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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 toilet  Toilet 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 |