

## CHAPTER 5 - AUDIT AND INSPECTION

### INTRODUCTION

0501. Audits and inspections have an important and integral part to play in any system designed to ensure food safety and hygiene standards. Within the MOD, as in other public sector activities and the private commercial sector, a joint catering management and environmental health approach to audits and inspections is in place to ensure satisfactory standards at all levels, and compliance with relevant legislation and Service instructions.

### INTERNAL AUDITS

0502. Catering managers at unit level have a legal and moral responsibility to ensure that satisfactory standards of food hygiene are achieved and maintained on a day-to-day basis. Periodic internal audits are to be conducted according to Single Service requirements but ideally not less than every 3 months, to ensure that 'Due Diligence' records are maintained and that systems such as cleaning schedules remain effective. Systems considered being unsatisfactory, i.e. not meeting the requirements of JSP 456 Vol 3 are to be reviewed and rectified immediately. If required, guidance is to be sought from Command catering/environmental health staff. A template audit proforma for use by catering managers is at Annex A to this chapter, and once completed it is to be retained **for 24 months**.

### EXTERNAL AUDITS AND INSPECTIONS

0503. Command catering staff provide an upper tier of management control. They are responsible for all aspects of catering management. Command catering staffs mandate the implementation of, and compliance with current Service catering regulations. The template audit proforma at Annex A should be relied upon as a management, rather than technical audit. Nevertheless, areas of weakness are to be supported with a documented Action Plan and specialist technical assistance is to be sought from command environmental health staff. If a single area is found to be UNSATISFACTORY (i.e. non-compliance with the prescribed procedures and practices within JSP 456 Vol 3) then the overall grading is to be UNSATISFACTORY and immediate remedial action initiated.

0504. Service Environmental Health Staff will undertake technical audits. The Defence Medical Services employ EHOs and Technicians whose role with regard to food safety and hygiene is to provide what might be considered an in-house consultancy. Their role includes assistance with the formulation and implementation of food safety policy, input to food hygiene training and education, provision of professional advice and an objective audit and inspection service. Such audits and inspections (which are carried out under Single Service arrangements and procedures) form an integral part of the MOD strategy for food safety. Applying the same guidelines and codes of practice as those employed by local authority enforcement officers, the aim is not to pre-empt their inspections, but to:

- a. Ensure a consistent approach to food safety across the MOD.
- b. Promote best possible practice.
- c. Form a valuable contribution to the concept of due diligence.
- d. Advise on the implementation and application of food safety policy and procedures.
- e. Identify to CO/Head of Establishment defects or deficiencies in structure, fixtures, fittings and facilities.

0505. Service EHTs are also responsible for the management, investigation and monitoring of outbreaks of communicable disease, including food borne illness. In undertaking this responsibility they seek assistance from the Single Service focal points for communicable

disease control and, where required, the tri-Service Consultant in Communicable Disease Control, in accordance with Surgeon General's policy.

0506. Within the UK, central government has devolved much of the responsibility for the protection of public health and enforcement of food safety legislation to local authorities. The Food Safety Act 1990 identifies local authorities as 'Food Authorities', responsible for enforcing and executing the provisions of the Act. Food hygiene and processing regulations made under the Act stipulate that in executing and enforcing the regulations, food authorities shall ensure that food premises are inspected, and that such inspections shall be conducted with a frequency which has regard to the risk associated with those premises. To comply with their responsibilities, including the requirement for inspections, food authorities are required to appoint suitably qualified authorised officers. These will usually be EHOs, but authorities may also appoint technical officers with specialist food qualifications. Food hygiene inspections conducted by authorised officers have 2 principle objectives:

- a. To identify risks arising from the activities conducted and the effectiveness of food businesses' own assessment and control of risks.
- b. To identify contravention of the Food Safety Act and food hygiene and processing regulations.

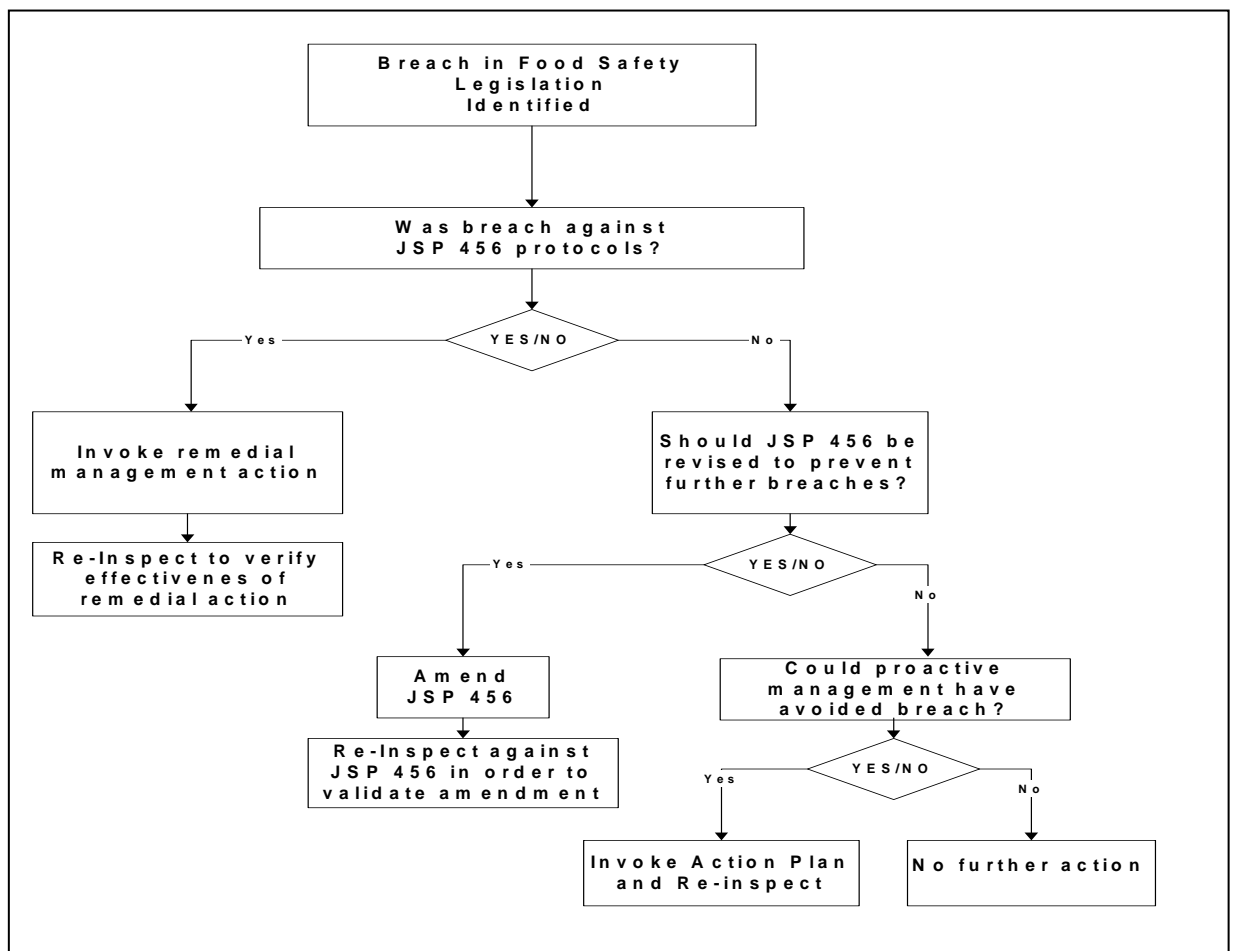
0507. Should any food safety incident be subject to Local Authority Environmental Health Officer investigation resulting in a Hygiene Improvement Notice, Hygiene Emergency Prohibition Notice or Court Order – Hygiene Prohibition Order, then DFS IPT is to be informed via the Chain of Command. An explanation of the investigation and the proposed remedial action is also to be provided and DFS IPT will then inform the additional appropriate authorities as required.

## **BREACHES IN FOOD SAFETY**

0508. Breaches against Food Safety Management Policy will be identified as a result of the auditing procedures conducted by Command environmental health and catering/food services staff against the standards imposed in JSP 456 Vol 3.

0509. Breaches against food safety and specific statutory food standards will be considered external. Incidents will be considered using the flow diagram at para 0510 and the appropriate corrective action indicated will be taken. This information will then be used as a performance indicator when required to the appropriate authority.

0510. Once a breach is identified the following action, shown in the table below. is to be undertaken:



## PERFORMANCE INDICATOR - LETTERS OF ASSURANCE

0511. Command Food Services Staff and Service EHT are to provide a letter of assurance to the IPT Leader annually confirming that the food safety policy articulated in this JSP is being employed within their commands. The letter should serve to identify possible trends e.g. poor kitchen infrastructure due to lack of funding, or a breakdown in processes or procedures as a result of inadequate food safety training or bad practices, which may need to be addressed in both the initial and refresher food training packages given to the military chefs in compliance with food safety regulations.

## DFS TEAM MANAGEMENT REPORTING

0512. DFS Team Food Safety management reports will be submitted in accordance with the delegation and command structure in Chap 2. Reporting will be of a strategic nature regarding the effectiveness and efficiency of food safety management within the Commands.

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## ANNEX A - AUDIT REPORT (TEMPLATE)

(To be completed by Unit Head Chef/Catering Manager)

**LOCATION:**

**DATE OF AUDIT:**

**AUDIT REFERENCE NUMBER:** \_\_\_\_\_

**KEY: ✓ = SATISFACTORY X – UNSATISFACTORY**

ITEM 1 RAW MATERIALS	✓	X	JSP 456 Vol 3 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
1.1. Foods and raw materials to be purchased from MOD food contractor or approved supplier.			0309			
1.2. All deliveries to be inspected to ensure that they are acceptable.			0310			
1.3. In respect of temperature-sensitive deliveries the temperature to be taken and recorded.			0310			
1.4. Records of delivery checks to be maintained for 12 months			0310 0333			
1.5. Rejected, damaged, unfit or contaminated material on delivery to be segregated and clearly labelled			0310			
1.6. After checking, goods to be labelled with a goods received date and immediately placed in appropriate storage			0310			

ITEM 2 STORAGE	✓	X	JSP 456 Vol 3 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
<b>2.1.</b> Stock to be arranged on a first in, first out basis, ensuring date expired items removed from storage			<b>0316</b>			
<b>2.2.</b> Food to be stored in clean containers ensuring containers have not previously been used for contaminants like cleaning chemicals			<b>0316</b>			
<b>2.3.</b> Containers to be kept off the floor or in other hygienic locations			<b>0312</b>			
<b>2.4.</b> Temperature sensitive foods to be kept under temperature control and temperatures recorded at least thrice daily, keeping records for 12 months			<b>0316 &amp; 0333</b>  <b>Chap 3 Annex B Appendix 1 &amp; 4</b>			

ITEM 3 PREPARATION	✓	X	JSP 456 Vol 3 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
<b>3.1.</b> Raw food and food to be served without further heat treatment to be kept apart at all times.			<b>0319</b>			
<b>3.2.</b> Foods during thawing to be kept separate from other foods; thawed in suitable areas and are completely thawed before use.			<b>0319/0320</b>			
<b>3.3.</b> Minimise food handling as much as possible			<b>0319</b>			
<b>3.4.</b> Ensure frequent washing of hands during each task and between different tasks. Wash hand basins only must be used for hand washing			<b>0336</b>			
<b>3.5.</b> Ensure temperature-sensitive foods are kept as cool as possible during preparation and return to temperature control when appropriate			<b>Chap 3 Annex B Appendix 2</b>			

ITEM 3 - PREPARATION	✓	X	JSP 456 Vol 3 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
3.6. Worktables must be kept clean and tidy. Where possible one surface is to be used for one purpose only and washed, sanitised and dried between each task			0319			
3.7. Separate tools and utensils for preparing raw and high risk foods are to be used. As a minimum, knives and boards must be colour coded. The colour code is to be displayed.			0319			
3.8 Paper towels are preferably to be used as wiping cloths. Where material cloths are used they must be clean, discarded or sterilised at the end of the day and colour coded if used in raw and prepared food areas			0346-0350			



ITEM 4 COOKING	✓	X	JSP 456 Vol 3 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
<b>4.1.</b> Ensure food is thoroughly cooked to a core temperature of 75°C. Record temperatures and maintaining records for 12 months			0333 0321 Chap 3 Annex B Appendix 1-3			
<b>4.2.</b> Ensure foods are not contaminated after cooking			0319			
<b>4.3.</b> Ensure foods to be cooked are chilled and stored at <8°C within 90 mins. Cook: Chill <5°C within 90 minutes			0322 Chap 3 Annex B Appendix 1-3			
<b>4.4.</b> Ensure when reheating foods that they are thoroughly heated to a core temperature of 82°C for 2 mins in Scotland and 75°C for 2 mins in the rest of UK. Record temperatures and maintaining records for 12 months.			0323 Chap 3 Annex B Appendix 1-3			

ITEM 5 SERVICE	✓	X	JSP 456 Vol 3 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
5.1. Ensure foods kept hot before service are held at a temperature in excess of 63°C			0327 Chap 3 Annex B Appendix 1-3			
5.2. Ensure foods to be served cold are kept at a temperature below <8°C			0330 Chap 3 Annex B Appendix 1-3			
5.3. Ensure that foods held for service are not contaminated			0319			
5.4. Ensure that containers in which prepared foods are placed are in a clean and sanitised condition			0319			

ITEM 6 CLEANING	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
<b>6.1.</b> Ensure that a comprehensive cleaning schedule and cleaning materials chart are maintained			<b>0346 Chap 3 Annex F</b>			
<b>6.2.</b> Ensure that suitable cleaning materials and chemicals are available for use, suitably stored and utilised to prevent product contamination			<b>0346 Chap 3 Annex F</b>			
<b>6.3.</b> Ensure that cleaning equipment is kept in a clean condition			<b>0347</b>			
<b>6.4.</b> Ensure that adequate protective clothing is available for staff when carrying out cleaning tasks			<b>0347</b>			
<b>6.5.</b> Ensure that all food and hand contact surfaces are maintained in a clean condition			<b>0346 0354</b>			
<b>6.6.</b> Ensure that all other areas are maintained in a clean condition			<b>0346 0354</b>			

ITEM 7 PEST CONTROL	✓	X	JSP 456 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
7.1. Employ an Environmental Health approved contractor to carry out surveys and treatments, in respect of pests			0358-0363 Chap 3 Annex H			
7.2. Maintain the premises free of pests			0358-0363 Chap 3 Annex H			
7.3. Maintain the premises pest proof so that pests cannot gain entry			0358-0363 Chap 3 Annex H			
7.4. Ensure all refuse is removed from kitchen as quickly as possible, is never left in such areas overnight and is stored correctly prior to collection in a manner to prevent attraction of pests.			0367			
7.5. Ensure that electric fly killing devices are in suitable locations, kept clean and in working order			0361 Chap 3 Annex H			

ITEM 8 PERSONNEL	✓	X	JSP 456 Vol 3 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
<b>8.1.</b> Food handlers, prior to employment, to complete a medical questionnaire which is to be examined by a competent person to determine the suitability of the applicant for food handling tasks			<b>0424</b>  <b>Chap 4</b> <b>Annex A</b>			
<b>8.2.</b> Persons returning to work after sickness, to be assessed.			<b>0424</b>			
<b>8.3.</b> Food handlers to be provided with and wear clean protective clothing which completely covers their ordinary clothing and prevents contamination of food			<b>0336 (e)</b>			
<b>8.4.</b> Adequate first aid facilities are to be readily available including the provision and use of blue waterproof plasters to cover any cut or wound			<b>0336 (b)</b>			

ITEM 9 MANAGEMENT CONTROL	✓	X	JSP 456 Vol 3 Reference & Record Form	COMMENTS	ACTION REQUIRED	ACTION COMPLETED & REMARKS
<b>9.1.</b> Ensure the premises and equipment are maintained in a good state of repair, especially surfaces and equipment that come into contact with food.			<b>0347 0354</b>  <b>Chap 3 Annex G</b>			
<b>9.2.</b> Ensure that temperature controlled areas, rooms and equipment are maintained in a good working order.			<b>0356</b>  <b>Chap 3 Annex G</b>			
<b>9.3.</b> Ensure that all probe thermometers and other temperature measuring devices are calibrated at least annually			<b>0332</b>  <b>Chap 3 Annex C</b>			
<b>9.4.</b> Ensure that visitors, maintenance workers, observe appropriate hygiene practices			<b>0336 (f)</b>			

**LOCATION:**

**DATE OF AUDIT:**

**AUDIT REFERENCE NUMBER:\_\_\_\_\_**

**Have all action points from the previous audit (Dated: \_\_\_\_\_ ) been completed? YES/NO (Delete as applicable)**

**State reasons for non compliance:**

**Notes:**

**Signed:**

**Appointment:**

**Date:**

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