



GUIDE TO **FOOD SAFETY TRAINING**

LEVEL 2 - Additional Skills
Food Service, Retail and
Manufacturing Sectors



Food Safety
AUTHORITY OF IRELAND

GUIDE TO **FOOD SAFETY TRAINING**

LEVEL 2 - Additional Skills

Food Service, Retail and
Manufacturing Sectors

PUBLISHED BY:

Food Safety Authority of Ireland
Abbey Court, Lower Abbey Street,
Dublin 1

Telephone: +353 1 817 1300

Facsimile: +353 1 817 1301

E-mail: info@fsai.ie

Website: www.fsai.ie

© 2001

ISBN 0-9540754-1-2

CONTENTS

Foreword	1
Introduction	2
General Advice on Food Safety Training	5
Additional Skills - An Overview	10
Additional Skills	
- Summary	11
- Table of Food Safety Skills	13
- Delivery of Training Checklist	26
- Supervision of Food Safety Skills Checklist	28
Appendices	
Appendix 1: The Food Safety Training Council	30
Appendix 2: Examples of Food Businesses in the Manufacturing, Retail and Food Service Sectors.	34
Appendix 3: Useful Contact Organisations for Employers	36
Glossary	38
Bibliography	42

FOREWORD

Food safety training is an essential component 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 Two outlines the training, which must be demonstrated following satisfactory demonstration of induction level skills. Additional skills level training has two suggested time scales to facilitate those working in high and low risk activities. This is a generic guide in that it applies to all 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 within 3-12 months of commencing 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
 - Food handlers involved in high-risk activity⁴
 - 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).

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: ready-to-eat shellfish and fish, 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 foods containing any of these examples as ingredients.

Recommended Timing of Additional Skills Level Training

- The training standard for additional skills level applies to food and non-food handlers as follows:
 - those involved in a high-risk activity. Additional skills level should be completed within 3-6 months of commencing work.
 - all other employees should complete this level within their first year of employment.
- Additional Skills level training follows Induction Skills level training. The FSAI has produced a separate standard for Induction Level training, Guide to Food Safety Training Level I - Induction Skills.

Supervision of Employees at Additional Skills Level

The food safety practices of all employees who are not trained to Supervision Skills Level (Level 3) should be supervised. However, the level of supervision may be reduced following this level of training.

Format of the Training Guide

For clarity and ease of use, the food safety skills 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

- **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 of 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 the food safety skills for additional level 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 the employee. The checklist could be completed by the manager/supervisor/training provider after completing training with employees. Both 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	Additional Skills Level Training
All food handlers <ul style="list-style-type: none">- Full-time members of staff- Part-time members of staff- Seasonal/occasional workers- Voluntary workers	Within 6 to 12 months of induction
Food handlers involved in high-risk areas	Within 3 to 6 months of induction
Non-food handlers Whose duties and responsibilities can impinge on food safety	Within 6 to 12 months of induction

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 carried out 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 the additional skills section.

• **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.



ADDITIONAL SKILLS - AN OVERVIEW

Additional skills training is the second stage of food safety training, which employees in the food industry must be able to demonstrate.

Category of Employee & Timing of Training	Employees working in a high-risk activity should commence Additional Skills Level training within 3 to 6 months of completing Induction training. All other employees should commence Additional Skills food safety training within 6 to 12 months of completing Induction Level training.
Level of Supervision Required	Level of supervision can be reduced when the employer is confident that the employee can demonstrate competence in the food safety skills at this level.


ADDITIONAL SKILLS - SUMMARY

Training	Additional Skills
Employee category	Food handlers Non-food handlers who can affect food safety
Stage of employment	Within 3-6 months of induction for high-risk activity and within 6-12 months of induction for all other staff
Level of supervision	Reduce level of supervision following satisfactory demonstration of skills
Suggested delivery time	8 hours (ideally 4 x 2-hour sessions) This is a guideline only as: <ul style="list-style-type: none"> • not all skills may be applicable to all employees • time may need to be extended for some employees. It is important that the employee can demonstrate the skill/knowledge required.
<p>Food safety skills which the employee must be able to demonstrate at this stage</p> <p><i>Note: For further detail see Table of Food Safety Skills on pages 13 to 25</i></p>	<ol style="list-style-type: none"> 1. Demonstrate the food safety skills required at Induction Level Stage I and II 2. Outline the requirements necessary for bacterial growth 3. Use time-temperature controls to prevent and control bacterial growth 4. Describe foodborne illness and the factors which contribute to incidences of it 5. Implement the HACCP procedures in place 6. Apply pest control in the workplace 7. Outline their legal food safety responsibilities <p>Where applicable to the job:</p> <ol style="list-style-type: none"> 8. Use hygienic procedures in receiving deliveries 9. Ensure food safety during storage 10. Ensure food safety during preparation 11. Ensure food safety during cooking and cooling of food

ADDITIONAL SKILLS - SUMMARY (CONTINUED)

Training	Additional Skills
<p>Food safety skills which the employee must be able to demonstrate at this stage</p> <p><i>Note: For further detail see Table of Food Safety Skills on pages 13 to 25</i></p>	<ol style="list-style-type: none"> 12. Ensure food safety during transportation 13. Apply correct and appropriate cleaning procedures in maintaining a clean food operation 14. Take all reasonable care to prevent cross-contamination of products by food allergens 15. Follow the procedure for dealing with recalled food products 16. Deal with a food safety complaint effectively 17. Co-operate with food safety auditors 18. Use hygienic procedures when displaying/holding or serving food 19. Deal with returns in a hygienic manner 20. Use hygienic procedures in storing raw/in-process/processed food items 21. Use hygienic procedures in storing ancillary items 22. Apply the required heat treatment 23. Label food correctly 24. Take samples for laboratory analysis 25. Test raw, in-process and/or processed food items to ensure food safety
<p>Suggested training checklists</p> <p><i>Note: For further details see Delivery of Training and Supervision of Training checklists.</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>

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(I) Demonstrate the food safety skills required at Induction Level Stage I and II	<ul style="list-style-type: none"> • Wear and maintain uniform/protective clothing hygienically • Maintain a high standard of hand-washing • Maintain a high standard of personal hygiene • Demonstrate correct hygienic practices if suffering from any ailments/illnesses that may affect the safety of food • Refrain from unhygienic practices in a food operation • Demonstrate safe handling practice • Maintain staff facilities in a hygienic condition • Obey food safety signs • Keep work areas clean • Know their legal responsibility in ensuring safe food for the customer • Recognise how food safety can be put at risk by chemical, physical and biological hazards • Demonstrate an understanding of cross contamination and the hygiene practice necessary to prevent it • Explain the difference between high- and low-risk activities 	<ul style="list-style-type: none"> • Ensure employee receives adequate instruction in Induction Level Skills and understands food safety risk and responsibility associated with their job • Carry out regular assessment verbally and through observation to reinforce best practice • Give positive/negative feedback on hygiene practice 

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(1) Demonstrate the food safety skills required at Induction Level Stage I and II	<ul style="list-style-type: none"> • Avoid unnecessary handling of food, food utensils and surfaces • <i>Where applicable to their job:</i> record the temperature of foods as required • Keep appropriate food safety records • Keep pests out of the food operation and operate a satisfactory waste disposal system • Take action when aware of unhygienic practices that may put the safety of food at risk • Co-operate with authorised enforcement officers • <i>Where applicable to their job:</i> check deliveries appropriately 	
(2) Outline the requirements necessary for bacterial growth	<ul style="list-style-type: none"> • Explain how time, temperature, moisture and the type of food influence bacterial growth 	<ul style="list-style-type: none"> • Have controls in place to prevent/minimise bacterial growth

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(3) Use time-temperature controls to prevent and control bacterial growth	<ul style="list-style-type: none"> • Explain the need for time-temperature controls • Outline the time-temperature controls in place for their particular work activity e.g. transport, delivery, storage, etc. • Record times and temperatures observed while carrying out tasks • Ensure that temperature probes are clean before use • Maintain temperature probe calibration records where appropriate 	<ul style="list-style-type: none"> • Provide appropriate temperature probes, and maintain and calibrate as required • Provide checklists for monitoring time and temperature at each stage of the food operation • Designate an area for storage for all relevant records
(4) Describe foodborne illness and the factors which contribute to incidences of it	<ul style="list-style-type: none"> • Identify the main sources of food poisoning bacteria • Describe the symptoms associated with foodborne illness • Outline the main practices that can give rise to foodborne illness 	
(5) Implement the HACCP procedures in place	<ul style="list-style-type: none"> • Describe the potential hazards that are specific to their particular activity • Explain how critical control points are kept under control in their particular work environment • Implement control and monitoring procedures in the food operation as directed by the supervisor • Take corrective action when the critical limits for a critical control point are not met 	<ul style="list-style-type: none"> • Induct staff on the control and monitoring procedures used on the premises • Ensure food safety checklists for various stages of the process are easy to use • Ensure temperature probes are readily accessible and can accurately measure the temperature of food

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(6) Apply pest control in the workplace	<ul style="list-style-type: none"> • Outline the importance of pest control • Adhere to procedure to keep pests out of the premises • Ensure insect electrocutors are left on permanently • Where appropriate, empty insect electrocutor trays • Report any evidence of suspected or actual infestations to their manager or supervisor 	<ul style="list-style-type: none"> • Ensure pest control inspection and follow-up is carried out by a competent person • Ensure premises is pest proofed • Have a procedure in place to deal with a pest infestation
(7) Outline their legal food safety responsibilities	<ul style="list-style-type: none"> • Summarise the legal responsibilities of food handlers and proprietors of food operations under the European Communities (Hygiene of Foodstuffs) Regulations, 2000 (S.I. No. 165 of 2000) 	<ul style="list-style-type: none"> • Ensure employees are aware of their legal responsibilities

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(8) Where applicable to their job: Use hygienic procedures in receiving deliveries	<ul style="list-style-type: none"> • Check deliveries received against documentation as appropriate • Check deliveries using the delivery hygiene checklist • Control hazard(s) that could exist at this stage • Take appropriate action if the food delivered, the delivery vehicle or the delivery personnel are unsatisfactory • Follow procedure when food packaging (containers, bags, glass, etc) breaks • Maintain a clean delivery area • Remove outer packaging from food, where appropriate • Where appropriate, decant food into clean containers and cover • Transfer deliveries to their appropriate storage area as soon as possible 	<ul style="list-style-type: none"> • Ensure delivery vehicle/transport method used is capable of keeping food at the correct temperature • Ensure the delivery area is maintained in a hygienic condition • Provide a delivery checklist which also indicates the temperature requirements of the food categories on delivery <p><i>Tips for Best Practice</i></p> <ul style="list-style-type: none"> • Post a notice in the delivery area highlighting the steps to follow when there is non-adherence to the delivery procedures • Post a notice in the delivery area highlighting the steps to be followed when decanting food • Provide appropriate containers in the delivery area for waste packing

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(9) Where applicable to their job: Ensure food safety during storage	<ul style="list-style-type: none"> • Store food and non-food items separately • Store food in the correct storage area • Store food within its shelf-life • Ensure stock rotation in each storage area • Use correct procedure for the storage of returns as instructed 	<ul style="list-style-type: none"> • Provide suitable storage containers • Segregate each storage area for various categories of food stored within it • Clearly identify each storage area of the food room • Have returns storage controls procedure in place <p><i>Tips for Best Practice</i> Use colour coded stickers for food storage</p>
(10) Where applicable to their job: Ensure food safety during preparation	<ul style="list-style-type: none"> • Handle and prepare raw and ready-to-eat / processed food in separate areas unless the area is cleaned after preparing raw food • Avoid cross contamination • Adhere to colour coding system if in place • Ensure food is not placed directly under insect electrocutors • Ensure food safety when washing food items • Avoid over-handling food • Use time-temperature controls to prevent and control bacterial growth • Use recommended method of thawing food • Ensure thawed food is not re-frozen • Maintain a clean and hygienic area 	<ul style="list-style-type: none"> • Provide a procedure for washing food as per relevant standard • Ensure that sinks for washing food have a supply of potable water • Where thawing is part of the process, provide adequate facilities and operating procedures. • Provide and identify adequate washing facilities as per relevant standard

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(11) Where applicable to their job: Ensure food safety during cooking and cooling of food	<ul style="list-style-type: none"> • Adhere to hygienic practices to avoid cross contamination • Avoid over-handling of food • Use potable water for the cooking of food • Use time-temperature controls to prevent and control bacterial growth • Use recommended method of re-heating food • Keep cooked food separate from raw food during cooling • Use time-temperature controls to prevent and control bacterial growth • Maintain a clean and hygienic area 	<ul style="list-style-type: none"> • Provide sufficient equipment/utensils for the cooking of food • Provide time-temperature checklists for the cooking and re-heating of food • Provide a means to ensure the quick-cooling of cooked/processed food, e.g. blast chiller
(12) Where applicable to their job: Ensure food safety during transportation	<ul style="list-style-type: none"> • Clean delivery vehicles thoroughly between use, using the designated cleaning schedule • Place food in a clean delivery vehicle • Keep raw food, ready-to-eat food and non-food materials separate • Ensure air is allowed to circulate around food in refrigerated vehicles • Use time-temperature controls to prevent and control bacterial growth at the loading and transport stages 	<ul style="list-style-type: none"> • Provide an appropriate cleaning schedule for delivery vehicles and containers used during transportation • Maintain delivery vehicles in good repair and ensure that they are designed appropriately for the transportation of foodstuffs • Ensure that all vehicles are inspected before loading and provide checklists where appropriate

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
<p>(13) Where applicable to their job: Apply correct and appropriate cleaning procedures in maintaining a clean food operation</p>	<ul style="list-style-type: none"> • Distinguish between the removal of dirt and the removal of bacteria from surfaces • Differentiate between the properties of various cleaning chemicals • Follow correct procedure when using various chemicals • Ensure that equipment, utensils and work surfaces in the food operation are maintained in a clean condition • Use separate cleaning equipment for toilet areas; and areas to which cleaning equipment has been designated, to prevent cross-contamination 	<ul style="list-style-type: none"> • Ensure the premises is maintained in a good state of repair to allow for effective cleaning • Provide a cleaning program, cleaning schedules and the necessary personal protective equipment if appropriate • Provide adequate supplies of cleaning equipment to prevent cross-contamination between areas • Verify the effectiveness of cleaning by inspection and signing of cleaning schedules
<p>(14) Where applicable to their job: Take all reasonable care to prevent cross contamination of products by food allergens</p>	<ul style="list-style-type: none"> • Describe food allergies and how they affect the consumer • Follow, as instructed, the procedure in place to prevent cross contamination of products by "foreign allergens" 	<ul style="list-style-type: none"> • Determine the possible food allergens used in the food production process on the premises • Devise a food allergen plan to organise food deliveries, storage, production and cleaning procedures to prevent cross contamination by "foreign allergens" • Have a label/appropriate warning system in place to inform the consumer of the presence of a major allergen in the product • Have a system for the recall of any product found to have an allergen but carrying no warning

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(15) Where applicable to their job: Follow the procedure for dealing with recalled food products	<ul style="list-style-type: none"> Follow procedure in place for the withdrawal or recall of non-conforming products Ensure non-conforming products are stored separately from other food products 	<ul style="list-style-type: none"> Establish traceability procedures Develop a food withdrawal/recall plan to deal with the recall of any non-conforming product
(16) Where applicable to their job: Deal with a food safety complaint effectively	<ul style="list-style-type: none"> Follow procedure in place for food safety complaints in: <ul style="list-style-type: none"> dealing with the customer reporting the incident to the supervisor/manager identifying and storing the food in a designated area recording the complaint and the corrective action taken co-operate with enforcement officers during an investigation 	<ul style="list-style-type: none"> Establish a reporting procedure for food safety complaints related to the establishment Keep a customer complaint record sheet which records the corrective action taken
(17) Where applicable to their job: Co-operate with food safety auditors	<ul style="list-style-type: none"> Assist personnel carrying out internal audits within the food premises 	<p><i>Tips for Best Practice</i></p> <ul style="list-style-type: none"> Give feedback to employees on the results of audits

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(18) Where applicable to their job: Use hygienic procedures when displaying/holding or serving food	<ul style="list-style-type: none"> • Pre-heat/pre-chill as appropriate the holding/display/service units/plates before use • Ensure sufficient service equipment is provided at the point of service, e.g. service spoons • Separate raw food and ready-to-eat food in the display unit • Use time-temperature controls to control bacterial growth • Record times and temperatures as required • Report any faulty temperature-controlled equipment • Ensure good stock rotation 	<ul style="list-style-type: none"> • Ensure that sufficient display/holding units are provided to allow for raw food, cooked food and ready-to-eat food segregation • Ensure display/holding equipment is maintained in an efficient working order • Provide checklists and calibrated thermometer probes for recording temperatures and monitor records daily
(19) Where applicable to their job: Deal with returns in a hygienic manner	<ul style="list-style-type: none"> • Remove from shelves, food which has passed its use by or best before date or is otherwise unsuitable for sale, and store in a designated area • Store returns in a designated area • Store perishable returns in a hygienic manner 	<p>The employer should:</p> <ul style="list-style-type: none"> • Have a stock control system in place for perishable and dry goods to prevent use of out-of-date materials • Allocate a clearly identifiable and labelled area for: <ul style="list-style-type: none"> - returns - food which has passed its use by or best before dates or is unsuitable for sale • Have a procedure in place for returns

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(20) Where applicable to their job: Use hygienic procedures in storing raw/in-process/processed food items	<ul style="list-style-type: none"> • Segregate raw and processed foods • Reseal part-used packs • Store in-process material and finished products separate from raw materials 	<ul style="list-style-type: none"> • Provide separate storage areas for raw food, in-process food and finished food items • Provide suitable storage containers and labelling resources
(21) Where applicable to their job: Use hygienic procedures in storing ancillary items	<ul style="list-style-type: none"> • Label cleaning materials • Store cleaning agents in a separate cleaning store • Store packing and food wrapping materials as appropriate • Maintain the cleaning store and the non-food store in a hygienic condition 	<ul style="list-style-type: none"> • Allocate a storage area for: <ul style="list-style-type: none"> - cleaning materials - packaging and food wrapping materials • Provide a supply of storage labels • Include all storage areas in the cleaning schedule
(22) Where applicable to their job: Apply the required heat treatment	<ul style="list-style-type: none"> • Outline how heat treatment influences the safety of the products being produced • Ensure the correct heat treatment is applied to the food for the correct length of time during the food production process • Record the time-temperature applied to foods 	<ul style="list-style-type: none"> • Provide time-temperature recording sheets • Remind food handlers (using food safety signs) of the temperature which must be reached

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(23) Where applicable to their job: Label food correctly	<ul style="list-style-type: none"> • Explain the importance of a food label • Identify the various labels required for their food operation • Explain the relevance of the batch code in product traceability • Apply correct labels to food products 	<ul style="list-style-type: none"> • Ensure all staff are aware of the differences in the labels used and how they are to be used • Provide sufficient labels • Maintain labelling equipment in good working order
(24) Where applicable to their job: Take samples for laboratory analysis	<ul style="list-style-type: none"> • Follow procedure for taking samples at appropriate intervals for laboratory analysis • Label and store samples as required by supervisor 	<ul style="list-style-type: none"> • It is good practice and a legal requirement in some sectors, to develop a programme of tests to verify the safety of raw materials and products, e.g. the efficiency of cleaning programmes etc. Liaise with your enforcement officer where necessary, to develop a programme of tests which meets the food safety needs of the operation. • Agree a procedure with staff for taking samples for laboratory analysis at appropriate intervals, which ensures the integrity of the sample and meets laboratory requirements

ADDITIONAL SKILLS - TABLE OF FOOD SAFETY SKILLS (CONTINUED)

Food safety skills	What the employee must do to demonstrate this skill	Employer's supporting activities
(25) Where applicable to their job: Test raw, in-process and/or processed food items to ensure food safety	<ul style="list-style-type: none"> • Ensure instruments are calibrated as per procedure • Follow written procedures in selecting samples and conducting tests • Record results and note any observations made • Inform supervisor if results are outside specified limits and/or if they indicate a potential problem with the food 	<ul style="list-style-type: none"> • Where staff are to conduct tests in-house, agree written procedures, which ensure that samples are taken at appropriate intervals and tests yield reliable results. • Provide resources for instruments which are easy for staff to use and give reliable results



ADDITIONAL SKILLS 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.

Training in Food Safety Skills	Skills covered tick ✓ or X
1. Demonstrate the food safety skills required at Induction Level Stage I and II	
2. Outline the requirements necessary for bacterial growth	
3. Use time-temperature controls to prevent and control bacterial growth	
4. Describe foodborne illness and the factors which contribute to the incidences of it	
5. Implement the HACCP procedures in place	
6. Apply pest control in the work place	
7. Outline their legal food safety responsibilities	
<i>Where applicable to the job: (refers to food safety skills 8 - 25 below)</i>	
8. Use hygienic procedures in receiving deliveries	
9. Ensure food safety during storage	
10. Ensure food safety during preparation	
11. Ensure food safety during cooking and cooling of food	



ADDITIONAL SKILLS DELIVERY OF TRAINING CHECKLIST - Continued

Training in Food Safety Skills	Skills covered tick ✓ or X
12. Ensure food safety during transportation	
13. Apply correct and appropriate cleaning procedures in maintaining a clean food operation	
14. Take all reasonable care to prevent cross-contamination of products by food allergens	
15. Follow the procedure for dealing with recalled food products	
16. Deal with a food safety complaint effectively	
17. Co-operate with food safety auditors	
18. Use hygienic procedures when displaying/holding or serving food	
19. Deal with returns in a hygienic manner	
20. Use hygienic procedures in storing raw/in-process/processed food items	
21. Use hygienic procedures in storing ancillary items	
22. Apply the required heat treatment	
23. Label food correctly	
24. Take, label and store samples for laboratory analysis	
25. Test raw, in-process and/or processed food items to ensure food safety	

Signed by Employees

Signed by Manager/Supervisor _____ Date: _____



ADDITIONAL SKILLS - 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. Demonstrate the food safety skills required at Induction Level Stage I and II						
2. Outline the requirements necessary for bacterial growth						
3. Use time-temperature controls to prevent and control bacterial growth						
4. Describe foodborne illness and the factors which contribute to the incidences of it						
5. Implement the HACCP procedures in place						
6. Apply pest control in the work place						
7. Outline their legal food safety responsibilities						
<i>Where applicable to the job: (refers to food safety skills 8 - 25 below)</i>						
8. Use hygienic procedures in receiving deliveries						
9. Ensure food safety during storage						
10. Ensure food safety during preparation						



ADDITIONAL SKILLS - SUPERVISION OF FOOD SAFETY SKILLS CHECKLIST

Food Safety Skills	Names of Employees					
11. Ensure food safety during cooking and cooling of food						
12. Ensure food safety during transportation						
13. Apply correct and appropriate cleaning procedures in maintaining a clean food operation						
14. Take all reasonable care to prevent cross contamination of products by food allergens						
15. Follow the procedure for dealing with recalled food products						
16. Deal with a food safety complaint effectively						
17. Co-operate with food safety auditors						
18. Use hygienic procedures when displaying/holding or serving food						
19. Deal with returns in a hygienic manner						
20. Use hygienic procedures in storing raw/in-process/processed food items						
21. Use hygienic procedures in storing ancillary items						
22. Apply the required heat treatment						
23. Label food correctly						
24. Take, label and store samples for laboratory analysis						
25. Test raw, in-process and/or processed food items to ensure food safety						

Comments:

Signed by Manager/Supervisor _____ **Date:** _____

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

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

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 website 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.
Corrective action:	The action taken when the monitoring of a critical control point indicates a potential loss of control, or when a critical limit is not met.
Critical Control Point:	A step in which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
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.
Danger zone:	The temperature range within which the greatest multiplication of bacteria is possible (between 5°C and 63°C).
Enforcement officer:	Authorised officer appointed to enforce relevant legislation, e.g. environmental health officers, sea fisheries officers, veterinary inspectors, dairy produce inspectors.

Food:	<p><i>Includes:</i></p> <p>(a) any substance used, available to be used or intended to be used, for food or drink by human persons, and</p> <p>(b) any substance which enters into it or is used in the production, composition or preparation of these substances,</p> <p>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).</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"> • ready-to-eat shellfish • fish • 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 • 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.
Insect electrocutor:	Electronic equipment to control flying insects, usually by means of UV lamps and a high voltage grid. This equipment is also referred to as an electronic fly killer (EFK) or the trade name, insectocutor.
Low-risk activity:	Activity where the potential to cause harm to consumers is low.
Monitoring:	The systematic observation, measurement and/or recording of the significant factors for control of a hazard.
Non-conforming product:	Product that does not meet the required standard or specification.
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.
Potable water:	Water which is fit to drink or use in food preparation from the rising main and complies with the requirements of S.I. No. 81 of 1998.
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.

BIBLIOGRAPHY

1. Council Directive 64/433/EC of 26th June 1964, on health problems affecting intra-community trade in fresh meat. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
2. Council Directive 71/118/EEC on health problems affecting trade in fresh poultry meat as amended by Council Directive 91/116/EEC on health problems affecting trade in fresh poultry meat. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
3. Council Directive 77/99/EC of 21st December 1976, on health problems affecting intra-community trade in meat products. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
4. Council Directive 89/437/EEC on hygiene and health problems affecting the production and the placing on the market of egg products. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
5. Council Directive 91/492/EEC laying down the health conditions for the production and the placing on the market of live bivalve molluscs Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
6. Council Directive 91/493/EEC laying down the health conditions for the production and the placing on the market of fishery products. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
7. Council Directive 91/495/EEC concerning public health and animal health problems affecting the production and placing on the market of rabbit meat and farmed game meat. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
8. Council Directive 92/45/EEC on public health and animal health problems relating to the killing of wild game and the placing on the market of wild-game meat. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
9. Council Directive 92/46/EC laying down the health rules for the production and placing on the market of raw milk, heat-treated milk and milk-based products. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111

BIBLIOGRAPHY

10. Council Directive 94/65/EC of 14th December 1994, laying down the requirements for the production and placing on the market of minced meat and meat preparations. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
11. European Communities (Egg Products) Regulations, 1991 (S.I. No. 293 of 1991) Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
12. European Communities (Fishery Products)(Health Conditions and Hygiene Rules for Production and Placing on the Market) Regulations, 1996 (S.I. No. 170 of 1996) Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
13. European Communities (Fresh Meat) Regulations, 1997 (S.I. No. 434 of 1997). Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
14. European Communities (Fresh Poultry Meat) Regulations, 1996 (S. I. No. 3 of 1996) Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
15. European Communities (Hygiene of Foodstuffs) Regulations, 2000. (S.I. No. 165 of 2000). Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
16. European Communities (Hygienic Production and Placing on the Market of Raw Milk, Heat-Treated Milk and Milk-Based Products), Regulations, 1996 (S.I. No. 9 of 1996). Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
17. European Communities (Live Bivalve Molluscs))(Health Conditions for Production and Placing on the market) Regulations, 1996 (S.I. No. 147 of 1996) Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
18. European Communities (Meat Products and Other Products of Animal Origin) Regulations, 1995. SI No. 126/1995. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
19. European Communities (Minced Meat and Meat Preparations) Regulations, 1996. SI No. 243/1996. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111

BIBLIOGRAPHY

20. European Communities (Rabbit Meat and Farmed Game Meat) Regulations, 1995 (S.I. No. 278 of 1995) Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
21. European Communities (Wild Game) Regulations, 1995 (S.I. No. 298 of 1995) Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
22. Food Hygiene Regulations 1950 (S.I. No 205 of 1950) Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
23. Food Safety Authority of Ireland Act, 1998. Available from Government Publications Sales Office, Dublin.
Telephone: (01) 661 3111
24. Food Safety Management incorporating Hazard Analysis and Critical Control Point (HACCP) (I.S. 343: 2000). Available from the National Standards Authority of Ireland (NSAI), Dublin.
Telephone: (01) 807 3878
25. Guide to Food Hygiene Practice for the Food Processing Industry (I.S. 342: 1997). Available from the National Standards Authority of Ireland (NSAI), Dublin.
Telephone: (01) 807 3878
26. Hygiene in the Catering Sector (I.S. 340: 2000). Available from the National Standards Authority of Ireland (NSAI), Dublin.
Telephone: (01) 807 3878
27. Hygiene in Food Retailing and Wholesaling (I.S. 341: 1998). Available from the National Standards Authority of Ireland (NSAI), Dublin.
Telephone: (01) 807 3878

NOTES

NOTES

NOTES

NOTES



Údarás Sábháilteachta Bia na hÉireann Food Safety Authority of Ireland
Cúirt na Mainistreach, Sráid na Mainistreach Íocht, Abbey Court, Lower Abbey Street,
Baile Átha Cliath 1 Dublin 1

Telephone: **+353 1 817 1300**
Facsimile: **+353 1 817 1301**
E-mail: **info@fsai.ie**
Website: **www.fsai.ie**