

4. HOUSE RULES

STOCK CONTROL

The House Rules Section contains 9 sub-sections each of which covers a particular subject of food safety management.

Every House Rule sub-section begins with guidance and then provides advice on how to write your own House Rules.

A template is then provided for use when writing the House Rules.

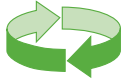
Your House Rules should reflect your current safe working practices on the 9 food safety subject areas covered in this manual.

WHAT YOU NEED TO DO

- Read the guidance provided at the beginning of this sub-section
- Draw up your own House Rules describing how you intend to manage stock control in your business
- Once you have completed all your House Rules, remember to update your Action Plan

Think about the stock control practices that you already have in place. It is possible that you will simply have to write these down to produce your Stock Control House Rules.

THE STOCK CONTROL HOUSE RULES ARE AN ESSENTIAL COMPONENT OF YOUR HACCP BASED SYSTEM AND MUST BE KEPT UP TO DATE AT ALL TIMES



RELEVANT HACCP CHARTS: Purchase, Storage, Preparation, Hot Holding, Cooling, Service

STOCK CONTROL HOUSE RULES

Why is Stock Control important?

Stock control is important because if high risk food is kept too long, even under favourable conditions, harmful bacteria may multiply. Additionally, even foods with a longer shelf life, whether dried, canned or frozen, may deteriorate if they are kept for too long. Food which is being stored may also become contaminated by food handlers, pests and the catering environment.

What is Stock Control?

Stock control is a term used to describe the measures taken to ensure that food is not kept beyond its shelf life. In this manual, it also refers to measures taken to prevent certain types of contamination especially during storage, defrosting, hot holding, service and transportation.

What Stock Control measures could be used?

- Incoming food should not be accepted if its packaging is seriously damaged exposing the product to the risk of contamination or if the food is obviously contaminated
- Incoming food must not be accepted if its 'use by' date has expired
- In terms of good practice, you may also wish to consider rejecting stock beyond its 'best before' date
- Stored food must not be used if its 'use by' date has expired
- High risk food which has been removed from its packaging should be re-labelled with a new suitable 'use by' date, based on manufacturer's instructions
- High risk foods prepared on the premises and then stored for later use should be labelled with an appropriate 'use by' date
- Stock should be rotated on a first-in-first-out basis and damaged stock removed from the main storage area
- Dried food should be stored in large waterproof containers and should not be topped up with new stock. Ensure that the existing food is used first
- Keep food that can cause allergic reaction separate from other foods. It is vital not to lose the product description and traceability following unpacking, decanting and storage. (refer to the **Cross Contamination Prevention House Rules**)

What food protection measures can be used?

- Food being stored, defrosted, held hot, displayed or transported must be protected from contamination. This may be achieved by the use of suitable containers or packaging
- Food on display should be protected as far as practicable, for example, by the use of sneeze guards and/or covers

WHAT YOU NEED TO DO NOW

To effectively manage the Stock Control part of your HACCP based system, using the information in this sub-section for guidance, go to the next page and write a list of **House Rules** covering Stock Control for your business.

Here is an example of how you could write your House Rules :

| Stock Control House Rules Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency | |
|---|---|
| Delivery of Food | <i>For every delivery - visual checks :</i> - Check 'use by' dates - Check 'best before' dates - Check the packaging for signs of damage - Check product for signs of contamination |

Monitoring

Once you have completed your House Rules for Stock Control, you must then monitor their use. Keep a record of the monitoring you carry out. This can be done by using the **Weekly Record** (refer to **Records** Section in this manual).

Corrective Action

If you find that your Stock Control House Rules are not being followed, you must make a record of the problem you have identified and the action you have taken to correct it. This information can also be entered in the **Weekly Record**.

The training given in Stock Control should be recorded on the training record. An example of a training record can be found in the **Training House Rules** sub-section of this manual.

It is required that all records of monitoring and any corrective action(s) taken be kept for an appropriate period of time, to demonstrate that your HACCP based system is working effectively.

Action Plan

Once you have completed all your House Rules, remember to update your Action Plan.

The Stock Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times. Your House Rules need to be written to accurately reflect how you run your business and be readily understood by all of your food handling staff.

STOCK CONTROL HOUSE RULES

Enter a statement of your **Stock Control House Rules** in the table below :

| Stock Control House Rules Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency | |
|---|---|
| Delivery of Food Including : <ul style="list-style-type: none"> • 'Use by' Dates • 'Best before' Dates • Physical Condition | |
| Storage Including : <ul style="list-style-type: none"> • 'Use by' Dates • 'Best before' Dates • Protection of Food | |
| Stock rotation Including : <ul style="list-style-type: none"> • Decanted Food • First-in-first-out • Damaged Stock | |
| Labelling of bought-in High Risk Foods which have been removed from their original packaging | |
| Labelling of High Risk Foods prepared on the premises | |
| Protection of Food Including : <ul style="list-style-type: none"> • Defrosting • Hot Holding • Service/Delivery | |
| Monitoring/checking and any other appropriate records used by your business | <ul style="list-style-type: none"> • Weekly Record |

Signed Position in the business Date

The Stock Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.