

# Food Hygiene Control File

※The Food Hygiene Control File is aligned with the “**Guidance for small-scale restaurants**” provided on the website of the Ministry of Health, Labour and Welfare.

- 1 Please review your Food Hygiene Control File (Hygiene Control Plan) regularly, and keep the latest version of it with your Food Hygiene Control File (Record Sheet) in a handy place.
- 2 Please present both your Food Hygiene Control File (Hygiene Control Plan) and Food Hygiene Control File (Record Sheet) when required by a health center staff.

**We conduct the hygiene control in accordance with this Food Hygiene Control File at our facility.**

= Facility Information =	
Restaurant Name	
Restaurant Location	
Business Operator	
Food Hygiene Supervisor	

# How to Use the Food Hygiene Control File

## 1. Know the Risks page 3

Know the risks hidden in foods to be served for customers and consider the control method.

## 2. Establish the “Hygiene Control Plan”

### Points of the good hygiene practices page 4

The following points are for the basic hygiene control required throughout the handling.

- (1) Check ingredients at receipt
- (2) Check the temperature in the refrigerator and/or the freezer
- (3) Prevent cross-contamination or secondary contamination
- (4) Wash and sanitize utensils
- (5) Clean and disinfect toilets
- (6) Personal hygiene / Wearing clean work clothes
- (7) Conduct hygienic hand washing

### Critical control points page 6

The following points are related to the hygiene control required for cooking or serving.

- (1) Confirm heating foods
- (2) Check food storage conditions

## 3. Implement the “Hygiene Control Plan”

When a problem occurs, make sure to report the problem to the supervisor.

## 4. Record on the “Record Sheet” (Food Hygiene Control File (Record Sheet))

The supervisor checks the record more than once a month and makes improvements if any problems are found.

## 5. Review

# Examples of risks (major hazards and conditions for control) in serving foods

With ingredients and in the handling processes of ingredients, there are “hazards” that may cause food-poisoning.

Therefore, you need to be conscious of the ingredients and the handling processes of ingredients as the “critical control items” to ensure proper hygiene control.

(Ingredients) Food groups	Major hazards	Hazard control method and conditions for control
<b>Meat in general</b>	Pathogenic E. coli, Salmonella, Campylobacter	Heat above 75°C over one minute (at the center)
<b>Hen's eggs</b>	Salmonella	Heat above 70°C over one minute (at the center)
<b>Seafood as a whole</b>	Vibrio parahaemolyticus	Heat above 60°C over 10 minutes (at the center)
<b>Clams</b>	Norovirus	Heat above 85 to 90°C over 90 seconds (at the center)
<b>Cooked foods</b>	Clostridium perfringens	If leaving for a long time at room temperature, keep in the refrigerator and heat well before eating
<b>Seafood for eating raw</b>	Anisakis	Freeze below -20°C over 24 hours
	Vibrio parahaemolyticus	Store below 10°C (below 4°C is preferable)
<b>Products to be kept refrigerated</b>	Any of microorganisms	Store below 10°C
<b>Products to be kept frozen</b>	Any of microorganisms	Store below -15°C (or in accordance with the label on the product)
<b>Products to be kept in the high temperature</b>	Any of microorganisms	Store above 65°C
<b>Hands and fingers</b>	Any of microorganisms	Thorough hand washing and sanitizing
<b>Cooking utensils</b>		Thorough cleaning and disinfection

## Dangerous temperature range

- Bacteria multiply easily in the temperature range between 10 and 60°C.
- It is dangerous to keep foods in the temperature range.
- When refrigerating or freezing, make sure to pass the temperature range as short a time as possible.

※Prepared with reference to the standards based on the laws and regulations

# Hygiene Control Plan #1

- Place a check mark next to a check method to be implemented. (e.g.  Return)
- If your implementation method is different from the methods listed here, choose “Others” and write the method in the column.

## 1 Points of the good hygiene practices (The following points are for the basic hygiene control required throughout handling.)

Control item	Implementation method		
	When to conduct	How to conduct	What to do when an issue is found
1. Check ingredients at receipt	<input type="checkbox"/> At receipt of ingredients <input type="checkbox"/> Others ( )	<input type="checkbox"/> Check the appearance, smell, packaging condition, labeling (expiration date, storage method), the product temperature, etc. <input type="checkbox"/> Others ( )	<input type="checkbox"/> Return <input type="checkbox"/> Dispose <input type="checkbox"/> Others ( )
2. Check the temperature in the refrigerator and/or the freezer	<input type="checkbox"/> Before work <input type="checkbox"/> After work <input type="checkbox"/> Others ( )	<input type="checkbox"/> Check the temperature of the inside with a thermometer (Fridge: below 10°C, Freezer: below -15°C) <input type="checkbox"/> Others ( )	<input type="checkbox"/> Check the set temperature and cause of the problem in order to correct <input type="checkbox"/> Request repairing when a trouble is suspected <input type="checkbox"/> Check the condition of ingredients when exceeding the proper temperature <input type="checkbox"/> Others ( )
3. Prevent cross-contamination or secondary contamination	<input type="checkbox"/> During the operation <input type="checkbox"/> Others ( )	<input type="checkbox"/> Make sure to use utensils according to each purpose <input type="checkbox"/> After handling fresh ingredients such as raw meat or raw fish, wash and sanitize utensils such as cutting boards, knives, or bowls after use each time <input type="checkbox"/> Check storage in the refrigerator <input type="checkbox"/> Others ( )	<input type="checkbox"/> Conduct the washing and sanitizing of utensils <input type="checkbox"/> Dispose of the contaminated ingredients or use for heating <input type="checkbox"/> Others ( )
4. Wash and sanitize utensils	<input type="checkbox"/> Before use <input type="checkbox"/> Each time <input type="checkbox"/> After use <input type="checkbox"/> Others ( )	<input type="checkbox"/> Wash and sanitize utensils after use <b>※Apply the sanitizing method in the “Manual for Sanitizing and Disinfecting Utensils and Toilets” (page 8)</b> <input type="checkbox"/> Others ( )	<input type="checkbox"/> If stains or dishwashing detergent remain, wash, rinse, and sanitize again <input type="checkbox"/> Others ( )
5. Clean and disinfect toilets	<input type="checkbox"/> Before work <input type="checkbox"/> After work <input type="checkbox"/> Others ( )	<input type="checkbox"/> Wear cleaning uniform and gloves for toilet cleaning to clean and disinfect toilets <input type="checkbox"/> Disinfect the toilet seat, flush lever, handrail, door knob, etc. <b>※Apply the sanitizing method in the “Manual for Sanitizing and Disinfecting Utensils and Toilets” (page 8)</b> <input type="checkbox"/> Others ( )	<input type="checkbox"/> When a toilet is dirty, clean with cleaning agents and sanitize <input type="checkbox"/> Others ( )

6. Personal hygiene / Wearing clean work clothes, etc.	<input type="checkbox"/> Before work <input type="checkbox"/> Others ( )	<input type="checkbox"/> Check the health condition of employees (diarrhea, nausea, fever, etc.) <input type="checkbox"/> Check the staff's hands for cuts <input type="checkbox"/> Check the work clothes ※Follow the "Sanitation Management Manual for Employees" (page 8) <input type="checkbox"/> Others ( )	<input type="checkbox"/> Go to the doctor and refrain from any work which involves touching foods <input type="checkbox"/> Put a bandage on the wound and wear a disposable glove <input type="checkbox"/> Change into clean work clothes <input type="checkbox"/> Others ( )
7. Conduct hygienic hand washing	<input type="checkbox"/> After using the toilets <input type="checkbox"/> Before entering into the cooking facility <input type="checkbox"/> Before plating <input type="checkbox"/> When changing tasks <input type="checkbox"/> After handling raw meat or raw fish <input type="checkbox"/> After handling cash <input type="checkbox"/> After cleaning <input type="checkbox"/> Others ( )	<input type="checkbox"/> Conduct hygienic hand washing using dedicated equipment for hand washing ※Follow "Hand Washing Manual" for hand washing (page 8) <input type="checkbox"/> Others ( )	<input type="checkbox"/> Wash hands well if your hand-washing method or timing is not appropriate <input type="checkbox"/> Others ( )
[Additional items]			

## Additional item examples

When adding new items other than the control items from 1 to 7 in accordance with the operational style, write them in the [Additional items] column.

Hygiene control on facilities and equipment (organizing, tidying, cleaning, washing, disinfecting)	Choose items according to the actual work situation to conduct them after work every day.
Control of rodents and insects	Inspect the inhabitation status regularly. Take extermination measures when confirming the occurrence.
Handling of waste	After work, dispose of waste and clean up the surroundings.

# Hygiene Control Plan #2

- Categorize representative menu items like shown in the “Examples” and write them down. (※1)
- Place a check mark next to control methods to be implemented. (e.g.  Store in refrigerator) (※2)  
If your control method is different from the methods listed here, choose “Others” and write the method in the column.

## 2 Critical control points (Practical methods for hygiene control in cooking or serving)

	Category	Menu items		Control method ※2
		Examples	Representative menu items ※1	
Group 1	Uncooked items (serve chilled without heat treatment)	Sashimi, sushi fillings, chilled tofu (hiyayakko), vinegared food, various salads, natto  Items served together: grated Daikon (radish), leek, seasoned bamboo shoots, naruto (fish cake)		<input type="checkbox"/> Wash vegetables well <input type="checkbox"/> Keep in the refrigerator <input type="checkbox"/> Serve right away after taking out from the refrigerator <input type="checkbox"/> Store purchased items according to the storage method on the label <input type="checkbox"/> Wash hands well before plating food <input type="checkbox"/> Avoid plating food with bare hands <input type="checkbox"/> Others ( )
		Meat dishes: steak, skewered chicken, ginger pork  Mince meat dishes: hamburger steak, gyoza (dumpling), shumai (dumpling), stuffed cabbage roll		<input checked="" type="checkbox"/> Ways to check if food is cooked well <input type="checkbox"/> Check with a food thermometer <input type="checkbox"/> Judge by heat level and cooking time <input type="checkbox"/> Judge by appearance including the color of meat juice and the feel including the elasticity <input type="checkbox"/> Others ( )
Group 2	Items to be served after cooking	Fried foods: kara-age (fried chicken), tempura, other fried foods (fried pork, fried cake of minced meat, fried shrimp, fried oysters, croquette)  Grilled foods: grilled fish  Stir-fried foods: stir-fried liver and garlic chives, vegetable stir-fry, bean sprout stir-fry  Steamed foods: Japanese steamed egg custard		<input checked="" type="checkbox"/> Ways to check if food is cooked well <input type="checkbox"/> Check with a food thermometer <input type="checkbox"/> Judge by heat level and cooking time <input type="checkbox"/> Judge by appearance including the color of meat juice and the feel including the elasticity <input type="checkbox"/> Others ( )  <input checked="" type="checkbox"/> Ways to check if food is kept warm <input type="checkbox"/> Judge by warming status with the temperature in the food warmer <input type="checkbox"/> Judge by appearance including the steam <input type="checkbox"/> Others ( )

Group 3	Items to be served after cooking, cooling down, and reheating	Curry, stew, soup, sauce, dipping sauce		<ul style="list-style-type: none"> <li>● Ways to check if food is cooked and reheated well <ul style="list-style-type: none"> <li><input type="checkbox"/> Check with a food thermometer</li> <li><input type="checkbox"/> Judge by heat level and cooking time</li> <li><input type="checkbox"/> Judge by appearance including the color of meat juice and the feel including the elasticity</li> <li><input type="checkbox"/> Others ( )</li> </ul> </li> <li>● Ways to check if food is kept cool <ul style="list-style-type: none"> <li><input type="checkbox"/> Cool immediately and keep it in the refrigerator until reheating for serving</li> <li><input type="checkbox"/> Confirm the temperature in the refrigerator is below 10°C</li> <li><input type="checkbox"/> Others ( )</li> </ul> </li> </ul>
	Items to be served after cooking and cooling down	Char Siu pork (grilled pork) Potato salad ※ Boiled eggs, boiled seasoned vegetables, boiled vegetables with sesame sauce Sushi fillings (cooked) <p>※ When uncooked ingredients are contained (e.g. potato salad), the same level of hygiene control on Group 1“Uncooked items” is required.</p>		<ul style="list-style-type: none"> <li>● Ways to check if food is cooked well <ul style="list-style-type: none"> <li><input type="checkbox"/> Check with a food thermometer</li> <li><input type="checkbox"/> Judge by heat level and cooking time</li> <li><input type="checkbox"/> Judge by appearance including the color of meat juice and the feel including the elasticity</li> <li><input type="checkbox"/> Others ( )</li> </ul> </li> <li>● Ways to check if food is cooled <ul style="list-style-type: none"> <li><input type="checkbox"/> Store in refrigerator</li> <li><input type="checkbox"/> Serve right away after taking out from the refrigerator</li> <li><input type="checkbox"/> Confirm the temperature in the refrigerator is below 10°C</li> <li><input type="checkbox"/> Others ( )</li> </ul> </li> <li>● Food plating <ul style="list-style-type: none"> <li><input type="checkbox"/> Wash hands well before plating food</li> <li><input type="checkbox"/> Avoid plating food with bare hands</li> <li><input type="checkbox"/> Others ( )</li> </ul> </li> </ul>

## How to respond to issues

<input type="checkbox"/> Dispose	<input type="checkbox"/> Reheat	<input type="checkbox"/> Use foods belonging to the group 1 for heating	<input type="checkbox"/> Others ( )
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# Hygiene Control Manual

Hand Washing Manual	
When to conduct	(1) After using the toilets (2) Before entering into the cooking facility (3) Before plating (4) When changing tasks (5) After handling raw meat or raw fish (6) After handling cash (7) After cleaning, etc.
Before hand washing	Take off rings and watches <span style="float: right;">※ Wash hands using dedicated equipment for hand washing</span>
How to wash hands	 <p>(1) Apply soap and rub your hands well</p> <p>(2) Rub the back of the hands to spread soap evenly</p> <p>(3) Rub carefully between the fingertips and nails</p> <p>(4) Wash between the fingers</p> <p>(5) Twist the thumbs and the palms of the hands to wash them</p> <p>(6) Don't forget to wash the wrists as well ※ About 30 seconds from (1) to (6)</p> <p>(7) Rinse well with water (for 20 seconds)</p> <p>(8) Dry your hands thoroughly with a paper towel</p> <p style="text-align: center;">※ Repeat from (1) to (7) two times <span style="color: red;">(9) Sanitize your hands with alcohol-based sanitizer when needed</span></p>

Sanitation Management Manual for Employees	
1. When feeling unwell (including nausea, diarrhea, or fever)	Go to the doctor and refrain from any work that involves touching food
2. When there is a cut on hands and fingers	Cover the cut and wear a disposable glove
3. When the work clothes are dirty	Change into clean work clothes

Manual for Sanitizing and Disinfecting Utensils and Toilets	How to make disinfectant solution
1. For operational facility and equipment, and toilets = Use 0.02% (200ppm) sodium hypochlorite solution to wipe them with a rag	Mix 3 liters of water with 10 ml of the undiluted solution
2. For utensils = Soak for more than 10 minutes with 0.02% (200ppm) sodium hypochlorite solution or boil for 5 minutes in boiling water	Mix 3 liters of water with 10 ml of the undiluted solution
3. For vomit = Cover it with paper towels infiltrated with 0.1% (1000ppm) sodium hypochlorite solution	Mix 3 liters of water with 50 ml of the undiluted solution

※ When the undiluted solution is 6% sodium hypochlorite solution    ※ When using disinfectant solution, follow the usage directions of each product