

JSP 456 Defence Catering Manual



Volume 3

4th Edition 2009

**DEFENCE FOOD
SAFETY MANAGEMENT**

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RECORD OF AMENDMENTS

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FOREWORD

1. JSP 456, Defence Catering Manual (DCM) provides an amalgam of regulations, instructions, advice and a point of reference for Service caterers to assist them in the delivery of the catering function across the entire range and diversity of Armed Forces catering. The DCM is split into 4 Volumes for ease of Reference:

JSP 456 Volume 1 – Catering Management

JSP 456 Volume 2 - Catering Accounting Regulations (Operational)

JSP 456 Volume 3 – Food Safety Management

JSP 456 Volume 4 – Catering, Retail and Leisure

2. The content of each of the Volumes has been agreed through consultation between staff representing the Defence Food Services Team (DFS Team) and the lead Commands of each of the 3 Arms of Service and, whilst common processes and practices have been adopted where appropriate, individual Service requirements are included as necessary. Additional chapters will be added as standard procedures and convergence, common to the 3 Services, develops.

3. Instructions and regulations detailed in this publication supersede all single Service catering instructions. Where accounting procedures unique to either one or a combination of the Service Arms exist, their applicability is covered within this manual and where extracts from this manual are printed in single-Service publications; they are to be reproduced verbatim.

4. Editorial responsibility for the DCM is vested in DFS Team Catering Services Management SO1 (DFS Cat Svcs Mgt SO1) and responsibility for each of the Volumes is as follows:

Volume 1 – DFS Cat Svcs Mgt 2

Volume 2 – DFS Cat Svcs Mgt 2

Volume 3 – DFS Cat Svcs Mgt 3

Volume 4 – DFS Cat Svcs Mgt 3

Proposals for amendments or additions to the text should be forwarded, through the single-Service Commands, to **DFS Team**, for the attention of the appropriate Editorial Officer.

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INTRODUCTION

1. The Defence Food Services Team has endorsed the production of JSP 456 Defence Catering Manual Volume Three – Defence Food Safety Management, to align the three Services Food Safety procedures.
2. This volume contains Tri-Service rules and regulations for the management and application of food safety procedures and processes and it is to be used as the authoritative document for all food safety related matters. The importance of food safety management must not be underestimated. The supply and production of safe food is key to helping sustain British Armed Forces, wherever deployed, in support of Operational Capability and the moral component of fighting power.
3. This publication will be updated as necessary, particularly to reflect changes in UK food safety legislation. Where sections are reproduced in single-Service instructions they are to be reproduced verbatim.

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CONTENTS

Title Page	i
Amendment Sheet	ii
Foreword by Defence Food Services Team Leader	iv
Introduction	vi
Contents	viii
Glossary	xii
Abbreviations	xviii

Chapter

1. Application of Food Safety Legislation to the MOD

Introduction		0101
Food Law		0102
Regulation (EC) No 852/2004 Hygiene of Foodstuffs		0105
Food Hygiene (No2) Regulations 2005		0106
Registration of Food Premises		0107
Food Labelling Regulations 1996		0109
Due Diligence		0110
Application of Food Safety Act to MOD Premises		0113
Annex A	Application Form for Registration of Food Premises	1A-1
Appendix 1	Notes on Registration of Food Premises	A1-1
Annex B	Example of Food Safety Documentation for Non-Public Catering facilities	1B-1
Annex C	Example of a Unit Food Safety Policy Statement	1C-1

2. Organisation of Food Safety within the Armed Forces

Introduction	0201
Responsibilities for Food Safety Management Policy	0202
Delegation and Command Lines	0203
Control, Co-operation, Communication and Competence	0205
Planning and Management of Risk	0206
Measuring Performance	0208
Active Monitoring	0209
Reactive Monitoring	0212
Annual Report	0213
Defence Food Safety Management Committee (DFSMC)	0214
Catering Personnel	0217
Service Environmental Health Personnel	0219
Local Authority Environmental Health Officers	0220
Home Authority for Food Hygiene and Safety	0221
Home Authority Arrangements	0222
Obtaining Home Authority Assistance/Advice	0224
Terms of Reference – Defence Home Authority	0225

3 Food Safety Practices

Introduction	0301
Hazard Analysis Critical Control Point	0303
Supply of Food and Water	0309
Food Storage	0312
Cross Contamination	0318
Defrosting Food	0320

Cooking	0321
Chilling Food	0322
Reheating Food	0323
Temperature Control and Monitoring	0324
Food Holding Temperatures (Two and Four Hour Rule)	0327
Target Temperatures	0330
Temperature Measurement and Temperature Probe Calibration	0331
Records	0334
Personal Hygiene	0335
Dispersed Feeding	0339
Transport of Food	0342
Catering in Operational Environments	0346
Cleaning	0347
Cleaning Procedures	0352
Food Preparation Areas	0355
Pest Control	0359
Animal by Product Regulations – Catering Waste Disposal	0365
Waste Disposal	0368
Environmental Protection	0370
Annex A The Seven Principles of Hazard Analysis	3A-1
Annex B Hazard Analysis – The Four Line Method & Flow Charts (incl In Flight Catering)	3B-1
Appendix 1 Daily Food Safety Management Record (Template & Example)	B1-1
Appendix 2 Advance Food Preparation Record (Template & Example)	B2-1
Appendix 3 Food Time/Temperature Record (Template & Example)	B3-1
Appendix 4 Galley/Kitchen/Mess Fridge/Freezer Monitoring Record (Template & Example)	B4-1
Appendix 5 Galley/Kitchen/Mess Blast Chiller Monitoring Record (Template)	B5-1
Appendix 6 Dispersed Feeding Record FCAT 1013 (Template)	B6-1
Annex C Temperature Probe Calibration Record	3C-1
Appendix 1 Alternative Method Temperature Probe Calibration Record	C1-1
Annex D Cook-Chill and Cook- Freeze	3D-1
Annex E Food Safety Under Operational Conditions	3E-1
Annex F Cleaning Guide	3F-1
Annex G Maintenance of Catering Premises– Records of Work Services (Template)	3G-1
Annex H Pest Management Register (Template)	3H-1
Annex I Animal By-Products Disposal Process (853/2004)	3I-1

4 Medical Aspects of Food Safety

Introduction	0401
Management Control of Suspected Food Poisoning Outbreaks	0402
Definition of Food Poisoning	0404
Definition of Outbreak	0406
Legal Requirements	0407
Reporting Procedures	0408
Action to be Taken	0409
Medical Supervision of Food Handlers	0414
Statutory Considerations	0415
Definitions	0420
Instructions for Medical Supervision	0424
Preventive Measures and Management of Infected Food Handlers	0431
Operational Deployment	0441

Annex A	Confidential Pre-Employment Health Questionnaire for Food Handling	4A-1
Annex B	Food Handler Health Certificate	4B-1
Annex C	Example of Operational Deployment EHT Instruction	4C-1
Appendix 1	10 point Code for Food Handlers on Deployment	4C1-1

5 Audit and Inspection

Introduction	0501
Internal Audits	0502
External Audits and Inspections	0503
Breaches in Food Safety	0508
Performance Indicator – Letters of Assurance	0511
DFS Team Management Reporting	0512
Annex A	Internal Audit Report 5A-1

6 Food Safety Training

Introduction	0601
Required Training	0602
Refresher Training	0604
Support Staff	0608
Records	0609
Annex A	Food Safety Refresher Training Requirements 6A-1

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GLOSSARY

Ambient Temperature	The temperature of the surrounding environment. Commonly used to mean room temperature.
Bacteria	A group of single cell living organisms. Some may spoil food and some may actually cause illness.
Bactericide	Literally, 'bacteria killer'.
Best Before Date	Date mark required on longer life foods that are not subject to microbiological spoilage (Food Labelling Regulations 1996). This date mark relates to food quality rather than safety.
Between Pack Test	Sandwiching the temperature probe between two packs of food allows non destructive testing.
Blast Chiller	Equipment designed to cool food rapidly after cooking or heating. Usually employs a combination of cooled air and rapid air movement.
Carrier	A person who is infectious but is not exhibiting signs or symptoms of a disease.
Case	A person suffering from a disease who exhibits signs and symptoms likely to be infectious.
Catering Staff	A generic term used to describe RN, Army and RAF personnel involved in the catering and food services function throughout the command chain.
Chilled Display Unit	Food display unit with facility to keep food at reduced temperature. Mechanical cooling may be transferred to food by direct contact, by convected air movement, or fan blown cooled air. Some units use crushed ice. The efficiency of chilled display units is very variable.
Chiller/Refrigerator/ Fridge	Equipment to keep food cool. Must operate between 0°C and 8°C.
Cleaning	The removal of food residue, dirt, grease and other undesirable debris.
Cold Store/Freezer	Equipment which keeps food at frozen temperatures, set at a minimum of -18°C.
Command	A generic term used within JSP 456 for a superior HQ e.g. CINCFLEET, RNLO, HQ LAND, HQ PTC or a Div/Bde.
Compliance	Measures that satisfy the legal requirement.
Conduction	Transfer of heat (or cold) through a material, (normally a solid material).

Contamination	The introduction or occurrence in food of any microbial pathogens, chemicals, foreign material, spoilage agents, taints, unwanted or disease matter, which may compromise its safety or wholesomeness.
Cook-Chill	System of food preparation in which food is prepared in advance to be reheated several days later. Strict control of chilled storage temperature is needed if the food is to remain safe.
Cook-Freeze	System of food preparation in which food is prepared in advance and then deep frozen. If properly packaged the food may be kept for several months with no loss of quality.
Cooler Unit	The cooling unit of a fridge system that passes air, often by a fan, over the cooling plate (evaporator) of the refrigeration system.
Core Temperature	The core temperature is the temperature at the centre of an item of food, such as a joint of meat.
Critical Control Point (CCP)	A Critical Control Point (CCP) is a stage in the preparation of food on which the safety of the final product is entirely dependent.
Control Point	A Control Point (CP) is a stage in the preparation of food on which the safety of the final product is not entirely dependent, but together with other preparation stages is essential to maintain food safety.
Critical Points	Points at which hazards can be controlled.
Critical Zone	Ambient temperature of food that is considered most harmful to health. Recognised as between 05-63 ⁰ C.
Cross-contamination	The transfer of germs from contaminated (usually raw) food to other foods. This may be by direct contact, by storage next to each other by drips of blood/liquid, by storage of one above the other, by food handlers or by equipment/work surfaces.
Crown Immunity	The immunity from prosecution for a range of civil and criminal legislation previously enjoyed by agents of the Crown (including MOD).
Destructive Testing	Checking the temperature of food products in such a way that the food cannot be used. For example if the probe damages the integrity of packing.
Detergent/soap	Materials for removing dirt during cleaning. Detergents and soaps differ in their composition but have similar action. They do not destroy micro-organisms (see disinfectant).

Disinfectant	Reduction in levels of contamination on food equipment or in food premises, normally by the use of chemicals to kill micro-organisms.
Due Diligence	The legal defence, detailed in Section 21 of the Food Safety Act, that a person has taken all reasonable precautions and exercised all due diligence to avoid commission of the offence, including persons under their control.
Electronic Fly Killers	Equipment to control flies and other flying insects. Insects are attracted by UV lamps and destroyed.
Enteric Fever(s)	Fevers associated with the intestinal tract. Typically used to generically describe typhoid and paratyphoid fevers.
Epidemiology	The study of epidemic disease with a view to finding means of control and future prevention.
Fly Screen	Fine mesh fitted to windows and other openings to prevent the entry of flies and other insects.
Food	Food includes: drink; articles and substances of no nutritional value which are used for human consumption; chewing gum and other products of a like nature and use; and articles and substances used as ingredients in the preparation of food.
Food Borne Illness	One type of 'food poisoning'. Invasion of the body by pathogenic micro-organisms transmitted by food.
Food Handler	A food handler is any person involved in a food business that handles or prepares food whether open or packaged.
Food Poisoning	Illness transmitted by food. Caused either by infection or intoxication. Symptoms commonly include diarrhoea or vomiting, but many other effects are possible.
Food Premises	An area where food is stored and/or prepared for consumption by a Third Party. Within the context of JSP 456 this includes galleys, kitchens and messes.
Foreign Bodies	Physical contaminants found within food.
Gastrointestinal Illness	Illness of the digestive system. Typically diarrhoea and vomiting.
Germs	Popular term for micro-organisms, especially those that cause illness.
Growth	Bacteria, yeasts and moulds that grow in some foods depending upon physical environmental factors such as moisture and temperature. Growth will allow small initial contamination to reach levels, which may make the food unsafe or unfit.

HACCP	Hazard Analysis Critical Control Point. A management tool that Enables a structured approach to identification and control of hazards. 'Classic' HACCP involves a multi-disciplinary expert team.
Hazard	Anything that may cause harm to a person who eats the food.
Hazard Analysis	Identifying hazards, the steps at which they could occur, and the introduction of measures to control them.
High-Risk Foods	High-Risk foods are ready to eat foods which, under favourable conditions, support the multiplication of pathogenic bacteria and are intended for consumption without treatment which would destroy such organisms. They are usually high in protein, requiring strict temperature control and protection from contamination. They include all cooked meat and poultry, cooked meat products including gravy and stock, milk, cream, custards and dairy produce, cooked eggs and products made with eggs (e.g. mayonnaise), shellfish and other seafood, and cooked rice.
Home Authority	A Local Authority designated as a single point of contact, to provide national bodies with advice for matters relating to food hygiene and safety.
Hygiene	A measure to ensure the safety and wholesomeness of food.
In-House Catering	Work place catering operated directly by the employer rather than a contractor.
Intoxication	Effects of poisonous substances. Some toxins may be formed in food by the growth of bacteria.
Intrinsic	Already present (contamination).
LAEHO	Local Authority Environmental Health Officer. Employed by the local authority to enforce Food Safety legislation.
Logger	Electronic data loggers may be used to memorise data from temperature sensors during a period of time. Data can be recovered and analysed through a PC. Loggers provide more flexibility than old style chart records.
Low Risk Foods	Raw food or ingredients that are still to be cleaned or processed. Contamination of these foods is a low risk because later processing should make it safe. But low risk foods may transfer contamination to ready to eat foods, and they should be kept apart. Low risk foods also include many ambient stable foods such as bread, biscuits, cakes (but not cream cakes which are 'high risk'), cereals and so on.
Maximum Temperature Time Limits	A maximum temperature time limit is the longest period that food can safely remain at the specified temperature.

Measuring System	A temperature sensor linked to a read out. Read-outs may include dials, digital displays, loggers or records.
Medical Questionnaire	Form to be completed by new staff giving details of their recent medical history and that of close household contacts. Contact with certain infectious diseases may be transmitted by food handlers through food that they prepare.
Micro-organisms	Any small organisms, especially bacteria, yeast, moulds and viruses.
Minimum Temperature Time Limit	A minimum temperature time limit is the minimum time that food should remain at the specified temperature, e.g. to ensure thorough cooking.
MO	Medical Officer.
Notifiable Disease(s)	A range of communicable disease(s) prescribed by law which are required to be notified to the civil health authorities.
Open Food	Unwrapped food that may be exposed to contamination.
Out of Barracks	A situation where food is prepared or served away from permanently established catering premises, i.e. in tents on exercise or operations.
Outbreak	Two or more cases of a disease linked by time and/or place.
Pasteurisation	Heat treatment to kill cells but not spores. The time and temperature of the treatment must be controlled. Most types of food poisoning bacteria do not form spores so pasteurisation will make food safer by killing the heat sensitive pathogens.
Pathogen	A micro-organism that may cause illness.
Personal Hygiene	Measures taken by food handlers to prevent contamination of food.
Pest	Animal life unwelcome in food premises, especially insects, birds, rats, mice and other rodents capable of contaminating food directly or indirectly.
Potable	Usually related to water supply. Safe to drink and acceptable for use in food preparation.
Probe	A hand sensor fitted into a metal sheath and often with a plastic handle. The probe usually measures temperature at its tip.
Proper Officer	An officer of a Local Authority prescribed by legislation to carry out specific duties. In connection with communicable disease control this will typically be a consultant employed by a health authority, working in support of a number of local authorities.
Proofing	Structure of premises, especially doors, windows and the entry point of service pipes, to prevent the entry of pests.
Sanitisation	A process of both cleaning and disinfecting.

Sanitiser	A chemical agent used for cleansing and disinfecting surfaces and equipment.
Sensor	The temperature sensitive part of the measuring system.
Sneeze Screen	Screen, usually glass or another transparent material, fitted to some food display units. May play a small part in reducing airborne contamination of the food.
Soap/Detergents	Materials for removing dirt during cleaning. Detergents and soaps differ in their composition but have similar action. They do not destroy micro-organisms (see disinfectant).
Spores	Cells formed by some bacteria and many moulds which are able to withstand adverse conditions, including drying and heat. Some spores can withstand very severe heat treatment.
Sterilise	Treatment with heat or chemicals to kill all micro-organisms and viruses. Sterilisation will kill spores.
Target Temperatures	A target temperature is a food temperature standard that must be attained.
Thermal Properties	The physical properties of a food that determine how much heat it will hold and how quickly it will transfer heat through its mass.
Toxic/Toxin	Poisonous substance. May be contaminated from external sources such as chemical spillage, or produced by growth of micro-organisms.
Upper Temperature Limit	An upper food temperature limit is a temperature standard that must not be exceeded.
Use-By Date	Date mark required on microbiologically perishable pre-packed foods (Food Labelling Regulations 1996). It is an offence to sell foods after the declared date.
Viruses	Microscopic particles. Some are transmitted by food and may cause illness. Viruses cannot multiply or grow in food.
Waste Disposal Unit	Unit to grind solid food waste to a slurry that may be flushed away with waste water into the drain.
Yeasts and Moulds	Microscopic organisms. Some are desirable in foods and are important to its characteristics, for example bread fermentation and the ripening of cheese. Others may spoil food and a few may cause illness.

ABBREVIATIONS

Abbreviation	Definition
AMD	Army Medical Directorate
BFG	British Forces Germany
CCDC	Consultant in Communicable Disease Control
CCP	Critical Control Point
CEHO	Civilian Environmental Health Officer
CI	Chief Instructor
CMP	Civilian Medical Practitioners
COSHH	Control of Substances Hazardous to Health
CO	Commanding Officer
CP	Control Point
CPOCS	Chief Petty Officer Catering Services
CRL	Catering Retail and Leisure
DFS Team	Defence Food Services Team
DFS TL	Defence Food Services Team Leader
DE	Defence Estates
DEL	Directly Employed Labour
DESB	Defence Environmental Safety Board
DFSMC	Defence Food Safety Management Committee
DFSS	Defence Food Services School
DGAMS	Director General Army Medical Services
DGMS (RAF)	Director General Medical Services (Royal Air Force)
D (IO)	Instructional Officer
DE&S	Defence Equipment and Support
DOH	Department of Health
EHO	Environmental Health Officer
EHT	Environmental Health Team
DEFRA	Department of the Environment Food and Rural Affairs
JSP	Joint Service Publication
F Med	Form Medical
FSA	Food Safety Act (1990)
FCAT	Form Catering
EP	Environmental Protection
FSO	Food Service Officer
FSWO	Food Services Warrant Officer
FS	Flight Sergeant
HM	Her Majesty
HA	Hazard Analysis or Home Authority
HAL	Hazard Analysis Line
HQ	Headquarters
HACCP	Hazard Analysis Critical Control Points
HIO	Higher Instructional Officer
ID	Identity
IO	Instructional Officer

LLOGS(CS)	Leading Logistician (Catering Services)
LAEHO	Local Area Environmental Health Officer
LACORS	Local Authorities Co-ordinators of Regulatory Services
HA	Home Authority / Hazard Analysis
MARPOL	Marine Pollution Regulations
MDG (N)	Medical Director General (Navy)
MO	Medical Officer
MOD	Ministry of Defence
MACA	Military Aid to Civilian Authority
NAAFI	Navy Army Air Force Institute
NES	Naval Engineering Standards
NSN	NATO Stock Number
OC	Officer Commanding
POCS	Petty Officer Catering Services
PI	Performance Indicators
PUS	Permanent Under Secretary
PTC	Personnel & Training Command
RNLPO	Royal Navy Logistics Policy Office
RNLO	Royal Naval Logistics Officer
SGD	Surgeon General Department
SIO	Senior Instructional Officer
SHEFB	Safety Health Environmental and Fire Board
S of S	Secretary of State
TA	Territorial Army
UCM	Unit Catering Manager
VTEC	Verocytotoxin-producing <i>Escherichia coli</i> .
WOCS	Warrant Officer Catering Services