SRSS Long Life Cook Chill Procedure

1. DOCUMENT CONTROL

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<td>SMS_FS_PR_038_Long Life Cook Chill_V1</td>
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<td>V1 10/08/15</td>
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2. REVISION LOG

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3. OBJECTIVES

This procedure specifies the requirements to ensure that long life cook-chill food activities are carried out and controlled in accordance with specified requirements.

4. RESPONSIBILITIES

Sodexo’s Senior Leadership Team has the ultimate responsibility for ensuring that the company meets the requirements of the Food Safety Act 1990, the Health and Safety at Work etc Act 1974 and all relevant regulations.

The SRSS Senior Leadership Team and Senior Managers are defined as senior leadership in relation to meeting the requirements of the relevant standards.
The Quality Manager is responsible for ensuring that the requirements of this procedure are implemented.

The Operations Managers are responsible for ensuring that all cook chill activities are implemented in accordance with specified site requirements.

Job site personnel are responsible for ensuring all cook-chill products are processed in accordance with site procedures/instructions requirements.

5. WHAT YOU NEED TO KNOW

Legislation: -

Food Safety Act 1990

The Food Hygiene (England) Regulations 2013

The Food Hygiene (Scotland) Regulations 2006

The Official Feed and Food Controls (Scotland) Regulations 2009

Procedure

Cook chill is a catering system in which food is prepared in a central production unit (CPU), then rapidly chilled using a blast chiller to between 0°C and 3°C for later delivery, reheating and service in the same, or more commonly, other locations. Other locations are usually referred to as ‘satellite units’.

At temperatures of 3°C and below the food will have a storage life of up to 5 days including the day of production and the day of consumption.

Cook chill is a safe and acceptable system of catering providing the cooking, cooling and storage times and temperatures are strictly controlled. Indeed, the tight control of temperatures and storage life that are a critical feature of the system, make it safer than many other food production methods. However, failure to observe the necessary checks and controls can seriously affect food safety and could cause food poisoning.

COOKING

Food must be cooked to a minimum core temperature of 75°C for 30 seconds, food that does not achieve 75°C for 30 seconds should be returned to the heat until this temperature is achieved.

However there are a few exceptions to this rule:-
• Solid muscle joints of lamb and beef, e.g. topside and sirloin, can be safely cooked rare i.e. to a core temperature below 75°C, as only the exterior surfaces of the meat will be contaminated with bacteria
• Dishes made with pasteurised egg e.g. hollandaise sauce, mousses and Pavlova, can be cooked to lower temperatures because the pasteurisation process destroys dangerous bacteria in the eggs

Cooking processes should be organised so that there is no delay in placing the food in the blast chiller after cooking, i.e. ensure the blast chiller is of an adequate capacity, and earlier batches of food are removed once adequately chilled.

HOT PORTIONING

Chilling must begin within 30 minutes of the end of the cooking process. If food is to be portioned before chilling it must be done within this time period. (Portioning after chilling is covered below). Food must be transferred into suitable containers to allow effective blast chilling. The containers should not be deeper than 50 mm.

Joints of meat or poultry should be limited to a maximum of 7 lb / 3.5 kg in weight to speed the chilling process.

If the food is not hot portioned before chilling it must be transferred into suitable bulk containers for the blast chilling process and placed in the blast chiller as soon as possible (within 30 minutes of the end of the cooking process). The containers must be no more than 50 mm deep and have a large surface area. Lids or other covers should not be put on the containers until after the chilling process in order to allow heat to disperse.

Food must be thoroughly chilled to between 0°C and 3°C within a further 90 minutes. This time and temperature combination must not be exceeded, food that fails to meet this must be discarded.

PORTIONING AND SECONDARY PROCESSES

The decision to portion before or after chilling will depend on circumstances. Portioning before chilling must be organised in such a way that it is complete and all the food is in the blast chiller within 30 minutes of the end of the cooking process.

Portioning after chilling must be organised in such a way that there is no significant temperature rise during the process. To achieve this, a separate temperature controlled (10°C) portioning room is required.

STORAGE AND DISTRIBUTION

The food must be maintained between 0°C and 3°C during all stages of storage and distribution. The food can be stored for a maximum of 5 days at these temperatures, which includes both the production and the consumption days. However, from a quality and presentation point of view, all cook chill food should be used as soon as possible. The
food must be labelled with both production and expiry/use-by dates to indicate and control the 5 day life. Food that fails to be maintained at these temperatures must adhere to the Cook Chill Shelf Life table in this document.

It is recommended that that separate refrigerators are provided for cook chill foods at the point of service to avoid any risk of cross-contamination, and because food for conventional production can be held above 3°C.

REGENERATION (REHEATING)

The food must be reheated to a minimum core temperature of 82°C and must then be maintained above 63°C until service. Hot storage times should be kept to a minimum as the nutritional value and palatability of the food deteriorates during long periods of holding. Hot held food must be temperature monitored and must be probed prior to service. Items that fall below 63°C should be discarded.

HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)

To operate safely and effectively, the points in the food chain where food safety hazards may occur must be formally identified, together with the controls that must be utilised to eliminate or minimise the hazards. Written records of these 'control points' must be kept.

It is important that the ‘critical control points’ and ‘control points’ are monitored and that corrective action is taken whenever the monitoring process shows that the control measures are not operating correctly. The HACCP System should be formally reviewed each year to ensure that it continues to meet current circumstances. The Sodexo Remote Sites HSEQ Team will also review the system during their audits.

‘Critical Control points and ‘control points’ should be considered for each menu item and be reviewed whenever there are changes to the menu cycle so that unusual or particularly sensitive products, e.g. rare beef, are carefully controlled. Aspects to be considered include:-

Secondary processes such as the addition of a pastry topping to pies, adding potato toppings, or assembly of composite dishes, as these can result in the introduction of additional bacterial hazards associated with handling cooked products. Production flow must be carefully planned to prevent risks of contamination and minimise the growth of bacteria

Bought-in pre-cooked food. At the central production unit (CPU) items such as cooked meats, meat pies, sandwiches, dessert items etc. may be purchased for resale if:

- they have proper expiry date coding
- they are well within that code
- they are delivered at the appropriate temperatures
- they are purchased from nominated suppliers
As soon as possible after delivery, bought-in pre-cooked food should be brought under the same temperature control regime as the other foods in the cook chill system to avoid any confusion regarding storage temperatures.

Storage of cook chill products must be distinctly segregated from other foods, preferably in a separate cold-room or refrigerator.

Primary cooking at the satellite unit must not use 'regeneration ovens' supplied specifically for the purpose of reheating cook chill meals. Foods prepared at the satellite unit should not be mixed with cook chill foods. Pre-prepared food delivered direct to the satellite unit from any other source, e.g. sandwiches, dairy products etc., must be stored and served in accordance with the instructions in this manual.

CONTROL POINTS

1. Source of raw materials
   - Use only approved suppliers

2. Raw material delivery
   All delivered foods must be checked before signing the delivery note. Check:
   - Quality, weight and quantity
   - Correct temperature (8°C, -15°C) - monitor and record
   - No damage to product, packaging or infestation
   - Acceptable shelf life
   - Transfer chilled/frozen foods to fridges/freezers within 15 minutes

3. Food storage
   - Ensure separate storage for raw and cooked products
   - Ensure effective temperature control (5°C, -18°C) – monitor and record
   - Use ‘First in First Out’ system
   - Stores to be clean, dry, where necessary well ventilated, and free from pests
   - All open food to be covered and clearly labelled.

4. Defrosting
   - Ensure that food is defrosted in the refrigerator under temperature control (5oC)
   - Defrosting items must be labelled with the product name, defrost date and use by date

5. Raw preparation
   - Designated low and high risk areas
   - Use good quality well designed and maintained equipment
• Time between initial preparation and cooking to be kept to a minimum
• Controlled re-hydration of dried ingredients
• High standard of personal hygiene for all food handlers
• Cleaning and sanitising schedules devised, in use and monitored

6. Cooking

• Use good quality well designed and maintained equipment
• Cleaning schedules devised, in use and monitored
• Core temperature to reach at least 75°C for 30 seconds - monitor and record
• Protect food from contamination after cooking

7. Hot Portioning

• Hot portioning should be completed within 30 minutes of end of cooking process
• Sanitisation of all surfaces and equipment
• Cleaning schedules devised, in use and monitored.
• High standard of personal hygiene for all food handlers

8. Chilling

• Use a blast chiller
• Commence chilling within 30 minutes of end of the cooking process
• Adjust food depth to ensure cooling to 3°C in 90 mins – max 50 mm deep
• Cleaning schedules devised and monitored
• Lids/covers left off to aid rapid chilling

9. Cold portioning / assembly

• Control exposure time
• Portion/assemble after chilling in a temperature controlled room (10°C)
• Monitor and record
• Complete portioning within 2 hours of removing food from chiller, or
• Within 2 hours of removing from post-chill store
• Use good quality well designed and maintained equipment
• Cleaning schedules devised, in use and monitored
• High standard of personal hygiene for all food handlers
• Ensure that all portioned foods are clearly labelled with production date and use by date to manage the 5 day shelf life.

10. Packaging

• Use good quality well designed and maintained equipment
• Set down and comply with specification for packaging materials
• High standard of personal hygiene for all food handlers
• Cleaning schedules devised, in use and monitored
11. Post production storage at CPU

- Use good quality well designed and maintained equipment
- Temperature control (3°C) – monitor and record
- Effective stock control - ‘First In, First Out’
- Cleaning schedules devised, in use and monitored
- Ensure that all products are clearly labelled

12. Distribution

- Use good quality well designed and maintained equipment
- Temperature control and monitoring (3°C)
- Effective stock control ‘First In, First Out’
- Cleaning schedules devised, in use and monitored

13. Pre-consumption storage at satellite unit

- Use good quality well designed and maintained equipment
- Temperature control and monitoring (3°C)
- Effective stock control ‘First In, First Out’
- Cleaning schedules devised, in use and monitored

14. Regeneration and Service

- Use good quality well designed and maintained equipment
- Regeneration Ovens must not be used
- Commence reheating as close as possible to consumption, max. 30 minutes
- Reheat to at least 82°C.
- Clear instructions for consumer self-reheating where necessary
- Dispose of any regenerated foods not consumed at end service period, or
- Dispose of at expiry of date, code if in a vending machine.

15. Wash-up

- Water temperatures - wash 55-65°C, rinse 82°C.
- Correct chemical dosing
- Store clean utensils and equipment where they will not be contaminated
a. Separate areas must be provided for:

**LOW RISK PROCESSES** i.e. foods that will be subject to further processing to reduce contamination, e.g.

- Raw material intake, decanting and storage,
- Raw vegetable preparation,
- Raw meat, fish and poultry preparation,
- Dry goods preparation such as carton and can opening,
- Pastry preparation,
- Pre-cook preparation area,
- Pot wash.

**HIGH RISK PROCESSES** i.e. foods that have been cooked or processed by a sanitising step, such as the use of 'salad-wash'. The food is 'clean' and any further contamination will not be dealt with, e.g.

- Post-cooking portioning and packaging,
- Cooked Pastry and sweet/dessert preparation,
- Rapid chilling,
- Chilled portioning,
- Chilled storage of finished product,
- Despatch and distribution,
- Packaging store

b. Personnel working in low risk areas must not have free access to high risk areas and vice-versa. Design features and layout will help to enforce these disciplines. In large units areas should be separated by walls and a 'one-way' production system. Colour coding of protective clothing is recommended.

c. Portable equipment such as knives, cutting boards, waste bins must be assigned to specific areas. Colour coding is recommended.

d. The finished product chilled store must not be used for any other purpose.

e. Cleaning schedules should be documented in detail and cleaning standards closely monitored to ensure high standards are maintained. This may include a programme of environmental swabs. Staffing levels must be adequate to carry out all cleaning tasks.

**SHELF-LIFE OF COOK-CHILL FOOD**

The temperature of cook chill food after chilling must be maintained between 0° and 3°C throughout the entire storage and distribution period prior to regeneration. The following Cook Chill Shelf Life table must be adhered to if the temperature during any of these stages raises about 3°C.
Storage Temperature

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<th>Temperature</th>
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<td>0 to 3°C</td>
<td>5 days – includes the day of production and consumption</td>
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<tr>
<td>3 to 5°C</td>
<td>24 hours</td>
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<tr>
<td>5 to 10°C</td>
<td>12 hours</td>
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<tr>
<td>Above 10°C</td>
<td>DISPOSE OF FOOD</td>
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This Process detailed below outlines how all allegations of food poisoning/foreign body food complaints must be dealt with.

6. COMPETENCES AND TRAINING

What you need to do?

The unit manager must ensure that all staff are adequately trained. The type of training given will depend on a number of factors but will be based on one or more of the following categories:

- Induction Training
- Legal Training
- Mandatory On-Job Training
- Certified Training

In order to demonstrate compliance with legal requirements and ‘Due Diligence’ all training must be recorded on Training Record Cards.

7. RECORD KEEPING

What information should be kept?

SMS_FS_GU_007_HACCP_V1

8. FURTHER GUIDANCE

SMS_QAL_PR_006_Non-Conformance Procedure_V1
SMS_QAL_PR_007_Corrective and Preventive Action Procedure_V1
SMS_QAL_PR_008_Job Description Procedure_V1
SMS_QAL_PR_015_Contract Review Procedure_V1
SMS_QAL_PR_017_Control of Contracts Procedure_V1
SMS_QAL_PR_010_Customer Complaint/Feedback Procedure_V1
SMS_QAL_PR_022_Receipt & Storage of Supplies Offshore Procedure_V1
SMS_QAL_PR_024_Stock Control Procedure_V1
SMS_QAL_PR_025_Control of Customer Supplier Equipment_V1
SMS_QAL_PR_026_Product Identification and Traceability Procedure_V1
SMS_FS_PR_001_Food Planning Procedure_V1
SMS_HS_PR_004_Use of Equipment Procedure_V1