

Finally, 3. Verify and validate the records

Check and validate the records regularly (once a month, for example). If you find recurrence of any concerns or claims, they might be due to the same cause. Please come up with a preventive measure.

We encourage small-scale restaurants to file the records kept for one year.

Why keeping records?

- ◆ You can ensure if your food hygiene control plan has been working well.
- ◆ You can remind yourself the details of your food hygiene control plan, to raise your awareness of the food hygiene control.
- ◆ Points of food hygiene control become clear, to prevent food poisoning.
- ◆ You can act quickly based on your records, if any problems occur.

Continuing to keep records and validating them regularly will lead to an operational improvement!

- ◆ If you are using food hygiene control manual or record sheets, please refer to the guidance document, to make sure if all the required items are included.
- ◆ Public Health center officials will patrol each facility to confirm if the food hygiene control plan is prepared and recordkeeping is in place.

List of Public Health Centers in your area, for consultation or inquiries related to food hygiene:

(Window: Health Sanitation Division of Health and Welfare Center in each ward)

Window	Address	Tel. #	Window	Address	Tel. #
Tsurumi	3-20-1 Tsurumi Chuo, Tsurumi-ku	510-1842	Kanazawa	2-9-1 Deiki, Kanazawa-ku	788-7871
Kanagawa	3-8 Hirodai Ota-machi, Kanagawa-ku	411-7141	Kohoku	26-1 Mamedo-cho, Kohoku-ku	540-2370
Nishi	1-5-10 Chuo, Nishi-ku	320-8442	Midori	118 Terayama-cho, Midori-ku	930-2365
Naka	35 Nihon Oodori, Naka-ku	224-8337	Aoba	31-4 Ichigao-cho, Aoba-ku	978-2463
Minami	2-33 Urahune-cho, Minami-ku	341-1191	Tsuzuki	32-1 Chigasaki Chuo, Tsuzuki-ku	948-2356
Konan	4-2-10 Konan, Konan-ku	847-8444	Totsuka	16-17 Totsuka-cho, Totsuka-ku	866-8474
Hodogaya	2-9 Kawabe-cho, Hodogaya-ku	334-6361	Sakae	303-19 Katsura-cho, Sakae-ku	894-6967
Asahi	1-4-12 Tsurugamine, Asahi-ku	954-6166	Izumi	5-1-1 Izumi Chuo Kita, Izumi-ku	800-2451
Isogo	3-5-1 Isogo, Isogo-ku	750-2451	Seya	190 Futatsubashi-cho, Seya-ku	367-5751

Issued by : Food Sanitation Division, Health and Welfare Bureau, City of Yokohama TEL : 045-671-2459 FAX : 045-550-3587 November 2020

By the new food sanitation law,

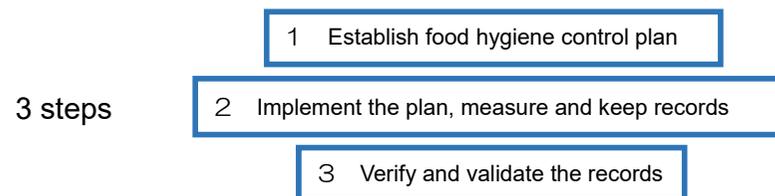
HACCP-based control in food hygiene is mandatory!!

New regulations on June 1st, 2021 !

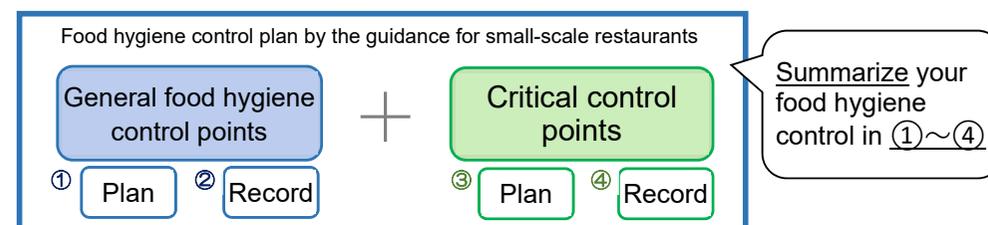
What is HACCP? (It stands for Hazard Analysis and Critical Control Point)

A HACCP System is a **method of food hygiene control**, to provide safer foods by controlling hazards throughout a chain of food preparation process, from receiving raw ingredients to cooking and serving. By amendment of the Food Sanitation Act in June 2018, **it became mandatory for restaurants and food retailers to implement 「HACCP-based food hygiene control」**. The use of HACCP system will enable food business operators to provide safer foods by preventing food poisoning and reducing food product claims due to hazardous foreign objects.

How to implement 「HACCP-based food hygiene control」



Please refer to the guidance documents prepared by government when establishing your food hygiene control plan.



The basis of hygiene control does not change:

- ◆ 5S (Sort • Set in order • Shine and sweep • Standardize • Sustain)
- ◆ 3 Principles to prevent bacterial food poisoning:
 - Do not spread bacteria (Washing hands, cooking utensils, etc.)
 - Do not allow bacteria to multiply (Refrigerate foods, eat quickly, etc.)
 - Destroy bacteria (Heat, disinfect and sterilize cooking utensils, etc.)

Small-scale restaurants : Refer to the guidance document, and let us get started!

First, 1. Establish your food hygiene control plan

Reorganize your daily food hygiene control routine, and establish your food hygiene control plan (General hygiene control points + Critical control points)

General hygiene control points

Basic hygiene control regardless of how to handle foods

For below items, plan when and how to handle foods, and determine actions to be taken if problem occurs. Write them down.

Reorganize your daily routine to control your food hygiene

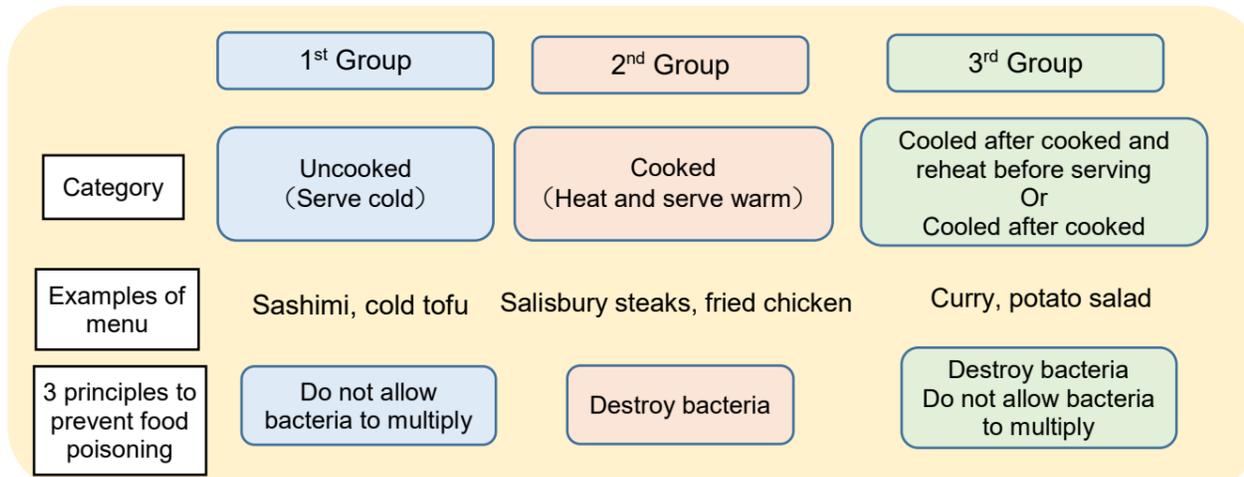


Critical control points

Hygiene control to take when processing foods

Temperature control is a critical control point in order to prevent bacterial food poisoning.

Pay attention to the temperature danger zone where bacteria multiplies rapidly (10°C to 60°C) and categorize your restaurant menus to 3 groups, depending on how to prepare. And, determine how to check based on 3 principles to prevent food poisoning.



Write how not to allow bacteria attached to the ingredients to multiply, or how to destroy them throughout the processing, to prevent bacterial food poisoning.

① Example of General hygiene control points

Points of General hygiene control		
Raw ingredients receiving check	When	When receiving raw ingredients
	How	Check appearance, smell, packaging, labeling (expiration date, how to store), etc.
	What to do if you find problem	Return, exchange
Temperature inside refrigerator/freezer	When	Before opening for operation

※ For details of example of the plan, please refer to the attached.

③ Example of Critical control points

Critical control points			
	Menu	How to check	
1st Group	Uncooked (Serve cold) Sashimi, Cold tofu	Serve as soon as taken out of refrigerator	
2nd Group	Cooked (Cook refrigerated ingredients, and serve warm) Salisbury stakes, Fried chicken	Check the heat setting, heating time, meat juice and how it looks Check the oil temperature, frying time and how it looks	
3rd Group	Cooled after cooked and reheat before serving Curry, soup	Cool it quickly When reheating, check bubbles and how it looks	
	Cooled after cooked Potato salad	Cool it quickly Serve as soon as taken out of refrigerator	

Check as you normally do, but make sure to verify regularly if your food is thoroughly heated inside, by using a meat thermometer, for example.

Second, 2. Implement the plan, measure and keep records

Implement your hygiene control plan, measure and keep records.

Items in your plan shall be checked every day. Circle 「Yes • No」, measure and record the temperature inside of refrigerator • freezer. In Remarks, keep records of details of any claims or concerns as well as measures taken.

② Example of General hygiene control points

	Raw ingredient receiving check	Inside temperature check (°C) Fridge, Freezer	Prevention of cross contamination, secondary contamination	Washing/sterilization of cooking utensils	Washing and sanitation of toilet	Employee hygiene and health check	Hand wash	Daily check	Remarks	Verified by
April 1	Yes • No	4, -16	Yes • No	Yes • No	Yes • No	Yes • No	Yes • No	Hanako	4/1 AM: 1 bag of flour torn open - returned. A new bag of flour arrived in the afternoon.	4/2 Taro
April 2	Yes • No	9, -23	Yes • No	Yes • No	Yes • No	Yes • No	Yes • No	Hanako	Before noon: Mr. A came out of toilet without washing his hands. warned and directed to wash.	

④ Example of Critical control points record

Keep the simple records, to make sure if implemented as planned

Category	1st Group	2nd Group	3rd Group		Daily check	Remarks	Verified by
	Uncooked	Cooked	Cooled after cooked, and reheat to serve	Cooled after cooked			
Menu	Sashimi, cold tofu	Salisbury steaks, fried chicken	Curry, soup	Potato salad			
April 1	Yes • No	Yes • No	Yes • No	Yes • No	Hanako	4/1 There was claim as inside of a salisbury steak was uncooked. Checked with Mr. B who cooked it.	4/2 Taro
April 2	Yes • No	Yes • No	Yes • No	Yes • No	Hanako		