

Contract Caterer Guidance

Audit Guide

The audit process is to assess the level of food safety within the caterer's operation and that the management systems to be employed will assure the food safety of products to be served at the venue.

The audit process further supports corporate governance, due diligence and statutory requirements for "Hazard Analysis Critical Control Points" (HACCP).

The audit is divided into seven sections:

1. Food Safety Management.
2. Structure, Equipment and Workflow.
3. Cleaning.
4. Personal Hygiene.
5. Critical Control Points.
6. Pest Control.
7. Waste Management

1. Food Safety Management

During the audit the caterer must be able to demonstrate that they have a fully integrated food safety management system in place. The detail required will depend on the size of the business but a documented system detailing the key controls to ensure food safety will be expected as a minimum.

A HACCP plan will be required, detailing the statutory stages required; namely:

EU Regulation 852/2004, Chapter I, General Provisions, Article 5 requires food businesses to put into place, implement and maintain a permanent procedure or procedures based on the principles of HACCP:

1. Identifying any hazard that must be prevented, eliminated or reduced to acceptable levels;
2. Identifying the critical control points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels;
3. Establishing critical control points which separate acceptability from unacceptability for the prevention, elimination or reduction of identified hazards;
4. Establishing and implementing effective monitoring procedures at critical control points;
5. Establishing corrective actions when monitoring indicates that a critical control point is not under control;
6. Establishing procedures, which shall be carried out regularly, to verify that the measures outlined in subparagraphs 1 to 5 above are working effectively;

7. Establishing documents and records commensurate with the nature and size of the business to demonstrate the effective application of the measures outlined in subparagraphs 1 to 6 above.
8. When any modification is made in the product, process, or any step, food business operators shall review the procedure and make the necessary changes to it.

Any HACCP plan should reflect the food being produced, from supplier right through to service. Caterers will be expected to ensure food samples are taken at the point of service. Each food item will be sampled (approximately 5 oz or 100ml), placed into a labelled sampling container, labelled and frozen down for 14 days.

2. Structure, Equipment and Workflow

The statutory requirements detail the requirements for the layout, design, construction, siting and size of the food premises; the provision of facilities within food rooms, mobile/ temporary food operations, the transport of food, equipment requirements, requirements for the disposal of food waste and the provision of water. These relate to the catering operations and not necessarily to food processing sites.

The audit will measure levels of compliance and cover:

- General requirements for food premises;
- Specific requirements in rooms where foodstuffs are prepared, treated or processed;
- Requirements for movable and/or temporary premises (such as marquees, market stalls, mobile sales vehicles);
- Transportation of food;
- Equipment requirements;
- Food Waste;
- Water Supply

To achieve these requirements caterers must ensure that they attain standards detailed in the "Industry Guide to Good Hygiene Practice: Catering Guide", published by British Hospitality Association.

3. Cleaning

The caterer will be expected to operate a clean and well sanitised food operation. This will include, food contact surfaces, equipment and the structure. Appropriate chemicals and cleaning equipment (including storage) will be expected.

4. Personal Hygiene

Caterers must ensure that all food handling staff are trained to a level which relates to the individual's involvement within the operation:

- Food hygiene certificate - Level 2: All high-risk food handlers are expected to achieve this level. (The certificate needs to be visible to the auditor and needs to be within date).
- Food hygiene certificate - Level 3: All supervisory staff are expected to achieve this standard. (The certificate needs to be visible to the auditor and needs to be within date).
- Food hygiene certificate - Level 4: It would be recommended that medium to large operations have senior management achieving this standard.
- In addition, the auditor will assess the standards of food handling staff presentation and personal hygiene as well as the company sickness policy for food handling staff.

5. Critical Control Points (CCP)

The caterer must be able to demonstrate that all appropriate food safety controls are being implemented, monitored and recorded as required by the HACCP principals. This will follow the whole of the food work flow, from supplier to service.

6. Pest Control

The Caterer must be able to demonstrate to the auditor that there is proactive pest control management. Further that food is not at risk from pest contamination.

7. Waste Management

The Caterer must demonstrate that appropriate levels of waste management are implemented.

***For further advice or guidance please contact the
CSC Head Office on 01761 235604***