

## Description of Operation

<p><b>Description of Operation</b> (Include the main stages: delivery, storage, preparation, handling/ processing/cooking, delivery)</p> <p>Refer to process control chart.</p>	<p><i>Example: include in description how the food is handled, prepared and cooked. Whether food is cooked fresh and served immediately or foods held over to the following day/days. Describe any Butchery/ Deli Counters/Cook/Chill operations or any special processing i.e. vacuum packing, sous vide, sushi. marinating Shish. Include measures to prevent cross contamination i.e. separate chopping boards, dedicated fridges etc.</i></p>
<p><b>Description of foods handled</b></p>	<p><i>Examples include the handing of high-risk products i.e. meats, donor kebabs, burgers produced in house, fish, live shellfish, dairy, rice, vacuum packed products</i></p>
<p><b>Supplier Assurance</b> List suppliers and describe any checks you carry out to ensure your suppliers are meeting legal obligations</p>	<p><i>For example, invoices are kept with supplier details on them/ Import Licences for all foods from the EU and any Health Certificates are kept if required. Any supplier temperature information/temperature delivery records/ keeping vehicle temperature logs/dockets.</i></p>
<p><b>Staff qualifications and experience</b></p>	<p><i>For example, Level 2 or 3 Food Hygiene Training/HACCP or Allergen Training and any FSA Training.</i></p>

A sketch/layout plan of the kitchen is a useful tool which can be inserted into the pack (include key equipment i.e. wash hand basins, sinks, prep tables, fridges etc. (if you are new business or your business has changed its operating model i.e. expanded or included higher risk foods you are advised to share this with your local Environmental Health Dept). See next page.

## Sketch Plan of Kitchen/s/Preparation Areas

(include appropriate annotation and descriptions including: equipment location, chilled/dry food storage, segregation of clean/dirty areas etc)