style-type: none"> • Increase awareness of time-temperature control in the food operation using food safety signs, etc.
(7) Keep appropriate food safety records	<ul style="list-style-type: none"> • Complete food safety recording sheets as appropriate to their work area • Contact supervisor if food is outside the specification • Return recording sheets to designated area 	<ul style="list-style-type: none"> • Provide food safety recording sheets as appropriate to each stage of the food preparation chain • Ensure records are up to date, signed and dated <p><i>Tips for Best Practice</i></p> <ul style="list-style-type: none"> • Designate a storage area for various recording sheets

INDUCTION STAGE II – FOOD SAFETY SKILLS TABLE (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employers supporting activities
(8) Keep pests out of the food operation and operate a satisfactory waste disposal system	<ul style="list-style-type: none"> • Report signs of infestation to supervisor/manager • Place waste into designated containers • Keep waste bins clean • Remove waste daily/more frequently if required • Keep waste which is outside the premises covered • Maintain waste storage areas in a hygienic state • Apply hygiene practices in the storage of food 	<ul style="list-style-type: none"> • Implement a pest control system • Provide sufficient number of suitable waste containers • Implement a procedure for the removal of waste • Allocate designated areas for waste containers and ensure they are separate from food storage and preparation areas • Ensure waste storage areas are kept clean <p><i>Tips for Best Practice</i></p> <ul style="list-style-type: none"> • Implement a waste segregation policy
(9) Take action when aware of unhygienic practices that may put the safety of food at risk	<ul style="list-style-type: none"> • Report to their supervisor when they become aware of practices, signs and conditions that may put the safety of food at risk 	<p><i>Tips for Best Practice</i></p> <ul style="list-style-type: none"> • Implement a method of informing staff of dates and problems encountered and the follow up action taken to prevent a reoccurrence of the problem(s)
(10) Co-operate with authorised enforcement officers	<ul style="list-style-type: none"> • Provide enforcement officers with all reasonable assistance • Provide enforcement officers with the information they may reasonably require 	<ul style="list-style-type: none"> • Brief employees of the role of enforcement officers • Ensure employees are aware of their legal responsibilities in relation to enforcement officers • Ensure employees keep legible records

INDUCTION STAGE II – FOOD SAFETY SKILLS TABLE (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employers supporting activities
<p>(11)Where applicable to the job</p> <p>Check deliveries appropriately</p>	<ul style="list-style-type: none"> • Ensure that when food is delivered that: <ul style="list-style-type: none"> - food and non-food items are segregated - it is at the correct temperature - it is free from pest infestation and obvious contamination and is in a good condition - raw and ready-to-eat/cooked foods are segregated - packaging of delivered goods is intact and that there is no evidence of tampering - canned food being delivered is not blown, rusty or dented - it is still within the "use-by" and "best before" dates - the delivery personnel behave in a hygienic manner and are hygienically dressed - the delivery vehicle is maintained in a hygienic condition • Follow procedure when food being delivered does not meet the hygienic requirements of the establishment • Transfer delivered and checked food to the correct storage area 	<ul style="list-style-type: none"> • Ensure the delivery area is maintained in a hygienic state • Provide a delivery checklist which also indicates the temperature requirements of the various food categories on delivery • Have a procedure in place to deal with unhygienic practice at the delivery stage • Have a method/procedure in place to ensure rapid transfer of food into storage. This may include personnel cover for early/late deliveries outside working hours • Provide adequate refrigeration capacity • Allocate a quarantine area for unsafe food • Have a procedure in place for reporting non-conformances



INDUCTION STAGE II - DELIVERY OF TRAINING CHECKLIST

Use of Checklist

It is suggested that this checklist could be used to record the training in food safety skills delivered to employees in the food industry at this level. The checklist should be completed by the manager/supervisor after completing training with employees. Both manager/supervisor and employees should sign off the checklist. The checklist should be kept with other training records.

Date: _____

Name of Employees	Department
1	
2	
3	
4	
5	
6	

Where a skill has been covered during the training session place a ✓ in the appropriate skills covered box otherwise, place an ✕ in the appropriate box.

Training in Food Safety Skills	Skills covered tick ✓ or ✕
1. Know their legal responsibility in ensuring safe food for the consumer	
2. Recognise how food can be put at risk by chemical, physical and biological hazards	
3. Demonstrate an understanding of cross-contamination and the hygiene practice necessary to prevent it	
4. Explain the difference between high- and low-risk activities	
5. Avoid unnecessary handling of food, food utensils and surfaces	
6. <i>Where applicable to the job:</i> Record the temperature of foods as required	
7. Keep appropriate food safety records	
8. Keep pests out of the food operation and operate a satisfactory waste disposal system	
9. Take action when aware of unhygienic practices that may put the safety of food at risk	
10. Co-operate with authorised enforcement officers	
11. <i>Where applicable to the job:</i> Check deliveries appropriately	

Signed by Employees

Signed by Manager/Supervisor _____ Date: _____



INDUCTION STAGE II - SUPERVISION OF FOOD SAFETY SKILLS CHECKLIST

Use of Checklist

It is suggested that this checklist could be used by the manager/supervisor when checking the employee's ability to demonstrate the food safety skills at this level. Satisfactory demonstration of these skills is recorded by placing "S" in the appropriate skills box. Where skills do not meet this level further training will be required therefore, "RT" should be recorded in the appropriate skills level box.

An unsatisfactory outcome must be followed up with supervision and retraining until the employee demonstrates each of these skills to a satisfactory level.

Date: _____

Food Safety Skills	Names of Employees					
S = Satisfactory demonstration of the food safety skill RT = Unsatisfactory demonstration of the food safety skill and requires supervision and retraining in the food safety skill(s)						
1. Know their legal responsibility in ensuring safe food for the consumer						
2. Recognise how food can be put at risk by chemical, physical and biological hazards						
3. Demonstrate an understanding of cross-contamination and the hygiene practice necessary to prevent it						
4. Explain the difference between high- and low-risk activities						
5. Avoid unnecessary handling of food, food utensils and surfaces						
6. <i>Where applicable to the job:</i> Record the temperature of foods as required						
7. Keep appropriate food safety records						
8. Keep pests out of the food operation and operate a satisfactory waste disposal system						
9. Take action when aware of unhygienic practices that may put the safety of food at risk						
10. Co-operate with authorised enforcement officers						
11. <i>Where applicable to the job:</i> Check deliveries appropriately						

Comments:

Signed by Manager / Supervisor _____ Date: _____

APPENDIX 1 – FOOD SAFETY TRAINING COUNCIL

The Food Safety Training Council (FSTC) was established in December 1999. The council is comprised of representatives from education and training, the food industry and inspectors from the official agencies with responsibility for food safety, such as health boards and local authorities.

There are three sub-committees of the council:

- Food service
- Retail
- Manufacturing

The purpose of the FSTC is to advise the FSAI on:

- contributing to food safety through training
- agreeing levels of skills required for best practice in food safety in Ireland
- agreeing guidelines for assessing the impact of food safety training in the work environment.

The objectives of the FSTC

To agree levels of food safety skills for employers, managers and employees which will:

- be commensurate with their responsibility and work activity
- be adopted by the Irish food industry, trainers and inspectors
- be used as a basis for assessing food safety practice in the work environment
- satisfy the requirements of the National Qualifications Authority of Ireland (NQAI) and awarding bodies
- reflect the current and future requirements of Irish legislation
- define the skills required for all possible categories of personnel who can affect food safety in the food industry.

MEMBERS OF FOOD SERVICE SUB-COMMITTEE

Organisation	Representative
B.S.L. Consultants	Grania Peden
Campbell Catering Ltd	Liz Doyle
Catercare Ltd	Brid Fox
Catering Management Association	Helena O'Brien
Catering Officers Association	Yvonne Dowler
CERT & National Hygiene Partnership	Denis Tucker
Defence Forces School of Catering	Captain Manus Ward
Dublin Institute of Technology	Barbara Delaney
Eastern Regional Health Authority	Breda Flynn/David Molloy
European Catering Association	Sheila Matthews
Excellence Ireland	Edel Colgan
Food Safety Authority of Ireland	Cliona O'Reilly/Anne-Marie Kierans
Institute of Technology, Tallaght	Annette Sweeney
IPPA The Early Childhood Organisation	Irene Gunning
Irish Hotels Federation	Donal O'Meara
Irish Nursing Homes Association	Patricia Foley
Licensed Vintners Association	Frank Fell
National Childrens Nurseries Association	Catherine Bond
National Standards Authority of Ireland	Manus O'Brolchain
O'Briens Irish Sandwich Bars	Maurice Knightly/Siobhan Reid
Paul Boksberger Advisory Service	Paul Boksberger
REHAB Care	Jeremy Ward
Restaurants Association of Ireland	Henry O'Neill / Adrian Holden
The National Food Centre	Brendan Lynch
Vintners Federation of Ireland	Mairead Howe
Western Health Board	Brendan Lawlor

MEMBERS OF MANUFACTURING SUB-COMMITTEE

Organisation	Representative
Agricultural Science Association	Donal Mullane
Bord Iascaigh Mhara	Dave Garforth/Dennis Minihane
Dublin Institute of Technology	Michael Mulvey
Eastern Regional Health Authority	David Molloy
Environmental Health Officers Association	Dorothy Guina Dornan
FAS	Pat Moynihan/John Simon
Food and Drink Federation	Gerry Farrell
Food Safety Authority of Ireland	Cliona O'Reilly/Anne-Marie Kierans
Glanbia Ingredients	Brendan O'Gorman
Golden Vale plc	Vera Mortell
Green Isle Foods	Angela Blaney
Hygiene Education Unit	George Sharpson
Institute of Food Science and Technology of Ireland	Edel Jones
Irish Veterinary Association	Sean O'Laoide
Local Authority Veterinary Officers Association	John Murphy/Padraig Flynn
Rye Valley Foods	Caroline McQuaid
SIPTU	Gerry McCormack
South Dublin County Council	John Murphy
The National Food Centre	Ita White
Tesco Ireland	Karen Kaye/Bill Paterson
University College, Cork	Maria Harrington
Veterinary Officers Association	Michael O'Leary/Michael Moran

MEMBERS OF RETAIL SUB-COMMITTEE

Organisation	Representative
ADM Londis	Sharon Dormer
Associated Craft Butchers of Ireland	Pat Brady
BWG Foods Ltd	Bernard McDonagh
Caulfields Supervalu	Anne Marie Caulfield
Dublin Corporation	Paul Harrington
Dunnes Stores	Michelle McCourt/Una Crilly
Eastern Regional Health Authority	David Molloy
Eight to Twelve	Caroline Small
Food Safety Authority of Ireland	Cliona O'Reilly/Anne-Marie Kierans
Gala Retail Services Ltd	Paul Ryan
Hygiene Education Unit	George Sharpson
Independent Family Retailers	Bobby Arthur
Musgraves SuperValu Centra	Margaret Kellegher
Quality Hygiene Solutions	Rose Hibbitts
The National Food Centre	Sara Mooney
Tesco Ireland	Alison Kilpatrick

APPENDIX 2 – EXAMPLES OF FOOD BUSINESSES IN THE MANUFACTURING, RETAIL AND FOOD SERVICE SECTORS

Manufacturing



All manufacturing or processing establishments.

Retail



Includes all types of food retail activity (sales to the final consumer), particularly supermarkets, vending machines, mail order activities and market stalls, whether indoors or in the open air (but excluding take-away food stalls).



Food Service

Includes restaurants, canteens, public houses, take-away food outlets and catering facilities in firms, schools, holiday camps and public institutions.

Retail Sector	
Bread shop	Grocery
Butchers	Health food shop
Cake shop	Newsagent/sweet shop
Delicatessen	Off licence
Fishmonger I (raw only)	Soft ice cream
Fishmonger II (mixed products)	Supermarket
Forecourt	Vending machine I (high-risk foods)
Greengrocer	Vending machine II (non high-risk foods)

Food Stalls - Retail	
Chilled foods (high-risk foods)	Passenger ferry (kitchen facilities)
Cooked meats	Rail dining cars (kitchen facilities)
Fish	Raw meat
Fruit and vegetables	

Manufacturing Sector	
Alcoholic drinks	Ice cream
Baby food	Jam and jelly
Bakery	Meat products
Caterer	Milk products
Cereal products	Oils and fats
Chocolate and chocolate products	Other fish processing (includes freezing, but not cooking)
Confectionery (including bakery)	Sandwiches and salads
Cook chill	Shellfish purification
Crisps and extruded starch snacks	Soft drinks
Delicatessen foods	Sweet/sugar confectionery
Fish processing	Butcher
Fish smoking	Poulterer
Food additives	
Fruit and vegetable processing I (ready-to-eat)	
Fruit and vegetable processing II (for further cooking)	

Food Service Sector	
Airline catering	Hotel
Army barracks	Meals-on-wheels
Bed and Breakfast	Nursing home
Canteen	Pre-school I (serving meals)
Cruise liner	Pre-school II (snacks only)
Fast food outlet	Prison
Ferry catering	Private club
Forecourt catering	Public house
Golf club	Rail catering
Guest house	Restaurant
Grocery	Sandwich bar
Holiday camp	School (serving meals)
Hospital	Take-away
Hostel (serving meals)	Tennis club

Food Stalls - Food Service Sector	
Candy floss	Fast food van
Caterer	Ice cream
Chip van	Popcorn
Ethnic food	

APPENDIX 3 – USEFUL CONTACTS FOR EMPLOYERS

Below is a list of contacts which may be of assistance to employers:

- for information on training courses on food safety and hygiene in Ireland
- if their employees have literacy or learning difficulties
- if there is a need to translate training materials for non-English speaking personnel

Information on Food Safety Training

The Food Safety Authority of Ireland has constructed a database of training courses on food safety and hygiene that are currently running in Ireland. These courses are aimed at those working directly in the food industry. The database outlines contact details for the agencies responsible, as well as information on courses provided and can be viewed on our web site at www.fsai.ie or obtained by email or post.

Note: This database is merely intended to provide information for those interested in obtaining data or contacts. It is not an endorsement or recommendation for any or all of the mentioned courses. It does not purport to be comprehensive or to constitute legal or other professional advice

For further information please contact Training Compliance at (01) 817 1300 or e-mail info@fsai.ie.

Training Materials in Different Languages

For those who are involved in training non-national staff with English language difficulties, the FSAI provides:

- information on training materials in different languages
- details of interpreters currently operating in Ireland

For further information please contact Training Compliance at (01) 817 1300 or e-mail info@fsai.ie.

Literacy

National Adult Literacy Agency (NALA)

76 Lower Gardiner Street

Dublin 1.

Tel: 01-855 4332

Fax: 01-855 5475

E-mail: literacy@nala.ie

Website: www.nala.ie

Learning Difficulties

Dyslexia Association of Ireland

1 Suffolk Street

Dublin 2

Tel: 01-679 0276

Fax: 01-679 0273

E-mail: acld@iol.ie

Translation of Training Materials

Irish Translator's Association

Irish Writer's Centre

19 Parnell Square

Dublin 1

Tel: 01-872 1302

Fax: 01-872 6282

E-mail: iwc@iol.ie

Website: www.writerscentre.ie

GLOSSARY

Best before date:	Date mark required on longer life foods that are not subjected to microbiological spoilage if kept in the correct storage conditions.
Cleaning:	The removal of soil, food residues, dirt, grease and other undesirable debris.
Contamination:	Presence of microorganisms or their by-products, chemicals and/or foreign bodies, at a level sufficient to cause a potential health hazard.
Core temperature:	The temperature found at the centre of the thickest part of a piece of food.
Cross-contamination:	The transfer of harmful or potentially harmful microorganisms (usually bacteria) from contaminated surfaces or foods to other foods either by hand, physical contact, air or contact with food preparation surfaces or food utensils.
Enforcement officer:	Authorised officer appointed to enforce relevant legislation, e.g. environmental health officers, sea fisheries officers, veterinary inspectors, dairy produce inspectors.
Food:	<p>Includes:</p> <ul style="list-style-type: none">(a) any substance used, available to be used or intended to be used, for food or drink by human persons, and(b) any substance which enters into or is used in the production, composition or preparation of these substances. <p>References to food include, as the context may require, reference to a particular food or class of food (Food Safety Authority of Ireland Act, 1998).</p>
Food handler:	Any person who handles or prepares food whether open (unwrapped) or packaged, even if physical contact is only a small part of their work.
Food hygiene:	All measures necessary to ensure the safety and wholesomeness of food during preparation, processing, manufacture, storage, transportation, distribution, handling and offering for sale or supply to the consumer.

Food safety records:	Written and/or electronically documented evidence of food safety procedures followed at a stated time-period.
Hazard:	The potential to cause harm. Hazards may be biological, chemical or physical.
High-risk activity:	<p>Activities where high-risk ready-to-eat foods are prepared and where the potential exists to put vulnerable groups (infants, the frail elderly, pregnant women and the sick) or large numbers of consumers at serious risk. Such foods are as follows:</p> <ul style="list-style-type: none"> • shellfish, cooked and raw • fish, cooked and raw • raw meat such as beef tartar • cooked meat and meat products • cooked poultry and poultry products • cooked-chill and cooked-freeze meals • milk and milk products • egg and egg products • cooked rice and cooked pasta • foods containing any of these examples as ingredients.
High-risk food:	Food which supports the growth of harmful and potentially harmful microorganisms and which will not be subjected to any further heat treatment or processing which would remove or destroy such microorganisms, prior to consumption. Ready-to-eat foods are high-risk foods.
Low-risk activity:	Activity where the potential to cause harm to consumers is low.
Non-food handler:	A person involved in a food business whose duties and responsibilities can impinge on food safety, e.g. managers, maintenance staff, cleaning staff.

Ready-to-eat foods: Foods that have already gone through most or all of their preparation steps. There will be a "high-risk" if these are contaminated or allowed to deteriorate because there are no further preparation steps to control the hazard, e.g. cooked meat and poultry, pâtés, meat pies, cooked meat products (e.g. gravy and stock), milk, cream, custards and dairy produce, shellfish and other seafood (cooked or intended to be eaten raw), cooked rice, cooked eggs and products made with eggs, prepared salads, fruit and vegetables, soft cheeses, etc.

Risk: The probability of a hazard occurring.

Stock rotation: Practice of moving (rotating) stock so that the oldest is used first and the newest last.

Temperature Probe: Part of temperature measuring equipment that can be inserted between packs or into product to obtain temperature reading.

Use-by-date: Date mark required on highly microbiologically perishable pre-packed foods. It is an offence to sell food after its "use-by" date.

Waste: Any product, packaging or materials that are unwanted and intended to be disposed of and removed from a food area or premises.

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Baile Átha Cliath 1 Dublin 1

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Facsimile: +353 1 817 1301

E-mail: info@fsai.ie

Website: www.fsai.ie