SRSS Frozen Food Thawing Procedure

1. DOCUMENT CONTROL

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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 contains information regarding frozen food thawing. The HACCP system identifies things that could go wrong at each stage in the food chain, from supplier to service and the practices and procedures (that must be put in place to prevent cross contamination during food thawing.

4. RESPONSIBILITIES

Sodexo’s 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 food is thawed safely in accordance with specified site requirements.

Job site personnel are responsible for ensuring all food is thawed safely and 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

Foods that need to be defrosted prior to cooking must be defrosted in a covered container in a refrigerator. Small items will defrost overnight, but larger items, e.g. joints of meat, may take a couple of days.

Freezing of Milk

Due to the offshore environment we operate in and delivery of certain products it is accepted that to ensure we have sufficient fresh milk onboard that a supply of this product can be frozen upon delivery. Unit manager can freeze a supply of milk. By placing a Frozen Milk Record Label on box and fully complete the details, Date Delivered/Frozen and place in freezer once taken out of freezer complete Date Defrosted and use within 2 days once defrosted this is for semi skimmed milk only (Do not freeze Whole Milk). Milk that has been frozen down should only be kept in the freezer for a maximum of two months.

Frozen food must be defrosted in a covered container in a refrigerator. Allow sufficient time for the food to be fully defrosted – it can take many hours.

All frozen raw meat, fish and poultry shall be thawed thoroughly prior to cooking. The thawing process of all frozen food products shall be carried out in a specially designed rapid thaw cabinet, a raw food product only refrigerator or a raw food product only designated area in the kitchen utilising trays provided for this purpose. The thawing of
frozen food products shall only be carried out in the designated kitchen area in the absence of rapid thaw cabinets or refrigerators.

Ensure that liquid from thawing meat, fish and especially poultry is protected from spillage on work surfaces or other food products. During the thawing process food products shall be kept separate from other goods, work surfaces or equipment.

The procedure for thawing frozen meat, fish and poultry is as follows:

- Remove from freezer in plenty of time to ensure complete thawing.
- During the thawing process frozen food shall not be thawed next to chilled/cooked food products.
- Frozen food products that have been thawed at room temperature shall be placed into refrigeration immediately the thawing process is complete and shall be cooked within 12 hours.
- Outer wrapping from frozen food products shall be removed prior to the thawing process to allow thawed liquid to drain away.
- All thawed food shall be kept refrigerated within recommended temperatures and cooked within 24 hours with the exception of frozen food products which have been thawed at room temperature which shall be cooked within 12 hours.

Frozen vegetables shall be cooked straight from the packaging.

Frozen poultry shall be thawed under controlled conditions until the legs are flexible and the ice crystals in the body cavity have melted. A probe thermometer shall be used to check that the centre of the bird is thawed to a temperature of 0 - 4°C. Giblets shall be removed immediately the thawing process is complete. Raw poultry should never be washed.

Frozen meat products shall be thawed under controlled conditions and tested with a probe thermometer to ensure that the thawing process is complete. A core temperature of 0 - 4°C shall be recorded.

Thawed frozen food products shall not be re-frozen. Inspections shall be carried out prior to the cooking process of all thawed products and temperatures recorded.

Foods that need to be defrosted prior to cooking must be defrosted in a covered container in a refrigerator. Small items will defrost overnight, but larger items, e.g. joints of meat, may take a couple of days.

Foods that need to be defrosted prior to cooking must be defrosted in a refrigerator at or below 5°C

Raw food must be stored below ready to eat food in the refrigerator

A label must be applied to the defrosting food, stating the:
• product name
• date & time taken out of freezer
• use by/ best before date:
• ensure that the manufacturers recommendations are followed, or
• the manufacturers use by date must not be exceeded
• employees initials

Allow sufficient time for product to completely thaw before cooking. Discard any contaminated, out of date or off food.

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_006a_Non-Conformance Report_V1
SMS_FS_GU_024a_Defrost Log Form_V1
SMS_FS_GU_043a_Temperature probe use and calibration_V1 -
SMS_FS_GU_043b_Failed Monthly Informal Calibration Report_V1

8. FURTHER GUIDANCE

SMS_FS_PR_024_Defrosting_V1
SMS_FS_PR_007_HACCP Procedure_V1
SMS_FS_PR_012_Unit HACCP Assessment_V1
SMS_FS_PR_042_Storage Packaging and Containerisation_V1
SMS_FS_PR_012_Unit HACCP Assessment_V1