Food Safety and Defence Program

Food Safety and Defence System

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Annexes

1.0 Food Safety and Defence System

1. The five main elements of the CAF Food Safety and Defence System (FSDS) are Food Safety Policy, Food Safety Practices, Food Safety Training, Food Safety within Food Services Operations, and Continuous Improvement. This publication outlines the Food Safety Practices covered within the FSDS. Thus, this program-level document is intended to serve as a companion to the FSDS and not as a standalone publication.

2. The food safety practices outlined within this publication are based on the Canadian Food Inspection Agency (CFIA) Food Safety Enhancement Program (FSEP), which was adjusted for CAF Food Services operations. In addition, the Canadian Restaurant and Foodservices Association (CRFA) Food Safety Code of Practice for Canada's Foodservice Industry is a good companion publication to this program document. However, the material contained within this document and the FSDS – the parent publication to this document - will take precedence over the CRFA Code should there be conflicting information between the two publications.

1.1 Food Safety Practices

1. Food safety practices are those operations that are conducted by CAF members/DND Food Services employees to produce safe food, thereby decreasing the risk of foodborne disease to CAF diners. Each practice has a standard that must be obtained. CAF Food Safety practices are broken down into two main components: Prerequisite Programs (PRPs), which consist of basic food safety programs that must be place before receiving, preparing, producing or serving food; and Hazard Analysis Critical Control Point (HACCP)-based programs (HBPs), which decrease food safety hazards during food production and service activities. The PRPs and HBPs within the FSDS are presented herein.

Prerequisite Programs (PRPs).

2. PRPs are basic conditions and activities that are necessary in order to maintain a hygienic environment throughout Food Services facilities. The eight CAF PRPs illustrated in the table below will be described later in this publication.

Table 1 - CAF PRPs

CAF PRPs
1 - Internal and External Premises
2 - Purchasing/Receiving, Storage, Packaging and Transportation
3 - Equipment and Utensils
4 – Personnel
5 - Sanitation and Housekeeping
6 - Pest Control
7 - Response to Foodborne Issues
8 - Food Defence

Hazard Analysis Critical Control Point (HACCP) Based Programs [HBPs].

3. HACCP-based programs identify and assess hazards and risks associated with food production and service operations. The goal of HACCP-based programs is to decrease or eliminate food hazards (chemical, biological, physical) to a safe level for consumption.

4. The following food safety production and services practices will be monitored and recorded.

Table 2 - CAF Food Safety Production and Service Practices.

CAF Food Safety Production and Service Practices
1. Thawing
2. Cold Holding
3. Cooking
4. Hot Holding
5. Cooling
6. Service (Cold or Hot)
7. Reheating
8. Prevention of Cross-contamination

1.2 Prerequisite Programs (PRPs)

1. Prerequisite Programs (PRPs) are the basic conditions and activities that are necessary in order to maintain a hygienic environment throughout Food Services facilities. The implementation of these PRPs within CAF/DND food services operations will mitigate the risk of introducing food safety hazards through either the work environment or operational practices.

2. The PRPs outlined in this section reflect the current work environment and operational practices within CAF Food Services. PRPs must be maintained to their appropriate standards before foodservices preparation, production and/or service activities can commence. Although PRPs are simple programs that set conditions for producing safe food, if their standards are not maintained the likelihood of food contamination occurrence is high.

3. The eight PRPs identified below must be implemented within CAF Food Services operations to ensure that diners are served safe food and that the standards specified by SJS/D Foods Svcs for CAF Food Service operations are in place and practiced.

4. The above PRPs are further divided into sub-sections in the following Table.

Table 4 – PRPs for CAF Food Services Operations

Programs	Sub-Programs
PRP 1 – Internal and External Premises	PRP 1.1 – External Premises PRP 1.2 - Building (or Dining Facility) PRP 1.3 - Lighting PRP 1.4 - Ventilation PRP 1.5 - Waste and Inedible Food Waste Disposal PRP 1.6 - Sanitary Facilities PRP 1.7 - Water/Ice/Steam Quality PRP 1.8 - Plumbing and Sewage
PRP 2 - Purchasing/Receiving, Storage, Packaging and Transportation	PRP 2.1 - Purchasing/Receiving PRP 2.2 – Storage PRP 2.3 – Packaging PRP 2.4 – Transportation/ Distribution
PRP 3 – Equipment and Utensils	PRP 3.1 – Equipment PRP 3.2 – Utensils
PRP 4 - Personnel	PRP 4.1 – Illness and Injury PRP 4.2 – Personal Hygiene PRP 4.3 – Visitors
PRP 5 - Sanitation and Housekeeping	PRP 5.1 – Equipment Cleaning and Sanitizing PRP 5.2 – Utensil/Container Cleaning and Sanitizing PRP 5.3 – Internal and External Cleaning and Sanitizing
PRP 6 - Pest Control	PRP 6.1 – Pest Control Program
PRP 7 - Response to Foodborne Issues	PRP 7.1 – Food Recall from Supplier PRP 7.2 – Response to Suspected Foodborne Incident
PRP 8 – Food Defence	PRP 8.1 – Food Defence – Low Threat PRP 8.2 – Food Defence – High Threat

PRP 1 – INTERNAL AND EXTERNAL PREMISES

This PRP is broken down into the following sub-PRPs:

PRP 1.1 – External Premises
PRP 1.2 – Building (or feeding facility)
PRP 1.3 – Lighting
PRP 1.4 – Ventilation
PRP 1.5 – Waste and Inedible Food Waste Disposal
PRP 1.6 – Sanitary Facilities
PRP 1.7 – Water/Ice/Steam Quality
PRP 1.8 – Plumbing and Sewage

PRP 1.1 – External Premises

Standards

PRP 1.1.1 - Building facilities are located away from or protected against potential sources of external contaminants such as excessive dust, odours and pest infestation that may compromise the safety of food.

PRP 1.1.2 - Surroundings/roadways are free of debris and refuse, adequately drained and maintained to minimize environmental hazards.

PRP 1.2 - Building (or feeding facility)

Standards

Outside Walls/Perimeter of Building (or Dining Facility/area)

PRP 1.2.1 - Roof, air intakes, foundation, walls, doors and windows must be constructed and maintained in a manner which guards against leakage and entry of contaminants and pests.

Inside Building or Dining Facility

PRP 1.2.2 – The interior of a building or dining facility must be designed:

a. To effectively separate incompatible operations, for example, in a feeding facility, the packaging or serving of cooked/ready-to eat products should be performed separately from the cutting of raw meat (poultry, beef, etc);

b. To provide hygienic operations by means of a regulated flow from point of entry of the premises to the final product or service of food;

c. To effectively prevent cross-contamination due to employee traffic pattern, food product flow and equipment;

d. To ensure living quarters and areas where live animals are held remain separated from and do not open directly into food preparation and production areas;

e. To ensure incoming materials (e.g., food, non-food, and packaging) are received in an area separate from food production areas;

f. To ensure washrooms, lunchrooms and change rooms are separated from and do not open directly into Food Services preparation or production areas;

g. To ensure separate and adequate facilities are provided for the storage of waste and inedible products, cleaning/sanitizing equipment and cleaning/sanitizing chemicals;

h. To ensure drainage and sewage systems are equipped with functional traps and vents;

i. To ensure floors permit liquids to drain to trapped outlets; and

j. To ensure floors, walls, doors, windows, ceilings, overheads and other structures in rooms or areas where food is produced, stored, packaged, received or shipped are cleanable, prevent contamination, prohibit deterioration, are suitable for the activities in each area and are free of any noxious gases.

Note 1: Food Services operations contemplating building construction or major renovations must advise SJS/ D Food Svcs 4 - Facilities and Equipment who will ensure that the requirements outlined in these PRPs are taken into consideration.

Note: 2: A consult with CAF Health Services (Preventive Medicine) is also advised prior to any construction or renovations to ensure that existing Health Regulations will be adhered to.

PRP 1.3 - Lighting

Standards

PRP 1.3.1 - Lighting is appropriate such that food colour is not altered and that production and inspection activities can be effectively conducted.

PRP 1.3.2. - Light bulbs and fixtures located in areas where there is exposed food or packaging materials are either shielded or shatterproof to ensure food and food contact surfaces are protected from broken glass.

PRP 1.4 - Ventilation

Standards

PRP 1.4.1 - Filters are cleaned or replaced when required.

PRP 1.4.2 - Ventilation systems must be constructed and maintained in a manner that ensures that air does not flow from the most contaminated areas to the least contaminated areas.

PRP 1.4.3 - Where required, ambient air, compressed air or gases utilized in processing equipment that contact either food products or food packaging are appropriately sourced and treated to minimize contamination of product and packaging.

PRP 1.5 - Waste and Inedible Food Waste Disposal

Standards

PRP 1.5.1 - Food Services operations must have in place:

a. An identification system for utensils and containers used for the collection and holding of waste and inedible/food waste materials;

b. An established frequency of removal of inedible/food waste products during operations;

c. If applicable, established procedures for storage of waste and inedible/food waste products;

d. An established frequency of removal of inedible/food waste products from the establishment; and

e. Procedures for maintenance of waste and inedible/food waste equipment (equipment must be leak proof and where appropriate, covered).

PRP 1.6 - Sanitary Facilities

Standards

Employee Facilities

PRP 1.6.1 - Washrooms have hot and cold potable running water, soap dispensers, liquid soap, sanitary hand drying equipment and supplies as well as cleanable waste receptacles.

PRP 1.6.2 - Hand washing notices are posted in appropriate areas (e.g. inside staff washrooms and change areas and at hand washing sinks).

PRP 1.6.3 – Washrooms, lunch rooms and change rooms are maintained in a manner to prevent contamination.

Hand Washing Stations

PRP 1.6.4 - Food Services operations must contain an adequate number of conveniently located handwashing stations with trapped waste pipes leading to drains. Handwashing stations must be properly maintained and supplied with hot and cold potable running

water, soap dispensers, soap, sanitary hand drying equipment (e.g. air dryer or paper towel) and cleanable waste receptacles.

PRP 1.6.5 - Hand washing notices and procedures are clearly visible at hand wash stations.

PRP 1.7 - Water/Ice/Steam Quality

Standards

PRP 1.7.1 - Food Services must ensure that water and ice meet the potability requirements of the appropriate regulatory authority. The local medical unit must be consulted regarding the frequency of water testing and Food Services staff must ensure this testing takes place at the required intervals by medical personnel (i.e. Preventive Medicine Technicians) or an authorized contractor in consultation with medical services.

PRP 1.7.2 - Where required, hoses and faucets or other similar sources of possible contamination are designed to prevent back-flow. Base/Wing CE can be consulted to assist with this assessment.

PRP 1.7.3 - Where filters must be used they are to be kept in good working order and maintained in a sanitary manner.

PRP 1.7.4 - The volume, temperature and pressure of potable water/steam are adequate for all operational and cleanup demands.

PRP 1.7.5 - Where it is necessary to store water or ice, storage facilities are adequately designed, constructed and maintained to prevent contamination.

PRP 1.8 - Plumbing and Sewage

Standards

<u>Plumbing</u>

PRP 1.8.1 - A plumbing system must have:

a. Where required, hoses, taps or other similar sources of possible contamination must be designed to prevent back-flow;

b. Backflow prevention devices:

(1) Must be maintained regularly and be accessible;

(2) Must be designed to handle liquid volume requirements of Food Services operations; and

(3) Must not be exposed near/open to food preparation and service areas.

Sewage

PRP 1.8.2 - A sewage system must:

a. Prevent back-up of raw sewage. If back-up of raw sewage does occur, the affected area(s) must be closed until the issue is fixed and the area is adequately cleaned and sanitized;

b. Prevent cross-contamination:

(1) Between human waste and production drainage wastes in the establishments;

(2) Between water lines and non-potable water supply systems; and

(3) By ensuring non-potable re-circulated/reused/recycled water has a separate distribution system which is readily identifiable in the facility.

c. Ensure that the sewage and the waste effluent systems do not pass directly over or through production areas unless they are controlled to prevent contamination; and

d. Must have grease traps that are cleaned and flushed regularly.

PRP 2 – PURCHASING/RECEIVING, STORAGE, PACKAGING AND TRANSPORTATION

This PRP consists of four sub-PRPs:

PRP 2.1 – Purchasing/Receiving
PRP 2.2 – Storage
PRP 2.3 – Packaging
PRP 2.4 – Transportation/Distribution

PRP 2.1 -Purchasing/Receiving

Standards

PRP 2.1.1 - Food Services operations must have documented purchasing procedures in place to ensure that:

a. Ingredients are ordered from suppliers/sources as per existing procurement direction (review the procurement direction in Chapter 2 of the Food Services Manual via this link): Chapter 2 and, Food Quality Specifications (FQSs) (available at link): FQS and

b. The required information on ingredients is maintained on file (e.g., specifications, letters of guarantee, and certificate of analysis).

PRP 2.1.2 - Upon receiving food from suppliers, Food Services operations must:

a. Assess incoming ingredients, products and materials to ensure that their conditions are satisfactory and that the purchasing specifications have been met; and

b. Ensure returned, defective or suspect products are clearly identified and isolated in a designated storage area, pending assessment to determine the appropriate disposition.

Monitoring/Corrective Actions/Record Keeping

PRP 2.1.2.1 - Visual Monitoring of Receiving Area. Before receiving any food visually check receiving area and equipment for cleanliness - free of any hazards, this includes (but is not limited to) dirt, food, cleaning supplies. If sanitation deficiencies are observed, ensure area and/or equipment are cleaned prior to food deliveries. Record results as per Annex B.

PRP 2.1.2.2 - Visual Monitoring of Delivery Vehicle. Before receiving any food receiving staff will visually check the food supplier's vehicle storage areas and delivery equipment for cleanliness - free of any hazards, this includes (but is not limited to) dirt, food, cleaning supplies. If delivery vehicle and/or delivery equipment is not sanitary and as a result may have caused contamination to food, do not accept delivery from supplier, inform supervisor and document the reason for return of supplies. Record results as per Annex B.

PRP 2.1.2.3 - Temperature of Food Received.
Receiving staff will assess each pallet of food with calibrated temperature thermometer or calibrated temperature gun to ensure delivery temperatures are: Refrigerated Food: 4°C (40°F) or lower; and Frozen Food: -18°C (0°F) or lower. If measured temperature does not reach the standard, do not accept food from supplier, inform supervisor and document the reason for return of supplies. Record results (temperatures as per Annex B.)

PRP 2.1.2.4 - Visual Monitoring of Food.
When food is received, Receiving staff will visually check that all food is not damaged or expired, and that the food has not been tampered with. If food is damaged or expired, do not accept food from supplier, inform supervisor and

document the reason for return of supplies. If food has been tampered with inform supervisor immediately who must call security elements (Military Police). Record all results as per Annex B.

PRP 2.2 - Storage

Standards

PRP 2.2.1 - Temperatures of storage areas, processing areas, refrigeration units/coolers and freezers must meet the following requirements:

a. Refrigerated Food. All refrigerated food must be received and stored in a room/area that is 4°C (40°F) or less. Other requirements are as follows:

(1) One hanging thermometer shall be placed in the front by the door and one at the back of the fridge;

(2) Fridges must never be overloaded and food items must be stored six inches off the floor;

(3) Wire type shelves should be used as they allow for proper airflow. Never line shelving with packaging material as it may prevent proper airflow;

(4) All food must be wrapped properly or kept in closed containers which should be clearly marked with dates and contents; and

(5) Meat/fish/poultry/pork products must be stored away from vegetables, fruit and ready-to-eat products. The order of storing meat-like products from top to bottom is the following:

(a) Fish;

(b) Whole cuts of pork;

(c) Whole cuts of beef;

(d) Ground beef or pork; and

(e) Poultry.

(6) Regularly Scheduled cleaning of fridges, during which food items are transferred to another refrigeration unit; and

(7) Always use first in/first out (FIFO) method.

b. Frozen Foods. All frozen food must be stored in a room/area that is -18°C (0°F) or less. Other requirements are as follows:

(1) Always use the FIFO method; and

(2) Defrost and clean freezer regularly. During cleaning ensure that food items are transferred to another freezer unit that is able to hold food at the temperatures noted at para b..

c. Dry Food. Food items that do not require refrigerated or frozen storage must in kept in a clean, ventilated room(s) with adequate lighting. Humidity must be controlled to deter spoilage. Other requirements are as follows:

(1) Dry storage rooms should be maintained at an ambient temperature of between 10°C (50°F) and 21°C (70°F) with a relative humidity between 50% and 55%;

(2) Food should be kept away from direct sunlight;

(3) Food should be stored at a minimum of 15 cm (6 inches) from the ground;

(4) Food should be kept in its original packaging as much as possible. When this is not possible, food should be wrapped or stored in an air tight container to reduce spoilage and prevent pest access (e.g. insects and rodents) from contaminating food. Labels with dates must be included; and

(5) Dry storage areas are regularly cleaned (regularly scheduled cleaning) by moving food to other areas during the process.

Monitoring/Corrective Actions/Record Keeping

PRP 2.2.1.1 - Storage Temperatures. Refrigerator and freezer charts must be completed during every shift. If it is determined that refrigerator or freezer units are not maintaining the required temperature standards, an assessment must be made to determine if the food has entered the temperature danger zone (above 4°C (40°F)). If food has entered the temperature danger zone, hold food for disposal in a separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as per Annex C.

PRP 2.2.1.2 – Visual Monitoring of Storage Areas. The cleanliness of refrigerator and freezer units and dry storage areas must be assessed during every shift. If these areas are identified as unsanitary, or if there has been a possible cross-contamination event, an additional assessment should occur. If it is determined that food items may have been contaminated, the following should

occur: hold contaminated food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Rectify the possible contamination issues by cleaning the affected area and/or eliminating the possible cross-contamination issue. Record all results as per Annex C.

PRP 2.2.2 - Ingredients, finished products and packaging materials are handled and stored in a manner which will prevent damage, deterioration and contamination.

Chemical storage:

PRP 2.2.3 - Non-food chemicals are stored in a dry, adequately ventilated area where there is no possibility for cross-contamination of food, packaging materials or food contact surfaces.

PRP 2.2.4 - When required for ongoing use in food handling areas, non-food chemicals are stored in a manner that prevents the contamination of food, food contact surfaces or packaging material.

PRP 2.2.5 - Non-food chemicals are mixed in clean, correctly WHMIS labelled containers (in accordance with WHMIS requirements) and dispensed and handled only by authorized and properly trained personnel (they must have the required WHMIS training).

PRP 2.3 – Packaging

(products leaving CAF Food Services facilities i.e., box lunches, hayboxes, other dispersed meals)

Standard

PRP 2.3.1 - Packaging must protect against intentional or unintentional contamination and deterioration prior to leaving a Food Services operation. Only use packaging material (food grade) that is fit for in a foodservice facility.

PRP 2.4 - Transportation/Distribution

Standards

PRP 2.4.1 - Carriers used for the transport of food must be designed, constructed, maintained and kept clean to prevent contamination, damage and deterioration of the food product. They must be also equipped, where applicable, to maintain food products in a refrigerated or frozen state.

PRP 2.4.2 – Carriers that usually transport materials or substances that might contaminate food products (e.g. petroleum) must not be used.

PRP 2.4.3 - Carriers must be loaded, arranged and unloaded in a manner that prevents outside contaminants from entering the establishment. Also, Food Services operations must prevent damage and contamination of the finished product, ingredients and incoming materials that come in contact with the product or are used in preparing the product.

PRP 2.4.4 - During transport, all food is to be covered in appropriate containers. With the exception of those hazardous materials identified in PRP 2.4.2, where conveyers and/or containers have been used for transporting anything other than food, there must be effective cleaning/disinfecting of conveyers and/or containers between loads to avoid the risk of contamination. High-risk foods (e.g., raw poultry) must be kept separate from other food items to reduce the potential for cross-contamination.

PRP 2.4.5 - Food that is being transported must be kept out of the temperature danger zone (4°C (40°F) to 60°C (140°F)). Cold food that is being transported must be kept at 4°C (40°F) or lower, and hot food must be kept at 60°C (140°F) higher. Food that is being transported must be consumed within two hours from time of departure from the Food Services operation to time of service. The two exceptions to this rule are: boxed lunches – may be held under refrigeration for up to four hours; and hayboxes – may be held for up to four hours if charged (pre-heated).

Monitoring/Corrective Actions/Record Keeping

PRP 2.4.1.1 - Transporting Time and Temperature. If food that is being transported is not consumed in the allowable time, hold food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Annex D must be filled out for each type of food that is distributed from CAF Kitchens. Half of the Annex is kept by the kitchen distribution staff and half goes with the food that is being transported.

PRP 2.4.1.2 - Visual Monitoring of Transportation Vehicle. Kitchen distribution staff must inspect the vehicle (or transportation method) that will be transporting food. Upon inspection, the storage area of the vehicle must be clean and free of contaminants. If there is a risk of food contamination during transport due to possible contamination from a transportation vehicle, kitchen distribution staff should not allow the food to be transported. Annex D must be filled out for each type of food that is distributed from CAF Kitchens. Half of the Annex is kept by the kitchen distribution staff and half goes with the food that is being transported.

PRP 3 – EQUIPMENT AND UTENSILS

This PRP consists of two sub-PRPs:

PRP 3.1 – Equipment
PRP 3.2 – Utensils

PRP 3.1 - Equipment

Standards

PRP 3.1.1 – Major equipment is designed, constructed and installed to ensure that:

a. It meets Canadian regulatory standards;

b. It is capable of delivering the requirements of the sanitation program;

c. It is accessible for staff or contractors to clean, sanitize, maintain and inspect and easily disassemble for those purposes;

d. Contamination of the product and food contact surfaces is prevented during operations;

e. It permits proper drainage and where appropriate, it is connected directly to drains; and

f. It is smooth, non-corrosive, non-absorbent, non-toxic and free from pitting, cracks and crevices (food contact surfaces).

PRP 3.1.2 – To minimize risk of contamination from minor equipment such as pots and pans:

a. Do not cook or store food for long periods of time in aluminum cookware as it becomes warped and/or pitted;

b. Do not use scratched or uncoated copper cookware to cook or store food;

c. Do not store foods that are highly acidic, such as stewed rhubarb or stewed tomatoes, in stainless steel or aluminum containers;

d. Do not use plastic bowls or wrap in the microwave unless they are labelled as microwave safe;

e. Avoid visibly damaged, stained or unpleasant smelling plastics and containers. Never heat or store food in plastic containers that were not intended for food; and

f. Do not use silicone cookware at temperatures above 220°C (428°F) as it will melt if exposed to high temperatures. Use caution when removing hot foods from flexible silicone cookware, as the food may slide.

PRP 3.1.3 - Food Services operations must implement a documented Preventative Equipment Maintenance Program which includes:

a. A list of equipment that may impact on food safety requiring regular maintenance;

b. A preventative maintenance schedule or frequency of preventative maintenance activities;

c. The maintenance procedures to perform each preventative maintenance task; and

d. Using the Canadian Forces Food Services Equipment Inventory and Maintenance Database in both static and operational environments to track equipment inventory and maintenance throughout its life cycle. This program must be downloaded on a computer. The Canadian Forces Food Services Equipment Inventory and Maintenance Database can be found at the following link:

   Database

PRP 3.1.4 - Food Services operations must implement a documented Equipment Calibration Program which includes:

a. A list of equipment monitoring (like temperature probes) and controlling devices that require regular calibration;

b. A calibration schedule or frequency of calibration activities;

c. The calibration procedures to perform for each calibration task. Calibration procedures can be found in the *Food Safety Code of Practice for Canada's Foodservice Industry*; and

d. Records demonstrating that the calibration tasks have been completed.

PRP 3.2 - Utensils

Standards

PRP 3.2.1 - Utensils must be constructed of non-toxic materials, must not present a foreign material hazard that could contaminate the food, must be easy to clean and sanitize, and be dishwasher safe.

PRP 4 - PERSONNEL

This PRP consists of three sub-PRPs:

PRP 4.1 – Illness and Injury
PRP 4.2 – Personal Hygiene
PRP 4.3 – Visitors

PRP 4.1 - Illness and Injuries

Standards

4.1.1 - Personnel Health Status

a. Food Services personnel must advise management when known to be suffering from a disease that is likely to be transmitted through food;

b. No person is permitted to work in a food handling area when he or she is known to be suffering from or is a carrier of a disease likely to be transmitted through food;

c. Food Services managers have both the right and an obligation to remove food handlers from their work area if they show signs of illness and/or injury that may contaminate food (for civilian workers, their specific collective agreement should be reviewed before taking action); and

d. Employees with open cuts or wounds must not handle food or food contact surfaces unless the injury is completely protected by a secure waterproof covering and will not contaminate the food.

PRP 4.2 - Personal Hygiene

Standards

PRP 4.2.1 - Food Services operations must have a documented Food Handler Hygiene Program that is briefed to all Food Services personnel which includes, but is not limited to:

a. The correct hand washing/sanitizing method;

b. Correct use of clean protective clothing, hair coverings, gloves, footwear. Protective clothing used in Food Services operations must not be worn to or from work;

c. Prohibited practices at the establishment such as wearing jewellery, except alliances rings (example – wedding rings) and medical alert bracelets, during work and no communication devices in production and service areas;

d. Correct use of utensils and equipment;

e. Appropriate storage of personal effects to prevent cross-contamination;

f. Where required, restricted access to areas of the facilities by specific employees to prevent cross-contamination (example – flight feeding areas);

g. When required, procedures to prevent contamination due to the process flow, employee flow, product flow, equipment or incompatible operations; and

h. When required, procedures to prevent cross-contamination during production. For example: Glass control and breakage procedures, procedures to follow when a product falls on the floor or when a product is exposed to dripping condensation.

Note: A draft Food Handler Hygiene briefing can be found at Annex F.

PRP 4.2.2 – Hand washing must occur:

a. Immediately before handling food, ingredients, packaging materials and/or touching food contact surfaces;

b. After using the toilet;

c. After coughing; sneezing; blowing or wiping the nose; touching ears, nose, eyes, mouth, hair, the face, or infected cuts, boils or pimples;;

d. After each absence from the work station for breaks and eating;

e. After handling incompatible food products, raw materials, potentially hazardous materials such as garbage or cleaning chemicals or touching non–food contact surfaces such as light or control switches;

f. After picking up objects off the floor;

g. After smoking;

h. After handling money;

i. Any other time hands become soiled or contaminated; and

j. When the Food Services Management deems it necessary

PRP 4.3 -Visitors

Standard

PRP 4.3.1 - Hygienic practices for visitors and contractors must be communicated and enforced. Visitors and contractors must be made aware of all restricted access areas within the Food Services production area as applicable. All visitors must first report to the designated Food Services supervisor or manager before entering the operational areas of the kitchen. The Food Services supervisor or manager should then explain the pertinent food safety rules to all visitors.

PRP 5 – SANITATION (includes cleaning)

This PRP consists of two sub-PRPs:

PRP 5.1 – Equipment Cleaning and Sanitizing
PRP 5.2 – Utensil/Container/Cutting Board Cleaning and Sanitizing

PRP 5.1 - Equipment and Building (Food Services operation) Cleaning and Sanitizing

Standards

5.1.1 – A cleaning program is important in ensuring that high standards of cleanliness in all food areas are achieved and maintained. This can be achieved by adhering to a written cleaning schedule. This must include

a. The Cleaning Schedule for the Area or for specific pieces of equipment - Instructions for cleaning specific areas or pieces of equipment which includes the following information relative to the task:

   (1) Job description;

   (2) Cleaning materials and chemicals to be used (in accordance with manufacturer's instruction); and

   (3) Safety precautions.

b. The cleaning schedule is to state how often a specific area or piece of equipment is to be cleaned and who is responsible for checking that all cleaning tasks have been completed to a satisfactory standard. General information concerning the cleaning of food equipment, surfaces and the

material structures, including a list of cleaning equipment and agents used in food areas/kitchens/galleys/mess can be found at Annex G.

c. Food Services Managers are to implement a cleaning schedule that relates to all food areas within their department. A schedule detailing the frequency of routine cleaning tasks must be produced for each facility. The cleaning schedule is to be contained within Food Services Standing Operating Procedures and communicated to all personnel (e.g. by displaying the schedule on a notice board). A matrix showing the frequency, details of the task, type of cleaning required and a signature block is considered the most useful layout and should be readily available for Food Services workers to follow and sign off. A signature block should also be included for a supervisory check.

PRP 5.1.2 - Deep Cleaning of Food Services and Protective Equipment. All galleys/kitchens and associated areas are to be deep cleaned. Food Services managers are to ensure that deep cleaning contracts are adequate to meet the tasks required. Examples of equipment requiring deep cleaning contracts includes: fire suppression systems, fridge/freezer cooling systems, air filter systems, etc. The frequency of cleaning will be dependent upon the pace of operations and the relevant equipment's Operation and Maintenance (O&M) manual, and is determined by the Food Services Manager with input from Base CE/PWGSC as necessary.

PRP 5.2 - Utensil/Container/Cutting Board Cleaning and Sanitizing

Standards

PRP 5.2.1 - Utensils and containers must be cleaned and sanitized after each use, either via a dishwasher or the three sink method (See Annex H*).* It is suggested that all utensils and containers be cleaned and sanitized using an industrial dishwasher if available. Also, prep knives and cutting boards should be put through a dishwasher as these items have a greater chance of contaminating large amounts of food. Lastly, slicers must be thoroughly cleaned in-place as per manufacturer's instructions after each use.

PRP 5.2.2 - Single use utensils and containers must be disposed of after initial use, reuse is strictly prohibited.

PRP 6 – PEST CONTROL

PRP 6.1 – Pest Control Program

PRP 6.1 - Pest Control Program

Standards

PRP 6.1.1 - Food Services operations must have a documented Pest Control Program in place which includes, but is not limited to:

a. Where applicable, the name of the pest control company or the name of the person contracted for the pest control program;

b. The name of the person at the establishment assigned responsibility for pest control;

c. A schedule or frequency of pest control activities; and

d. If pest control is not provided by a contractor or other agency, pest control procedures for the exterior and interior of the establishment must include:

(1) The pest control activities to be performed;

(2) The chemicals required for the effective implementation of the pest control program;

(3) The methods for proper handling and application of pest control chemicals;

(4) The type and location of pest control devices;

(5) Corrective actions to be taken for non-compliant situations observed during pest control activities; and

(6) Records to be kept by the CAF Food Services organization.

PRP 6.1.2 - Food that is contaminated by pests must be disposed of. Preventive Medicine must be alerted to any contamination of food by pests, and approve disposal when required.

PRP 7 – RESPONSE TO FOODBORNE ISSUES

PRP 7.1 - Food Recall from Supplier

Standards

PRP 7.1.1 - All staff employed in Receiving must subscribe to recalls from the Canadian Food Inspection Agency (CFIA). To obtain the necessary email recall notifications from

CFIA apply online at:
http://www.inspection.gc.ca/english/util/listserv/listsube.shtml?foodrecalls_rappelsalaments

In addition, Base/Wing Food Services Officers, Deputy Food Services and Kitchen/Galley Managers should receive CFIA Recall updates and ensure staff take the necessary actions when a recall occurs. Upon receipt of a recall, receiving personnel (or others in the chain of command if receiving personnel are not available) must:

a. Investigate if food supply has been affected by the recall. This requires receiving staff to check all storage areas and recent food orders;

b. If recalled food is found in any area in the kitchen (storage production, prep, and service areas) it must be immediately removed and held for investigation, returned to the supplier or disposed of as directed. Before any disposal of food, any questionable food must be approved for disposal by Preventive Medicine;

c. If recalled food is not disposed of, it must be held in a separate area away from the production/service or storage areas to avoid cross-contamination. The recalled items must be covered and labelled: RECALLED FOOD – NOT FOR USE;

d. Determine whether any of the affected food has been used in dispersed and flight meals, and advise applicable units immediately; and

e. Write a report immediately of any recalled product that was found stating its type, amount, lot number and location. This report must be sent to the Food Services Manager, Kitchen Manager and others as directed.

PRP 7.2 - Response to Reported Suspected Foodborne Incident

Standards

PRP 7.2.1 - The kitchen/galley manager must record the suspected foodborne complaint(s) from the diner(s). The following details must be recorded:

a. Name, Rank, Initials, Unit, Address and Phone Number of person;

b. What food item(s) the person(s) suspects that made them ill;

b. Why the person(s) suspects that food from the CAF location made them sick;

c. When they consumed the suspect food (s) and started feeling ill; and

d. Any symptoms of illness.

The manager/supervisor must then advise the diner to go to the closest medical facility. The kitchen manager should send the above information to the closest CAF Medical Services Unit. The kitchen manager should inform their Chain of Command and the closest CAF Medical Services Unit about the suspected incident. Lastly, the kitchen/production manager should follow up with the CAF Medical Services to see if new information is available in relation to the suspected foodborne complaint.

PRP 8 – FOOD DEFENCE

Food Defence

Explanation of Food Defence - Food Defence involves the precautions taken to prevent intentional contamination of food or the food supply by individuals, groups or organizations that want to cause harm to the CAF. It differs from general food safety in that food safety relates to the unintentional contamination of food. Although food defence is a separate concept from Food Safety, food defence measures need to be incorporated into the CAF FSDS to ensure they are practiced by CAF Food Services personnel.

Components of Food Defence

There are four different areas that a Food Services organization must focus upon to ensure adequate food defence measures are in place. These are:

a. Food Supply – This includes the origin of food (example - food suppliers) used in Food Services operations. This also includes receiving of food during resupply activities;

b. Personnel – Personnel that work directly in the Food Services operations (Food Services staff) must be trustworthy to ensure that they will not intentionally contaminate food. Therefore, proper security clearances must be obtained to work in a Food Services operation including contracted Food Services personnel;

c. Physical Security – There must be adequate physical security within Food Services buildings and Food Services areas so that unfriendly individuals or groups are not able to gain access. Areas that are not constantly observed must be secured; and

d. Visitors – Visitors include individuals who do not work directly for the Food Services operations, such as other Base/Unit personnel, contractors, etc. Extra

measures must be established to ensure adequate security levels are obtained or the requisite supervision is established.

PRP 8.1 - Food Defence Measures Based on Threat Levels

CAF has two food defence levels, Level 2 Low-threat and Level 1 High-threat.

8.1.1 - Food Defence Level 2 – Low Threat.

When there is no known or potential threat to Food Services, CAF Food Services operations will adopt Food Defence Level Two.

Standards

PRP 8.1.1 - Food Defence Level 2 – Low Threat: A Food Services operation, at a minimum, must always have the following food defence measures in place:

a. Food Supply – In Canada, food suppliers should provide assurances that they have adequate food defence measures in place. When receiving deliveries from food suppliers, Food Services operations must observe all unloading activities. This means watching the food supplier during the entire delivery process. In addition, receiving personnel must inspect all food deliveries for any signs of tampering or adulteration of food. If tampering or adulteration is suspected, military security elements (Military Police) must be alerted immediately;

b. Personnel – All personnel working in Food Services operations must have a minimum of an Enhanced Reliability check performed. If they do not have this security clearance they cannot work in Food Services operations;

c. Physical Security – A Physical Security Survey of all Food Services locations must be requested from local Military Police. They will be able to provide specific security measures that should be put in place. At a minimum, doors to the production areas of the Food Services operations should always be locked to prevent access by individuals that do not work for the Food Services operation. Controlled access to the production areas must be maintained. In addition, all storage areas should be under constant observation. When constant observation is not obtainable, storage areas must be locked. There must be controlled access for diners to the serving and seating areas. Dining room hours should dictate when the doors (access for diners) are open; outside of dining room hours, these doors should be locked. During dining room hours, diners must show a valid ration card or military/civilian identification to Food Services staff before entering the service and seating areas; and

d. Visitors – All visitors, when entering the Food Services operational areas, must first report to a Food Services manager/supervisor. All visitors must have adequate security clearance to travel into or work within the Food Services operational areas or must be escorted and observed by Food Services staff for the duration of their visit.

8.2.1 - Food Defence Level 1 – High Threat.

When there has been an incident or heightened awareness to potential threats, following discussing with the Chain of Command and CAF security elements (Military Police, Intelligence, Base Defence Force, etc.), Food Services operations must adopt Food Defence Level 1.

Standards

PRP 8.2.1 – Food Defence Level 2 – High Threat: The first action during high threat situations is to discuss the issue with the Chain of Command and speak with local security elements. A food defence plan should be agreed upon by all of the above parties and put in place as soon as possible. Technical Guide 188 - The US Army Food and Water Vulnerability Assessment Guide from the US Army Center for Health Promotion and Preventive Medicine should be considered when developing a Food Defence Plan. This is a NATO controlled document (NATO Restricted); therefore, its content will not be discussed in this manual. This manual can be obtained from SJS/D Food Svcs 5 upon request if required.

1.3 HACCP Based Programs (HBPs)

1. HACCP Based Programs (HBPs). After employing adequate Prerequisite Programs (PRPs), HACCP Based Programs (HBPs) will further decrease the risk of food hazards during productions, and service activities. Like PRPs, these activities will be verified (checked, inspected, audited), but also monitored. HBPs will be monitored by frontline workers who will conduct tests to ensure that the food safety practices that have been put in place are working correctly.

2. CAF HBPs. There are 8 CAF Food Services HBPs. Like PRPs, HBPs have a similar numbering system as they are divided into Programs and Standards (Monitoring/Corrective Actions/Record Keeping) that must be achieved (Table 5).

Table 5 - CAF HBPs

CAF Food Safety Production and Service Practices HBPs)
HBP 1. Thawing
HBP 2. Cold Holding

HBP 3. Cooking
HBP 4. Hot Holding
HBP 5. Cooling
HBP 6. Service (Cold or Hot)
HBP 7. Reheating
HBP 8. Prevention of Cross-contamination

HBP 1 – THAWING

When thawing food, attention must be given to the thawing method that is being utilized. Contamination when thawing can occur through contact with surrounding environment, Food Services staff or from other food. In addition, proper thawing methods ensure that food is thawed so that it does not increase microbial growth to an unsafe level. When thawing, food handlers must ensure that food is kept out of the temperature danger zone and covered to prevent contamination.

Standards (Monitoring/Corrective Actions/Record Keeping)

The four approved methods of thawing food are:

1. Thawing in a Refrigerator at 4°C (40°F) or lower (this is the best method);
2. Thawing under Cold Water – Product being thawed must be completely submerged in potable water that is moving (cold running water);
3. Thawing as a Part of the Cooking Process – Product being thawed must be cooked so that it reaches the proper internal temperature (See HBP 3 – Cooking); and
4. Thawing using a Microwave – When food is thawed using this method it must be cooked immediately to the correct internal temperature (See HBP 3 – Cooking).

HBP 1.1 – Critical Control Point 1 – Thawing Temperature: During the thawing process the food that being thawed must not go above 4°C (40°F) at any time. The shift supervisor will take temperatures with a hand thermometer while food is being thawed. If the food goes above 4°C (40°F) hold food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as Annex N.

HPB 1.2 – Visual Monitoring of Thawing Processes: The shift supervisor will visually monitor thawing operations to ensure that one of the approved methods of thawing is being used, and that the food being thawed is covered and free of contaminants. If food has been contaminated, hold contaminated food for disposal in separate location until

authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as per Annex N.

HBP 2 – COLD HOLDING

Standards (Monitoring/Corrective Actions/Record Keeping)

HBP 2.1 - Critical Control Point 2 - Cold Holding Temperature: Using a hand thermometer Food Services Staff must monitor cold food being held to ensure that it is kept at 4°C (40°F) or lower and it is held no longer than two hours. If food that is being held goes above 4°C (40°F) or is held longer than two hours, hold food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE.. Record all results as per Annex I.

HBP 2.2 - Visual Monitoring of Holding Processes: Food Services staffs must visually ensure that food is being held at a cold temperature so that there is no possibility of cross-contamination via other types of food, the environment and personnel (food handlers and diners). If food has been contaminated, hold contaminated food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as per Annex I.

HBP 3 – COOKING

Standards (Monitoring/Corrective Actions/Record Keeping)

HPB 3.1 – Critical Control Point 3 – Cooking Temperature: Using a hand thermometer, Food Services staff must measure internal temperatures for every batch of food that is being cooked. The following internal temperatures must be reached[1]:

a. Poultry:
   i. Poultry pieces: 74°C (165°F)
   ii. Whole poultry: 85°C (185°F)
   iii. Ground poultry: 74°C (165°F)

b. Mixed Food (casseroles, meals with gravy, eggs, mayonnaise, milk): 74°C (165°F) or higher;

c. Whole Cuts (Beef, Lamb, Pork) and Fish: 70°C (158°F) or higher;

[1] These are the CFIA recommended internal temperatures at time of writing. As these temperatures may change with new scientific evidence or technology, food service workers are encouraged to remain current with the recommended Government of Canada (e.g., CFIA) internal food temperatures.

d. Ground meats and meat mixtures (Beef, Pork, Fish): 71°C (160°F) or higher; and

e. Eggs: 63°C (145°F) or higher.

Note: After measuring, if the correct internal temperatures are not reached, continue cooking until correct internal temperature is obtained. Record all results as per Annex J.

HPB 3.2 - Visual Monitoring of Cooking Processes: Food Services staff must visually check food being cooked to ensure that there is no possibility of cross-contamination from other types of food, the environment and personnel (food handlers and diners). If food has been contaminated, hold contaminated food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as per Annex J.

HBP 4 – HOT HOLDING

Standards (Monitoring/Corrective Actions/Record Keeping)

HBP 4.1 - Critical Control Point 4 - Hot Holding Temperature: Using a hand thermometer, Food Services staff must verify the temperature of hot food that is being held to ensure that it is kept over 60°C (140°F) and that it is held for no longer than two hours. If food that is being held goes below 60°C (140°F) or is held longer than two hours, hold food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as per Annex K.

HBP 4.2 - Visual Monitoring of Holding Processes (hot, cold, room temperature): Food Services staffs must visually check the hot food being held so that there is no possibility of cross-contamination from other types of food, the environment and personnel (food handlers and diners). If food has been contaminated, hold contaminated food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as per Annex K.

HBP 5 – COOLING

Standards (Monitoring/Corrective Actions/Record Keeping)

HPB 5.1 – Critical Control Point 5 – Cooling Temperature and Time: During the cooling process and using a hand thermometer, Food Services staff must measure internal temperatures for all food that is being cooled. The following temperatures must be obtained in the specified time:

a. Food must be cooled from 60°C (140°F) to 20°C (68°F) within two hours; and

b. Cooled from 20°C (68°F) to 4°C (40°F) within four hours.

Note: If food that is being cooled goes above the proper cooling temperatures and/or it takes longer than the specified time, hold food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as per Annex L.

HPB 5.2 - Visual Monitoring of Cooling Processes: Food Services staff must visually ensure the food that is being cooled there is no possibility of cross-contamination from other types of food, the environment and personnel (food handlers and diners). If food has been contaminated, hold contaminated food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as per Annex L.

HBP 6 – SERVICE

Standards (Monitoring/Corrective Actions/Record Keeping)

HBP 6.1 - Critical Control Point 6. - Holding (Cold, Hot) Temperatures: Food handlers serving food must take and record food temperatures when food has been put on the line or in the buffet area. Food served or being served must be measured with a thermometer at least twice during serving hours. If food has entered the temperature danger zone (between 4°C (40°F) and 60°C (140°F), hold contaminated food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as per Annex I (Cold Holding – CCP 2) and Annex K (Hot Holding – CCP 4).

HBP 6.2 Visual Monitoring of Serving Processes: Shift supervisor must check service operations at least twice each meal hour to ensure that food is being refreshed as required and there are no cross-contamination issues occurring. If food has been contaminated, hold contaminated food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE and Shift IC must record any deviations in Annex N *[FSDS: Pp. 135]*.

HBP 7 – REHEATING

Standards (Monitoring/Corrective Actions/Record Keeping)

Note: If leftover (surplus) food will be stored for future service, it must first be cooled (see HBP 5 - Cooling) then stored at the proper temperature (see HBP 2 – Cold Holding).

HBP 7.1 Critical Control Point 7 – Reheating Temperature: After reheating, food handlers must use a hand thermometer to measure internal temperatures for every batch of food that is being reheated. For reheated foods, an internal temperature of 74°C (165°F) or higher must be reached within two hours of taking the food from storage. After measuring, if the correct internal temperatures are not reached, continue cooking until the correct internal temperature is obtained. Record all results as per Annex J.

HBP 7.2 Visual Monitoring of Leftover/Reheating: Leftover (surplus) food that is reused must be consumed within 24 hours. Therefore, leftovers must be labelled according to when they were first used. When using leftovers, Shift Supervisors and Food Services staff must visually check that the leftover food is used within 24 hours (from original use) and that there has been no contamination of leftovers during the cooling, storing and reheating processes. If leftover food has been contaminated or has not been used within 24 hours (from original use), hold contaminated food for disposal in separate location until authorized disposal (PMed) - Label food – DO NOT USE – FOOD SAFETY ISSUE. Record all results as per Annex J.

HBP 8 – PREVENTION OF CROSS-CONTAMINATION

Standard (Monitoring/Corrective Actions/Record Keeping)

HP 8.1 Food Services managers, supervisors and staff must assess each of their kitchens or Food Services operations for cross-contamination risk areas. This assessment must be conducted when opening a new kitchen and/or feeding operation and should be re-assessed on a monthly basis. Any of the assessed cross-contamination issues within each kitchen should be mitigated with preventive measures. Examples of some prevention measures are:

a. Separate raw from finished or ready to eat (RTE) products;

b. Use structural segregation - physical barriers, walls or separate buildings;

c. Use access controls and include requirements to change into required work wear; and

d. Establish traffic patterns or equipment segregation - people, materials, equipment and tools (including use of dedicated tools). Initial assessments should be conducted of all kitchens and Food Services operations as per Annex M. After each assessment, mitigation prevention strategies must be put in place. Each month kitchen facilities or Food Services operations should be reassessed for cross-contamination issues and Annex M updated.

1.4 Food Safety and Defence Monitoring and Verification

1. Monitoring and Verification activities include checks, inspections and audits to ensure that the FSDS in place is working properly. Therefore, monitoring and verification activities will confirm that the food safety policies, procedures and standards are being followed and practiced by Food Services workers from the receiving of food to disposal. More fulsome information regarding monitoring and verification activities can be found in the CAF FSDS document.

Monitoring

2. Food safety monitoring serves to verify and validate food safety practices by using planned observations or measurements to determine if the food safety practices in place are within food safety standards. For example, verifying the internal temperature of cooked foods to ensure the recommended internal temperature to decrease or eliminate pathogens has been reached. The FSDS-mandated monitoring activities (and their respective template forms) are covered in great detail within the FSDS; readers are encouraged to refer to the FSDS document for additional information.

Table 6 – Monitoring Activities

Activity	What is Monitored/ Check/Verified	Who Conducts the Activity	When the Activity is Conducted	Results Recorded
Monitoring Activities				Annex and page in FSDS
Receiving	1. Visual Monitoring of Receiving Area 2. Visual Monitoring of Delivery Vehicle 3. Measure Temperature of Food Received 4. Visual Monitoring of Food	Receiving staff	1. Before each delivery. 2. Before unloading food. 3. Each pallet frozen/refrigerated food (or part of). 4. All incoming food and non-food.	Annex B
Storage	1. Measure Storage Temperatures 2. Visual Monitoring of Storage Areas	Measuring - frontline staff Shift supervisor or designate	One every shift	Annex C
Transport of Food	1. Measure Transporting Time and Temperature 2. Visual Monitoring of Transportation Vehicle	Kitchen food distribution (dispersed or catering) staff	Every time food leaves the Food Services operation	Annex D
Thawing	1. Measure Thawing Temperature	Shift supervisor or designate	During thawing procedures.	Annex N

	2. Visual Monitoring of Thawing Processes			
Cold Holding	1. Measure Cold Holding Temperature 2. Visual Monitoring of Holding Processes	Frontline cooks	When conducting cold holding procedures	Annex I
Cooking	1. Measure Cooking Temperatures 2. Visual Monitoring of Cooking Processes	Frontline cooks	Measure/monitor every batch of food being cooked	Annex J
Hot Holding	1. Measure Hot Holding Temperature 2. Visual Monitoring of Holding Processes	Frontline cooks	When conducting hot holding procedures	Annex K
Cooling	1. Measure Cooling Temperature and Time 2. Visual Monitoring of Cooling Processes	Frontline cooks	During cooling processes.	Annex L
Service (Cold or Hot)	1. Measure Holding (Cold, Hot) Temperatures 2. Visual Monitoring of Serving Processes	Civilian supervisor, military supervisor or designate	Measure cold and hot products twice every meal hour. Shift supervisor must check service operations at least twice each meal.	Annex I for Cold Annex K for Hot Annex N
Reheating	1. Measure Reheating Temperature 2. Visual Monitoring of Leftover/Reheating	Frontline cooks	Measure and visual monitor the reheating of leftovers.	Annex J
Prevention of Cross-contamination	1. Monitor and Assess Possible Cross-contamination Issues	Frontline supervisors, Kitchen Supervisors and Base/Unit Food Services Management	Initial Monitoring/Assessment of each Food Services operation. Reassessment required on monthly basis.	Annex M

Verification

3. In addition to monitoring, food safety verification involves activities like food safety checks, inspections and audits, all of which serve to ensure that the food safety system in place is working correctly. While monitoring is usually completed by front line staff/supervisors, verification is typically completed by the leadership at various levels or by specially trained individuals/teams. There are five levels of food safety verification within CAF Food Services. Along with Preventive Medicine Inspections from CAF Health Services (which provides another level of food safety assurances), verification activities by Food Services personnel or outside agencies are required at various frequencies to ensure the food safety system is working correctly. The five levels of

Verification (along with Preventive Medicine Inspections and the auditing of Food Supplier/Manufacturer) are outlined in Table 7. The FSDS provides extensive information (to include template forms) on the mandated-Verification activities.

Table 7 – CAF Food Services Food Safety Verification Levels

Conducted By	Type of Audit	Method	Frequency	Reviewed By	Results Recorded Annex & Page in FSDS
Shift Supervisor	Level 1 Verification – Food Safety Checks (Internal First Party)	Quick Checks (inspection)	Every Shift	Kitchen Supervisors	Annex N
Kitchen Supervisor	Level 2 Verification – Food Safety Inspections (Internal First Party)	Full Inspection and ATP-B	Once per month	Base Food Services Managers	Annex O
Base Food Services Managers	Level 3 Verification – Food Safety Audits (Internal First Party)	Full Audit	Every three months	Environmental Commanders or Strategic Level	Annex P
Environmental Command or Strategic Level	Level 4 Verification – External Food Safety Audits (External Second Party)	Full Audit and ATP-B	Every one to two years	Third Party Auditors	Annex Q
Organizations outside DND	Level 5 Verification – External Third Party	Food Safety System Audit	Every five years	Strategic Level	

1.5 Training

1. Personnel involved within the food supply, production and service chain, regardless of their rank or if they are military or civilian Food Services workers must undertake food safety training in order to ensure a minimum competency to decrease the risk of food contamination. The level of training must relate to the actual job of the individual and the type of food they handle. The training requirement must therefore be based upon assessed risk. Consequently, all food handlers and others working in Food Services must obtain a minimal acceptable level of training.

2. All food handlers, including new Food Services managers, must have a basic knowledge of food safety. Within the FSDS, Basic Food Safety training will also include yearly refresher training, and for military personnel, basic food monitoring activities will be provided. Thus, Basic Food Safety Training is the minimum accepted level of food safety training for CAF/DND food service personnel.

Annex A

Common Foodborne Diseases

PATHOGENIC MICRO-ORGANISMS			
PATHOGEN	***Salmonella enterica.* spp.**	***Shigella* spp.**	***Campylobacter* spp.**
DISEASE	Salmonellosis	Shigellosis	Campylobacteriosis
INCUBATION PERIOD	6 to 72 hours	12 to 36 hours	2 to 5 days
DURATION OF ILLNESS	1-2 days (may last longer)	3 to 14 days	7 to 10 days (relapses common)
SYMPTOMS	Abdominal pain, nausea, vomiting, fever, diarrhea	Diarrhea (sometimes bloody), abdominal pain, fever, vomiting, chills, lassitude, dehydration	Diarrhea (watery or bloody), fever, nausea, abdominal pain, headache, muscle pain
SOURCE	Domestic and wild animals, humans (intestinal tract) – especially as carriers	Humans (intestinal tract), flies	Domestic and wild animals (intestinal tract)
FOODS INVOLVED	Poultry and poultry salads, meat and meat products, fish, shrimp, sliced melons, sliced tomatoes, milk, shell eggs, egg custards and sauces, and other protein foods	Salads (potato, tuna, shrimp, chicken, macaroni), lettuce, raw vegetables, milk, and dairy products, poultry, moist and mixed foods.	Unpasteurized milk and dairy products, poultry, pork, beef, lamb, non-chlorinated water
PREVENTION	Avoid cross-contamination, refrigerate food, thoroughly cook poultry to at least 85° C (185° F), rapidly cool cooked meats and meat products, avoid contamination from food handlers by practicing	Avoid cross-contamination, avoid fecal contamination from food handlers by practicing good personal hygiene, use sanitary food and water sources,	Thoroughly cook food to minimum safe internal temperatures, avoid cross-contamination.

	good personal hygiene	control flies and rapidly cool foods	

PATHOGENIC MICRO-ORGANISMS			
PATHOGEN	***Escherichia coli O26-O103-O111-O145-O157***	***Listeria monocytogenes***	***Yersinia enterocolitica***
DISEASE	EHEC infection	Listeriosis	Yersinosis
INCUBATION PERIOD	2 to 9 days	2 to 30 days	3 to 5 days
DURATION OF ILLNESS	8 days	Indefinite, depends on treatment; high fatality rate in immuno-compromised individuals	Weeks
SYMPTOMS	Diarrhea (watery, could become bloody), severe abdominal cramps and pain, vomiting, occasional low-grade fever	Nausea, vomiting, diarrhea, headache, persistent fever, chills, backache, meningitis, abortion.	Abdominal pain, nausea, vomiting, moderate fever, mild diarrhea and increased risk for reactive arthritis
SOURCE	Animals, particularly cattle, humans (intestinal tract)	Soil, water, mud, humans, domestic and wild animals, fowl, damp environments	Swine
FOODS INVOLVED	Raw or undercooked ground beef, imported cheeses, unpasteurized milk, roast beef, dry salami, apple cider, commercial mayonnaise	Unpasteurized milk and cheese, ice cream, raw vegetables, poultry and meats, seafood, and prepared, chilled, RTE foods	Pork meat and feces contaminated drinking water.
PREVENTION	Thoroughly cook ground meat to at least 74°C (165° F), avoid cross-contamination from food handlers by practicing good personal hygiene	Use only pasteurized milk/dairy products, cook foods to proper internal temperatures; avoid cross-contamination, clean and sanitize surfaces; avoid pooling water	Thoroughly cook pork meat to at least 74°C (165°F) avoid cross-contamination of other food while handling raw meat from swine.

PATHOGENIC MICRO-ORGANISMS			
PATHOGEN	***Vibrio parahemolyticus***	***Vibrio cholerae***	***Clostridium perfringens***
DISEASE	*Vibrio parahemolyticus* gastroententeritis	Cholera	*Clostridium perfringens* gastroenteritis
INCUBATION PERIOD	8 to 24 hours	2 to 5 days	8 to 24 hours
DURATION OF ILLNESS	3 to 5 days	4 to 6 days	48 hours (may last 1 – 2 weeks)
SYMPTOMS	Abdominal pain nausea, vomiting, headache mild fever, mild self-limiting diarrhea	Abdominal pain, acute diarrhea, severe dehydration and symptoms caused by dehydration. Without treatment a mortality of 60%.	Abdominal pain, diarrhea, dehydration
SOURCE	Seafood, crustaceans and filter-feeders	Humans (intestinal tract),	Humans (intestinal tract), animals, soil
FOODS INVOLVED	Raw and insufficient heated seafood or cross-contamination from these products.	Feces contaminated drinking water, contamination by foodhandlers and seafood (crustaceans, filter-feeders)	Cooked meat, meat products, poultry, gravy, beans that have been cooled slowly
PREVENTION	Sufficient heat treatment of seafood or avoid cross-contamination	Avoid fecal contamination, health surveillance of food handlers, practicing good personal hygiene, thoroughly cook foods to a minimum safe internal temperature, use chlorinated water	Use careful time and temperature control in cooling, hold hot foods at 60°C (140°F) and reheating cooked meat, poultry and bean dishes and products to 74°C (165°F) for at least 15 seconds within two hours

PATHOGENIC MICRO-ORGANISMS			
PATHOGEN	***Clostridium botulinum***	***Bacillus cereus***	***Staphylococcus aureus***
DISEASE	Botulism intoxication	*Bacillus cereus* gastroenteritis/ intoxication	*Staphylococcus* intoxication
INCUBATION PERIOD	18 to 36 hours (may vary from 4 hours to 8 days)	½ to 6 hours (emetic type); 6 to 15 hours (diarrheal type)	½ to 6 hours
DURATION OF ILLNESS	Several days – a year	Less than 24 hours (emetic); 24 hour (diarrheal)	2 to 3 days
SYMPTOMS	Lassitude, weakness, vertigo, double vision, difficulty speaking and swallowing, constipation	Nausea and vomiting, occasional abdominal cramps and/or diarrhea, abdominal cramps, pain, nausea (diarrheal)	Nausea, vomiting, abdominal cramps, in more severe cases, headache, muscle cramping, changes in blood pressure and pulse rate
SOURCE	Soil, water	Soil and dust	Humans (skin, hair, nose, throat, infected sores), animals
FOODS INVOLVED	Improperly processed canned low acid foods, garlic-in-oil products, grilled sautéed onions in butter sauce, leftover baked potatoes, stews, meat/poultry loaves	Rice products, starchy foods (potato, pasta, and cheese products), sauces, puddings, soups, casseroles, pastries, salads (emetic); meats, milk, vegetables, fish (diarrheal)	Ham and other meats, poultry, warmed-over foods, egg products, milk and dairy products, custards, potato salads, cream-filled pastries, protein products
PREVENTION	Do not use home-canned products, use careful time and temperature control for sous vide items and all large bulky foods, purchase garlic and oil mixtures in small quantities for immediate use and keep refrigerated, cook sautéed onions on request, rapidly cool leftovers	Use careful time and temperature control and quick-chilling methods to cool foods, hold hot foods at 60 °C (140 °F) or higher; reheat leftovers to 74 °C (165 °F) for at least 15 seconds within two hours	Avoid cross-contamination from bare hands, practice good personal hygiene, exclude food handlers with skin infections from food preparation, properly refrigerate food, rapidly cool prepared food

PATHOGENIC MICRO-ORGANISMS			
PATHOGEN	***Norwalk and Norwalk-like viral agents***	***Hepatitis A/E virus***	***Puumala/ Hanta virus***
DISEASE	Norwalk Virus Gastroenteritis	Viral hepatitis	Hemorrhagic fever with renal syndrome
INCUBATION PERIOD	24 to 48 hours	2 to 6 weeks	2 to 4 weeks
DURATION OF ILLNESS	24 to 60 hours	Weeks- months	Weeks- months
SYMPTOMS	Nausea, vomiting, diarrhea, abdominal pain, headache, low grade fever	Nausea, vomiting, abdominal pain, headache, low fever, icterus.	Nausea, vomiting, diarrhea, headache, persistent fever, chills and renal failure.
SOURCE	Humans (intestinal tract)	Humans (intestinal tract)	Rodents
FOODS INVOLVED	Raw shellfish, raw vegetables, salads, water contaminated from human feces	Indirect fecal oral route or raw food, water contaminated from human feces	Food, water contaminated with excretes from rodents
PREVENTION	Obtain shellfish from approved, certified sources, avoid fecal contamination from food handlers by practicing good personal hygiene, thoroughly cook foods to a minimum safe internal temperature, use chlorinated water	Avoid fecal contamination, health surveillance of food handlers, practicing good personal hygiene, thoroughly cook foods to a minimum safe internal temperature, use chlorinated water	Pest control, sufficient field hygiene, use chlorinated water

Annex B
Food premise receiving record

Food Premise Receiving Record							
Food Premise:							
Receiving Area clean and free of hazard (Y/N)	**Supplier**	**Condition of Delivery Vehicle Acceptable (Y/N)**	**Food Item(s) on Pallet**	**Visual Check of Food (Acceptable Y/N)**	**Temp of food items received (°C)**	**Corrective Actions**	**Initials**
Yes	Sysco Foods	Yes – clean	Fresh produce	Yes – all appears in good condition	4 °C	None required	JS
Yes	Burnbrae Farms	Yes – clean	Eggs	Looks good	4 °C	None required	JS
Yes	Mapleleaf Foods	No – potential cross-contamination issues	Meat and meat products	No – raw meat in contact with ready-to-eat products	4 °C	Shipment rejected. Driver has contacted Supplier; a new shipment will be delivered later today.	JS
Delivery Standards							
Refrigerated food: 4°C (40°F) or less **Frozen food:** -18°C (0°F) or less	**Visual Inspection** • Food items / packaging in good condition • No expired products • No evidence of pest infestation • No evidence of tampering			**Date:** 2 Feb 15	**Signature:** J Smith		

Annex C
Monthly Refrigeration / Freezer Log

Food Premise			Year	Month			Refrigerator/Freezer		
AM				Mid-Day			PM		
Date	Time	Temp	Initials	Time	Temp	Initials	Time	Temp	Initials

Standards - Refrigerators: 4°C (40°F) or less; Freezers: - 18°C (0°F) or less

Annex D
Dispersed feeding record

(Standards - hot holding temp is 60 °C or greater and cold holding temp is 4 °C (40°F) or below)

Date	Boxed Lunch/ Haybox/ Other	Temp when food departs	Time when food departs	Unit Picking-Up	Supervisor Initials	Comments
31 Oct	Haybox	70 °C	0630h	2 RCR	MW	
1 Nov	Haybox	68 °C	0700h	2 RHCA	JS	Food picked up late
1 Nov	Box Lunch	3 °C	6100h	2 Svcs Bn	MW	

Annex E
Thermometer Calibration Log

Thermometer Calibration Log

Instructions: Foodservice employees will record the calibration temperature and corrective action taken, if applicable, on the Thermometer Calibration Log each a time thermometer is calibrated. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of employee activities during all hours of operation. The foodservice manager will review and initial the log daily. Maintain this log for a minimum of 1 year**. Calibration instructions can be found on rear of form]**

Date	Thermometer Being Calibrated	Calibration Method	Temperature Reading	Corrective Action	Initials	Manager Initials/Date
2 Feb 15	Stem thermometer	Ice Method	0 °C	None Required	JS	MW / 2 Feb 15
7 Feb 15	Stem thermometer	Ice Method	4 °C	Adjustment wrench used to adjust thermometer to 0 °C	JS	MW / 7 Feb 15

Thermometer Calibration Instructions

Thermometer Calibration 0 C° (32 F°) Method (Ice Method)

1. Fill a glass with crushed ice then water. Mix until slurry consistency is reached.
2. Put tip of thermometer into slurry without touching the side or bottom of the glass. Wait at least 30 seconds and take reading.

3. Keeping the tip of the thermometer in the slurry, if reading is not 0 C° (32 F°) adjust thermometer with adjustment tool or wrench until it reads 0 C° (32 F°). For electronic powered thermometers, hit reset button to 0 C° (32 F°) (CRFA, 2013).

Thermometer Calibration 100 C° (212 F°) Method (Boiling Water Method)*

1. Fill glass with boiling water and insert tip of thermometer without touching the side or bottom of the glass. Wait at least 30 seconds and take reading.
2. Keeping the tip of the thermometer in the boiling water, if the reading is not 100 C° (212 F°) adjust thermometer with adjustment tool or wrench until it reads 100 C° (212 F°). For electronic powered thermometers, hit reset button to adjust to 100 C° (212 F°).
3. *Note: This method should only be used if ice is not available as it may be less accurate due to different atmospheric pressures.

Annex F Food Handler Orientation Briefing

Food Handler Orientation Briefing		
Provided to:	Provided by:	
Date:	Food Premise:	
Topic*	**Food Handler and Supervisor are to initial applicable column to identify if topic was covered during briefing. If no, provide rationale as to why not.**	
	Yes	**No**
When and how to wash hands – to include demo		
Proper clothing		
Wearing of jewellery		
Hair coverings		
Use of gloves and oven mitts		
Prohibited practices		
Correct use of utensils and equipment		
Storage of personal effects		
Restricted access to areas of the facilities by specific employees		
Glass control and breakage procedures		
Procedures to follow when product falls on the floor		

Required Signatures after Briefing

I,_____, (*signature of person who received briefing*) received the above

briefing from _____(*briefer's signature*) on _____(date).

One copy is provided to the person who received briefing and the original must be kept on file.

***Note: Supplemental Topic briefing notes can be found in Appendix 1 to Annex F.**

Appendix 1 to Annex F

Food Handler Orientation Briefing

Supplemental Briefing Notes

Purpose: The purpose of these Supplemental Briefing Notes is to expand upon the topics covered in the Food Handler Orientation Briefing (Annex F). While not all Food Service Operations will have the same personnel orientation requirements, it is anticipated that the information contained within this Appendix, is broad enough to allow each operation to tailor this briefing to their own unique operational requirements.

Notes:

1. Handwashing Procedures

Handwashing must occur:

a) Immediately before handling food, ingredients, packaging materials and/or touching food contact surfaces;

b) After using the toilet;

c) After coughing; sneezing; blowing or wiping the nose; touching ears, nose, eyes, mouth, hair, the face, or infected cuts, boils or pimples;

d) After each absence from the work station for breaks and eating;

e) After handling incompatible food products, raw materials, potentially hazardous materials such as garbage or cleaning chemicals or touching non–food contact surfaces such as light or control switches;

f) After picking up objects off the floor;

g) Any other time hands become soiled or contaminated;

h) After smoking;

i) After handling money; and

j) When the Food Services Management deems it necessary (OMAFRA, 2006).

2. Handwashing Technique

The person giving the briefing will demonstrate the correct handwashing technique (as per below). The person receiving the briefing will then demonstrate the proper handwashing technique. The briefer will ensure the new person can correctly demonstrate the proper handwashing technique. The correct handwashing technique is summarized as follows:

a) Remove hand jewellery;

b) Roll up sleeves far enough so that wrists are exposed and sleeves do not get wet during washing;

c) Wet hands and wrists under warm water (38ºC to 43ºC);

d) Apply 3–5 ml of liquid soap;

e) Lather soap and scrub hands well, palm to palm. Scrub in between and around fingers. Scrub back of each hand with palm of other hand. Scrub fingertips of each hand in opposite palm. Scrub each hand clasped in opposite hand. Scrub

each wrist clasped in opposite hand. Alternately, use a fingernail brush to produce lather on fingertips, hands and arms. In either instance, scrubbing must last for a minimum of 20 seconds;

f) Rinse hands and wrists thoroughly under warm running water of sufficient volume to wash off the dirt that may have been loosened by handwashing;

g) Dry hands well with a single-use paper towel; and

h) To avoid recontamination, turn off water tap using the paper towel (if taps are not hands free). Never dry hands on clothes or aprons (OMAFRA, 2006).

3. Proper Clothing

When working in Food Services operations clothing/uniforms must be clean. Changing of aprons must occur when moving from one area of the Food Services operation to the other (example moving from cooking area to salad prep area). Clothes that are worn when travelling to and from work must not be worn when working in Food Services operations, this includes outer garment such as sweaters. Shoes must be clean and only worn in Food Services operations. Aprons must be removed before entering washrooms and lunchrooms/break areas.

4. Jewellery

Wearing jewellery, except alliances rings (example wedding rings) and medical alert bracelets, is strictly prohibited when working in Food Services operations.

5. Hair coverings

Hair must be covered at all times. A disposable white paper hat or black pillbox style chef hat must be worn that covers all hair or hairnet must be worn to cover all hair. Long hair should be tied up. Beards must be covered by netting.

6. Use of gloves and oven mitts

When disposable gloves are used they must be changed as when handwashing activities are required. Hands must be clean before using oven mitts. Disposable gloves should not be used with oven mitts.

7. Prohibited practices

The following practices are strictly prohibited within the Food Services operation:

a) Personal communication devices in preparation, production or service areas unless operationally required;

b) Smoking;

c) Wearing false nails or nail polish;

d) Spitting; and

e) Horseplay.

8. Correct use of utensils and equipment

When handling utensils ensure that utensils are only grasped from the handle and not from any part that will come in contact with food. For equipment, equipment should not touch areas that are used in the production and service of food (contact with food).

9. Storage of personal effects

All personal effects, including footwear and clothing worn to and from work, must be stored away from the production, service and seating areas.

10. Restricted access to areas of the facilities by specific employees

Example – you are not allowed in the flight feeding area.

11. Glass control and breakage procedures

Ingredients and products that have glass packages must be kept to a minimum. If glass breaks all operations must stop in the affected area until all glass fragments are properly cleaned and disposed. Any food that has been contaminated by the breakage of glass must be thrown.

12. When a product falls on the floor

When a product falls on the floor anywhere in the Food Services operation it must be thrown out.

Annex G
Facility Cleaning And Sanitizing Guide

FACILITY CLEANING AND SANITIZING GUIDE

Area / Equipment	After each use	Daily	Weekly	Periodically	Cleaning Agent	Cleaning Routine
Ceiling / Overheads	X			X	Detergent	Wash with hot water and detergent, rinse.
Cooking Range		X			Detergent + Proprietary Cleaner	Clean as you go, at end of day wash surfaces with hot water and detergent, rinse, use proprietary cleaner as necessary
Doors				X	Detergent	Wash with hot water and detergent, rinse.
Crockery / Utensils	X				Detergent	Clean in dishwasher or three sink method using hot water and detergent, rinse.
Floor / Deck		X			Detergent	Clean all spills immediately. At end of day, sweep and wash with hot water and detergent, rinse.
Food Mixer	X				Detergent	Clean with hot water and detergent, rinse.
Gravity Feed Slicer	X				Detergent + Sanitizer	Wash with hot water and detergent. Rinse with hot water, follow up with sanitizer
Kitchen / Galley / Utensils	X				Detergent	Clean in dishwasher or three sink method using hot water and detergent

Area / Equipment	After each use	Daily	Weekly	Periodically	Cleaning Agent	Cleaning Routine
Microwave Oven		X			Detergent	Clean all spills immediately. Wash with hot water and detergent, rinse.
Oven			X		Detergent + Oven Cleaner	Wash with hot water and detergent, rinse. Follow up with proprietary cleaner on all surfaces
Pots and Pans	X				Detergent	Clean in dishwasher or three sink method using hot water and detergent, rinse.
Vegetable Prep Machine	X				Detergent	Clean with hot water and detergent, rinse.
Refrigerator / Freezer units		X			Detergent + Sanitizer	Clean as you go, at end of each day wash all surfaces with hot water and detergent. Rinse with clean hot water and apply sanitizer
Sinks	X	X			Detergent + Sanitizer	Clean as you go, at end of each day scour and wash with hot water and detergent, rinse. Where sinks are used for food, equipment, and hand washing, they must be cleaned and disinfected between uses
Storage / Display Units			X		Detergent + Sanitizer	Clean all spills immediately. Wash with hot water and detergent. If used for both cooked and uncooked food, wash with hot water and detergent, rinse and apply sanitizer
Walls / Bulkhead – behind work surfaces		X			Detergent + Sanitizer	Clean as you go. Before preparing ready-to-eat food and at the end of each day, wash all surfaces with hot water and detergent, rinse with hot water and apply sanitizer

Area / Equipment	After each use	Daily	Weekly	Periodically	Cleaning Agent	Cleaning Routine
Walls / Bulkhead – high and low level			X		Detergent	Wash with hot water and detergent, rinse.
Waste Compactor			X		Detergent	Clean with hot water and detergent, rinse.
Waste Containers	X				Detergent	Clean with hot water and detergent, rinse.
Waste Disposal Unit			X		Detergent	Clean with hot water and detergent, rinse.
Windows				X	Detergent	Clean with hot water and detergent, rinse.
Wiping Cloths	X				Sterilizing Solution	Preferably use disposable cloths. If not, change cloths frequently, when not in used, clothes should be kept in a sanitizing solution. Boil or soak in sterilizing solutions at end of each day
Work Surfaces	X	X			Detergent + Sanitizer	Clean as you go. Before preparing ready-to-eat food and at the end of each day, wash all surfaces with hot water and detergent, rinse with clean hot water and apply sanitizer
Dining Tables	X				Detergent	Clean with hot water and detergent and clean with wiping cloths

Supplemental Notes:

- All food spills must be removed and areas cleaned and sanitized in a timely fashion. Do not let food spills accumulate.
- When sanitizers are used, ensure that the necessary contact period is achieved.
- Cleaning of Ceiling / Overheads may be contracted out.
- Periodically means ‘as necessary’.
- JOSH Risk Assessments must be conducted prior to use of substances that are classified as toxic, harmful, corrosive, irritant, or very toxic. Prior to use, staff must be trained in the safe use of cleaning chemicals, any personal protective equipment required, and effective cleaning procedures

Annex H
Three Sink Dishwashing Method

1. **Scrape**
2. **Wash** - Detergent and Water: 45° C
3. **Rinse** - Clean Water: 45° C
4. **Sanitize*** - Hot Water or Chemical Solution
5. **Air Dry**

Sanitizer *	Concentration	Minimum Contact Time	Temperature
Hot Water	N/A	2 minutes	77° C
Chlorine Solution	100 ppm	2 minutes	45° C
Quaternary Ammonium Solution	200 ppm	2 minutes	As specified by manufacturer
Iodine Solution	25 ppm	2 minutes	45° C

Annex I
Cold Holding Temperature Log

Cold Holding Temperature Log							
Product Name Start-up Temp and Time	**Date**	**Time**	**Temp**	**Initials**	**Product Location**	**Corrective Action**	**Supervisor's Review (Initial)**
Chicken Salad 6 °C at 0900h	*2 Feb 15*	*10:30* AM	4 °C	JS	Sandwich refrigerator on cook line	AM Temp Good. Afternoon temp too high. Adjusted thermostat. Checked product after 1 hour, temp ok.	MW
		2:30 PM	7 °C	JS			
		AM					
		PM					
		AM					
		PM					
		AM					
		PM					
		AM					
		PM					
Accepted cold holding temperature is 4 °C (40°F) or below							

Annex J
Cooking/Reheating Temperature Record

COOKING/REHEATING TEMPERATURE RECORD						
Base/Unit Name:			Location:			
Instructions: Record product name, time, internal temperature/time, and any corrective action taken. The food service manager will verify that food service employees have taken the required cooking temperatures by visually monitoring food service employees and preparation procedures during the shift and reviewing, initialing, and dating this log daily. **Maintain this log for a minimum of 1 year.**						
Date and Time		**FOOD ITEM**	**Internal Temp / Time**	**Corrective Action**	**Initials**	**Verified By / Date**
2 Feb	1130h	Lamb Chops	71 °C / 1145h	None required. Meets temp standard	JS	MW – 2 Feb 15
2 Feb	1140h	Beef Casserole	72 °C / 1150h	Continue reheating until meets temp std of 74 °C	JS	MW – 2 Feb 15
Minimum core temperature for different food types: **Poultry Pieces and Ground Poultry**: 74°C (165°F) **Whole Poultry**: 85°C (185°F) **Mixed Food** (casseroles, meals with gravy, mayonnaise, milk): 74°C (165°F) or higher **Whole Cuts** (Beef, Lamb, Pork) and Fish: 70°C (158°F) or higher **Ground Meats** (Beef, Pork) **and Fish**: 71°C (158°F) or higher **Eggs** - 63°C (145°F) or higher **Reheating of Leftovers:** 74°C (165°F) or higher						

Annex K
Hot Holding Temperature Log

Hot Holding Temperature Log							
Product Name Start-up Temp and Time	**Date**	**Time***	**Temp**	**Initials**	**Product Location**	**Corrective Action**	**Supervisor's Review (Initial)**
Chili Beans 58 °C at 0930h	*2 Feb 15*	*10:30* AM	74 °C	JS	Steam table at wait station	Start-up temp of 52° C too low. Reheated chili to 74°C as required.	
		2:30 PM	65 °C	JS			
		AM					
		PM					
		AM					
		PM					
		AM					
		PM					
		AM					
		PM					
Accepted hot holding temperature is 60 °C or greater. Reheated food items must reach internal temp of 74 °C for 15 seconds.							

***It is only necessary to assess hot holding temperature twice <u>if</u> the product remains in hot holding for a prolonged period (as indicated in example).**

Annex L
Daily Cooling Log

***Food items must be cooled from 60 °C (140°F) to 20°C (68°F) within two hours and from 20°C (68°F) to 4°C (40°F) within four hours.**

Daily Cooling Log								
Date	**Food Item**	**Method of Chilling** [e.g., blast chiller, ice bath]	**Time / Food Temperature***				**Corrective Action*** [If item doesn't meet time / temp standards]	**Initials**
			Time cooling began	Temp	Temp after 2 hours	Temp after 4 hours		
2 Feb 15	Roast Beef	Ice Bath	1330h	68 °C	20 °C	4 °C	None required	JS
2 Feb 15	Chili	Blast Chiller	1400h	66 °C	22 °C*	4 °C	*Product transferred into shallow pans. After 10 minutes internal temp was 19 °C	JS

Annex M
Assessment of Potential Cross-contamination Issues
Instructions
Develop the following for each kitchen (Food Services operation):

1. Using a kitchen floor plan, construct a flow diagram of flow of food from receiving to service or distribution;

2. On the flow diagram, label where each process / step takes place;

3. Circle areas where cross-contamination may occur; and

4. Assess strategies to minimize likely contamination areas that have been identified such as:

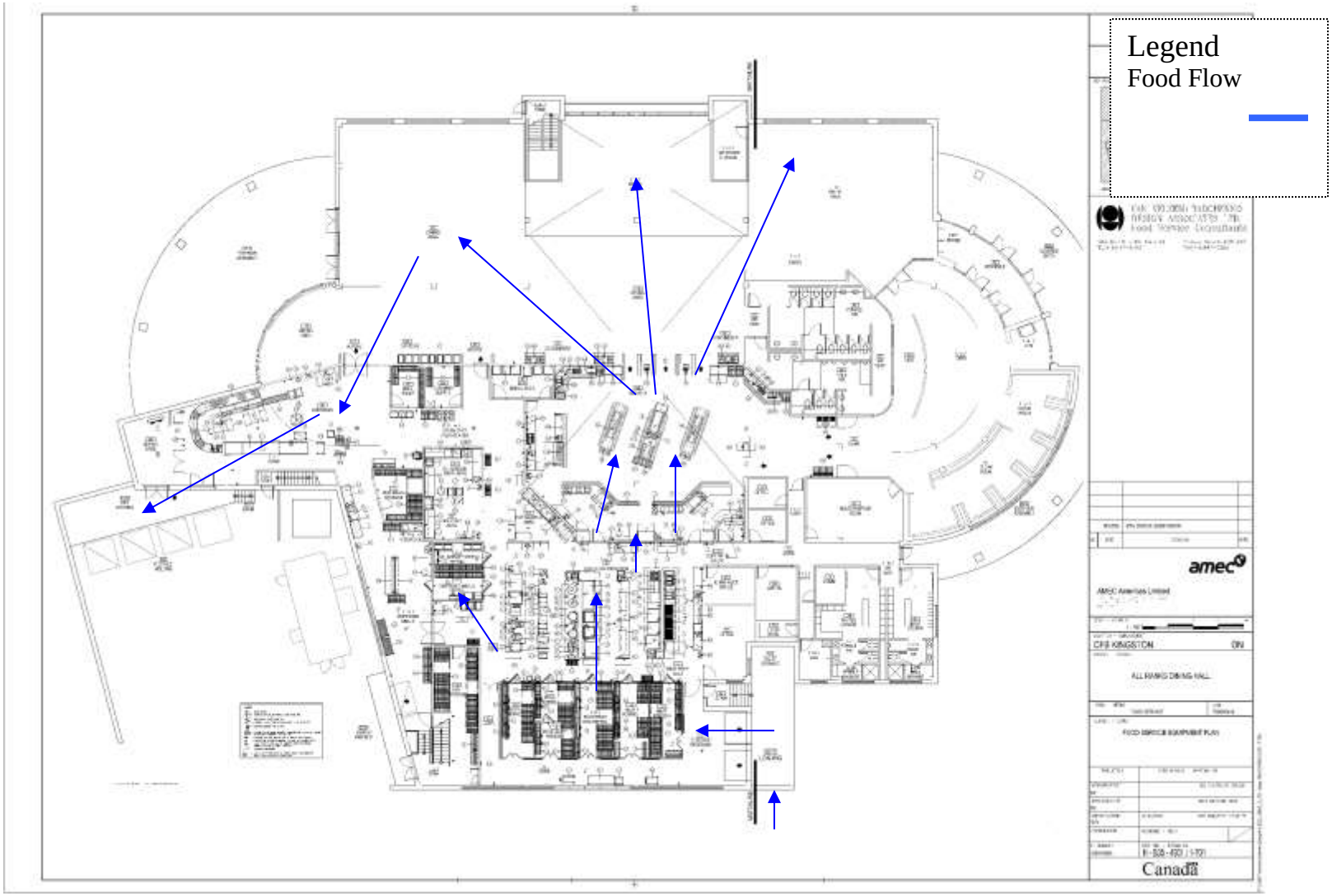
    a. Separation of raw from finished or ready to eat (RTE) products;

    b. Use of structural segregation - physical barriers, walls or separate buildings;

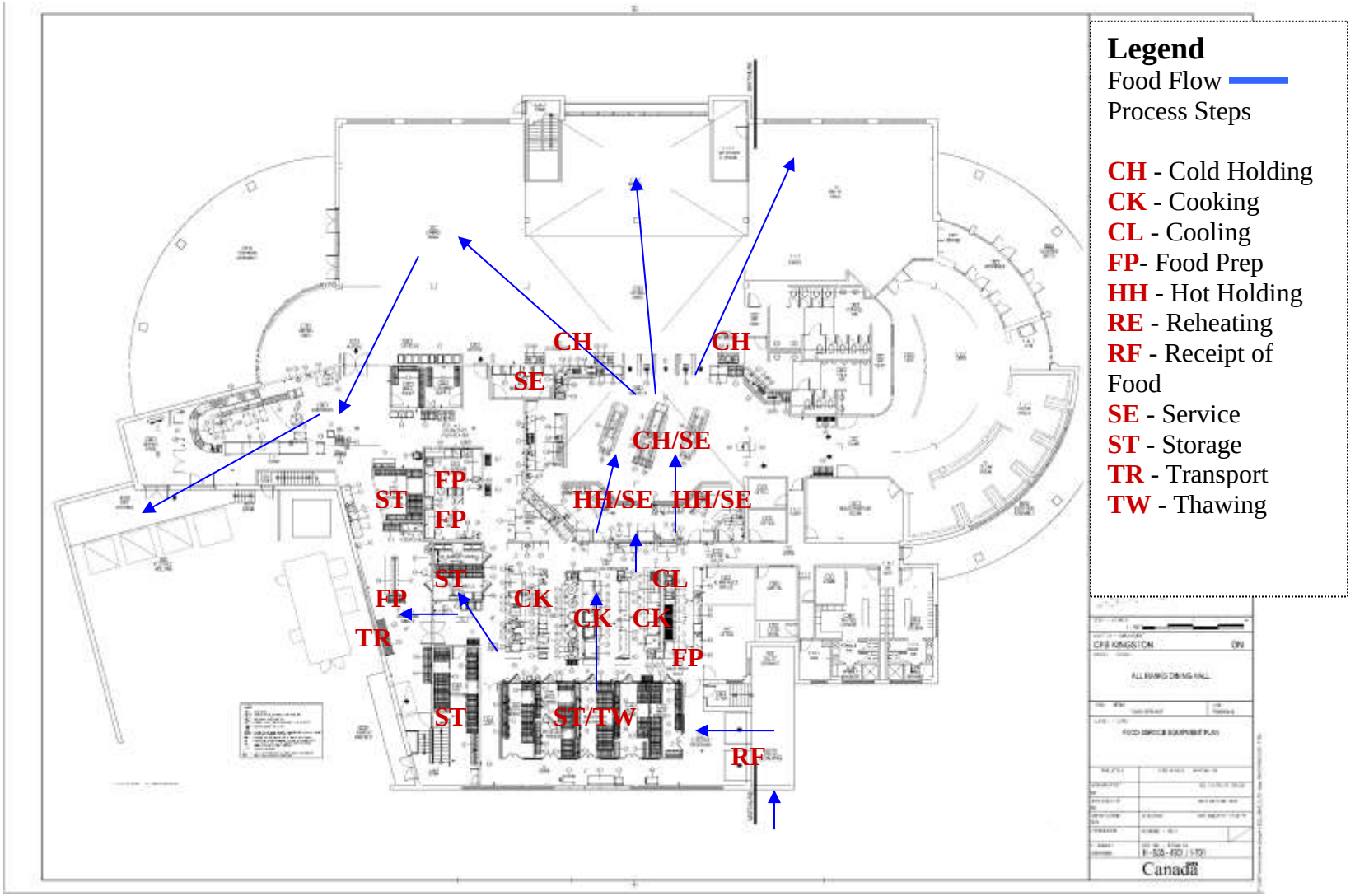
    c. Use of access controls, including requirements to change into necessary work wear; and

    d. Establish traffic patterns or equipment segregation - people, materials, equipment and tools (including use of dedicated tools).
5. Reassess flow diagram on a monthly basis.

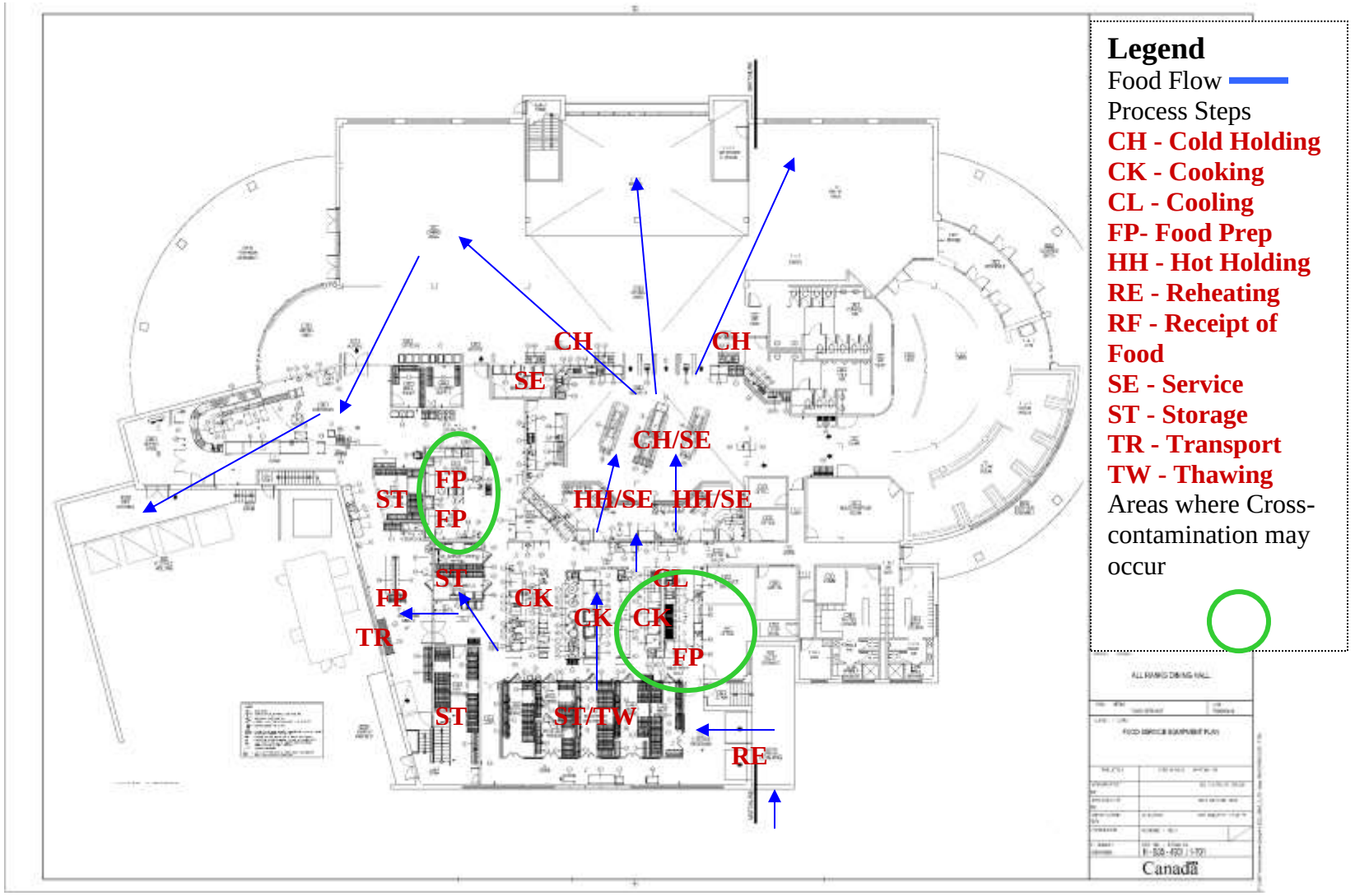
NOTE: when determining potential for cross-contamination issues, assessor must use floor plan and applicable staff to conduct assessment within the kitchen or Food Services operation. Each area must be visited during the assessment.
An example of Assessment of Potential Cross-contamination Issues is illustrated on the next few pages.
Example of Assessment of Potential Cross-contamination Issues
Step 1 - Construct a flow diagram to show flow of food from receiving to service or distribution.



Step 2 - Over the flow diagram, label where each process step is taking place.



Step 3 - Circle areas where cross-contamination may occur.



Step 4 - Assess strategies to minimize likely contamination areas that have been identified.

Assessment – Overall, process areas are separated adequately and flow of food generally moves in one direction. In reviewing the assessment of the floorplan, there are two areas where cross-contamination may occur. The two potential problem areas requiring mitigation are as follows:

1. Potential Problem - Meat prep area and cooking area are situated very close to each other. As insertion of a barrier is not possible, strategies to prevent cross-contamination include ensuring that both human traffic and food always flow from the meat prep area to the cooking area and not in reverse.
2. Potential Problem – Vegetable prep and salad prep areas are located in the same room. Strategies to prevent cross-contamination include the physical separation of the two operations. If a physical barrier is not possible, have staff work in either vegetable prep or salad area, but not in both.

Annex N
Level 1 Verification - Food Safety Check

Name and Rank of Shift Supervisor_____ Time of Shift_____ Date_____

Items to Check During Shift	Issue Yes or No	If Yes, Identify Issue(s)	Corrective Action Taken
Conduct a thorough walk around of the Food Premise and answer the following			
Any issues with cleanliness of Premises? (Utensils and equipment, lighting (clean/adequate), waste receptacles, staff change rooms/all washrooms	□ **Yes** □ **No**		
Are there any security issues? (All entries to premise, all storage areas are locked or under observation and visitor) have the required authorization to enter operational areas	□ **Yes** □ **No**		
Are there any storage areas issues? (Storage areas are maintained at the right temperature, clean and well-maintain and no cross-contamination)	□ **Yes** □ **No**		
Are there any issues with Food Services workers? (washing their hands when required, in correct uniforms in compliance with hair requirements)	□ **Yes** □ **No**		
Are there any issues with temperature verifications/record keeping? • Appropriate thawing methods being used • Cooking temperatures monitored and records kept • Cooling temperatures monitored and records kept • Hot/Cold holding temp monitored and record kept • Reheating procedures monitored and record kept • During meal times: service area was clean and temperature monitored and record kept	**Any Issues with** □ **Yes** □ **No** □ **Yes** □ **No** □ **Yes** □ **No** □ **Yes** □ **No** □ **Yes** □ **No** □ **Yes** □ **No**		
Additional Observations			

Signature of Shift Supervisor _____Date_____
Signature Kitchen Second in Command or Unit Second in Command_____Date_____

Appendix 1 to Annex N

Supplementary Instructions for Level 1 Verification – Food Safety Check form.

1. This form must be filled out by the shift supervisor once a day (if shifts overlap both supervisors should conduct the check together).

2. Upon completion, the form must be reviewed by the kitchen manager or his/her designate.

Key Columns:

Items to Check During Shift (1)	Issue? (Y/N) (2)	If Yes, Identify Issue(s) (3)	Corrective Action Taken (4)

Instructions for completion

(1) This column identifies the areas of assessment for the shift supervisor and the related PRP or HPB, thereby facilitating ready access to the relevant reference.

(2) In this column the shift supervisor will indicate if a food safety issue is present in the area of assessment through indicating *Yes* or *No*

(3) If the shift supervisor has indicated in column 2 that a food safety issue is present, in this column, s/he will provide specific information regarding the issue, For example, *thermometer inside refrigeration unit #2 indicates the internal temperature of the refrigerator is 9 °C.*

(4) In this column the shift supervisor will indicate what s/he did to mitigate the issue identified in column 3. For example, *service call placed to have refrigeration unit fixed, in the interim, food items in refrigeration unit #2 have been moved to refrigeration unit #3.*

(5) In the block labelled *Additional Observations*, the shift supervisor will identify any other food safety issues or concerns and what actions were taken to mitigate these issues / concerns. Once complete, s/he will sign and date form, thereby indicating review and concurrence with the contents.

(6) In the block labelled *Review Comments*, the Kitchen or Unit second in command will add any additional comments / concerns. Once complete, s/he will sign and date form, thereby indicating review and concurrence with the contents.

Annex O
Level 2 Verification - Food Safety Inspections

Level 2 Verification Monthly Activities (3-parts)

Note: *Supplementary instructions can be found in Appendix 1 to this Annex*

PART 1 - Inspection of Prerequisite Programs

PART 2 - Observation of Monitoring and Personnel Hygiene Activities

PART 3 - Sanitation Measurement (using ATP-B)

PART 1 - INSPECTION OF PREREQUISITE PROGRAMS AND RECORDS
Name and Rank of Kitchen Manager or Second in Command_____Date_____

Inspection Areas (PRP references in brackets)	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
PRP 1 – Internal and External Premises			
1.1 External Premises	**□ Yes □ No**		
a. Perform an external walk around of feeding facility to identify any external hazards that may potentially contaminate the interior of the food service operation (PRP 1.1)			
b. Visually assess exterior walls of facility. Can rodents or pests gain entry? (PRP 1.2.1)	**□ Yes □ No**		
1.2 Internal Premises			
a. Does the interior of the facility have dedicated areas for different operations [e.g. meat prep area separate from veggie prep area]? PRP 1.2.2.a.	**□ Yes □ No**		
a. Confirm that food and personnel traffic flow patterns will not facilitate cross-contamination of food items. (PRP 1.2.2. b. c)	**□ Yes □ No**		
b. Ensure that the production area is separate from non-food areas [e.g. accommodation areas or livestock holding areas] (PRP 1.2.2.d.)	**□ Yes □ No**		

c. Verify that food is received in a separate area [e.g. away from production / service areas] (PRP 1.2.2.e)	□ **Yes** □ **No**		
d. Ensure that washrooms and change rooms are separated from production and service areas (PRP 1.2.2.f.)	□ **Yes** □ **No**		
e. Verify that waste (garbage) is appropriately stored [e.g. will not facilitate cross-contamination of food] (PRP 1.2.2.f.)	□ **Yes** □ **No**		
f. Confirm that there is adequate floor drainage to remove pooled water from Food Services areas. (PRP 1.2.2.h.)	□ **Yes** □ **No**		
g. Verify that ceiling and walls are clean and in good repair (PRP 1.2.2.i)	□ **Yes** □ **No**		
1.3 Lighting			
a. Confirm that lighting levels are adequate for work and the inspection of food. (PRP 1.3.1)	□ **Yes** □ **No**		
b. Ensure that all overhead lighting is clean and covered to prevent breakage (PRP 1.3.2)	□ **Yes** □ **No**		
1.4 Ventilation			
a. Visually assess air filters for cleanliness (PRPs 1.4.1, 1.4.2)	□ **Yes** □ **No**		
b. Ask staff if they have any air quality concerns [with respect to food services operational areas] (PRP 1.4.3)	□ **Yes** □ **No**		
1.5 Garbage and Waste Disposal			
a. Verify that easily identifiable and specific containers and utensils are used in garbage/ waste disposal (PRP 1.5.1.a)	□ **Yes** □ **No**		
b. Confirm frequency and adequacy of scheduled waste removal services throughout facility (PRP 1.5.1.b., d.)	□ **Yes** □ **No**		
c. Ensure the facility has written garbage/waste procedures (PRP 1.5.1.c.)	□ **Yes** □ **No**		
d. Assess maintenance of garbage/waste equipment. (PRP 1.5.1.e).	□ **Yes** □ **No**		
1.6 Sanitary Facilities			
a. Verify that all washrooms are clean and adequately stocked (PRP 1.6.1)	□ **Yes** □ **No**		

b. Ensure that hand washing notices are posted [to include hand washing directions] PRP (1.6.2)	□ **Yes** □ **No**		
c. Confirm that all washrooms, lunchroom and change rooms are clean and well maintained (PRP 1.6.3)	□ **Yes** □ **No**		
1.7 Water/Ice/Steam Quality			
a. Ensure that water testing occurs at the appropriate frequency [liaise with PMed to determine frequency] (PRP 1.7.1)	□ **Yes** □ **No**		
b. Verify that hoses and taps throughout the facility prevent backflow [faucets should have backflow prevention devices installed, to prevent back siphonage hoses should not be left attached to the faucet and in the sink] (PRP 1.7.2)	□ **Yes** □ **No**		
c. Confirm that if used, water filters are changed and maintained properly (PRP 1.7.3)	□ **Yes** □ **No**		
d. Verify water pressure / temperature is adequate for cleaning (PRP 1.7.4)	□ **Yes** □ **No**		
e. Confirm that water and ice storage areas are clean and not a potential source of cross-contamination (PRP 1.7.5)	□ **Yes** □ **No**		
1.8 Plumbing and Sewage			
a. Plumbing hoses and taps are preventing backflow (PRP 1.8.1.)	□ **Yes** □ **No**		
b. Identify if a sewage system backed-up occurred since the last inspection. If yes, were the affected areas closed until thorough cleaning and sanitizing occurred? (PRP 1.8.1.a.)	□ **Yes** □ **No**		
c. Visually assess if the sewage system is designed to prevent cross-contamination between sewage and production waste and potable water [e.g. lines do not cross] (PRP 1.8.1.b.c).	□ **Yes** □ **No**		
d. Confirm that grease traps are cleaned and flushed regularly (PRP 1.8.1.b.)	□ **Yes** □ **No**		

PRP 2 Purchasing/Receiving, Storage, Packaging and Transportation	Food Safety Issue(s)? (Y/N)	If Yes, Identify Issue(s)	Corrective Action Taken / Required
2.1 Purchase/Receiving			
a. Confirm that ingredients are ordered from approved suppliers/sources as per Chap 2, FSM (PRP2.1.1)	□ **Yes** □ **No**		
b. Verify that food orders are maintained on file (PRP 2.12)	□ **Yes** □ **No**		
2.2 Storage of Food and non-food	□ **Yes** □ **No**		
a. Inspect all storage units to ensure they are clean and free of contaminates (PRP 2.2)			
b. Inspect all refrigerators ensuring the following: • Adequate number of thermometers are present • Fridges are not overloaded • Food is well ventilated • Food is wrapped and dated as required • Food is correctly stored as per type and no cross-contamination issues are observed • Fridges are cleaned regularly • First in First out method is being used • Fridge charts are filled out during each shift (PRP 2.2.1.a., PRP 2.2.1.1, PRP 2.2.1.2)	□ **Yes** □ **No**		
c. Inspect all freezers ensuring the following: • First in First out method is being used • Freezers are defrosted and cleaned regularly • Freezer charts are filled out during each shift • Note any additional issues (PRP 2.2.1.b PRP 2.2.1.1-2)	□ **Yes** □ **No**		
d. Inspect all dry storage areas ensuring the following: • Humidity is not within recommended range. • Food is not exposed to direct sunlight • Food is stored off the ground (minimum 15 cm) • Food items are kept in original packaging • Dry Storage areas are clean • Regular cleaning occurs (PRP 2.2.1.c)	□ **Yes** □ **No**		

2.3 Chemical Storage a. Confirm that chemicals are stored in dry, well ventilated areas, with no possibility of contaminating food items (PRPs 2.2.3, 2.2.4)	□ **Yes** □ **No**		
b. Verify that mixing of chemicals is only conducted by authorized and properly trained personnel (PRP 2.2.5)	□ **Yes** □ **No**		
2.4 Packaging All packaging material must be of food grade quality and be used to prevent the contamination of food (PRP 2.3.1)	□ **Yes** □ **No**		
2.5 Transportation/Distribution Food distribution areas must be clean with no cross-contamination issues present (PRP 2.4	□ **Yes** □ **No**		
PRP 3 - Equipment and Utensils	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
3.1 Major equipment Ensure all major Food Services equipment is cleanable, easy to inspect, does not contaminate food, and permits proper drainage. Note any major equipment issues (PRP 3.1.1 a.-f.)	□ **Yes** □ **No**		
3.2 Minor Equipment Ensure minor equipment is not a source of cross-contamination for food. Possible signs of minor equipment problems include damaged, scratched or discoloured equipment. Note any minor equipment issues (PRP 3.1.2 a.-g.	□ **Yes** □ **No**		
3.3 Preventive Maintenance a. Ensure there is a list of Food Services equipment with a preventive maintenance schedule indicating when and how maintenance tasks must be conducted (PRP 3.1.3 a.- c.)	□ **Yes** □ **No**		
b. Ensure that the Canadian Forces Food Services Equipment and Maintenance Database is being used correctly (PRP 3.1.4.c.)	□ **Yes** □ **No**		
3.4 Equipment Calibration			

a. Ensure that there is Master list of monitoring devices [such as temperature probes] (PRP 3.1.4.a.-d.)	□ **Yes** □ **No**		
b. Verify that calibration records for all measuring devices are completed regularly and correctly (PRP 3.1.4.a.-d.)	□ **Yes** □ **No**		
3.5 Utensils			
Ensure utensils are clean and do not cross contaminate food [assess for presences of tears, scratches or discolouration] (PRP 3.2.1)	□ **Yes** □ **No**		
PRP 4 – Personnel	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
4.1 Personal Hygiene			
Ensure that all food service personnel have received the Food Handler Hygiene Brief [PRP 4.2.1, Annex F]	□ **Yes** □ **No**		
PRP 5 – Sanitation	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
5.1 Cleaning and Sanitizing			
Visually inspect all Food Services areas and major/minor equipment for cleanliness. (PRP 5.1)	□ **Yes** □ **No**		
5.2. Cleaning Schedule			
Ensure there is a Facility Cleaning Schedule in place and in use [to include specific job task, cleaning materials, safety precautions and frequency of cleaning] [PRP 5.1.1 a.-b. Annex G]	□ **Yes** □ **No**		
5.3 Deep Cleaning			
Inspect areas requiring deep cleaning and/or servicing by contractors/Base CE [e.g. fire suppression systems, fridge/freezer cooling systems, air filter systems]. Is regular cleaning and servicing occurring? (PRP 5.1.2)	□ **Yes** □ **No**		
5.4 Utensils/Containers/Cutting Boards	□ **Yes** □ **No**		
Visual inspect all utensils. Confirm items are cleaned and sanitized either via 3-sink method or industrial dishwasher (PRP5.2.1, 5.2.2 Annex G)			

PRP 6 – Pest Control	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
6.1 Pest Control Program			
a. Perform a walkthrough of the Food Services operation; are there any indications of a pest/rodent infestation? (PRP 6.1.1)	**□ Yes □ No**		
b. Visually assess food items for signs of pest contamination (PRP 6.1.2)	**□ Yes □ No**		
c. Review pest control operator records for the facility. Is there any indication of pest issues? If yes, is the action taken clearly identified? (PRP 6.1.1 d.(6))	**□ Yes □ No**		
PRP 7 - Response to Foodborne Issues	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
7.1 Food Recalls.			
a. Confirm that all personnel in receiving and the kitchen manager subscribe to the Recall Notifications from CFIA (PRP 7.1.1)	**□ Yes □ No**		
b. If there has been recalled food since the last inspection, were the appropriate procedures followed and was there a report produced? PRP 7.1.2	**□ Yes □ No**		
7.2. Response to Suspected Foodborne Illness incidents			
Review records of complaints from diners. Do the records document all the pertinent information and the action that was taken? (PRP 7.2.1)	**□ Yes □ No**		
PRP 8 – Food Defence	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
8.1 Food Supply			
a. Confirm that all food items are received from an approved supplier (PRP 8.1 a.)	**□ Yes □ No**		
b. Confirm whether there has been any incidents where food was [or may have been] tampered with?	**□ Yes □ No**		

8.2 Personnel			
Verify that all workers in the Food Services operation have an enhanced reliability check (PRP 8.1 b)	□ **Yes** □ **No**		
8.3 Physical Security			
a. Verify that a Physical Security Survey has been conducted for the Food Services operation (PRP 8.1 c.)	□ **Yes** □ **No**		
b. Confirm that access to the kitchen is adequately controlled [e.g. doors locked to diners/visitors outside of meal hours, storage areas locked or constantly observed, exterior doors (e.g. back doors for staff) locked and access controlled] (PRP 8.1 c.)	□ **Yes** □ **No**		
8.4 Visitors			
a. Verify facility 'Visitor procedure' [e.g. when visitors enter the kitchen, do they report to a kitchen supervisor first? Do visitors have the proper security clearance? If not, are they supervised by Food Services personnel for the duration of their visit?] (PRP 8.1 d)	□ **Yes** □ **No**		

Signature of Kitchen Manager or Second in Command_____ **Date:**_____

Additional Comments by Base/Unit Food Services Officer or Brigade Chief Cook:

Signature of Base/Unit Food Services Officer or Brigade Chief Cook_____ **Date:**_____

PART 2 – OBSERVATION OF MONITORING AND PERSONNEL HYGIENE ACTIVITIES

The intent of Part 2 of this inspection process is twofold: to verify that the Monitoring Records are being filled out correctly; and to observe Food Services staff during their work routine to assess compliance with both monitoring and personal hygiene practices (e.g. hand washing).

Note: *Supplementary instructions can be found in Appendix 1 to this Annex*

Review Level 1 Verification - Food Safety Check Records. Review five random samples of Level 1 Verification – Food Safety Check reports (Annex N) completed during the last month. Identify below the five top issues noted in the records reviewed.
1. Issue:
2. Issue:
3. Issue:
4. Issue:
5. Issue:

Inspection Areas (PRP references in brackets)			
Observe Personnel Hygiene Practices: Observe staff in all Food Services operational areas (production, food prep, receiving and service areas) and verify the following:	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
a. Staff appeared healthy with no visible injuries (PRP 4.1.1)	□ **Yes** □ **No**		
b. Staff washed their hands correctly and when required (PRP 4.2.1 a.)	□ **Yes** □ **No**		
c. Staff wore cleaning clothing and no prohibited jewellery (PRP 4.2.1 b. and c.)	□ **Yes** □ **No**		
d. Staff handled utensils and equipment in a manner that prevents cross-contamination. (PRP 4.2.1 d.)	□ **Yes** □ **No**		
e. Personal effects (e.g. cell phones) were stored away from work	□ **Yes** □ **No**		

areas (PRP 4.2.1 e.)			
f. When required, personnel were restricted from specific areas (e.g. flight feeding) (PRP 4.2.1 f.)	□ **Yes** □ **No**		
g. Both food and personnel flow in the kitchen were adequate to prevent cross-contamination (PRP 4.2.1 g.)	□ **Yes** □ **No**		
h. Visitors reported to the designated supervisor before entering operational areas (PRP 4.3.1)	□ **Yes** □ **No**		
i. Authorized visitors followed the facility food safety rules when in operational areas (PRP 4.3.1)	□ **Yes** □ **No**		
Receiving of Food - Observe monitoring practices in Food Receiving Area	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
Records: Review five random samples of Receiving Records (Annex B) completed during the last month. Ensure records for receiving food from suppliers are complete and correct. (PRP 2.1.1.1 to 2.1.1.1.4, Annex B)	□ **Yes** □ **No**		
Observe Receiving Activities: Observe food being received during a delivery* and verify the following: *Note: The delivery(ies) being observed should include temperature sensitive food (refrigerated and frozen food), dry food and non-food products.			
a. The Receiving Area was clean when food was received (PRP 2.1.1.1)	□ **Yes** □ **No**		
b. The Receiving staff performed a visual check of the interior of the vehicle to assess the presence of food hazards (PRP 2.1.1.2)	□ **Yes** □ **No**		
c. The Receiving staff checked the temperature of each pallet that was delivered (PRP 2.1.1.3)	□ **Yes** □ **No**		
d. The Receiving staff inspected the incoming food for damage, expiration and signs of tampering (PRP 2.1.1.4)	□ **Yes** □ **No**		
e. Staff recorded the above activities (a.-d.) (PRP 2.1.1)	□ **Yes** □ **No**		
Transport/Distribution of Food - Observe monitoring practices in Distribution/Dispersed Area	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
Records: Review five random samples of Dispersed Feeding Records (Annex D) completed during the last month. Ensure records for dispersed feeding were complete and correct. (PRP 2.4.1.1, 2.4.1.2 Annex D)	□ **Yes** □ **No**		
Observe Issuing Activities: Observe food being received during dispersed activities and verify the following:			
a. Staff completed the Dispersed Feeding Record (Annex D)	□ **Yes** □ **No**		

when food was issued (PRP 2.4 Annex D)	□ **Yes** □ **No**		
The dispersed feeding staff checked the cleanliness/condition of the vehicle used to transfer the food (PRP 2.4, Annex D)	□ **Yes** □ **No**		
Observe Thawing Activities: Observe thawing activities* conducted on the production floor and verify the following: *Note: If no thawing activities are taking place in production area, check fridge(s) that is/are used for thawing	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
One of the four approved methods of thawing was being used (e.g., food that is being thawed never goes above 4°C) (HBP 1.1)	□ **Yes** □ **No**		
When food is being thawed, it is covered and protected from possible contamination (HBP 1.2)	□ **Yes** □ **No**		
Cold Holding of Food - Observe Cold Holding Activities	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
Records: Review five random samples of cold holding records (Annex I) completed during the last month. Ensure records were complete and correct. (HPB 2.1 and 2.2 Annex I)	□ **Yes** □ **No**		
Observe Cold Holding Activities: Observe cold holding activities, in all areas but the serving areas.			
a. Cold food was held at 4°C or less and for not longer than two hours (HPB 2.1)	□ **Yes** □ **No**		
b. Cold holding activities being conducted ensured that food was not exposed to potential cross-contamination (HPB 2.2)	□ **Yes** □ **No**		
c. The above activities were recorded (HPB 2.1 and 2.2)	□ **Yes** □ **No**		
Cooking and Reheating of Food - Observe Cooking Activities	**Food Safety Issue(s)? (Y/N)**	**If Yes, Identify Issue(s)**	**Corrective Action Taken / Required**
Records: Review five random samples of cooking/reheating records (Annex J) completed during the last month. Ensure records were complete and correct. (HBP 3.1, 3.2, 7.1, 7.2 Annex J)	□ **Yes** □ **No**		
Observe Cooking and Reheating Activities: Observe cooking activities in the production area.			
a. Production staff verified the internal temperature of each batch of food that was being cooked or reheated (HPB 3.1, 7.1)	□ **Yes** □ **No**		
b. When food was being cooked or reheated it was not at risk of cross-contamination (HPB 3.2, 7.2)	□ **Yes** □ **No**		
c. The above activities were recorded (HPB 3.1, 3.2, 7.1, 7.2)			

Hot Holding of Food - Observe Hot Holding Activities			
Records: Review five random samples of Hot Holding Records (Annex K) completed during the last month. Ensure records were complete and correct. (HPB 4.1 and 4.2 Annex K)	□ **Yes** □ **No**		
Observe Hot Holding Activities. Observe hot holding activities, in all areas but the serving area.			
a. Was hot food being held above 60°C and not held longer than two hours? (HPB 4.1)	□ **Yes** □ **No**		
b. When hot holding activities were conducted, the food was not exposed to the risk of cross-contamination (HPB 4.2)	□ **Yes** □ **No**		
c. The above activities were recorded (HPB 4.1 and 4.2)	□ **Yes** □ **No**		
Cooling of Food - Observe Cooling Activities			
Records: Review five random samples of cooling records (Annex L) that were completed during the last month. Ensure records for cooling were complete and correct. (HBP 5.1, 5.2 Annex L)	□ **Yes** □ **No**		
Observe Cooling Activities: Observe cooling activities in production.			
a. Production staff both verified the temperature of each batch of food being cooled and monitored the time in each temperature zone (HPB 5.1)	□ **Yes** □ **No**		
b. Food being cooled was not exposed to potential contaminants (HPB 5.2)	□ **Yes** □ **No**		
c. The above activities were recorded (HPB 5.1, 5.2)	□ **Yes** □ **No**		
Service of Food - Observe Service Activities			
1. Records. Review five random samples of service records (Annex I and K) that were completed during the last month. Ensure records for service are complete and correct. (HBP 6.1, 6.2 Annexes I and K)	□ **Yes** □ **No**		
2. Observe Service Activities. Observe service activities in serving areas.			
a. Hot food was being held above 60°C and not held for longer than two hours (HBP 6.1)	□ **Yes** □ **No**		
b. Cold food was being held at 4°C or less and not for longer than two hours (HBP 6.1)	□ **Yes** □ **No**		

c. During service there was not a possibility of cross-contamination in food being held at cold, hot and room temperature (HBP 6.2)	□ **Yes** □ **No**		
d. The above activities were recorded (HPB 6.1, 6.2)	□ **Yes** □ **No**		
Check Prevention of Cross-contamination Assessment			
Was there a completed Prevention of Cross-contamination Assessment for your food service location? If not, conduct an assessment with management staff. If an assessment has been conducted, reassesses with management staff and update if needed (HBP 8.1 Annex M	□ **Yes** □ **No**		

Other Observations by Kitchen Manager or Second in Command

Signature of Kitchen Manager or Second in Command_____ **Date:**_____

Additional Comments by Base/Unit Food Services Officer or Brigade Chief Cook

Signature of Base/Unit Food Services Officer or Brigade Chief Cook_____ **Date:**_____

PART 3 - Sanitation Assessment (using ATP-B)

Note: *Supplementary instructions can be found in Appendix 1 to this Annex*

Background and Instructions for completion of ATP-B assessment forms

1. Background. ATP-B rapid tests are a tool to assist with the evaluation of the overall cleanliness of Food Services operations. The objective of this testing is to get a general feel for the overall effectiveness of sanitation/cleanliness measures.

2. Testing Method. Follow the manufacturer's direction. (Most likely, use a zigzag pattern in east to west and then north to south direction while applying pressure and rotating the swab). The swab will then be placed into a collection tube (mixed with reagents) and shaken. The collection tube will then be inserted into luminometer for measurement).

3. Pass/Fail Rates. The pass rate for cleanliness is set at less than 301 Relative Light Units (RLU) and the critical failure rate is set at above 1000 RLU. The critical failure rate assessment (Column 4, Critical Fails %) is used to further emphasize areas that require more attention in relation to sanitation measures.

Step 1 - Conduct 50 ATP-B Tests **(smaller Bases/Wing 25 ATP-B tests/month)** at the following times:

1. During a Shift Testing – Conduct 25 ATP-B Tests during a shift. The areas tested should be in locations where staff should have cleaned as per the cleaning schedule. Do not test areas/equipment/utensils that are in process of being used. Suggested areas where to test are included below in the ATP-B Rapid Test Results Talley Sheet. Other areas could be tested based on suspected problems areas.

2. After Shift Testing Period – Conduct 25 ATP-B Tests after a shift (preferable at the end of the day or before the food service operation begins). Suggested areas where to test are included below in the ATP-B Rapid Test Results Talley Sheet. Other areas could be tested based on suspected problems areas.

ATP-B Rapid Test Results Tally Sheet

Base:				**Date:**	
Name / Rank of Kitchen Manager / Second in Command:				**Time:**	
Sample Number	**Equipment or Area Tested**	**Time / Date of Test**	**Area visually clean? (Y/N)**	**Description of Equipment or Location Tested**	**Relative Light Units (RLU) Recorded**
1	Food Prep Area/ Sinks				
2	Food Prep Area/Sinks				
3	Food Prep Area/Sinks				
4	Food Prep Area/Sinks				
5	Food Prep Area/Sinks				
6	Food Prep Area/Sinks				

7	Food Prep Area/Sinks				
8	Food Prep Area/Sinks				
9	Food Prep Area/Sinks				
10	Food Prep Area/Sinks				
11	Cutting boards, knives or slicers				
12	Cutting boards, knives or slicers				
13	Cutting boards, knives or slicers				
14	Cutting boards, knives or slicers				
15	Cutting boards, knives or slicers				
16	Cutting boards, knives or slicers				
17	Cutting boards, knives or slicers				
18	Cutting boards, knives or slicers				
19	Cutting boards, knives or slicers				
20	Dining tables				
21	Dining tables				
22	Dining tables				
23	Dining tables				
24	Dining tables				
25	Dining tables				
26	Dining tables				
27	Dining tables				
28	Dining tables				
29	Production equipment				
30	Production equipment				
31	Production equipment				
32	Production equipment				
33	Production equipment				
34	Production equipment				
35	Production equipment				
36	Production equipment				
37	Pots, Plates or Serving Trays				
38	Pots, Plates or Serving Trays				
39	Pots, Plates or Serving Trays				
40	Pots, Plates or Serving Trays				
41	Pots, Plates or Serving Trays				
42	Pots, Plates or Serving Trays				
43	Pots, Plates or Serving Trays				

44	Fridges/Freezers (coils and handles)				
45	Fridges/Freezers (coils and handles)				
46	Fridges/Freezers (coils and handles)				
47	Fridges/Freezers (coils and handles)				
48	Fridges/Freezers (coils and handles)				
49	Fridges/Freezers (coils and handles)				
50	Fridges/Freezers (coils and handles)				

Step 2 – After the 50 Tests are taken the test results should be summarized in the table below:
Summary of ATP-B Rapid Test Results

Category	Number of Samples Taken	Pass Rate (%)	Critical Fails (%)	Average RLU per Category (RLU)	Highest Recorded Values in each Category (RLU)
Food Prep Areas					
Cutting Boards, Knives and Slicers					
Dining Room Tables					
Production Equipment					
Pots, Plates or Serving Trays					
Fridges/Freezers Handles and Fan Vents					
All Categories Overall Totals					

General Comments from Kitchen Manager or Second in Command (use Summary of Results to identify problem areas)

Trend Analysis by Kitchen Manager or Second in Command: (Compare the current ATP-B results with those obtained during the last three months. Are there differences between months? Are there any negative or positive trends, if so why?)

Signature of Kitchen Manager or Second in Command_____Date:_____

Additional Comments by Base/Unit Food Services Officer or Brigade Chief Cook

Signature of Base/Unit Food Services Officer or Brigade Chief Cook_____Date:

Appendix 1 to Annex O

PART 1

Instructions for completion of Level 2 Verification - Food Safety Inspections form

1. This form must be completed monthly by the Kitchen Manager or Second in Command.

2. This form must be reviewed by the Base/Unit Food Services Officer or Bde Chief Cook.

3. Firstly, the Kitchen Manager or Second in Command must fill in his his/her name and date

4. Completion of Table:

Inspection Areas (1)	Food Safety Issue(s)? (Y/N) (2)	If Yes, Identify Issue(s) (3)	Corrective Action Taken / Required (4)

   a. Column (1) – This column indicates key inspection areas.

   b. Column (2) – In this column, the Kitchen Manager or Second in Command will identify whether a food safety issue exists in this area.

   c. Column (3) – In this column, the Kitchen Manager or Second in Command supervisor will identify the specific food safety issue.

   d. Column (4) – In this column, the Kitchen Manager or Second in Command will identify the corrective action taken to mitigate the food safety issue.

5. The final block allows the Kitchen Manager or Second in Command to identify any additional food safety concerns observed during the inspection [to include corrective action taken].

6. Upon completion, the Kitchen Manager or Second in Command will sign the inspection report, indicating completion, and pass it on to the Base/Unit Food Services Officer or Bde Chief Cook for their review.

7. The Base/Unit Food Services Officer or Bde Chief Cook will then review the inspection report and identify any additional concerns, or simply provide comment.

8. The Base/Unit Food Services Officer or Bde Chief Cook will then sign/date to indicate review of the inspection report.

PART 2

Instructions for completion of the Observation of Monitoring and Personnel Hygiene Activities Form

1. This form must be completed monthly by the Kitchen Manager or Second in Command.

2. This form must be reviewed by the Base/Unit Food Services Officer or Bde Chief Cook.

3. Firstly, the Kitchen Manager or Second in Command must fill in his/her name and date

4. Completion of Table:

Inspection Areas **(1)**	**Food Safety Issue(s)? (Y/N)** **(2)**	**If Yes, Identify Issue(s)** **(3)**	**Corrective Action Taken / Required** **(4)**

a. Column (1) – This column indicates key inspection areas.

b. Column (3) – In this column, the Kitchen Manager or Second in Command will identify whether a food safety issue exists in this area.

c. Column (4) – In this column, the Kitchen Manager or Second in Command supervisor will identify the specific food safety issue.

d. Column (4) – In this column, the Kitchen Manager or Second in Command will identify the corrective action taken to mitigate the food safety issue.

5. The final block allows the Kitchen Manager or Second in Command to identify any additional food safety concerns observed during the inspection [to include corrective action taken].

6. Upon completion, the Kitchen Manager or Second in Command will sign the inspection report, indicating completion, and pass it on to the Base/Unit Food Services Officer or Bde Chief Cook for their review.

7. The Base/Unit Food Services Officer or Bde Chief Cook will then review the Observation of Monitoring and Personnel Hygiene Activities report and identify any additional concerns, or simply provide comment.

8. The Base/Unit Food Services Officer or Bde Chief Cook will then sign/date to indicate review of the Observation of Monitoring and Personnel Hygiene Activities report.

PART 3

Instructions for completion of the ATP-B assessment forms

1. This form must be completed monthly by the Kitchen Manager or Second in Command.

2. This form must be reviewed by the Base/Unit Food Services Officer or Bde Chief Cook.

3. First, the Kitchen Manager or Second in Command must fill in his/her name and date.

4. Completion of Rapid Test Results Tally Sheet:

(1) Sample Number	(2) Equipment or Area Tested	(3) Time / Date of Test	(4) Area visually clean? (Y/N)	(5) Description of Equipment or Location Tested	(6) Relative Light Units (RLU) Recorded

a. Column (1) – This signifies the sample number you will assign to the sample e.g., Food Prep Area (FPA) 1, FPA 2, FPA 3… etc.;

b. Column (2) – This identifies the category being assessed. Category and equipment of areas tested may be changed by management;

c. Column (3) – Enter the date and time of each test;

d. Column (4) – Indicate if the specific equipment or area is visually clean, yes (Y) or no (N);

e. Column (5) – Describe the equipment or area being tested; and

f. Column (6) – Record the Relative Light Units (RLU) from the measured area.

5. Using the information from the ATP-B Rapid Test Results Talley Sheet the Kitchen Manager or Second in Command must complete the Summary of ATP-B Rapid Test Results as follows:

(1) Category	(2) Number of Samples Taken	(3) Pass Rate (%)	(4) Critical Fails (%)	(5) Average RLU per Category	(6) Highest Recorded RLU in each Category

a. Column (1) – This signifies the category that was being evaluated;

b. Column (2) – State the number of samples taken as per the category;

c. Column (3) – Take the number of passes (less than 301 RLU) per each specific category and divide by the number of total test for the same category and multiply by 100, which will give the pass rate percentage;

d. Column (4) – Take the number of critical fails (more than 1000 RLU) per each specific category and divide by the number of total test for the same category and multiple by 100 which will the give the critical fail rate percentage;

e. Column (5) – Add all RLU results for each specific category together and divide by the number of tests from the same category. This will provide the average RLU per category (RLU).

f. Column (6) – Provide the highest RLU result for each category.

6. The Kitchen Manager or Second in Command will provide comment regarding trouble areas that were identified in the Summary of ATP-B Rapid Test Results and note any action taken or action that needs to be taken.

7. The Kitchen Manager or Second in Command will provide comment comparing the current results with the last three months' ATP-B results and identify/explain any trends or continued problem areas.

8. Once the ATP-B Result with comment are completed, the Kitchen Manager or Second in Command will sign to indicate PART 3 - Sanitation Measurement (using ATP-B) has been completed.

9. The Base/Unit Food Services Officer or Brigade Chief Cook will then state other comments and other actions were taken. Lastly, the Base/Unit Food Services Officer or Brigade Chief Cook will sign/date that they have review the Sanitation Measurement (using ATP-B) form.

Annex P
Level 3 Verification

Level 3 Verification – Base/Unit Food Safety Audits

Level 3 Verification – Quarterly Activities (2-parts)

Note - *Supplementary instructions can be found in Appendix 1 to this Annex*

Part 1 – Review of Level 2 Verification (Food Safety Inspections)

Part 2 – Audit of Prerequisite Programs

Part 1 – Review Level 2 Verification - Food Safety Inspections

Base/Unit_____ Base/Unit and or Deputy Food Service Officer_____ Date_____

Review Level 2 Verification. Review five random samples of Level 2 Verification – Food Safety Inspections (Annex O) that were completed during the last three months. Note below the five top issues that have been noted from the reviewed records.
1. Issue –
2. Issue –
3. Issue –
4. Issue –
5. Issue –
Comment if Level 2 Verification is occurring and if Food Safety Inspections are generally complete and correct.

Part 2 – Audit Prerequisite Programs
Food Safety Compliance Issue Coding
Critical (C) - Major errors in the food safety system were detected: Product(s) contamination is likely. Address issue(s) immediately.
Major (M) – Errors in the food safety system were detected. Product(s) contamination is possible. Address issue(s) promptly.
Satisfactory (S) – No observed issues.
Observation (O) – Comments provided to improve the system.

Items to Check During Quarterly Audit (one every three months)	Refs	Issue Compliance Code [C,M,S,O]	Identify Issue(s)	Corrective Action Taken	Environmental Food Services Officer Comments
Prerequisite Programs. Conduct a walkthrough of all kitchen / Food Services operation areas [to include building exterior]. Note any areas of non-compliance and the corrective action(s) taken.					
PRP 1 – Internal and External Premises					
1. External Premises: Perform an external walk around of the facility to identify any external hazards that may potentially contaminate the interior of the food service operation. Visually assess exterior walls of the facility for potential pest access areas and/or potential sources of contamination	PRP 1.1				
2. Internal Premises: Conduct a thorough walkthrough of the Food Services operation. Note any internal issue(s) and in particular the following:	PRP 1.2 to PRP 1.8				
a. Confirm that work flow and personnel traffic flow patterns do not facilitate cross-contamination of food items	PRP 1.2 a.-c.				
b. Ensure walls, floor, ceilings are intact and clean so not to aide in cross-contamination	PRP 1.2 d.-i.				
c. Ensure lighting is adequate and light sources (e.g. bulbs) are shatterproof or shielded	PRP 1.3				

Items to Check During Quarterly Audit (one every three months)	Refs	Issue Compliance Code [C,M,S,O]	Identify Issue(s)	Corrective Action Taken	Environmental Food Services Officer Comments
d. Ensure the ventilation system is working and filters are changed when required. Note as filter change outs are a CE function this may require contacting B/W CE	PRP 1.4				
e. Check that garbage and waste disposal (internal and contracted) occur at the necessary frequency. Assess the flow of garbage in the facility and ensure there are no opportunities for cross-contamination with non-waste food items	PRP 1.5				
f. Verify that washrooms, lunchrooms and change rooms are clean and adequately stocked	PRP 1.6				
g. Ensure that water, ice and steam do not present potential sources of contamination to food items, that the supply is adequate (hot and cold) and that there is adequate water pressure	PRP 1.7				
h. Verify if there have been any reported plumbing issues during the reporting period. If yes, what actions were taken and what actions will be taken to prevent reoccurrence	PRP 1.8				
PRP 2 - Purchasing/Receiving/Storage/Packaging Transport (this will be covered in the next section)					
PRP 3 – Equipment and Utensils					
1. Equipment:	PRP 3.1				
a. Ensure all major and minor equipment is clean, well maintained and not a source of contamination for food items.	PRP 3.1.1, 3.1.2				

Items to Check During Quarterly Audit (one every three months)	Refs	Issue Compliance Code [C,M,S,O]	Identify Issue(s)	Corrective Action Taken	Environmental Food Services Officer Comments
b. Ensure maintenance program is in place and that the CAF Food Services Equipment and Maintenances Database is being used correctly.	PRP 3.1.3				
c. Review calibration records for completeness and correctness.	PRP 3.1.4				
d. Ensure utensils will not contaminate food through either structural or maintenance deficiencies.	PRP 3.1.4				
PRP 4 – Personnel					
1. Personnel Hygiene Records: Review a sample of the Personnel Hygiene Records (Annex F) to ensure they are being completed. Have all Food Services staff received the briefing?	PRP 4.2.1 Annex F				
PRP 5 – Sanitation					
1. Cleaning Schedule: Ensure that an adequate cleaning schedule is in place.	5.1.1				
PRP 6 – Pest Control					
1. Pest Control Records: Review pest control records to identify if there have been any pest issues since last reporting period.	PRP 6.1.1 d. (6)				
PRP 7 – Response to Foodborne Illness					
1. Foodborne Illness: Check if there have been any reports from diners who suspected that food from your location made them sick. If yes, what action(s) were taken by Food Services staff?	7.1.3				

Items to Check During Quarterly Audit (one every three months)	Refs	Issue Compliance Code [C,M,S,O]	Identify Issue(s)	Corrective Action Taken	Environmental Food Services Officer Comments
PRP 8 Food Defence					
1. Verify that all Food Services worker have a minimum enhanced reliability check	PRP 8.1 b.				
2. Confirm whether a Physical Security Survey been conducted for the food services operation	PRP 8.2				
HACCP-Based Programs (includes some PRP areas). Walk the route from where food is received within the Food Services operation to where it is finally served, disposed of and/or dispersed.					
1. Personnel Hygiene Practices: While conducting audit activities observe if correct personal hygiene practices are being followed, this includes, but is not limited to, the following:	PRP 4.2.1				
a. Proper handwashing;	PRP4.2.1a				
b. Clean work clothing, hair is covered	PRP4.2.1b				
c. Prohibited jewellery not being worn	PRP4.2.1c				
d. Correct use of utensils and equipment	PRP4.2.1d				
e. Personal effects not being used (e.g., phones)	PRP4.2.1e				
f. Human traffic flow and the flow of food is not a potential source of cross-contamination for food items	PRP4.2.1g				
g. Unauthorized visitors are not present in the Food Services operational or prohibited area. If visitors are authorized, ensure they follow all food safety rules	PRP 4.3.1				
h. Observe staff for any signs of illness or uncovered open cuts/wounds	PRP 4.1.1				

Items to Check During Quarterly Audit (one every three months)	Refs	Issue Compliance Code [C,M,S,O]	Identify Issue(s)	Corrective Action Taken	Environmental Food Services Officer Comments
2. Receiving: Perform a walkthrough of the receiving area and verify the following:					
a. Check the exterior areas outside of the receiving area for cleanliness and presence of potential hazards to food or personnel.	PRP 2.1.1				
b. Verify that the receiving area is clean and there are no possible contamination issues	PRP 2.1.1				
c. Review a sample of the receiving records for the past three months (suggest two records from each month). Confirm that they are both complete and correct	PRP 2.1.1				
d. Confirm that Receiving staff are receiving CFIA food recalls. Verify that staff are aware of actions to take in the event of a recall to include recording procedures	PRP 7.1.1				
3. Storage: Follow the food flow from receiving to storage areas. Check all refrigerated, frozen and dry storage areas.	PRP 2.2.1				
a. Verify refrigerator storage areas are clean, temperature monitoring charts are present and complete and that there is no potential for cross-contamination.	PRP 2.2.1				
b. Verify freezer storage areas are clean, temperature monitoring charts are present and complete and that there is no potential for cross-contamination.	PRP 2.2.1				

Items to Check During Quarterly Audit (one every three months)	Refs	Issue Compliance Code [C,M,S,O]	Identify Issue(s)	Corrective Action Taken	Environmental Food Services Officer Comments
c. Verify dry storage areas are clean, humidity is within acceptable parameters, food items are stored at least 15cm off the floor and that there is no potential for cross-contamination.	PRP 2.2.1				
d. Verify that cleaning supplies are separated from food and non-food items to ensure no potential for cross-contamination.	PRP 5.1.1				
4. Prep Areas: Follow the flow of food from the storage areas to the prep areas (pre-production).					
a. Ensure that prep areas are clean and that they are cleaned on a regular basis IAW the Food Services operation's cleaning schedule	PRP 3.1.1				
b. Check that there are no potential cross-contamination issues in prep areas.	PRP 2.2.5				
5. Production Area: Follow food flow from the prep areas to the production areas.					
a. Ensure all major and minor equipment is clean, well maintained and not a source of contamination for food items.	PRP 5.1.1.				
b. Verify that temperature monitoring charts are present (and in use) on the production refrigerators. Perform a visual assessment of the refrigeration units to evaluate the potential for contamination of food items.	PRP 2.1.1				
c. Verify that there are no cross-contamination issues occurring in the Production Area.	PPR 8.1				

Items to Check During Quarterly Audit (one every three months)	Refs	Issue Compliance Code [C,M,S,O]	Identify Issue(s)	Corrective Action Taken	Environmental Food Services Officer Comments
d. **Cooking/Reheating:** Confirm that cooking/reheating records (Annex J) are complete and correct. Verify that staff are taking temperatures at the right time and that no cross-contamination issues are occurring.	HPB 3.1, 3.2 Annex J				
e. **Cold and Hot Holding:** Confirm that hot and cold holding records (Annex I and K) are complete and correct. Ensure that there are no cross-contamination issues occurring during holding operations.	HBPs 2.1, 2.2, 4.1, 4.2 Annex I and K				
f. **Thawing:** Observe thawing activities to verify that one of the four approved methods of thawing is being used. If no thawing activities are occurring, ask shift supervisor to describe how thawing is normally accomplished and to identify the area where thawing activities generally occur (most likely in thawing or production fridge).	HPBs 1.1. 1.2				
g. **Cooling Activities:** Observe cooling activities to verify the proper cooling methods are being used. Ensure the food being cooled does not enter the temperature danger zone and food is covered to prevent cross-contamination. Check cooling records (Annex L).	HPBs 5.1, 5.2 Annex L				
6. Service Area: Follow food from the production area to the services area(s).					

Items to Check During Quarterly Audit (one every three months)	Refs	Issue Compliance Code [C,M,S,O]	Identify Issue(s)	Corrective Action Taken	Environmental Food Services Officer Comments
a. Ensure that hot and cold records are complete and correct (Annex I and K).	HPB 6.1 Annex I, K				
b. Observe staff during meal service. Verify that there are no cross-contaminations or temperature abuse situations occurring during service and that personal hygiene infractions are not occurring.	HBP 6.2				
7. Transportation/Distribution Areas: Follow the flow of food from the production area to the distribution / transport area (i.e., the area where food items, (e.g. hayboxes) leave the kitchen to be sent to another location). This includes dispersed areas of the Food Services operation.					
a. Verify that the distribution area is clean and that there are no cross-contamination issues are occurring.	PRP 2.4				
b. Confirm that appropriate packing material is used to prevent cross-contamination.	PRP 2.3.1				
c. Ensure that dispersed feeding records (Annex D) are complete and correct.	PRP 2.4.1 Annex D				
8. Waste/Garbage Disposal: Follow the flow of food from the production and service areas to the waste and/or garbage disposal area.					
a. Confirm that waste and garbage is disposed of in a timely manner from the Food Services operational areas IOT reduce potential for contamination of food	PRP 1.5.1				

Items to Check During Quarterly Audit (one every three months)	Refs	Issue Compliance Code [C,M,S,O]	Identify Issue(s)	Corrective Action Taken	Environmental Food Services Officer Comments
b. Confirm that waste and garbage is stored correctly before being picked up from the Food Services operation. Ensure that it is stored in an appropriate area and at the right temperature to prevent cross-contamination of food, non-food, equipment, utensils and/or the facility itself	PRP 1.5.1				
9. Prevention of Cross-contamination Assessment: Review your Prevention of Cross-contamination Assessment. If the assessment is not relevant or there has been change in the Food Services operation, reassess the Prevention of Cross-contamination Assessment.	HBP 8.1 Annex M				
a. Confirm the assessment is still relevant. Identify whether the Food Services operation has changed since the last Level 3 Audit.					
10. Handwashing: During a staff coffee or meal break observe staff washing their hands. Comment on the total percentage of staff that you observe washing their hands after meal or break time.	PRP 4.2.2				

Additional Observations by Base/Unit and or Deputy Food Service Officer:

Name of Base/Unit and or Deputy Food Service Officer _____ **Date:**_____

Additional Comments by Environmental Food Services Officer:

Name of Environmental Food Services Officer _____ **Date:**_____

Appendix 1 to Annex P

Supplementary Instructions for Level 3 Verification – Food Safety Check form.

3. This form must be completed quarterly by the by Base/Unit and/or Deputy Food Services Officer.

4. Upon completion, this form must be submitted to the Environmental Command Food Services Officer for his/her review and comments.

5. First, the Base/Unit and or Deputy Food Services Officer must enter his/her name and the date.

6. The Base/Unit and/or Deputy Food Services Officer must first review the last three Level 2 Verifications – Food Safety Inspection reports. S/he must identify the top five issues within the three reports and provide a general comment about the completeness and correctness of the Level 2 Verification activities.

7. Following this record review, the Base/Unit and/or Deputy Food Services Officer can commence Part 2- Audit Prerequisite Program review.

8. Instructions for completion of Part 2 – Audit Prerequisite Program review form:

Key Columns:

(1) Items to Check During Quarterly Audit (one every three months)	(2) Refs	(3) Issue Compliance Code [C,M,S,O]	(4) Identify Issue(s)	(5) Corrective Action Taken	(6) Environmental Food Services Officer Comments

Instructions for completion

a. Column (1) – This column provides questions on what is to be assessed by the Base/Unit and or Deputy Food Services Officer.

b. Column (2) – This column provides the reference of what is being assessed.

c. Column (3) – The Base/Unit and or Deputy Food Services Officer determines the level of compliance reached (critical, major, satisfactory or observation) for each item.

d. Column (4) – The Base/Unit and or Deputy Food Services Officer explains the food safety issue(s) found.

e. Column (5) – The Base/Unit and or Deputy Food Services Officer states what he or she did to solve the food safety issue or what future action needs be conducted.

f. Column (6) – The Environmental Food Services Officer will insert his/her comments here.

7. Upon completion, the Kitchen Manager or Second in Command will identify any other food safety issues observed and the corrective actions taken.

8. Once the inspection is complete, the Base/Unit and or Deputy Food Services Officer will email the Level 3 Verification report to their respective Environmental Food Services Officer.

9. Upon receipt, the Environmental Command Food Services will review the completed form and provide comments on critical and major issues found by the Base/Unit and or Deputy Food Services Officer in Column (6) of the form.

10. In addition, the Environmental Food Services Officer will provide any additional comments at the end of the audit and return it to the Base/Unit and or Deputy Food Services Officer for filing.

Annex Q
Level 4 Verification

Level 4 Verification – Environmental or Strategic Food Safety Audits (3-parts)

Note – *Supplementary instructions can be found in Appendix 1 to this Annex*

Part 1 – Review of Level 3 Verification (Base/Unit Food Safety Audits)

Part 2 – Review of Audit Prerequisite and HACCP Based Programs

Part 3 - Sanitation Measurement (using ATP-B)

Part 1 – Review of Level 3 Verification – Base/Unit Food Safety Audits

Base/Unit_____ Date_____

Review Level 3 Verification: Review the Level 3 Verification audits completed during the last year (Annex P). Note below the five top issues from the reviewed records.
1. Issue –
2. Issue –
3. Issue –
4. Issue –
5. Issue –
Comment if Level 3 Verification is occurring and whether the audits are generally complete and correct.

Part 2 – Audit Prerequisite and HACCP Based Programs

Food Safety Compliance Issue Coding

Critical (C) - Major errors in the food safety system were detected: Product(s) contamination is likely. Address issue(s) immediately.

Major (M) –Errors in the food safety system were detected: Product(s) contamination is possible. Address issue(s) promptly.

Satisfactory (S) –No observed issues.

Observation (O) –Comments provided to improve the system.

Items to Check During Quarterly Audit (one every three months)	Refs	Issue Compliance Code [C,M,S,O]	Identify Issue(s)	Environmental or Strategic Food Services Officer Comments	Base/Unit Corrective Action(s) Taken
Prerequisite Programs. Conduct a walkthrough of all kitchen / Food Services operation areas [to include building exterior]. Note any areas of non-compliance and the corrective action(s) taken.					
PRP 1 – Internal and External Premises					
1. External Premises. Perform an external walk around of the facility to identify any external hazards that may potentially contaminate the interior of the food service operation. Visually assess exterior walls of the facility for potential pest access areas and/or potential sources of contamination	PRP 1.1				
2. Internal Premises Conduct a thorough walkthrough of the Food Services operation. Note any internal issue(s) and in particular the following: -work flow and personnel traffic flow patterns do not facilitate cross-contamination of food items -walls, floor, ceilings are intact and clean so not to aide in cross-contamination -Lighting is adequate and light sources (e.g. bulbs) are shatterproof or shielded -Ventilation system is working and filters are changed when required. -Check that garbage and waste disposal (internal and contracted) occur at the necessary frequency -Verify that washrooms, lunchrooms and change rooms are clean and adequately stocked -Ensure that water, ice and steam do not present potential sources of contamination to food items, that the supply is adequate (hot and cold) and that there is adequate water pressure -Verify if there have been any reported plumbing issues during the reporting period. If yes, what	PRP 1.2				

actions were taken and what actions will be taken to prevent reoccurrence					
PRP 2 - This will be covered in the next section					
PRP 3 – Equipment and Utensils					
Check major and minor equipment for wear and cleanliness. Ensure equipment maintenance program is in place and the CAF Food Services Equipment and Maintenance Database is being used. Check calibration records. Check utensils for wear /cleanliness.	PRP 2				
Items to Check During Quarterly Audit (one every three months)	**Refs**	**Issue Compliance Code [C,M,S,O]**	**Identify Issue(s)**	**Environmental or Strategic Food Services Officer Comments**	**Base/Unit Corrective Action(s) Taken**
PRP 4 – Personnel					
Verify that Personal Hygiene Records have been filled out correctly. Compare the number filled out to the number of staff employed in the kitchen / Food Services operation.	PRP 4				
PRP 5 – Sanitation					
Ensure that an adequate cleaning schedule is in place.	PRP 5				
PRP 6 – Pest Control					
Check pest control records to see if there have been any pest issues since last reporting period. Is there an adequate pest contactor in place? If no contractor is used, review pest control written procedures.	PRP 6				
PRP 7 – Response to Foodborne Illness					
Ask the kitchen manager if there have been any diner reports of foodborne illness	PRP 7				

suspected as a result of consuming food from the Food Services operation. If yes, what action was taken by the Food Services staff? Was it appropriate in the circumstance?					
PRP 8 - Food Defence					
1. Verify all Food Services workers have minimum 'enhanced reliability'	PRP 8				
Items to Check During Quarterly Audit (one every three months)	**Refs**	**Issue Compliance Code [C,M,S,O]**	**Identify Issue(s)**	**Environmental or Strategic Food Services Officer Comments**	**Base/Unit Corrective Action(s) Taken**
2. Has a Physical Security Survey been conducted for the food services operation?					
HACCP-Based Programs (includes some PRP areas). Walk the route from where food is received within the Food Services operation to where it is prepared, served, disposed of and/or dispersed.					
1. Personnel Hygiene Practices					
While conducting audit activities observe that staff are conducting the correct personal hygiene practices to mitigate the risk of contaminating food items.	PRP 4				
2. Receiving					
a. Check the exterior areas outside of the area outside building of the receiving area for cleanliness and presence of potential hazards to food or personnel Check that receiving records are complete. Verify with receiving staff if they are receiving CFIA recall notifications. Confirm that receiving staff are receiving CFIA food recalls. Verify that staff are aware of actions to take in the event of a recall to include recording procedures Check recall records.	PRPs 2.1 and 7. HBP 8				

b. If time permits, observe food being received and comment on procedures.	PRPs 2.1				
Items to Check During Quarterly Audit (one every three months)	**Refs**	**Issue Compliance Code [C,M,S,O]**	**Identify Issue(s)**	**Environmental or Strategic Food Services Officer Comments**	**Base/Unit Corrective Action(s) Taken**
3. Storage					
Check all refrigerated, frozen and dry storage areas that fridge charts are complete for every shift that all storage areas are clean, and there are no cross-contamination issues occurring.	PRP 2.2, HBP 8				
4. Prep Areas					
Check that prep areas are clean or are cleaned when required and no cross-contamination issues are occurring.	PRP 5, HBP 8				
5. Production Area					
a. Review five (5) samples of the following temperature charts from the past year and ensure that they are complete and correct. -Hot and Cold Holding -Cooking/Reheating and Cooling	HBPs 2 - 5 Annexes I - L				
b. Verify that there are no cross-contamination issues occurring in the Production Area and that the production area is cleaned when required.	HBPs 2,3,4,5 and 8				
c. Thawing: Observe thawing activities to verify that one of the four approved methods of thawing is being used. If no thawing activities are observed, ask shift supervisor to show where thawing activities are	HPBs 1 and 8				

occurring.					
Items to Check During Quarterly Audit (one every three months)	**Refs**	**Issue Compliance Code [C,M,S,O]**	**Identify Issue(s)**	**Environmental or Strategic Food Services Officer Comments**	**Base/Unit Corrective Action(s) Taken**
d. Observe production area activities during the production activities. Comment on any food safety compliance issues.	HBPs 1, 2,3,4,5 and 8				
6. Service Area.					
a. Ensure that hot and cold records are complete and correct.	HPB 6				
b. Observe staff during meal hour. Verify that there are no cross-contaminations or temperature abuse situations (e.g. as a result of food left unattended) occurring during the meal hour. Verify that personal hygiene infractions are not occurring.	HBP 6 and 8				
7. Transportation/Distribution Areas					
a. Verify that distribution areas are clean and that there are no cross-contamination issues occurring. Check that dispersed feeding records are complete and correct.	PRP 2.4 HPB 8 Annex D				
b. Verify that proper packing material is used to prevent cross-contamination.	PRP 2.3 HBP 8				
c. O-bserve dispersed meal or catering pick-up activities, comment on any compliance issues.	PRP 2.4				
Items to Check During Quarterly Audit (one every three months)	**Refs**	**Issue Compliance Code**	**Identify Issue(s)**	**Environmental or Strategic Food Services Officer**	**Base/Unit Corrective Action(s) Taken**

		[C,M,S,O]		Comments	
8. Waste/Garbage Disposal.					
a. Is waste and garbage disposed of from operational areas in a timely manner, thereby ensuring it does not contaminate food, non-food, equipment, utensils or the facility? Check area where garbage or waste is picked up from the Food Services operation.	PRP 1.5.				
9. Prevention of Cross-contamination Assessment.					
Review Prevention of Cross-contamination Assessment. Is it complete and correct?					
10. Handwashing					
During a break or a meal time observe staff washing their hands. Comment on the percentage of staff that are washing their hands after meal or break time.					
11. Food Safety Training					
a. Check training records. Have all staff received Basic Food Safety Training (Level 1 Food Safety Training)?					
b. In addition to basic Level 1 training, have the military staff received the necessary level of food safety training for their current positions.					

Other Part 1 Observations by Environmental or Strategic Headquarters Food Service Officer

Signature: _____ Date:_____

PART 3 - Sanitation Measurement (using ATP-B)

Conduct ATP-P Testing using the same testing protocol as found in Level 2 Verification.

Background and Instructions for completion of ATP-B assessment forms

1. Background. ATP-B rapid tests are a tool to assist with the evaluation of the overall cleanliness of Food Services operations. The objective of this testing is to get a general feel for the overall effectiveness of sanitation/cleanliness measures.

2. Testing Method. Follow the manufacturer's direction. (Most likely, use a zigzag pattern in east to west and then north to south direction while applying pressure and rotating the swab). The swab will then be placed into a collection tube (mixed with reagents) and shaken. The collection tube will then be inserted into luminometer for measurement).

3. Pass/Fail Rates. The pass rate for cleanliness is set at less than 301 Relative Light Units (RLU) and the critical failure rate is set at above 1000 RLU. The critical failure rate assessment (Column 4, Critical Fails %) is used to further emphasize areas that require more attention in relation to sanitation measures.

Step 1 - Conduct 50 ATP-B Tests at the following times:

1. **During a Shift Testing** – Conduct 25 ATP-B Tests during a shift. The areas tested should be in locations where staff should have cleaned as per the cleaning schedule. Do not test areas/equipment/utensils that are in process of being used. Suggested areas where to test are included below in the ATP-B Rapid Test Results Talley Sheet. Other areas could be tested based on suspected problems areas.

2. **After Shift Testing Period** – Conduct 25 ATP-B Tests after a shift (preferable at the end of the day or before the food service operation begins). Suggested areas where to test are included below in the ATP-B Rapid Test Results Talley Sheet. Other areas could be tested based on suspected problems areas.

3. Record the results in the following table

ATP-B Rapid Test Results Tally Sheet

Base:				**Date:**	
Name / Rank of Env/Strat Food Services Officer:				**Time:**	
Sample Number	**Equipment or Area Tested**	**Time / Date of Test**	**Area visually clean? (Y/N)**	**Description of Equipment or Location Tested**	**Relative Light Units (RLU) Recorded**
1.	Food Prep Area/ Sinks				
2.	Food Prep Area/Sinks				
3.	Food Prep Area/Sinks				
4.	Food Prep Area/Sinks				

5.	Food Prep Area/Sinks				
6.	Food Prep Area/Sinks				
7.	Food Prep Area/Sinks				
8.	Food Prep Area/Sinks				
9.	Cutting boards, knives or slicers				
10.	Cutting boards, knives or slicers				
11.	Cutting boards, knives or slicers				
12.	Cutting boards, knives or slicers				
13.	Cutting boards, knives or slicers				
14.	Cutting boards, knives or slicers				
15.	Cutting boards, knives or slicers				
16.	Cutting boards, knives or slicers				
17.	Cutting boards, knives or slicers				
18.	Cutting boards, knives or slicers				
19.	Dining tables				
20.	Dining tables				
21.	Dining tables				
22.	Dining tables				
23.	Dining tables				
24.	Dining tables				
25.	Dining tables				
26.	Dining tables				
27.	Production equipment				
28.	Production equipment				
29.	Production equipment				
30.	Production equipment				
31.	Production equipment				
32.	Production equipment				
33.	Production equipment				
34.	Production equipment				
35.	Pots, Plates or Serving Trays				
36.	Pots, Plates or Serving Trays				
37.	Pots, Plates or Serving Trays				
38.	Pots, Plates or Serving Trays				
39.	Pots, Plates or Serving Trays				
40.	Pots, Plates or Serving Trays				
41.	Pots, Plates or Serving Trays				

42.	Pots, Plates or Serving Trays				
43.	Fridges/Freezers (coils and handles)				
44.	Fridges/Freezers (coils and handles)				
45.	Fridges/Freezers (coils and handles)				
46.	Fridges/Freezers (coils and handles)				
47.	Fridges/Freezers (coils and handles)				
48.	Fridges/Freezers (coils and handles)				
49.	Fridges/Freezers (coils and handles)				
50.	Fridges/Freezers (coils and handles)				

Step 2 – After the 50 Tests are taken the test results should be summarized in the table below:

Summary of ATP-B Rapid Test Results

Category	Number of Samples Taken	Pass Rate (%)	Critical Fails (%)	Average RLU per Category (RLU)	Highest Recorded Values in each Category (RLU)
Food Prep Areas					
Cutting Boards, Knives and Slicers					
Dining Room Tables					
Production Equipment					
Pots, Plates or Serving Trays					
Fridges/Freezers Handles and Fan Vents					
All Categories Overall Totals					

ATP-B Observations Environmental or Strategic Food Services Officer:

Signature of Environmental Food Services Officer _____ Date:_____

Return ATP-B Comments by Base/Unit Food Services Officer:

Signature of Base/Unit Food Services Officer _____ Date:_____

Appendix 1 to Annex Q

Supplementary Instructions for Level 4 Verification –
Environmental Food Safety Audits Instructions

Step 1
The auditor (either the Environmental or Strategic Food Services Officer) will complete Part 1 and Part 2 of the audit. Informal audit results should be provided to the audited Base or Unit prior to departing.
Step 2
Once the Level 4 Audit is complete, it will be sent formally from the Environmental or Strategic Food Services Officer (the one who completed the audit) through the Chain of Command to the Base/Unit.
Step 3
The Base/Unit that that was audited must then fill in Column 6 Base/Unit Comments (corrective action(s) taken) within Part 1 for any Critical or Major food safety issues found during audit. Actions that have rectified, or will rectify, critical or major compliance issues must be noted by the Base or Unit Food Services Officer. In addition, Base/Unit Food Services Officers must comment in area provided in Part 3 (ATP-B Summary Results) regarding the ATP-B results and their action(s) to rectify any identified sanitation issues or gaps.
Step 4
The Base/Units Food Services Officers must return their comments (Step 3) to the Command or Strategic Food Services Officer who initially conducted the audit through their Chain of Command within 60 days from when the formal audit was signed by auditor.

Annex R

Monitoring and Verification Matrix

This document summarizes who and when Food Services personnel or other organizations need to complete monitoring and verification activities.

Activity	What is Monitored/ Check/Verified	Who Conducts the Activity	When the Activity is Conducted	Where are the results Record
Monitoring Activities				
Receiving	1. Visual Monitoring of Receiving Area 2. Visual Monitoring of Delivery Vehicle 3. Measure Temperature of Food Received 4. Visual Monitoring of Food	Receiving staff	1. Before each delivery. 2. Before unloading food. 3. Each pallet frozen/refrigerated food (or part of). 4. All incoming food and non-food.	Annex B
Storage	1. Measure Storage Temperatures 2. Visual Monitoring of Storage Areas	Measuring - frontline staff Shift supervisor or designate	One every shift	Annex C
Transport of Food	1. Measure Transporting Time and Temperature 2. Visual Monitoring of Transportation Vehicle	Kitchen food distribution (dispersed or catering) staff	Every time food leaves the Food Services operation	Annex D
Thawing	1. Measure Thawing Temperature 2. Visual Monitoring of Thawing Processes	Shift supervisor or designate	During thawing procedures.	Annex N
Cold Holding	1. Measure Cold Holding Temperature 2. Visual Monitoring of Holding Processes	Frontline cooks	When conducting cold holding procedures	Annex I
Cooking	1. Measure Cooking Temperatures 2. Visual Monitoring of Cooking Processes	Frontline cooks	Measure/monitor every batch of food being cooked	Annex J
Hot Holding	1. Measure Hot Holding Temperature 2. Visual Monitoring of Holding Processes	Frontline cooks	When conducting hot holding procedures	Annex K
Cooling	1. Measure Cooling Temperature and Time 2. Visual Monitoring of Cooling Processes	Frontline cooks	During cooling processes.	Annex L
Service (Cold or Hot)	1. Measure Holding (Cold, Hot) Temperatures 2. Visual Monitoring of Serving Processes	Civilian supervisor, military supervisor or designate	Measure cold and hot products twice every meal hour. Shift supervisor must check service operations at least twice each meal.	Annex I for Cold Annex K for Hot Annex N (for supervisor)

Reheating	1. Measure Reheating Temperature 2. Visual Monitoring of Leftover/Reheating	Frontline cooks	Measure and visual monitor the reheating of leftovers.	Annex J
Prevention of Cross-contamination	1. Monitor and Assess Possible Cross-contamination Issues	Frontline supervisors, Kitchen Supervisors and Base/Unit Food Services Management	Initial Monitoring/Assessment of each Food Services operation. Reassessment required on monthly basis.	Annex M
Verification Activities				
Level 1 Verification – Food Safety Checks	Quick Assessment of Prerequisite Programs, Monitoring Activities	Shift Supervisor	Once every shift	Annex N
Level 2 Verification – Food Safety Inspections	All PRPs will be inspected along will all monitoring records. Sanitation verified by visual observation and ATP-B. Food safety practices observed such personal hygiene and monitoring activities.	Kitchen Manger or his/her Second in Command	Once a month	Annex O
Level 3 – Verification – Base/Unit Food Safety Audits.	Quick inspection of facilities and equipment and Food Services records. Observe food safety practices that performed by kitchen staff.	Base Food Services Officers and Deputy Food Services	Quarterly (four/year)	Annex P
Level 4 – Verification – Environmental /Strategic Food Safety Audits	All PRPs and HACCP-Based Programs (HBPs) will be audited. ATP-B will also be used.	Food Services Environmental or Strategic Level Food Services	Once every one to two years.	Annex Q
Level 5 – Verification – Third Party Auditors	Third Party auditors help determine if the food safety system is working correct and are meeting food safety needs of the CAF.	Third Party Auditors	Once every five years	N/A
Preventive Medicine (PMed) Inspections	Inspection of Food Services operation in relation to possible health issues.	PMed Technicians/Health Services	Once every month (Health Services to determine)	PMed Formal Report
Food Supplier/ Manufacturer Audits	Audits of Food Supplier/ Manufacture	Veterinarians or persons with meaningful amounts of academic training in food safety and quality management systems, as well as sufficient experience	As required on domestic and international operations.	NATO AMedP 4.5 of STANAG 2556

		doing food safety audits.		