



**QA - HEALTH & SAFETY
HACCP - Food Purchasing Handout**

CODE: 11.02.005

EDITION: 1

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Purchasing Food

- Food must be in sound condition, free from spoilage, filth or other contamination and safe for human consumption.
- Food must be obtained from sources that comply with all laws relating to food and food labeling.

Operating Standard for potentially hazardous food

- Food prepared in a private home will not be used or offered for consumption in the hotel
- Packaged food must be labeled
- Fish and shellfish must be purchased only from sources approved by a regulatory authority because of the serious illnesses they can cause
- Shellfish (oysters, clams or mussels) must be packed in non-returnable packages identified with the name and address of the original supplier
- The use of food in hermetically sealed containers that was not prepared in a food-processing establishment is prohibited
- Home-canned food must not be used, stored or served due to its history of causing illness

Operating Standard for approved suppliers

- Quality assurance
- Quality control testing
- A reputation for selling clean, fresh, uncontaminated food products
- Food safety policies
- Maintenance and cleanliness
- Delivery equipment and refrigeration
- Products and prices
- Value
- Purchasing power and financial position

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Operating Standard for receiving food deliveries

- Food deliveries must be carefully inspected for quality and any evidence of spoilage or contamination before deciding whether to accept or reject the delivery
- Hotels must only accept a delivery of food that is safe to use
- Food that is unsafe must be rejected

Operating Standard for temp of food deliveries

- Food that is not at the correct temperature, for example for chilled foods at or below 8°C and frozen foods at or below -12°C must be rejected
- Thermometers must be used to check the temperatures of deliveries of food and are crucial to the success of the receiving control point:
 1. Use only digital thermometers for checking food
 2. Use thermometers that have a probe at least 125mm long
 3. Take food temperature readings between packs
 4. Do not touch the bottom or sides of the containers with the thermometer
 5. Clean and sanitize the thermometer after each use using a sanitizer approved for food contact surfaces
 6. All thermometers must be routinely checked for accuracy

Food inspection (1)

- Check the outside condition of the delivery vehicle for mud, dirt, water, and oil stains or insect debris, which may have got inside
- Check the delivery vehicle for odors; foul smells may be caused by not cleaning the vehicle before loading, products that decomposed before loading, improper refrigeration or freezer temperature
- Check how the food was protected during carriage
- Check to ensure that chilled and frozen food is received at the correct temperature, for example that chilled products are at or below 8°C and that frozen products are colder than -12°C
- Reject packages that are damaged, patched, or taped shut

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Food inspection (2)

- If cartons and containers in the shipment are broken, crushed, or otherwise damaged, their contents may be contaminated and should be rejected
- Examine the contents of some random food samples for contamination and food quality to help you spot unacceptable food products
- Check for contamination between raw and prepared food products during delivery. Raw and prepared food products must be covered carefully and stored separately
- Look for evidence of insect, rodent and bird activity and do not accept food if infested
- Reject any food that is not up to standards or as per your specifications

Cleaning of receiving area

Proper receiving facilities are essential and the sanitary condition of the receiving area is critical:

- Inside floors and walls and the receiving area must be free of dirt, debris and food particles; dirty conditions could contaminate food or food containers before storage
- Empty shipping containers and packaging material must be taken to refuse disposal areas promptly
- Refuse containers must be placed in an area physically separated from the receiving area

Receiving meat

When receiving meat check:

- The packaging is not dirty, torn, damaged, or that wrapping and boxes are not patched or taped-shut which may indicate the meat is contaminated and should be rejected
- The delivery temperature is correct, for example, fresh meat is at or below 8°C and frozen meat is at or below -12°C
- Meats are light pink to red and uniform in color: aged beef may be darker in color
- All fresh meats for smell and reject delivery if there is a sour or rancid odor
- The texture of fresh meat is firm and elastic: any meat that feels slimy, sticky or dry should be rejected
- For an inspection stamp which in most countries is mandatory for meats

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Receiving frozen foods

Frozen foods must have an internal temperature of -12°C or below on delivery

- Check the temperature with a sanitized stainless steel thermometer inserted between the packages and leave until the reading stabilizes
- Check for signs of deterioration, especially for signs of thawing and refreezing. Do not accept delivery of frozen foods with signs of fluid or frozen liquids, or if the product contains large ice crystals
- Reject any packages that are not sealed tightly
- Never accept foods that have been thawed and refrozen, indicated by ice in the bottom of a carton, large ice crystals, or a deformed container
- Ice for use as a food or for cooling other foods must be made from drinking water

Receiving eggs

Eggs may be contaminated with bacteria, so it is important to:

- Check the shells for cracks and dirt
- Check freshness and temperature of eggs; spot check by breaking egg open and measuring temperature with a metal stemmed thermometer. Reject if the temperature is above 8°C
- Check for odor and the firmness of the yolk
- Refrigerate fresh eggs immediately on delivery
- All liquid, frozen and dry egg-if used by the hotel- must be pasteurized

Receiving fruit and vegetables

- Freshness and appearance is important but taste is the best indication of quality. Slightly blemished produce can be acceptable if flavor and quality are not affected.
- Some plants, such as wild mushrooms, may carry harmful toxins: purchase only from suppliers who can prove the plants were individually inspected
- All produce must be thoroughly washed in potable water before serving, reducing possible contamination by soil-borne bacteria or chemical residue from pesticides
- Blemished areas should be cut away and discarded

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Receiving dry goods

Dry food includes products such as pasta, cereals, sugar, flour, dried fruits and vegetables.

On receipt check them for:

- Signs of contamination
- Product packaging that seems to be damaged or not clean
- Completely dry food products
- Dampness or moulds – moisture can promote rapid and dangerous bacterial growth
- Punctures, tears, holes or slashes in the packaging that may indicate insect or rodent presence

Receiving canned goods

Botulism can occur in both canned and vacuum packed foods and is extremely dangerous.

All canned goods must be checked thoroughly when received and again just before use.

If any of these conditions are detected, reject the product:

- Check for leakage, broken seals, dents along seams, rust, or missing labels
- Examine both ends and seams of a can and press each end separately, if the opposite end bulges or the pressed end springs back the can should be rejected

Milk and dairy

- All milk and dairy products must be pasteurized
- Milk with a receiving temperature above 8°C must be rejected
- The use-by date on the package must be visible and checked and the product rejected if date has expired
- Butter should have a firm texture and even color with no signs of mould or rancid smell; containers must be clean and unbroken
- Cheese should have a uniform color and texture and be rejected if it is discolored, excessively mould, or dried out; cheeses with rinds must be clean and undamaged
- Bakery/pastry products with custard or cream fillings require careful handling