



**FOOD PREMISES OWN-CHECK**

# FOOD PREMISES OWN-CHECK

**Food premises name:**

**Food premises address:**

**Person in charge of own-check:**

**Contact details for the person in charge of own-check:**

**Substitute for the person in charge of own-check:**

**Date of preparation:**

**Updated on:**

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## 1. General information on own-check

Food sector operators must be familiar with the health hazards related to foodstuffs and their processing and the critical areas of their operation in terms of food safety.

The operator must have a plan in place to control any food safety risks related to the operation.

Own-check is the operator's own system, with which the operator tries to ensure that the food and the food premises as well as the operations within meet the requirements specified in foodstuff provisions.

Employers must familiarise their employees with own-check practices and ensure that own-check can be audited on site.

### 1.1 Own-check compliance, updating and storage

You must only complete the sections of own-check that are relevant to your operations, other sections must be deleted. **If you have operations that are not featured on the own-check template, they must be recorded as e.g. appendices.**

The own-check system must be updated each time the operation is changed, at the very least.

The documents must be stored in a place where they are available to the staff and where they can be presented to food safety authorities, if necessary.

**Documents are stored at the food premises for \_\_\_\_\_ years.**

**The minimum storage period for temperature records is one year.**

### Supervisory authority contact details:

#### Visiting and postal address:

City of Porvoo

Environmental Health Services

Tekniikankaari 1 A

06100 Porvoo

*Office opening hours: Mon–Fri 9 am–3 pm*

Environmental Health Services on-call service:  
+358 (0)40 168 88 44 (Mon–Fri 9 am–12 noon)

ymparistoterveydenhuolto@porvoo.fi

www.porvoohnymparistoterveydenhuolto.fi

## 1.2 Operation responsibilities and description

Select the sections of the table relevant to the food premises.

Person in charge of own-check \_\_\_\_\_

Task	Person in charge and substitute
<input type="checkbox"/> Own-check plan updates	
<input type="checkbox"/> Suspected food poisonings	
<input type="checkbox"/> Food product acquisition and reception inspections	
<input type="checkbox"/> Food product storage and warehousing	
<input type="checkbox"/> Refrigeration equipment temperature control	
<input type="checkbox"/> Thermometer inspection	
<input type="checkbox"/> Food processing and preparation	
<input type="checkbox"/> Special diets	
<input type="checkbox"/> Temperature management in processing and preparation	
<input type="checkbox"/> Food serving and serving temperatures	
<input type="checkbox"/> Donation of surplus food	
<input type="checkbox"/> Delivery and distance selling to customers	
<input type="checkbox"/> Packaging and food contact materials	
<input type="checkbox"/> Traceability and withdrawals	
<input type="checkbox"/> Cleanliness monitoring	
<input type="checkbox"/> Pest control and other animals	
<input type="checkbox"/> Staff familiarisation	
<input type="checkbox"/> Staff certificates	
<input type="checkbox"/> Import	
<input type="checkbox"/> Customer feedback	
<input type="checkbox"/> Catering	
<input type="checkbox"/> Sampling	
<input type="checkbox"/> Package labels and information on food products	

**Brief description of the operations:**

Which foods are prepared on the premises, which methods are used, etc.

**1.3 Preparing food for risk groups**

When preparing food for risk groups (e.g. daycare centres or nursing homes) or schools, you must observe the Instructions for safe use of foodstuffs issued by the Finnish Food Authority (<https://www.ruokavirasto.fi/en/private-persons/information-on-food/instructions-for-safe-use-of-foodstuffs/safe-use-of-foodstuffs/>). The operator must be aware of the risks associated with different foodstuffs and describe their operations in the own-check system.

Operators must also ensure that anyone belonging to a risk group is not served foodstuffs exposing them to the risk of listeria infection, e.g. unheated frozen vegetables or raw spiced and/or cold-smoked fish products.

The Finnish Food Authority listeria instructions for industrial kitchens (in Finnish): [https://www.ruokavirasto.fi/globalassets/henkiloasiakkaat/tietoa-elintarvikkeista/2020\\_07\\_listeriaohje\\_suurkeittioille\\_fi.pdf](https://www.ruokavirasto.fi/globalassets/henkiloasiakkaat/tietoa-elintarvikkeista/2020_07_listeriaohje_suurkeittioille_fi.pdf)

You should also observe the meal-specific nutritional criteria for food served by caterers, which are specified in the 'Suomalaiset Ravitsemussuositukset' (Finnish nutritional recommendations) instructions issued by the National Nutrition Council. <https://thl.fi/web/elintavat-ja-ravitsemus/ohjeet-ja-suositukset/suositukset-ja-toimenpideohjelmat>

Is food prepared for risk groups at your food premises?

yes  no

**How have risk groups been taken into account in food preparation?**

#### 1.4 Well water

If the food premises utilise water from a private well or water intake plant, the operator is in charge of ensuring that the water used meets the statutory requirements, and that the quality of water will not endanger food safety.

Do the food premises utilise private well water?

yes  no

**How is the quality of the well water monitored?**

#### 1.5 Suspected food poisonings

The operator is obliged to report any suspected food poisonings to the health inspector immediately. Reports may be submitted to the City of Porvoo Environmental Health Services food control

- on an electronic form at [www.porvoonymparistoterveydenhuolto.fi](http://www.porvoonymparistoterveydenhuolto.fi)
- by calling the on-call service +358 (0)40 168 88 44 weekdays 9 am–12 noon
- by email to [ymparistoterveydenhuolto@porvoo.fi](mailto:ymparistoterveydenhuolto@porvoo.fi).

**The operator must keep samples** of possibly contaminated food products or ingredients for any further examination. The sample amount is 200–300 g/food or ingredient and it must be placed in a clean container, with sufficient identifying information and date marked on it. The sample ingredients must not be mixed together. If the sample has to be stored at the food premises, it must be frozen.



## 1.6 Thermometers

Refrigerator equipment temperatures should be verified with the help of detachable thermometers placed inside the refrigerator equipment. If the temperatures are verified from the fixed thermometers of the equipment, the reliability of the thermometers must be confirmed regularly.

### Type of thermometers used in the premises:

<input type="checkbox"/>	detachable thermometer	<input type="checkbox"/>	spike probe thermometer
<input type="checkbox"/>	infrared thermometer	<input type="checkbox"/>	other, please specify:

The operation of spike probe and infrared thermometers is verified \_\_\_\_\_ times each year by measuring the temperatures of boiling water (100 °C) and melting ice (0 °C).

The operation of thermometers is verified in another way. Please specify:

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## 2. Food product acquisition and reception

### Where are food products purchased:

### The food product reception inspection consists of:

<input type="checkbox"/>	checking that the packaging is intact and clean
<input type="checkbox"/>	checking package labels
<input type="checkbox"/>	a sensory assessment of the quality of the products (appearance, smell)
<input type="checkbox"/>	checking the accuracy and validity of the commercial documents
<input type="checkbox"/>	measuring food product temperatures.

### Measuring food product temperatures

The temperatures of perishable food products must be measured (such as fresh fish and meat requiring cold storage, dairy products and chopped vegetables and

frozen foods) in connection with reception. **Deficiencies and the resulting measures must always be recorded.**

**Of which food products is the temperature measured? Using which method? How often are temperatures measured and recorded?** *E.g. the temperatures of at least two perishable food products and one frozen food product are measured once a week.*

**Which are the temperature limit values? What is the procedure if the temperatures or other inspected matters fail to meet requirements at the time of reception?**

**If the food products are transported by the operator from e.g. a wholesaler, how have the food products been packaged for transportation? How long does transportation take? How do you ensure the unbrokenness of the cold chain?**

### 3. Food product storage

Product turnover rate and order in the storage and warehousing areas must be ensured every day. The storage areas must not be used for keeping food products that have passed their use-by date.

Food products must not be contaminated during storage. You may not, for example, store products that endanger food safety in the storage areas.

**Uncooked meat and fishery products must be stored in their own refrigerator equipment or otherwise clearly separated from ready-to-eat food or cooked foodstuffs.** If there is only one cold storage room available, the cooked products must be stored on shelves above the uncooked products.

Food products or food product packages must not be placed on the storage area floor. Instead, products and ingredients must be stored on shelves or on top of easily movable platforms (e.g. platforms with wheels). The platforms improve air circulation inside the storage area and make cleaning easier.

<input type="checkbox"/>	FIFO (First In, First Out; the correct order of products in rotation is ensured by placing the oldest food products in the front of storage areas/refrigerators)
<input type="checkbox"/>	The date of opening must be marked on any opened food packages (once a package is opened, its contents will perish at the same rate as an unpackaged product).
<input type="checkbox"/>	The freezing date and name of foodstuff must be marked on foodstuffs frozen on site (traceability must be ensured).
<input type="checkbox"/>	The date of removal, batch number or identification and name of foodstuff must be marked on foodstuffs removed from their original packaging (traceability must be ensured).
<input type="checkbox"/>	Foodstuffs must not be stored in opened preserve cans (foreign substances may be transferred from opened cans to the foodstuff).
<input type="checkbox"/>	Unpackaged foodstuffs must be protected with e.g. a lid or clingfilm for storage.
<input type="checkbox"/>	

**In addition to the storage areas on the food premises, are there any other storage areas in use?**

## Refrigeration equipment temperatures

Many food poisoning bacteria multiply the quickest in temperatures between room temperature and human body temperature (+20—+40° Celsius). Because many food poisoning bacteria also multiply efficiently outside this temperature range, the range from +6 to +60° Celsius is widely considered the temperature hazard zone.

**The statutory foodstuff storage and serving temperatures have been given in the appendices.**

PLEASE NOTE! The manufacturer may provide even stricter cold storage limit values (e.g. chopped salads and vegetables). In this event, the manufacturer's instructions must be adhered to.

**The temperature of the cold storage area must be set to the recommended temperature for the product that requires the lowest storage temperature.**

**Do the refrigeration equipment have an automated saving system?**

yes  no

### Description of the automated temperature control of the refrigeration equipment

*How does the automated temperature control function? What are the limit values of the refrigeration equipment temperatures? Does exceeding the temperature limit value trigger an alarm, and to whom? How can temperature records be reviewed and who is in charge of them? What is the procedure in the event that the temperature requirements are not met? You must always record any correcting measures.*

## ELINTARVIKKEIDEN SÄILYTYSLÄMPÖTILOJA



MAX.  
8 °C

HAPANMAITOTUOTTEET  
USEIMMAT JUUSTOT



MAX.  
6 °C

MAITO  
LIHA  
VALMISRUOAT  
PILKOTUT KASVIKSET JA IDUT  
SUSHI JA ELÄVÄT SIMPUKAT



MAX.  
4 °C

JAUHELIHA  
JAUHETTU MAKSA



MAX.  
3 °C

KYLMÄSAVUSTETTU KALA  
GRAAVISUOLATTU KALA  
VAKUUMIPAKATTU SAVUKALA



MAX.  
2 °C

TUORE KALA  
SULATETUT  
KATKARAPUPAKASTEET  
KEITETYT RAVUT  
KEITETYT SIMPUKAT

### Description of the manual temperature control of the refrigeration equipment

*The temperature must be checked at least once a day. Which gauge is used to monitor the temperature? How often are temperature values recorded and where? What are the limit values of the refrigeration equipment temperatures? What is the procedure in the event that the temperature requirements are not met? You must always record any correcting measures. The validity of the thermometers on the equipment must be checked regularly. Who is in charge of inspecting the validity of the thermometers, and how often? Where are inspection measurements recorded?*

## 4. Food preparation and packaging

### 4.1 Foodstuff preparation

When processing and storing food products, you must ensure that no dirt, harmful bacteria, viruses or harmful substances are able to come in contact with the food products (i.e. contaminate them). The premises must be such that cooked and uncooked food products can be separated from each other. It is especially important to keep food products that are intended to be consumed without heating separate.

The operator must also be able to separate allergenic ingredients from each other and food products that they are not intended for.

Vegetables and root vegetables must be washed carefully because they may contain soil bacteria. No soil-covered root vegetables may be processed in the food premises, unless the food premises have a separate work area with a water point for processing them.

You must also remember to handle storage containers for vegetables and other products carefully and avoid placing them on worktops.

Section 4 of the Food Premises Decree (Elintarvikehuoneistoasetus 1367/2011)

*Uncooked meat and uncooked meat and fishery products must be kept separate from each other and ready-to-eat food.*

*Unpackaged raw poultry may not be stored, sold or otherwise handled so that it may come in contact with other unpackaged food products.*

*You must heat foreign frozen berries before use, because they may contain norovirus.*

*You should also heat foreign frozen vegetables, at least when preparing them for risk groups, because they may contain listeria.*

The following ingredients are used for preparing food:

- cooked meat (arrives cooked)
- cooked fish (arrives cooked)
- raw meat or fish, which only needs to be cooked
- raw meat (incl. minced meat), which is chopped, sliced, seasoned, marinated or prepared in some other way on site
- raw fish, which is chopped or sliced on site
- raw poultry, which only needs to be cooked
- raw poultry, which is chopped or otherwise prepared in the kitchen
- ready-to-serve salads and vegetables (arrive ready to be served)
- salads and vegetables, which are washed and chopped on site
- soil-covered root vegetables, which are sliced, chopped, etc. on site
- \_\_\_\_\_
- \_\_\_\_\_

**How are food products processed?**

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**How is food product contamination prevented?**

<input type="checkbox"/>	separate work stations for different product groups (e.g. uncooked meat, poultry or fish products and vegetables as well as raw products/ready-to-eat food)
<input type="checkbox"/>	separate kitchen utensils (such as cutting boards and knives) for different product groups (e.g. uncooked meat, poultry or fish products and vegetables as well as raw products/ready-to-eat food)
<input type="checkbox"/>	cleaning work stations and tools between different operations and between processing different products
<input type="checkbox"/>	washing hands / changing disposable gloves (when moving from one product group and processing stage to another, and after blowing one's nose, using the toilet, working at the till)
<input type="checkbox"/>	using appropriate protective clothing (e.g. using headwear to prevent hair from entering food)
<input type="checkbox"/>	separating processes by time, please specify:
<input type="checkbox"/>	in other ways, please specify:

The kitchen is equipped with separate marked work surfaces:

- for preparing raw meat. The cutting board is identified by: \_\_\_\_\_
- for preparing raw poultry. The cutting board is identified by: \_\_\_\_\_
- for preparing raw fish. The cutting board is identified by: \_\_\_\_\_
- for preparing root vegetables and vegetables. The cutting board is identified by: \_\_\_\_\_
- for preparing cooked food products or ready-to-eat food. The cutting board is identified by: \_\_\_\_\_

If methods such as sous vide, smoking, raw spicing of fish, preparing sushi, preparing tartar/medium minced meat patties, etc. or ingredients that require specific instructions, e.g. raw fish, mushrooms, beans, etc. are used, these processes must be described in an attachment to the own-check system.

The operator must identify any risks related to the preparation (e.g. EHEC, listeria, PAH compounds) and their control measures.

The City of Porvoo Environmental Health Services and the Finnish Food Authority recommend that all minced meat products be served well done, not medium. Raw minced beef is a risk product in terms of EHEC bacteria. EHEC may cause bloody diarrhoea, gangrenous intestinal inflammation and kidney damage, which is life-threatening to children and elderly people, in particular.

*Which methods have specific instructions? Where are the instructions located?*

*“The operator shall verify that the foodstuffs are safe and suitable for food and that the hygiene requirements laid down in food legislation are complied within all operations. The operator shall identify the risks related to their operation and manage the risks using suitable risk management methods.”*

*Oiva Evaluation*

## 4.2 Special diets and allergens

### 4.2.1 Special diets

Do not indicate that meals are gluten-free or suitable for any other special diet, if you cannot be sure of this.

According to legislation, gluten-free meals must contain less than 20 mg/kg of gluten. Note that a meal is either gluten-free or not. You should not use the phrase “gluten-free, prepared in premises where wheat is also processed,” for example. The customer is unable to assess the severity or probability of the contamination risk, and the assessment is the responsibility of the person preparing the food.

You can find more information on preparing gluten-free meals on the Finnish Coeliac Society website.

The ingredients used for special diets (e.g. ingredients free of certain allergens or gluten) must be kept in closed and marked dishes separate from other food products. When a new batch of products arrives, you must check the product description, because the product may have changed without the manufacturer informing you of it.

Are special diets catered to at the premises? Which diets? Are food products / meals advertised as gluten-free, for example? How are special diet meals prepared? Are there separate instructions for preparing special diet meals and where can they be found? Describe how contamination is prevented throughout the operations from receiving goods to serving meals.

### 4.2.2 Information on unpacked food products

The following information on unpacked food products must be provided on site:

- name of food product
- country of origin of the fresh, chilled or frozen beef, pork, mutton or goat meat as well as poultry used as an ingredient (in writing)
- allergens (discussed in the previous chapter).

More information on naming food products on the Finnish Food Authority website <https://www.ruokavirasto.fi/en/foodstuffs/food-sector/food-information/labelling/naming-of-foods/>



You should pay special attention to agricultural products and foodstuffs with registered names <https://www.ruokavirasto.fi/en/foodstuffs/food-sector/ainesosat-ja-sisalto/scheme-for-registration-of-names/>

More information on 'kinkku' (ham) as a food product name <https://www.ruokavirasto.fi/en/foodstuffs/food-sector/food-information/labelling/naming-of-foods/ham-as-the-name-of-a-food/>

Providing the country of origin for meat <https://www.ruokavirasto.fi/en/foodstuffs/food-sector/food-information/labelling/labelling-of-the-country-of-origin-of-foods/country-of-origin-of-meat-at-serving-points/>

### **Ingredients most common to cause allergies and intolerance**

Ingredients specified in legislation as causing allergies and intolerances must be stated for unpacked food products, as well. These ingredients have been listed in the table below.

Even though the operator does not prepare meals suitable for certain dietary restrictions, they must observe allergens by processing food products carefully to prevent cross-contamination by ingredients that are not included in a meal's recipe.

#### **The following allergens are processed on the food premises:**

<input type="checkbox"/>	Cereals containing gluten (e.g. wheat flour)	<input type="checkbox"/>	Crustaceans and products thereof (e.g. shrimp)
<input type="checkbox"/>	Eggs and products thereof	<input type="checkbox"/>	Fish and products thereof
<input type="checkbox"/>	Peanuts and products thereof	<input type="checkbox"/>	Soy beans and products thereof (Note! Many products may contain soy as an ingredient)
<input type="checkbox"/>	Milk and products thereof (e.g. cheese)	<input type="checkbox"/>	Nuts and products thereof
<input type="checkbox"/>	Celery and products thereof	<input type="checkbox"/>	Mustard and products thereof
<input type="checkbox"/>	Sesame seeds and products thereof	<input type="checkbox"/>	Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/litre in terms of the total sulphur dioxide
<input type="checkbox"/>	Lupin and products thereof	<input type="checkbox"/>	Molluscs and products thereof

Allergens can be indicated on the menu in connection with the dish, for example.

Information on allergens can also be provided orally, if this is clearly indicated in close vicinity to unpackaged food products, e.g. on a brochure, board or in some other manner. Example: **“Please ask staff for information on allergens.”**

You can find more instructions on providing this information in Appendix 2.

#### **How is information on unpacked food products provided on site?**

### **4.3 Temperature management in processing and preparation**

The time food products are stored at room temperature in connection with preparation must be kept to a minimum. For meal preparation, for example, only the necessary amount of foodstuffs must be taken out into room temperature at a time. Food product storage and serving temperatures are specified in Appendix 1.

#### **4.3.1 Food products that must be cooked**

Any food poisoning microbes present in the products are mainly destroyed through sufficient heating. That is why sufficient heating of the products is important.

The product's temperature must be more than +70 °C and more than +75 °C throughout the product for poultry (due to the elevated risk of campylobacter and salmonella). If a food product is clearly boiling, you do not need to measure its temperature.

#### **Food product temperatures are measured as follows:**

*How often are temperatures measured and recorded? Where are the temperatures recorded?*

**What is the procedure in the event of temperature deficiencies? Any deficiencies and the resulting measures must always be recorded.**

Are there food products whose cooking does not comply with recommended temperatures (e.g. sous vide, medium beef patties)? Preparing these products requires separate instructions that describe how the risks are controlled.

### Acrylamide

Acrylamide present in food products may increase the consumers' risk of developing cancer, which is why exposure must be minimised.

For the time being, no maximum content of acrylamide in food products has been specified in legislation. **However, the Acrylamide Regulation (EU) 2017/2158 obliges food product manufacturers to take measures to decrease the acrylamide content of their products.**

Acrylamide may develop in food products during cooking, when starchy products are deep fried, roasted in an oven or in fat or roasted at high temperatures (exceeding 120 °C). Boiling has not been proven to increase the acrylamide content in food products.

The largest acrylamide contents have been found in starchy casserole dishes, potato products (e.g. potato chips and French fries) and cereals (e.g. bakery products). That is why operators manufacturing deep-fried potato products and bakery products are obliged to employ measures decreasing the acrylamide content in products. The measures are specified in the Finnish Food Authority instruction 17056/1 on decreasing acrylamide content and complying with the reference value in accordance with EC Regulation 2017/2158 (Ohje akryyliamidipitoisuuksien vähentämiseksi ja vertailuarvojen noudattamiseksi Euroopan komission asetuksen (EU) 2017/2158 mukaisesti.)

As a general rule, these products should be cooked at a temperature as low as possible, to a colour as light as possible, while observing product characteristics and avoiding any overcooking. The preparation instructions issued by the manufacturer must be followed.

**Which measures are put in place to reduce the generation of acrylamide in the food premises?** Deficiencies and their corrective measures must be recorded.

**Potato products**  
(French fries and other deep-fried products)

- preparation from uncooked potatoes: use suitable potato varieties and store them correctly, perform the necessary preparations before cooking
- preparation from semifinished products: follow the storage and preparation instructions issued by the manufacturer
  
- select a suitable cooking oil or grease and cook at a maximum of 175 °C
- ensure cooking oil or grease quality: remove any solids and crumbs and replace oil/grease frequently enough
- if possible, use colour guides and keep them visible to the staff
- when cooking potato products in the oven or pan: cook to a colour as light as possible; use colour guides,

**Bread and fine bakery wares**

- extend the yeast fermentation time
- optimise dough moisture content
- bake at as low an oven temperature as possible and extend cooking time
- avoid baking too long and try to bake to a colour as light as possible
- if possible, use colour guides and keep them visible to the staff

### 4.3.2 Food products that must be chilled

Food products intended for cold storage must be chilled to + 6 °C or below **immediately after heating** or within four hours of heating.

**Which food products are chilled? How often? How much at a time?**

--

**We chill food products:**

<input type="checkbox"/>	in a separate chilling cabinet intended for chilling
<input type="checkbox"/>	in a refrigerator with no other food products*
<input type="checkbox"/>	other, please specify:

\* **only suitable for chilling small amounts of food products occasionally.**

**Temperature monitoring during chilling and related records:**

*How often are temperatures measured and recorded? Where are the temperatures recorded? Recording correcting measures.*

--

**What is the procedure in the event of temperature deficiencies:**

<input type="checkbox"/>	If chilling time remains, chilling is continued.
<input type="checkbox"/>	If more than four hours have passed since chilling started, the product is destroyed.
<input type="checkbox"/>	The operation of the refrigerator equipment / chilling method is inspected.
<input type="checkbox"/>	Other, please specify:

You must determine a use-by time for chilled products. Storage of no more than three days is recommended for chilled products.

If longer storage times are required, you should consider verifying the shelf life of the products using laboratory tests. For food products prepared by heating, for example, a storage time of **more than four days** is considered long. It is meaningful, however, to plan operations so that opened packages, semifinished products or ready-to-serve products are not stored for long periods of time. You can find more information in Finnish Food Authority instruction: Elintarvikkeiden mikrobiologiset vaatimukset komission asetuksen(EY) No 2073/2005 soveltaminen sekä yleisiä ohjeita elintarvikkeiden mikrobiologisista tutkimuksista - Ohje elintarvikealan toimijoille (4095/04.02.00.01/2020/4)

What are the use-by times specified for chilled food products? How are these times monitored? How are dates marked?

### 4.3.3 Food products that must be frozen

Food products must be frozen to at least -18 °C within 24 hours. Frozen food products must be stored in areas with a temperature of -18 °C or less. Food products must be frozen before their use-by date. The shelf life of a frozen food product is two months from the freezing date. Frozen food products, whose freezing date has been exceeded by two months, must be destroyed appropriately. Mushrooms, forest berries and garden produce and game may be stored for longer provided that their quality does not deteriorate.

The Finnish Food Authority instruction on fishery products with instruction concerning the freezing process carried out to remove parasites must be observed if raw fish is prepared on site (raw-spiced fish, sushi with raw fish) (Ruokaviraston kalastustuotteiden valvontaohje 16023/5).

**The following food products are frozen in the food premises:**

**Where are the food products frozen? How much at a time?**

When freezing food products, you must ensure that they can be traced. You must, for example, mark the name and freezing date or any other information allowing for the tracing of the product and itemising its ingredients on the products. You must be especially careful when catering to special diets.

Further information (in Finnish): Finnish Food Authority instruction on freezing food products in food premises (Elintarvikkeiden pakastaminen ja jäädyttäminen elintarvikehuoneistoissa, 16049/1).

#### 4.3.4 Food products that must be thawed

Frozen food products must not be thawed at room temperature.

##### How and where are frozen food products thawed?

Thawed products may be used for \_\_\_\_\_ days after thawing.

Freezing food products will not kill microbes. As food thaws, the number of microbes increases quickly because they have plenty of water and nutrients at their disposal. The shelf life of a thawed product is shorter than that of a fresh product. You must not freeze a thawed product.

#### 4.3.5 Food products that must be re-heated

Sufficient re-heating is important in preventing food poisoning. Re-heated food products must be heated to at least +70 °C throughout.

##### The following food products are re-heated in the premises:

Heating in the microwave oven is not recommended, because the various sections of the food product will heat unevenly in the microwave. Most microwave ovens will yield the best results when the heated food is stirred during heating and then heated further.

**Monitoring and recording re-heating temperatures** (you do not need to measure the temperature of food heated to a boil, but if the food contains e.g. meatballs or larger pieces of meat, the temperature must be measured):

*How often are temperatures measured and recorded? Where are the temperatures recorded? Correcting measures in the event that the temperature requirements are not met and the related records.*

## 5. Serving food

Hot food must be stored at a temperature of more than +60 °C before and during serving. The temperature must be measured towards the end of the serving time. Food that has been displayed for serving once may not be re-used.

The temperature of perishable food products requiring cold storage may rise to up to 12 °C during serving, in which event it may be on display for serving for up to four hours, after which it must be destroyed.

**How is food served at the food premises? In portions or buffet-style? Food serving hours? How is food protected?**

**How often are temperatures measured and recorded? Where are the temperatures recorded? What is the procedure in the event that the temperature requirements are not met? Record measures in place.**

## 6. Disposing of surplus food

Is surplus food from the lunch buffet, for example, sold/donated at the food premises?

directly to the customers  yes  no

to food aid  yes  no

**Which extra food products are donated/sold and to whom? How are food products packaged? Are the food products chilled or hot? How is food transported to the aid site and how is temperature controlled during transportation?**



You must always ensure that food is impeccable and that the cold/hot chain has not been broken during serving.

Further information on food products donated to food aid can be found in Finnish Food Authority instruction 16035/2 (Ruoka-apuun luovutettavat elintarvikkeet, 16035/2).

## 7. Delivery and distance selling to customers

**Do the food premises offer delivery to customers?**  yes  no

**Who delivers the food to customers and how? How is the food packaged? How is the temperature controlled during transportation? Please describe the delivery time and delivery area.**

If food is delivered to customers on demand, you must ensure that the cold/hot chain is unbroken.

**How and where is the cleanliness of the vehicle and transportation boxes ensured?**

**Do the food premises sell online?**  yes  no

**Description of selling online.**

## 8. Catering

If the food premises have catering operations, they must also be described.

**What type of catering services are offered and how often? How is food transported and how is the correct temperature of the food products ensured (hot and cold)?**

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## 9. Packaging and food contact materials

The packaging materials, dishes, equipment, etc. coming into contact with food must be suitable for use with food. Contact materials include food casings, take-away dishes, disposable containers, kitchen utensils, coffee makers and kettles, kitchen equipment and disposable gloves. You must take different materials and their suitability for different uses into account in purchasing materials. PVC/vinyl plastics are not, for example, suitable for greasy food. You should observe this when selecting disposable gloves.

**Which food products are packaged on site and how is the suitability of the packages ensured (e.g. greasy, sour or hot food)?**

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**The suitability of a material for use with food products is verified as follows:**

<input type="checkbox"/>	The material is equipped with a symbol or text indicating suitability for use with food: 'elintarvikekäyttöön' or symbol with glass and fork.	
<input type="checkbox"/>	We record certificates of material suitability for use with food products (so-called declaration of conformity).	
<input type="checkbox"/>	Packaging and other food product contact materials are purchased through a wholesaler / central wholesale business and the heading will indicate the intended use (e.g. take-away containers, transportation boxes).	
<input type="checkbox"/>	Other, please specify:	

## 10. Traceability and withdrawals

### 10.1. Traceability

The operator must know who they have bought all their ingredients from. They must also know the purchasing and delivery times of the food products.

**Traceability information (packing lists, consignment notes, receipts) is stored as follows in our food premises:**



If food products are moved from (original) packaging to another, at least the date and batch number and food product name must be marked on the new packaging. The food products must be traceable / connectable to traceability documents.

### 10.2 Withdrawals

#### **Product withdrawal control (products prepared on site)**

If a food product on sale is withdrawn, the sale of the food product in question must be discontinued. In addition to this, operators must abide by Finnish Food Authority guidelines on withdrawal of products and contact Food Control at Environmental Health Services, if necessary.

If the product is manufactured or imported by the operator, the serving/selling of the product in question must be discontinued immediately and Food Control at Environmental Health Services must be contacted without delay for further instructions.

## 11. Sampling

The food premises must draft a sampling plan, where applicable. Sampling in food premises is focused on surface cleanliness samples, but the operator must also sample food products, if necessary.

- Sampling instructions issued by the City of Porvoo Environmental Health Services <https://porvoonymparistoterveydenhuolto.fi/en/>
- Finnish Food Authority instructions on microbiological requirements of food products: Elintarvikkeiden mikrobiologiset vaatimukset komission asetuksen(EY) No 2073/2005 soveltaminen sekä yleisiä ohjeita elintarvikkeiden mikrobiologisista

- tutkimuksista - Ohje elintarvikealan toimijoille (4095/04.02.00.01/2020/4)
- Water and ice control on food premises: veden ja jään valvonta elintarvikehuoneistoissa Ohje/versio 8014/04.02.00.01/2021/2

### Sampling plan

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## 12. Cleanliness and maintenance

### 12.1 Cleanliness

#### Premises

The operator must draft a separate cleaning plan specifying the following matters in writing: who cleans, what is cleaned, how often, using which equipment and substances. You can use the form attached to the own-check plan template to draft the cleaning plan.

If an external cleaning company operates in the premises, the operator must ensure that the company has an appropriate cleaning plan describing the cleaning equipment used in different areas and the cleaning of the cleaning equipment in place as part of the operator's own-check. The quality of cleaning must be monitored.

#### Who is in charge of cleaning in the premises?

<input type="checkbox"/>	staff
<input type="checkbox"/>	external cleaning company, contact details

**How is cleaning equipment for different areas (foodstuff processing, customer and toilet areas, for example) separated in the premises? How is the storage and maintenance of cleaning equipment arranged?**

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## Equipment

The condition and cleanliness of the equipment must be maintained and their impeccable operation must be ensured through regular check-ups and maintenance. Freezers must be thawed at least once a year or their automated thawing processes must be ensured. The thawing and cleaning of refrigeration equipment must be recorded.

### Companies in charge of maintaining the equipment:

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## Dishwasher water temperature

The maximum water temperature during preliminary washing is +40 °C. The temperature of washing water must be at least +55°C (preferably + 60–70°C) and the temperature of the rinsing water must be at least +80°C. **If you cannot monitor the temperature due to the features of the equipment (e.g. the machine does not display temperature), you should control the efficiency of the dishwasher by sampling the surfaces of the dishes.**

*Are dishwasher temperatures monitored and recorded? How often are they recorded and where? Correcting measures in the event that the temperature requirements are not met and the related records. How and how often is dishwasher efficiency controlled using surface samples?*

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## Ice maker

The ice maker must be cleaned according to instructions issued by the manufacturer. Basic cleaning must be carried out 1–2 times a month and a more thorough cleaning must be performed 1–2 times a year. The cleaning must be entered in the own-check records. The ice cubes must be sampled for own-check.

*How often is the ice maker cleaned? Where are the cleaning instructions located? Where is cleaning recorded?*

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#### **Ice cube handling instructions**

- Ensure good hand hygiene.
- Keep the lid of the ice maker closed.
- Ensure the cleanliness of the ice scoops and dishes.
- Keep the ice scoop in a separate, clean dish.
- Do not use the dish for freezing other food products.
- Also ensure that the surroundings of the ice maker are clean.

## 12.2 Maintenance

The food premises must be kept in good condition. The surfaces of the food premises must be intact and the surface materials and the materials of the devices and equipment must be easy to keep clean. The surfaces must be resistant to water, steam, heat, grease and mechanical wear, where applicable, and the materials must be non-toxic. Wood may not be used as surface material in the preparation area. Electric cables, cable protectors, ventilation pipes, front walls of cold rooms and pipes, etc. should be encased. The doors and walls of food preparation, dishwashing and storage areas should be equipped with anti-collision panels. The premises must have sufficient ventilation.

The operator must regularly assess the condition and the suitability for easy cleaning of all the surfaces in the food premises as part of own-check. If any shortcomings are observed, the operator must take immediate action. A repair plan must be drafted for any comprehensive renovations.

The operator and the representative of the property are jointly responsible for maintenance of the food premises.

Building manager contact information	
Maintenance company contact information	

How is the maintenance of the structures of the food premises ensured?

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### 12.3 Waste management

The waste containers of the food premises must be emptied daily in the waste collection point specified by the property owner. The waste containers and the surrounding area must be kept clean.

**How often are the waste containers of the food premises washed? Who is in charge of the washing? Who is in charge of keeping the waste collection area clean?**

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**Where are waste grease/oil collected? Where are waste grease/oil disposed of?**

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**The following types of waste are sorted in the food premises / property:**

<input type="checkbox"/>	biowaste	<input type="checkbox"/>	cardboard	<input type="checkbox"/>	paper
<input type="checkbox"/>	glass	<input type="checkbox"/>	metal	<input type="checkbox"/>	mixed waste
<input type="checkbox"/>	waste-to-energy	<input type="checkbox"/>	plastic	<input type="checkbox"/>	other, please specify

### 13. Pest control and other animals

No pests, such as rodents, insect pests or birds, may be present in food premises. The control measures are sufficient if there are no signs of pests.

The presence of pests must be prevented as follows:

- exterior doors must be sealed, any openings and hollows of the building must be repaired or closed with a sufficiently fine mesh
- exterior doors and windows must be kept closed or equipped with insect mesh
- floor drains must be kept clean, to prevent them from becoming ideal places for flies to lay eggs
- all unnecessary items making cleaning difficult and offering suitable hiding places for pests must be removed
- the outside areas must be kept clean and tidy to remove any possible rodent food and hiding places
- waste must be kept in closed containers and the containers must be emptied sufficiently often
- birds must be prevented from staying and making nests on the loading docks.

*Occasional flies may be controlled with electronic fly traps suitable for food premises. Please note that the traps must be maintained regularly to function properly. If the premises are infested with flies, you must ensure that they have not laid eggs indoors.*

**The entrance of pests into the food premises is controlled as follows:**

**What procedures are employed in the event that pests are found in the premises? Do the food premises have a contract with a pest control company?**

**If pests occur despite the operator's own efforts, the operator must turn to a pest control professional.**



## Other animals

Guide dogs, assistance dogs and hearing dogs are allowed in the customer areas of the food premises. Pets are allowed in the food premises serving area upon permission from the operator. Such permissions must be communicated to customers near the entrance of the food premises. The operator may specify which pets are allowed in the serving area of the food premises.

### Are pets allowed in the food premises?

<input type="checkbox"/>	Pets are allowed in the customer areas of the food premises, which pets?
<input type="checkbox"/>	A written notification is posted near the entrance.

## 14. Staff

The operator is in charge of ensuring that the people working in the food premises have the sufficient food hygiene competence and that they are trained and advised in matters related to food hygiene, where applicable. Understanding the nature and scope of operations at the food premises and own-check is part of work competence.

### 14.1 Familiarisation

People working in the food premises must be familiarised with hygienic and safe working methods and own-check procedures. The operator must appoint a person in charge of own-check procedures, who must have sufficient training in terms of succeeding in the task.

#### How are staff familiarisation and training recorded? How are employees familiarised?

### 14.2 Hand hygiene and work clothes

Ensuring hand hygiene is very important in the food sector. Microbes are naturally present on hands. Some of them are harmless, but others cause food poisoning. Microbes are transferred to food from the employee's hands.

Microbes may also be transferred to food through dirty surfaces.

You should not touch your hair, mouth or nose with your hands while preparing food.

You must always wash your hands

- when starting work, i.e. before touching food products or food
- when moving from one work phase to another, especially after touching raw ingredients (meat, fish, chicken, vegetables)
- before preparing perishable or already cooked food products or ingredients that are served without heating
- between working on the till and preparing food
- after going to the toilet, coughing, sneezing or blowing one's nose or after touching one's hair, face or body
- if the hands are otherwise dirty after cleaning surfaces or handling waste or money.

Disposable gloves must be used to protect unpackaged food products from any microbes remaining on hands even after washing. Disposable gloves are no substitute for careful hand washing. Disposable gloves should be replaced sufficiently frequently and at least after touching dirty surfaces, utensils, money or other possible sources of contamination.

People processing food products in food premises must wear clean and tidy work clothes only worn in the food premises. This includes appropriate **work clothes, headwear and footwear**.

**What are the employees wearing? Where are work clothes kept and how are they maintained?**

Unpackaged, perishable food products may not be handled by a person with an infected wound, sculptured nails, earrings, body jewellery or other jewellery, if they cannot be covered by protective clothing. This also applies to people who process other unpackaged food products, if the matters mentioned above may endanger food safety.

Anyone suffering from gastro-enteritis may not work in the kitchen. They must abstain from working for a sufficient amount of time. According to the guideline on preventing norovirus infections (Toimenpideohje norovirus-tartuntojen ehkäisemiseksi (in Finnish)), those who have suffered from gastro-enteritis must stay home for two days after the symptoms have ended. The person must adhere

to extra rigorous hand hygiene routines after returning to work, especially after going to the toilet.

The employees' own food products must be stored in the staff facilities. If there are no staff facilities in small food premises, employees' food products (packed lunches) may be stored in the same area with other food products as long as this can be done in a hygienic way with no risk of contamination.

Access to areas where food is processed should be avoided by anyone other than employees. Any visitors must wear protective clothing, if applicable, and ensure good hand hygiene.

If kitchen staff also work and move around outside the kitchen, they must ensure that no harmful microbes, etc. are transmitted to the kitchen area from other areas.

### 14.3 Monitoring health

According to the Communicable Diseases Act and the Decree on Communicable Diseases, the employer must require that the employee provide a reliable account of not having contracted salmonella, if the employee **handles unpackaged foodstuffs that are served cold as part of their work tasks and the estimated duration of the employment in the food premises is at least one month**. The account of the salmonella infection and the assessment of the need for laboratory testing is included in the interview conducted by occupational health care or the health centre physician or nurse, i.e. the health status assessment.

- We have occupational health care. Contact information: \_\_\_\_\_
- We acquire health certificates in some other way. Please specify \_\_\_\_\_

#### Where are records of health inspections kept?

The food premises must at least have a listing of people who have provided a certificate of the assessment of their health (name of person and date of assessment).

#### Laboratory testing

Laboratory testing must be carried out if the employee currently has or has had fever and diarrhoea during the past month.

The employee may return to their original tasks after two days without symptoms, if no salmonella was found in laboratory tests.

**After diarrhoea, providing a sample for examination and providing the employer with information is arranged as follows:**

#### 14.4 Hygiene passport

The operator must ensure that people who work with unpackaged, perishable products in the food premises have a hygiene passport to demonstrate their food safety competence.

**Where are copies of the hygiene passports kept? When are new employees required to have hygiene passports?**

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## FOODSTUFF STORAGE AND SERVING TEMPERATURES

According to regulations, the following temperatures must be adhered to when storing and serving microbiologically perishable food products:

Food product	Maximum storage temperature	Serving temperature
fresh fishery products, boiled and chilled mollusc and crustacean products and thawed unprocessed fishery products	0... 2 °C	
cold smoked and raw-spiced fishery products as well as vacuum-packed and modified-atmosphere packaged processed fishery products, roe	0... 3 °C	
minced meat, minced liver and minced poultry	4 °C	
raw meat and organs, raw meat products, meat products and meat preparations (cold cuts, sausages, ready meals made from meat)	6 °C	
perishable food products, including milk, cream, sprouts, chopped vegetables, live scallops, sushi, traditional <i>kalakukko</i> and dairy products whose manufacturing process does not contain pasteurisation or similar processing	6 °C	
perishable food products whose manufacturing process contains at least pasteurisation or similar processing, with the exception of milk and cream	8 °C	
frozen products	-18 °C or colder	
food products served hot (serving time up to 4 h)		at least 60 °C
food products served cold during serving		up to 12 °C

**Any lower temperature limits specified by food product manufacturers must be adhered to.**

The recommended temperature for eggs is 10–14 °C.

The storage of vegetables must observe their different temperature requirements: cool (+10–14 °C) and room temperature.

The temperature of products that are chilled must be measured after four hours has passed since the chilling began. At this time, the product's temperature may be no higher than 6 °C.

The temperature of food cooked by heating must be at least 70 °C and at least 75 °C for poultry. The temperature of re-heated food must be at least +70 °C

## UNPACKAGED FOOD PRODUCTS, INFORMATION CONCERNING THEM AND THE MANNER OF NOTIFICATION

In food premises, food products are nearly always unpackaged food products, which must meet the following labelling requirements as a rule.

Unpackaged food products are food products that

- are served on site to customers for immediate consumption
- are packaged on site for immediate sale, e.g. take away products
- are packaged by the consumer themselves, e.g. the customer packs their salad in a container at a salad bar
- are packed for the consumer by the seller upon request.

The following information must be given on food products:

- name of food product
- ingredients and products causing allergies or intolerances emphasised, must be discernible from other ingredients with a different font type, bold or background colour (list at the end of the Appendix)
- country of origin or place of provenance, when necessary (e.g. if it is mandatory to report it or the lack of this information would mislead the consumer)

The information must be provided as follows:

- in writing on a brochure or stand clearly visible in the vicinity of the unpackaged food product or in some other clear way
- orally, provided that a brochure or stand clearly visible in the vicinity of the unpackaged food product states that the consumer may ask the staff for this information. Below is an example notification:

“Dear customer! Ask the restaurant / food premises staff for more information on food products and any allergens.”

- The information concerning the food products must be available/verifiable in writing/electronic format on site.
- We recommend posting notifications in both Swedish and Finnish in bilingual municipalities.
- No separate notification is required if the consumer’s nutritional special requirements have been determined in advance and the food products are provided based on this information (e.g. daycare centres, schools, hospitals, care homes, prisons).

## **INGREDIENTS AND PRODUCTS CAUSING ALLERGIES AND INTOLERANCES**

1. Cereals containing gluten
2. Crustaceans and products thereof
3. Eggs and products thereof
4. Fish and products thereof
5. Peanuts and products thereof
6. Soybeans and products thereof
7. Milk and products thereof
8. Nuts
9. Celery and products thereof
10. Mustard and products thereof
11. Sesame seeds and products thereof
12. Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/litre in terms of the total sulphur dioxide
13. Lupin and products thereof
14. Molluscs and products thereof

## **FURTHER INFORMATION**

Elintarviketieto-opas elintarvikevalvojille ja elintarvikealan toimijoille (17068/1) (Food product information guidebook for food control authorities and food sector operators)



## HEALTH STATUS ASSESSMENTS

### Health status assessment in accordance with the Communicable Diseases Act (1227/2016, section 56)

- According to the Communicable Diseases Act and Government Decree on Communicable Diseases, the employer must require a reliable assessment that any person handling or preparing unpacked, perishable food does not suffer from salmonella.
- The assessment is **required at the start of the employment** when the employment relationship in the food premises is assumed to last for at least one month. The assessment is also required for trainees.
- **The salmonella certificate shall be renewed at all times after febrile diarrhoea or when there are reasonable grounds for suspecting that the worker may be a carrier of salmonella bacteria** (e.g. a family member diagnosed with a salmonella infection).

### Health status assessment based on an interview

The assessment of salmonella infection and the need for laboratory testing is included in the interview conducted by occupational health care or the health centre physician or nurse, i.e. the health status assessment. Good hygiene practices associated with working with foodstuffs must be reviewed during the interview (you must not come to work when you have symptoms, you must report any communicable diseases that might be passed on through foodstuffs to your employer, and the importance of good hand hygiene). A certificate is provided after the health assessment.

### Own-checks shall indicate:

- From which employees is a health status assessment required?
- Where are health status assessments stored?
- Own-check records stating that the suitability of the persons in question for working with food has been established.

### When a food worker is diagnosed with salmonella

An employee who is diagnosed with salmonella is suspended from work that involves processing unpacked food or preparing food. The employee will be provided with tasks that do not pose the risk of infection, if possible. A doctor must be consulted on when they may return to their usual tasks.

More information on health assessment is available on the website of the Finnish Food Authority: <https://www.ruokavirasto.fi/en/foodstuffs/food-sector/hygienic-actions/personnel/handling-of-unpackaged-perishable-foodstuffs/>

Example table: Handling of unpackaged, easily perishable foodstuffs in a food establishment: when an employee is required to have a Hygiene Passport or provide a health status statement.

[https://www.ruokavirasto.fi/globalassets/yriytykset/elintarvikeala/elintarvikealan-yhteiset-vaatimukset/pakkaamattoman-helposti-pilaantuvan-elintarvikkeen-kasittely/pakkaamattoman-helposti-pilaantuvan-elintarvikkeen-kasittely\\_17.6.2021\\_eng.pdf](https://www.ruokavirasto.fi/globalassets/yriytykset/elintarvikeala/elintarvikealan-yhteiset-vaatimukset/pakkaamattoman-helposti-pilaantuvan-elintarvikkeen-kasittely/pakkaamattoman-helposti-pilaantuvan-elintarvikkeen-kasittely_17.6.2021_eng.pdf)

Instruction on preventing salmonella infections issued by the Finnish institute for health and welfare (high-risk tasks): <https://thl.fi/fi/web/infektioaudit-ja-rokotukset/taudit-ja-torjunta/taudit-ja-taudinaiheuttajat-a-o/salmonella/toimenpideohje-salmonellatapauksiin> (in Finnish)



























**CLEANING PLAN**

The cleaning plan must cover all of the areas, surfaces, equipment, etc. of the food premises and their cleaning frequency. The plan must also contain a description of cleaning equipment cleaning.

Area	Surface or device	Cleaning frequency	Cleaning agent	Tool	Person in charge
Kitchen	Worktops				
	Floor				
	Walls				
	Ceiling				
	Top structures				
	Refrigerators and cold rooms				
	Freezers				
	Drawers				
	Shelves				
	Store rooms				
	Ovens				
	Stove				
	Dishwasher				

APPENDIX 16

	Extractor hood and grease filter				
	Floor drains				
	Waste containers				
	Vegetable shredder				
	Ice maker				
Customer areas	Tables				
	Floor				
	Walls				
	Ceiling / top structures				
	Food serving station				

APPENDIX 16

	Customer toilets				
Staff facilities	Changing rooms				
	Toilets				
	Break rooms				
Cleaning equipment	Brushes				
	Squeegees				
	Floor mops				
	Cleaning closet				
Other	External waste containers and waste collection area				
	Terrace				