

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 Record Sheet must be kept for at least one year after the last entry. Please keep the Record Sheet with the “Food Hygiene Control File (Hygiene Control Plan)” 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	



Record Sheet

For (Month) (Year)

Checkbox for supervisor

stamp

		Check items of the good hygiene practices							Check items of critical control points					Name of the person who filled out		
		(1) Check ingredients at receipt	(2) Check the temperature in the refrigerator	(2) Check the temperature in the freezer	(3) Prevent cross-contamination (secondary contamination)	(4) Wash and Sanitize utensils	(5) Clean and disinfect toilets	(6) Personal hygiene / Wearing clean work clothes, etc.	(7) Conduct hygienic hand washing		Serve without heat treatment	Serve right after cooking	Serve after cooking and keeping at high temperature	Serve after cooking, cooling down, and reheating	Serve after cooking and cooling down	
Checking guide	Appearance, smell, the product temperature, packaging condition, etc.	10°C or below	-15°C or below	Use according to each purpose/Classifications in the refrigerator, etc.	Utensils after work, etc.	Cleaning gloves, and disinfection of toilet seats	Health condition, a cut on hands and fingers, clean work clothes	After using the toilet, before cooking, after handling the waste	The following works were done properly?							
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Special Notes

- (Name) didn't wash his hands after using the toilet. Get him to wash his hands immediately (DD/MM)
- The center of the hamburger steak looked still red. Reheated to serve (DD/MM)

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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 ※ Wash hands using dedicated equipment for hand washing
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 (9) Sanitize your hands with alcohol-based sanitizer when needed</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