

Food Safety Procedures for small Jam or Preserve makers

Name of Business:

Address:



This checklist system is your way of complying with the legal requirement to have written food safety procedures. You will need to amend it so it fully reflects how you run your business. Tick all the statements that apply to you. Delete/cross out those that don't. Write down any extra information you feel is appropriate. (Please don't send the original of this document back to us. Keep it for your own use.)

Getting the Fruit	Please tick	Additional information
I pick my fruit in the countryside. I get my fruit from a Pick your Own farm I buy my fruit from a supermarket/greengrocer		
Buying other ingredients		
I buy my other ingredients from reputable local shops/supermarkets/the internet/cash and carry. I always check that the wrapping isn't damaged and is within its date code. I transport the food home carefully to avoid damage.		
Storage of Foods		
I keep all my ingredients in dry cupboards free from pests I only keep fresh fruit for a short time to make sure it is good quality. All food is kept covered as much as possible. Food and food equipment is not stored on the floor.		
Safe Preparation		
I wash the fruit before use to remove any dirt, chemicals or pests. I wash all my jars and lids in hot soapy water and leave them upside down to dry. I put the jars and lids in my oven at°C I put my jars and lids in my dishwasher on a hot cycle.		
Cooking and Filling the Jars		
The fruit and sugar are brought to a rolling boil and kept there until the setting point is reached. I ladle the jam into the sterilised jars while the mixture is hot I screw the sterile lids on to the jars and leave them to cool		

Storage		
When cool, I check the seal on the lid has dipped down If it has I apply a date of(6 months/1yr?) If the lid hasn't sealed I keep it in the fridge and use it with in a few weeks.		
Safe Personal Hygiene		
I always wash our hands thoroughly before handling food. I always have a good supply of hot water, soap, and clean towels for hand washing I wear clean overalls/aprons when cooking food. I handle the food as little as possible.		
Safe cleaning and maintenance		
I make sure all preparation surfaces are clean and disinfected before we use them. I use disposable paper towels to wipe down surfaces after disinfecting them (Strongly recommended) All equipment is thoroughly cleaned and is checked to make sure it is safe to use. I keep our cleaning equipment clean and away from food. I keep cleaning chemicals out of harms way so it won't contaminate food. I keep food preparation surfaces clear of unnecessary clutter. I keep our kitchen, cupboards and work tops in good repair.		
Safe Pest Control		
I check our premises for any signs of pests like rats or mice. I keep food protected from any flies that get in. I keep pets out of the kitchen. If we ever find any problems we would call a contractor to deal with them		
Allergens		
We identify what allergens are in the products we make and sell. We advise customers to ask about allergens by displaying a notice All our packaged products which require labelling have allergen identification displayed upon them. We prepare any specific allergen free product separately to prevent contamination.		
Records		
We carry out opening and closing checks below		

We keep a record of any problems that arise, e.g. of opening/closing checks/temperature control, in our diary Those handling foods are trained to Level 2 in food hygiene and a copies of certificates kept		
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Signed

Date

Opening Checks:

Fridges, chilled display equipment and freezers are working properly.
Other equipment (e.g. oven) is working properly.
Staff are fit for work and wearing clean work clothes.
Food preparation areas are clean and disinfected (work surfaces, equipment, utensils, etc.).
All areas are free from evidence of pest activity.
There are plenty of handwashing and cleaning materials (soap, paper towels, sanitiser, etc.).
Hot running water is available at all sinks and hand wash basins.
Probe thermometer is working and probe wipes/disinfection method are available.
Allergen information is accurate for all items on sale.

Closing Checks:

All food is covered, labelled and put in the fridge/freezer (where appropriate).
Food on its Use By date has been thrown away.
Dirty cleaning equipment has been cleaned or thrown away.
Waste has been removed and new bags put into the bins.
Food preparation areas are clean and disinfected (work surfaces, equipment, utensils etc.).
All washing up has been finished.
Floors are swept and clean.

(cross out or delete any that do not apply)