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| **General hygiene control points** |
| ① | **Raw ingredients receiving check** | When | □ At the market/supplier □ At time of purchase □ At time of delivery□ When storing in the refrigerator/freezer □ Before using□ Other times（ ） |
| How | Checking below?□ Appearance（visual freshness, etc.） □ Smell □ Packaging condition（Check if any holes）□ Labeling（Check if not expired, or if stored , etc.）□ Other methods（ ） |
| If you find problems | □ Return □ Exchange □ Dispose □ Use after heating□ Others（ ） |
| ② | **Temperature check of****inside（Refrigerator・Freezer）** | When |  □ When beginning to work □ While working □ After working □ Others（ ） |
| How |  □ Check the inside temperature using thermometer（Refrigerator：Under ℃, Freezer：Under － ℃） |
| If you find problems | □ Check the cause of the abnormality, and reset the temperature□ Arrange to repair, if out of order□ Do not use the ingredients kept inside, or serve after heating□ Move the ingredients to other refrigerator□ Other measures（ ） |
| ③-1 | **Prevention of****Cross contamination・****Secondary contamination** | When |  □ When beginning to work □ While working □ After working □ When switching to another operation □ Others（ ） |
| How | □ Check how ingredients are stored in the refrigerator（Ingredients such as raw meat or raw fish/shellfish shall be put in containers with lids, in bags, or wrapped, then stored separately on the bottom part of the refrigerator）□ Cutting boards and knives shall be separated by usage, and must be washed and sterilized thoroughly□ Other methods（ ） |
| If you find problems | □ If contaminated by raw meat, serve after heating, or do not use□ If cutting boards or knives is dirty at time of use, wash again with detergent and sterilize□ Other measures（ ） |
| ③-2 | **Washing・Sanitation・****Sterlization of cooking utensils/tools** | When |  □ When beginning to work □ Before use □ After use □ After working  □ Other times（ ） |
| How | □ Wash and sterilize cutting boards, knives, bowls, etc., at each use□ Other methods（ ） |
| If you find problems | □ If they are dirty or detergent not washed off, wash and rinse again, and sterilize □ Other measures（ ） |
| ③-3 | **Cleaning・Sanitation** **of toilet** | When |  □ When beginning to work □ While working □ After working □ Others（ ） |
| How |  □ Clean and sanitize toiletToilet seats, flush levers, doorknobs and handrails shall be disinfected and sanitized□ Change to cleaning uniform when cleaning toilet□ Other methods（ ） |
| If you find problems | □ If toilet is soiled during operation hours, clean with detergent and sanitize□ Contact cleaning department to have it cleaned（If located in common area）□ Other measures（ ） |
| ④-1 | **Health control of employees, etc.** | When |  □ Before operation □ When they come to work □ During operation □ Others（ ） |
| How | □ Check if they are feeling well□ Make sure they do not have open cuts or wounds on their fingers□ Check how they are dressed□ Others（ ） |
| If you find problems | □ Send home if not feeling well（digestive system symptoms）□ Do not let them work in the food preparation if not feeling well（digestive system symptoms）□ If they have open cuts or wounds on their fingers, have them wear band-aid and wear disposable gloves□ Change soiled uniform with clean one□ Other measures（ ） |
| ④-2 | **Hand washing** | When | □ After toilet use 　□ Before coming to food preparation area 　□ Before food arrangement□ When shifting to another operation 　□ After touching raw meat or raw fish 　□ After handling money□ After cleaning 　□ After handling wastes 　□ After touching face or hair□ Other times（ ） |
| How | * Wash your hands thoroughly
 |
| If you find problems | □ If you find your employee(s) not washing hands when required, have them wash their hands immediately |
|  |
| Prepared by (Signature) |  | Date of preparation Year Month Day |

Check (☑) if any of below hygiene control is being implemented.

**Food hygiene control plan for small-scale restaurants**

**【Example of Critical control point plan preparation】 Refer to the example, categorize menus and prepare for how to check on the Critical control point form per menu.**

**【How to check】**

**Write what you do to reduce or not to multiply the number of bacteria to prevent food poisoning in your food preparation process for each menu.**

**● How to serve cold （Do not allow bacteria to multiply）**

※ Whole fish or vegetables – Wash before use, to reduce the number of bacteria

**● How to make sure if foods are thoroughly heated （Destroy bacteria）**

**● How to cool foods quickly （Do not allow bacteria to multiply）**

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|  | **Critical control point (example)** |
| **Category** | **Menu (example)** | **How to check (example)** |
| 1st Group | **Uncooked****（Serve cool as refrigerated）** | ・Sashimi（Sushi）・Salad・Garnish vegetables | * Fish shall be washed with running water before handling. Refrigerate them if not served immediately. Take them out of the refrigerator just before arrangement and serve them immediately after arrangement.
* Vegetable shall be washed thoroughly and serve as soon as washed.
* Refrigerate any ingredients if not served immediately.
* Serve immediately after taken out of the refrigerator.
 |
| 2nd Group | **Cooked****（Cook refrigerated ingredients and serve warm）** | ・Steaks・Grilled meat・Salisbury steaks・Yakitori | * Check heat setting, heating time and meat juice. Touch and check appearance.
* Cut in half to make sure how well it is cooked.

**Write specific numbers in ●*** Check by measuring temperature in the center.
 |
| ・Fried meat（Tempura, fries, deep-fried chicken） | * Check sound of frying oil, size of bubbles, and appearance.
* Determine by oil temperature, frying time, quantity put in oil at once and appearance.
* Quantity to put in fryer at once must be only up to ●. Set the temperature at ●℃ and the timer for ●minutes.
 |
| ・Savory egg custard in bowls | * Check heat setting, heating time and appearance（Open the lid, shake it, insert a skewer, etc.）
* After cooking in a steamer for ● minutes, keep them in a Styrofoam container for ● minutes. Open the lid of the bowl that was placed where most difficult to heat and make sure it is hardened.
 |
| ・Oyakodon topping | * Check heat setting, heating time, bubbles and appearance.
* Check the color of chicken meat and hardness.
* Soft boiled eggs – Use fresh eggs before expiration date. Do not peel the shells until ready to serve.
 |
| ・Dumplings | * Set the heat setting at ●, put uncooked dumplings in the frying pan, cook for ● minutes and steam for ● minutes.
 |
| ・Stir-fried meat | * Check the color of meat.
 |
| ・Yakiniku meat（to cook on the table） | * If using frozen meat, do not serve meat as thawed halfway.
* Set up an environment to make sure customers cook meats thoroughly, by placing postings, verbally advising customers and providing tongs for raw meat, etc.
 |
| **Cooked****（Cook and keep heated）** | ・Simmered・Curry・Soup・Stew・Fried | * Check bubbles and appearance.
* Check heat setting, heating time and appearance.
* Check the temperature of warmer.
 |
| 3rd Group | **Cooled after cooked, and reheat before serving** | ・Simmered・Stew・Curry・Soup・Sauces・Broth（warm） |  Cool the food quickly after thorough cooking.  When reheating, make sure to reheat thoroughly.* **How to make sure thorough cooking** ⇒ Refer to how to check for 2nd Group.

・ Check bubbles and appearance.* **How to cool quickly**
* Divide into small portions after cooking and refrigerate.
* Ice bath the pot after cooking. Refrigerate the whole pot when cooled.
 |
| **Cooled after cooked** | ・Potato salad・Simmered egg・Chashu pork・Simmered pork・Sauce・Broth（cold） | Cool the food quickly after cooking and keep it in refrigerator until ready to serve.Serve as soon as taken out of the refrigerator.* **How to make sure thorough cooking** ⇒ Refer to how to check for 2nd Group.

・ Check bubbles and appearance.* **How to cool quickly**
* Divide or slice into small portions and refrigerate.
* Divide into small portions after cooking and refrigerate.
* Ice bath the pot after cooking. Refrigerate the whole pot when cooled.
 |
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| Prepared by (Signature) | Date of preparation Year Month Day |