A brief methodology for self-implementation of the HACCP system using the Sanfood.biz portal

- Pizzerias
- Sushi bars
- Small and medium restaurants
- Warehouses
- Stores selling food products
- Mobile facilities
- Cars that transport food products
- Food units of kindergartens and schools

Introduction

HACCP – is a systematic preventive approach to food safety from biological, chemical, and physical hazards in production processes that can cause the finished product to be unsafe and designs measures to reduce these risks to a safe level. In this manner, HACCP attempts to avoid hazards rather than attempting to inspect finished products for the effects of those hazards. The HACCP system can be used at all stages of a food chain, from food production and preparation processes including packaging, distribution, etc.

HACCP has been increasingly applied to industries other than food, such as cosmetics and pharmaceuticals. This method, which in effect seeks to plan out unsafe practices based on science, differs from traditional "produce and sort" quality control methods that do nothing to prevent hazards from occurring and must identify them at the end of the process. HACCP is focused only on the health safety issues of a product and not the quality of the product, yet HACCP principles are the basis of most food quality and safety assurance systems

Preparatory stage

Before starting the implementation of a food safety system, it is recommended to make sure that you meet the basic requirements, without which the implementation of HACCP does not make sense.

1. Registration of your enterprise in the state. register.

Each capacity (shop, restaurant, car) must be registered in the capacity register and have an individual number). If one enterprise has several capacities, for example, several restaurants at different addresses and several cars delivery, they must all be registered separately. Registration is very easy procedure, if you do not have a number, you can get it at any time through our service or by filling out the application manually. When applying voluntarily (even late), there are no penalties, therefore, you should register voluntarily without waiting for verification.

2. Work only with registered suppliers

You should refuse to work with suppliers who do not have a government registration. If you fundamentally buy food in spontaneous markets, then introducing a food safety system will not work.

3. Requirements for premises

The premises must meet the basic requirements: be of sufficient size, have an extractor or natural ventilation, access to drinking water (from a water utility or bottled), is not in disrepair and be available for washing and disinfection. Home food production is not allowed. This applies, for example, to home confectioneries. You may be able to register such power in the registry, but you will not pass the state audit.

4. Additional expenses

You should be prepared for the fact that additional costs will be required that are not related to the payment of our service. For example, the purchase thermometers, detergents and disinfectants, conclusion of contracts for deratization and disinfestation, removal and disposal of garbage, etc.

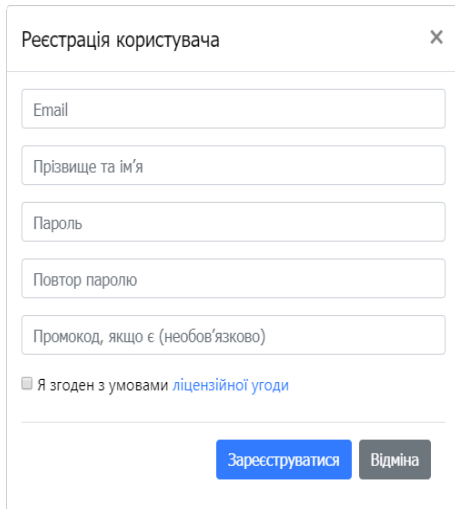## 5. Time spent on accounting and control

Even a perfectly designed food safety system will not work if documents are simply left on the table and not used. A working system implies constant accounting of suppliers, deliveries, consignments of goods, expiration dates, detergents, maintaining magazines. When developing a new menu or changing a supplier, the documentation needs to be updated.

Our service generates documents automatically, you just need to enter new data into appropriate directories, however, even this requires some effort and time. If you do not use the system constantly, then in six months the documentation will become outdated, and you will not be able to pass the next audit.

1. Registration in the Sanfood.biz

To start working with our service, you need to go through the registration procedure using the link:

https://sanfood.biz/cabinet/

The registration procedure is very simple: you specify your full name, password and contact email, where you will receive a link to confirm registration.
If the link did not come within a few minutes, check your SPAM folder and the spelling of your email address.

After confirming your address, you will be taken to the main page of your personal account.
Later, if necessary, you can change your password and / or contact email by clicking on it in the upper left corner.

In your personal account, find the "HACCP System" block and activate the demo version for 14 days.
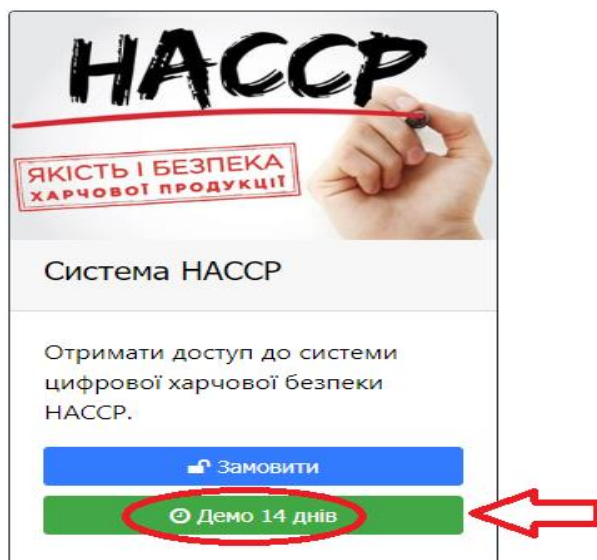
Demo access allows you to get acquainted with the full functionality of the portal within 14 days, you do not have to indicate the number of your card, account and have no obligation to pay service if you don't like it. If the service did not suit you, you can still download everything for free documents: magazines, reports, technical. maps, etc. and use them without a portal. If you have registered on the portal for the first time, the system will ask you to create your first enterprise.
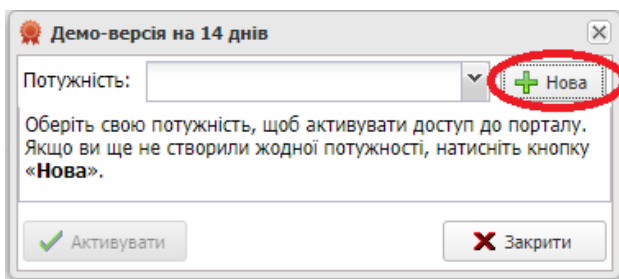

Press the «**Нова**» («new»), button to create a new power and link it to your enterprise.

Enter the name of your enterprises and capacities and click the ("save") button «Зберегти».

After that, the system will prompt you to activate access for 14 days. Click the button «Активувати» («active»)

Then you will be taken to the ("enterprise") «Мої потужності», section, where the HACCP portal will be activated for the created enterprise. You can also add other enterprises that you own, as well as make changes to already created items.

We recommend that you immediately go to the power card and edit the required fields.
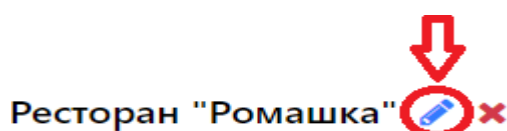
Click on the pencil icon to get into the power card.

In the card that appears, fill in the information about the power, its address and field of activity

In the field " Enterprise status", enter " Enterprise registered", and below indicate your number from the state register. If your enterprise has not yet been registered, then do it as soon as possible using our service or manually.

Below you will need to indicate which HACCP system you wish to use: a simplified approach or a complete system.

Unfortunately, there are no clear criteria and recommendations for which approach to choose, the final decision is yours. We recommend using a simplified approach to warehouses, bars, shops that sell packaged products, vehicles.

Click the " **Зберегти** " («save») button to make changes to your enterprise.

You have the opportunity to add users who will work on the portal to get her with you(fill out directories, keep logs,etc.).
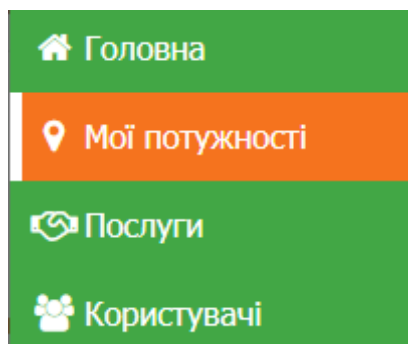
You can do this from the«Користувачі» («users») menu: for each user, you can configure individual access to the necessary directories.

In order to enter the portal, you need to press the "Увійти" (" clickopen") button in the block with your enterprise.

You do not need to create a new power every time you want to access the portal.

Your enterprise and access to the HACCP portal

Are always in the «**Мої потужності**» («my enterprise ») in the menu located on the left side of thescreen.

The first thing you will see when entering the portal is an analysis of the HACCP system. The filling of the relevant data for each of the 13 HACCP prerequisite programs is analyzed. Each program is responsible for a different part of the food safety system, such as space planning, cleaning procedures, personnel hygiene, etc.

7. Програма-передумова системи НАССР щодо поводження з відходами виробництва та сміттям, їх збір та видалення з потужності.

⊘ Довідник ♻ Відходи заповнено

⊘ 🖼 Схема зберігання відходів побудована

⊘ 👤 Підрядника по управлінню/утилізації відходів обрано

⊘ 👤 Підрядника по поводженню з побічними відходами тваринного походження обрано

⊘ 💼 Працівники, відповідальні за управління відходами визначені

⊘ 🔳 Журнал обліку та утилізації відходів створено

⊘ 🔳 Журнал видалення відходів з виробничих, допоміжних і складських приміщень створено

0%

Right now we don't have any reference book, so the percentage of compliance with the requirements for all prerequisite programs is 0%.
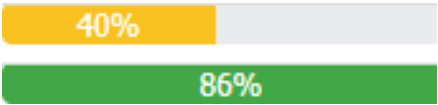But as data is filled in, the percentage of completion will increase.

☑ Довідник ♻ Відходи ② заповнено

☑ 🖼 Схема зберігання відходів ① побудована

40%

86%

It is important to understand, however, that there is always a need to bring the requirements to 100%.
If, for example, you do not have transport, then the storage and transportation prerequisite program will only be fulfilled by 50%, in this case this is absolutely normal.

2. Directory "Employees"

We recommend starting work by filling out the guide «**Працівники**» («employees») .

← Назад

☰ Аналіз HACCP

💼 Працівники
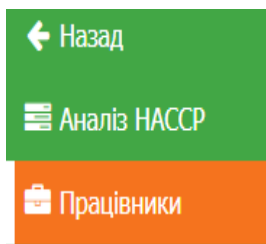
This handbook should include all employees who in one way or another come into contact with food, packaging, are responsible for washing and disinfecting, quality control, as well as the head of the facility. Examples of positions to be added: cooks, warehouse employees, cleaners, couriers, drivers, food technologists.

To add («додати») an employee, click the button **➕ Додати**
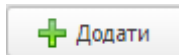
In the card that appears, fill in all the required fields, full name, position, contact information.

We recommend starting work by filling out the guide.

Each employee of the capacity must undergo planned medical examinations. examinations and have a medical book. If you are not sure how often an employee should have medical checkups.

Ensure that all employees undergo medical examinations on time and have valid medical books at the time of the audit.

The next section in the card is hygiene education.

Each employee of the enterprise must be trained in accordance with the specifics of their work.

You can order training in a specialized institution, take online courses or train their employees on their own (for example, a more experienced chef can train

new employees to the rules of hygiene and behavior in the kitchen). Determine the frequency of training guide enterprises can independently. The higher the turnover in the enterprise and the less experienced the staff, the more often training is recommended. Regardless of which training you choose: specialized courses, online or independent, you need to

to leave any document confirming that the employees were trained. This can be a certificate or a regular journal entry next to the employee's last name.

Медичні огляди	
Професія:	Піцайоло
Галузь:	Підприємства громадського харчування
Характер виконуваних робіт:	
Кухарі та кухонні працівники	
Читати наказ №280	
Частота:	1 раз на 6 міс
Номер:	▓▓▓▓▓ Перевірити
Дата видачі:	13/12/2019
Термін дії:	12/06/2020
Установа:	▓▓▓▓▓▓▓▓▓▓▓▓▓▓
Керівник закладу охорони здоров'я:	
Той, хто підписав медичну книжку	

One of the most important parts of the employee card is the responsibility section.

Відповідальність
☑ Керівник групи HACCP
☐ Член групи HACCP
☑ Обслуговування/ремонт обладнання
☑ Контроль за повіркою/калібруванням обладнання
☑ Контроль належного електропостачання
☐ Прибирання, миття, дезінфекція
☑ Гігієнічне навчання персоналу
☐ Чистка спец одягу
☑ Стан здоров'я персоналу
☐ Управління відходами
☐ Боротьба зі шкідниками
☐ Приймання та зберігання токсичних сполук
☑ Угоди с постачальниками/підрядниками
☐ Транспортування харчових продуктів
☑ Скарги та відгуки
☐ Інше (вкажіть):

Define responsibility for everyone employee of your company. For small businesses, one employee may be responsible for several areas at once.

HACCP team leader

Regardless of the type of establishment, you should have one HACCP team leader, this is the person who is generally responsible for food safety. This is usually the head or head chef.

Members of the HACCP group

In enterprises where more than 3 people are employed, it is also necessary to appoint several members of the HACCP team who will also be involved in food safety issues. Try to choose them from related fields of activity, for example, a cook, a warehouse worker and a technologist. Don't select group members exclusively among chefs, try to diversify the group as much as possible with versatile specialists.

Equipment maintenance/repair of equipment

If the enterprise has any equipment that requires repair and maintenance (for example, a refrigerator), it is necessary to ensure the presence, which will be mandatory for this line of business. At the same time, it is not necessary that the employee of the technical device equipment that can be self-repaired is enough for him to evaluate the repair work itself and hire a suitable service center.

Control of proper power supply

Designate a power supply manager. This employee will be responsible for the condition of seals, meters and record power failures in the accident log (the log template is available on our portal).

Cleaning, washing, disinfection

Allocate employees who are responsible for cleaning, washing and disinfecting premises, utensils, equipment and inventory. Even if the cleaning company is doing the cleaning, mark an employee who controls the operation of this company.

Hygiene training of personnel

Choose an employee who trains less experienced co-workers. If there is no such employee and a third-party organization is engaged in training, then select an employee who is responsible for timely ordering training, maintains a log of completed trainings, and records the results.

Cleaning of special clothes

Aprons and gowns require periodic washing and/or disinfection. It is not recommended to wash special clothes at home, you should contact specialized institutions. Select an employee who will be responsible for the condition of special clothing and supervise its cleaning.

Staff health status

Employees without medical books, sick with influenza or SARS, with open wounds experiencing symptoms of poisoning should not be allowed to work. The enterprise must have an employee who monitors the health of staff and, if necessary, sends people to a medical examination in a hospital.

Waste management

During operation, food, household and toxic waste can be generated at the enterprise. They should all be properly recorded, sorted and disposed of. You can't just throw waste into a common trash can in the yard, you need to have contracts for removal or disposal of such waste with contractors. At this point, we select an employee who is responsible for concluding contracts with contractors for the disposal of this waste.

Pest control

It is necessary to select an employee who is responsible for the fight against rodents and insects. It is not recommended to carry out disinfestation and deratization activities on your own, it is better to involve specialized organizations that will help you draw up a plan for such activities and independently determine the location of traps on the room layout. The responsible officer in this case will record the frequency of these activities and their effectiveness.

Acceptance and storage of toxic substances

For the average food business, the only toxic substances that can be stored on site are disinfectants. Necessary appoint a responsible person who will check the tightness of the container and ensure that such products are stored in closed containers and do not come into contact with food products. It is desirable that such an employee undergo specialized training, for example, from a supplier of such tools.

Contracts with suppliers and contractors

The facility should only work with suppliers that have an operating permit or business registration and an implemented HACCP food safety system. In addition, all suppliers need to be periodically evaluated, for which we select a responsible employee who will keep records of contracts, white and black lists suppliers. Supplier assessment forms have already been developed and are available on our portal.

Food transportation

Regardless of whether you yourself transport the products or these services are provided by contractor, it is necessary to have a responsible employee who evaluates the conditions in which food products are transported (availability of refrigerators, condition of cars, etc.).

Complaints and reviews

An employee who works with the wishes and complaints of customers, conveys them to the management of the company and the HACCP group. As a result of filling out the cards, you should get a table in which the employees have undergone all medical examinations and training.

| Код	ПІБ	Статус	Посада	Медичні огляди	Гігієнічне навчання
512		Працює	Піцайоло	Пройдено	Пройдено
479		Працює	Директор	Пройдено	Пройдено
514		Працює	Сушист	Пройдено	Пройдено
515		Працює	Кур'єр	Пройдено	Пройдено
516		Працює	Кур'єр	Пройдено	Пройдено
517		Працює	Кур'єр	Пройдено	Пройдено
481		Працює	Адміністратор	Пройдено	Пройдено
513		Працює	Сушист	Пройдено	Пройдено
480		Працює	Адміністратор	Пройдено	Пройдено
511		Працює	Піцайоло	Пройдено	Пройдено

The system will warn if one of the employees has an expired document or needs to undergo another training. Keep the entered data up to date. For some budgetary organizations, there is a requirement to coordinate the list employees with their regional department of the State Food and Consumer Service. A report can be generated specifically for this purpose.

3. Directory "Contractors"
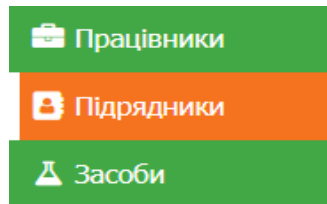
By analogy with the directory "Employees", in the directory "Contractors" we maintain a list of enterprises that do work for us under the contract. Some services, such as "Water quality analysis" can only be provided by accredited laboratories, while others - cleaning of premises and training are not mandatory, as they can be carried out by the company's own forces.

To add a new contractor, click the button ➕ Додати
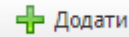
In the card for the supplier, indicate general information on the enterprise: name, address, contact information. Ignore the "Estimate" field for now, it will fill in on its own when we evaluate the contractor, we will talk about this in the "Forms" section.

Відповідальність

- ☐ Аналіз ґрунту
- ☐ Обслуговування/ремонт обладнання
- ☐ Повірка/калібрування обладнання
- ☐ Постачання природного газу
- ☐ Обслуговування систем вентиляції та кондиціювання
- ☐ Аналіз стану повітря
- ☑ Постачання електричної енергії
- ☑ Постачання питної води для потужності
- ☐ Аналіз якості води
- ☐ Прибирання, миття, дезінфекція
- ☐ Змиви з поверхонь, аналіз
- ☐ Гігієнічне навчання персоналу
- ☐ Чистка спец одягу
- ☐ Стан здоров'я персоналу
- ☐ Управління відходами
- ☐ Поводження з побічними відходами тваринного походження
- ☐ Боротьба зі шкідниками, дезінсекція, дератизація
- ☐ Транспортування харчових продуктів
- ☐ Лабораторні дослідження
- ☐ Ідентифікація тварин
- ☐ Інше (вкажіть):

Select only those activities providers that are relevant to your capacity. For example, soil analysis is relevant for enterprises that grow vegetables, a contractor is needed to verify equipment only if you have equipment requiring verification (see equipment instructions)

Water quality analysis, laboratory tests and flushes are recommended for all restaurants andmanufacturing establishments.

Waste management and recycling of animal origin are mandatory if such waste is generated in the course of the activity.

Pest Control Contractor highly recommended to everyone.

For each selected contractor, be are ready, upon request, to present a copy of the contract to the state inspector.

Keep this table up to date and update as necessary.

Код	Підприємство	Статус	Послуги підрядника
124		Діючий	Управління відходами; Поводження з побічними відходами тваринного походження; Боротьба зі шкідника
123		Діючий	Аналіз якості води; Змиви з поверхонь, аналіз; Гігієнічне навчання персоналу; Лабораторні дослідження
126		Діючий	Прибирання, миття, дезінфекція; Управління відходами
125		Діючий	Обслуговування/ремонт обладнання
122		Діючий	Постачання електричної енергії; Постачання питної води для потужності

4. Directory «Detergents, disinfectants»
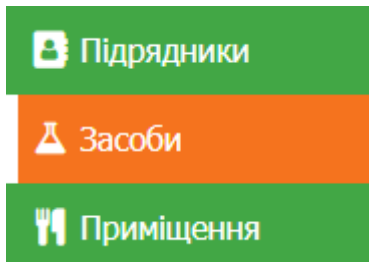
This handbook keeps track of detergents, disinfectants and pest control products.

These funds will then be selected from other directories, for example, for washing equipment and inventory, so it is recommended to fill in the funds before filling out other directories.

To add a tool to the directory, click the button

The tare and quantity fields must be filled in so that the program can calculate the cost of the funds for the month.

Pay special attention to products that contain toxic compounds.

Токсичні сполуки та речовини		
✓ Містить токсичні сполуки		
Назва	Стан	Додаткова інформація
Неионогенные ПАВ 5-15%	Рідина	отдушка, лимонен, бензизотиазолинон

Such products are best stored in specially designated areas, and if this is not possible, then in closed containers away from food, for example, in a toilet. We will add containers in which detergents can be stored later in the Inventory directory.

Ensure that each product is used for its intended purpose and instructions for use are available to personnel using them. Do not use expired products and make sure you have the necessary supply, but no more than necessary.

Personnel who work with detergents and disinfectants must be provided with gloves and masks, i recommended by the manufacturer of the product.

5. Directory "Premises"
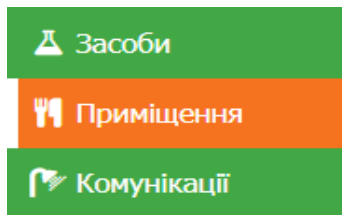
This directory keeps records of all enterprise premises. This can be either a target room, for example, warehouses, or separate rooms of one common room, which are divided into rooms and partitions (kitchens, doors), for example: workshops, corridors, etc. For each room it is necessary to select a responsible employee who will monitor the cleanliness and condition of his premises.

In the card for the premises there is a section "Premises and areas of accommodation". These are the areas that need to be washed and disinfected periodically.

Ділянки та зони приміщення					
Ділянка	Зона	Тип	Матеріал	Спосіб	Засіб
Підлога	Зелена	Підлога	Кахель	Розчин	Універсальний мийний засіб для твердих поверхонь Mr.Proper
Стіни (рубашка)	Зелена	Стіни	Кахель	Розчин	Засіб для чищення Cif для ванної
Вікна	Зелена	Вікна	Скло, метал, пластик	Розпорошення	Засіб для чищення Cif для скла та блискучих поверхонь

Typical areas for a room are: floor, ceiling, walls, windows. All these areas are washed by different means and at different frequencies. For large rooms, it is necessary to distinguish areas according to the type of material from which they are made, for example, an area that is tiled requires a different approach to cleaning than concrete walls.

Detergents for washing and disinfection are selected from the "Detergents, disinfectants" directory, which we filled out earlier. To calculate the optimal amount of detergent for 1 month, you must fill in the fields "Area", "Frequency" and

"Uses per m²". Dosage data funds must be taken from the instructions or on the label of the product. Each zone can be conditionally classified as clean (green), moderately polluted (yellow) and dirty (red). We will tell you more about the rules for determining zones in the section "Schemes".

If food or toxic substances are stored in the premises, then these zones must also be identified and filled in the appropriate section.

Зони для зберігання		
Назва	Тип	Режим зберігання
Місце для зберігання миючих засобів і інвентаря для прибирання	Зберігання токсичних речовин	2°C - 26°C; 40% - 60%

It is necessary to indicate only those products that are stored directly on the premises, for example, vegetables in a warehouse. Food storage areas in refrigerators are filled with reference book "Equipment".

6. Directory "Communications"
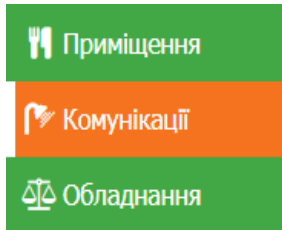
This directory must include all communication nodes that require maintenance, washing and disinfection. Examples of such communications can be: ventilation ducts systems, water supply and sanitation units, for example, air conditioners, sinks, toilets, etc.

By analogy with the directory "Premises" for communications it is necessary to allocate areas for washing and disinfection and select products from the previously completed "Tools" directory.

Комунікації

Назва: Ветиляційний витяжний ковпак

Тип: Вентиляція

Обслуговування

Назва вузла/частини	Кількість	Періодичність	Останнє обсл.	Наступне обсл.	Відповідальний
Воздуховод витяжного ковпака	1	1 раз на рік	09.04.2019	08.04.2020	Директор Антон

➕ Додати   ➖ Видалити

Миття та дезінфекція

Ділянка	Зона	Тип	Матеріал	Спосіб	Засіб	Частота
Верхня частина витяжки і воз	Зелена	Вузол комунікації	Залізо	Розчин	Засіб для видалення жи	1 разів на т
Внутрішня частина воздуховод	Зелена	Вузол комунікації	Залізо	Розчин	Засіб для видалення жи	1 разів на т
Верхня і внутрішня частина ви	Зелена	Вузол комунікації	Залізо	Розпорошення	Сурфаніос UA (Surfanios	1 разів на т

➕ Додати зону   ➖ Видалити зону

Файли (інструкції, тощо)

➕ Додати файл   ➖ Видалити файл

✔ Зберегти   ✖ Закрити

7. Directory "Equipment"
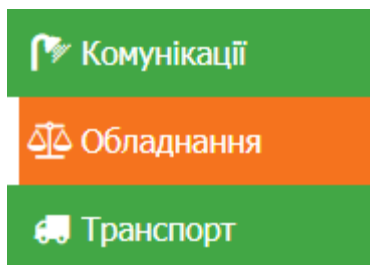
All equipment of the enterprise must be added to this directory: refrigerators, scales, ovens, ovens, blenders, etc.

You can also add tables, racks, shelves and other furniture here if they are used in the production process, storage or in any way comes into contact with food, andaccordingly requires periodic washing and/or disinfection.

Equipment that is used in businesses may require periodic verification, this is relevant, for example,for scales. How often the device requires verification can be found in the user manual or instructions for theequipment. Verification is carried out by the competent authorities, which remainsan entry in the passport for the equipment and / or a special seal withthe date of verification.

If the equipment requires periodic maintenance,complete the appropriate section on the card. Maintenanceis usually carried out by authorized service centers. You can find out if the equipment requires mandatorymaintenance from the instructions.

Sophisticated equipment can require scheduled maintenance. Such repairs can be carried out by both the contractor and the employee enterprises, subject to the availability of relevant skills.

If equipment comes into contact with food, such as scales or refrigerators, they should be cleaned and/or disinfected periodically.

Ділянка	Зона	Тип	Матеріал	Спосіб	Засіб	Частота
Робочі поверхні вагів	Зелена	Зовнішня частина	Нержавіюча сталь,	Розпорошення	Засіб для чищення Cif для кухні	1 разів на день
Робочі поверхні вагів	Зелена	Зовнішня частина	Нержавіюча сталь,	Розчин	Сурфаніос UA (Surfanios) - засіб	6 разів на день

Миття та дезінфекція

For equipment, by analogy with the "Premises" directory, it is necessary to select zones. Different areas require a different approach to cleaning, for example, it is enough to wash the outside of the refrigerator with detergent, while the inside must also disinfect periodically.

Determine the optimal cleaning frequency based on the recommendations of the equipment manufacturers and the instructions for the selected products.

Some equipment can be used for food storage, such as refrigerators and freezers.

Зони для зберігання

Назва	Тип	Режим зберігання
Зона зберігання овочів і м'ясних продуктів	Зберігання інгредієнтів та сировини	2°C - 6°C; 40% - 60%

Determine the storage areas and temperature conditions that the equipment supports. Later, in the "Products" directory, you can specify the storage locations by selecting the appropriate equipment.

It is important that the equipment maintains the specified temperature limits, so it will be useful to periodically recheck the temperature and humidity using other devices, and not trust the built-in sensors. Fix the detected deviations in a special journal (a template for such a journal is available on our portal).

8. Directory "Transport"
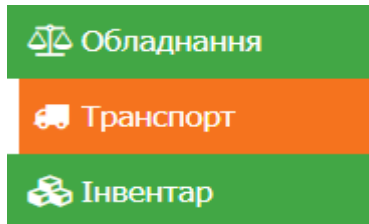
All vehicles that are on the balance sheet of the enterprise and that deliver food to capacity either to points of sale or directly to end consumers should be added to this directory. If delivery is carried out without a car, then thermal bags and other items in which products are stored during delivery should be added to this directory.

If the business uses food delivery contractors such as Glovo, Uber Eats, or the delivery vehicle is the supplier's vehicle, these vehicles do not need to be added to the Transportation directory.

By analogy with other directories, for each element you need to specify:

- Make and number (only for cars)
- Place of loading and unloading (only for cars)
- Maintenance (for cars and complex thermal equipment)
- Scheduled maintenance (only for cars)
- Washing and disinfection (car body, thermal bag surfaces, automotive equipment)
- Storage areas (refrigerators and freezers of the car, the volume of thermal bags)

Additionally, it is recommended to periodically record the temperature and humidity of food storage during loading, unloading and transportation. To do this, it is advisable to use alcohol thermometers and double-check the correctness of the measurements of the built-in sensors of freezers.

When using foot couriers and thermal bags, write down the maximum allowable delivery times for different seasons, based on periodic measurements and storage requirements. For example, pizza can be delivered up to 5-6 hours, and sushi, in hot weather, even if a thermal bag is used, can become dangerous to eat after 1-2 hours.

9. Directory "Inventory"
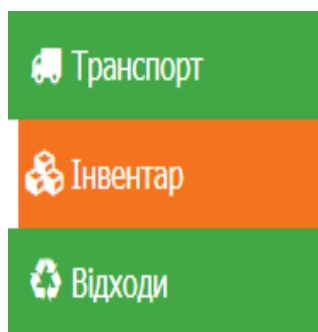
Inventory is added to this guide to combat pests (for example, mousetraps), cleaning equipment (mops, buckets, scoops), items that come into contact with food (packaging, knives, forks, pots, plates), personal hygiene items (aprons, masks, gloves), equipment for food storage (boxes, containers), equipment for waste storage (buckets with lids and trash cans), equipment for storing toxic substances (special sealed containers).

Inventory of the same type, for example, plates, spoons, forks, can be brought in 1 time, indicating the number of the same type of inventory in the appropriate field. That is, you do not need to make each fork and plate separately.

Cleaning equipment should be divided into different groups and labeled accordingly. For example, to clean the toilet, use a separate mop and bucket, for convenience, you can either buy them in red, or apply on existing inventory indelibly marked with red paint, or the letter "T". Such inventory must be stored separately from the rest of the inventory.

Similarly, it is recommended to have separate cleaning equipment for clean areas (kitchens) and medium clean areas (corridors, offices, loading and unloading areas).

Inventory that comes into contact with food (pots, knives, cutting boards) should be divided as follows:

Equipment that comes into contact with raw meat
- Equipment that comes into contact with fish
- Inventory that comes into contact with vegetables
- Inventory that comes into contact with ready-to-eat products

Never use a knife that has been used to cut raw meat to cut a cooked cutlet or cut vegetables for a salad, even if it has been washed beforehand.

When adding inventory to the directory, indicate its purpose in brackets, for example, "Knife with a black handle (meat gastronomy)" or "Mop (kitchen cleaning area)".

For inventory that requires periodic cleaning and/or disinfection, please indicate areas, frequency, and agent used.

Миття та дезінфекція

Ділянка	Зона	Тип	Матеріал	Спосіб	Засіб	Частота
Ємність	Зелена	Зовнішня частина	Залізо	Розчин	Засіб для миття посуду	1 разів на день
Ємність	Зелена	Зовнішня частина	Залізо	Розчин	Дезинфицирующее сред	1 разів на день

➕ Додати зону   ➖ Видалити зону

If possible, do not use wood or glass utensils in the kitchen. Glass may break and enter the finished product, creating an extra CCP and would require the development of a separate procedure for handling broken glass. Wooden boards on which raw meat and fish are cut can eventually become a source of bacteria, respectively, their periodic processing (removal of the top layer of wood and disinfection) or replacement will be required.

10. Directory "Waste"
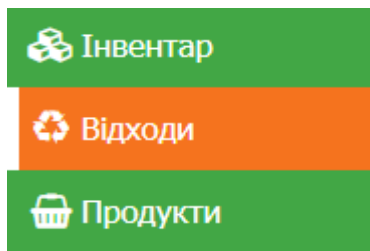
It is necessary to keep records of all waste that is generated during the activities of the enterprise: household waste, by-products of animal origin, industrial waste. Please note that you do not have the right to use the common garbage containers that may be in the courtyard of the house, you it is necessary to conclude contracts for garbage collection with contractors.

Food waste of animal origin must be disposed of.

For each type of waste, you must complete corresponding card.

Containers for waste storage can be added in the "Inventory" directory, and companies that are engaged in the removal and / or disposal of garbage, we added in the directory "Contractors".

Waste collection and disposal contracts must be kept and present to the inspector during the audit. For convenience, scans of these documents can be fixed in the field "Files".

In addition to completing this handbook, it is recommended to keep a log of the garbage collection schedule. Templates such journals are available on our portal in the section "Journals".

11. Directory "Products"
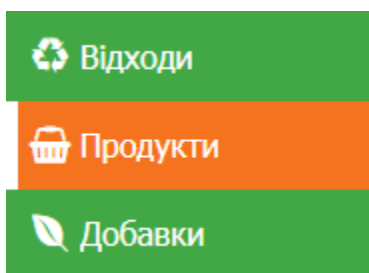
It is necessary to add to this directory all the products that are used as ingredients for ready-made meals (relevant for restaurants, cafes and catering departments of schools and kindergartens), products, which are bought from a supplier for resale (relevant for stores) or for storage (relevant for warehouses). This handbook is very important for generating reports and identifying hazards, so we recommend that you complete it carefully.

Products can be added to the directory manually or from our database of templates using the corresponding menu..
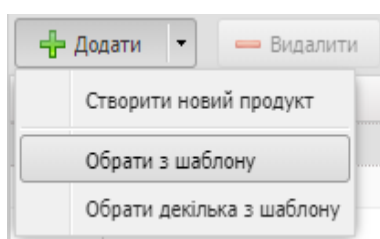
We recommend that you always select products from templates, as they already have the necessary information filled in: storage conditions, allergens, nutritional value, vitamins, minerals and product organoleptics.

If the desired product is not in the template database, thenyou need to create it manuallyby filling in necessaryinformation from availablesources.

If you enter the product manually, be sure to selectthe correct category for itin the "Category" field, as each category has its ownset of hazards.

For each product, storage conditions must be specified (if the product is selected from the template, they are already set) and determine the storage location.
Vegetables can be stored in specially designatedrooms, meat and fish in refrigerators or freezers. If you forgot to add the necessary equipment (forexample, a refrigerator with zones storage: refrigerator or freezer) or a room (a room with astorage area), then this can be done in the

"Equipment" directory and the "Premises" directory.

The presence of GMOs must be indicated on the label by t he manufacturer, as well as the presence of allergens.

At the same time, do not forget that the responsibility for the correct labeling of products lies with both the manufacturer and the enterprise that has accepted the product into circulation - a restaurant, store, warehouse, etc., that is, YOU.
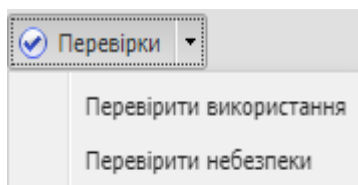
Therefore, it is important that the employee, pay special attention to the presence information about the composition and allergens (the list of all necessary allergens is in the appendix to the law and has already been included in our program). Mislabeled products to accept cannot be returned to the manufacturer.

The availability of proteins, fats, carbohydrates and vitamins is already filled in for typical products in our database, but if you want to get more accurate information, you should use the data on the product label or from the accompanying documentation. One or more vendors must be defined for each product. If the required supplier is not in the list, you need to go to the "Suppliers" directory and add it.

Particular attention should be paid to the list of hazards specific to the product.

There are several sources where you can get a list of hazard:

- Easiest: From our database, just click on the "Add Basic Security" button.
- Request a product from the manufacturer.

The final completed table for products should look something like this:

The content of the columns "Use in production" and " Hazard" will only be displayed if you run

appropriate manual check. To display all information, you will need to fill out the "Production" directory.

 After filling out the "Products" directory, you can generate descriptions that will be

checked during the state audit by the inspector. To do this, select the appropriate item in the reports menu.
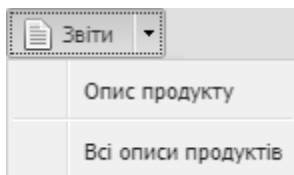
The "Product Descriptions" menu section generates a report for the product selected in the table.

The "All Product Descriptions" section generates reports for all products, this may take a long time, do not interrupt this process

An example of a generated report:

Опис продукту
Креветка бейбі

Пожнвна цінність на 100 гр.:
Жири: 1.20
Вуглеводи: 0.80
Білки: 18.30

Вітаміни:
А (ретинол): 16.00000 мкг
Бета-каротин 0.01000 мг
В1 (тиамин): 0.06000 мг
В2 (рибофлавин): 0.07000 мг
В3/РР (ниацин): 5.00000 мг
В5 (пантотеновая кис.): 0.30 мг
В6 (пиридоксин): 0.10000 мг
В9 (фолиевая кислота): 13.00000 м
В12 (кобаламин): 0.80000 мкг
С (аскорбиновая кислота): 1.40000
Е (токоферол): 2.30000 мг
Н (биотин): 1.00000 мкг

Мінерали:
Залізо (Fe): 2.20000 мг
Йод (I): 110.00000 мкг
Кальцій (Ca): 100.00000 мг
Калій (K): 260.00000 мг
Кобальт (Co): 12.00000 мкг
Фосфор (P): 220.00000 мг
Фтор (F): 100.00000 мкг

Магній (Mg): 60.00000 мг
Марганец (Mn): 0.11000 мг
Мідь (Cu): 850.00000 мкг
Молібден (Mo): 10.00000 мкг
Цинк (Zn): 2.10000 мг
Сера (S): 210.00000 мг
Натрий (Na): 150.00000 мг
Хром (Cr): 55.00000 мкг

Не містить ГМО
Містить алергени

Умовн зберігання/транспортування:
Термін зберігання: 8 міс- 10 міс
Температура: від -18°С по -25°С

Стан продукту: Заморожений

Вид пакування: Нефасований

Вироблено згідно з ДСТУ 4440:2005

Постачальник:
ТОВ " МД Альянс Груп";

Органолептика:
Зовнішній вигляд: Чисті, без пошкоджень панцира, однією розмірної групи, злегка зогнуті. Наявність ікри на нижній частині шийки
Запах і смак: Властивий данному виду морепродуктів. Без стороннього присмаку та запаху.
Колір: Властивий даному виду креветки колір панциря.Білий з рожевим або рожево-помаранчевим відтінком,
Консистенція: М'ясо пружне, плотне соковите.
Не допускається: Потемілості пожовтілі плями або пересушений чи розрихлий вигляд, сторонній запах чи затхлий.

12. Directory "Additives"
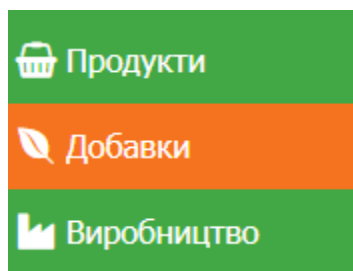
In this directory, you must add all food additives that are used in cooking or in production, for example, preservatives, emulsifiers, colorants, flavor enhancers, acidity regulators, and the like.

Each food additive has its own E-label. The list of all additives is already in our database, you just need to select the necessary additive from the list.

Обрати шаблон на харчову добавку/ензим

Пошук...   🔍 Пошук

Код	Назва	E	Категорія
169	1,4-гептонолактон	E 370	Регулятор кислотності
411	Амілорізін ПХ	E1100	Консервант
90	Ацетати калію	E 261	Консервант
450	Ацетильованого крохмалю адипат	E 1422	Емульгатор
63	Бензоат кальцію	E 213	Консервант
16	Індигокармін	E 132	Барвник
192	Камідь рожкового дерева	E 410	Желюючий агент
50	Оксиди та гідрооксиди заліза	E 172	Барвник
3	Рибофлавін	E 101	Барвник
56	Сорбінова кислота	E 200	Консервант
199	Тари камідь	E 417	Загущувач
23	Цукровий колер II	E 150b	Барвник
326	5"-Гуанілат натрію 2 - заміщений	E 627	Підсилювач смаку і аромату
333	5"-рибону - клеотиди кальцію	E 634	Підсилювач смаку і аромату
327	5" - Гуанілат калію 2 - заміщений	E 628	Підсилювач смаку і аромату
332	5" - Інозінат кальцію	E 633	Підсилювач смаку і аромату
330	5" - Інозінат натрію 2 - заміщений	E 631	Підсилювач смаку і аромату
334	5" - рибону - клеотиди натрію 2 - заміщений	E 635	Підсилювач смаку і аромату
134	D, L- лактат магнію	E 329	Регулятор кислотності
359	L-цистин і його натрієва та калієві солі	E 921	Поліпшувач борошна
338	L - Лейцин	E 641	Антиоксидант
358	L - цистеїн та його натрієва та калієва солі	E 920	Підсилювач смаку і аромату

✔ Обрати   ✖ Закрити

Added food additives can be selected in the "Production" directory as an ingredient when preparing a dish.

13. Directory "Production"
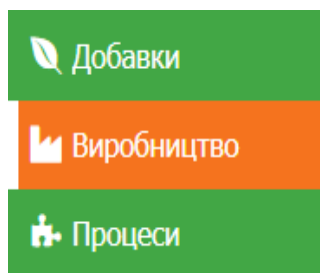
Completing the "Production" directory is mandatory for restaurants, cafes and catering establishments. Here you need to describe all the ready-made dishes from the menu of your institution.

When describing the finished dish, elements from the "Products" and "Additives", so make sure you complete these guides before you start describing finished meals. Start filling out the card by entering the name of the product and choosing a category.

Start filling out the card with the name of the product and the choice of category. It is necessary to indicate the regulatory document and the official name of the product only for mass production, i.e., when theproduct is manufactured inaccordance with therequirements of TU or DSTU. Forrestaurants and cafes, thesefields are irrelevant. We recommend adding a photo of the finished product for a more detailed description and visual control of organoleptics.

In the next section, it is necessary to describe the composition of the finished product.

Склад/рецептура					
Назва	Брутто (гр.)	Брутто (%)	Втрати (%)	Нетто (гр.)	Нетто (%)
Буряк столовий	30.00	17.05	20.00	24.00	17.39
Капуста білоголова свіжа	30.00	17.05	20.00	24.00	17.39
Картопля продовольча	71.00	40.34	29.58	50.00	36.23
Морква столова молода свіжа	15.00	8.52	20.00	12.00	8.70
Цибуля ріпчаста свіжа	14.00	7.95	14.29	12.00	8.70
Соус томатний	2.00	1.14	0.00	2.00	1.45
Масло вершкове	3.00	1.70	0.00	3.00	2.17
Квасоля	5.00	2.84	0.00	5.00	3.62
Сметана	6.00	3.41	0.00	6.00	4.35

➕ Додати   ➖ Видалити

Add all the necessary ingredients to your dish by selecting them from the "Products" directory.You can fill out this directory from ready-made technological cards, if your chef has developedthem.

If you have chosen products from our templates or have correctly filled out the cards for the products used as ingredients, the program will automatically display a list of allergens and hazards from the composition and calculate the caloric and nutritional value of the finished product.


In the "Process description" field, you must enter a description of the sequence of actions that must be performed to prepare the finished product, including its supply. For establishments that have opted for a simplified approach to HACCP implementation, this description will suffice, but for a full-fledged system, it will also be necessary to fill out the "Processes" directory.

If the finished product is immediately served for consumption, then the sections "Wash collection/transportation" and "Product packaging" do not need to be filled in, but, for example, for a pizza that can be delivered to a client, it is necessary to fill out the conditions transportation and indicate the car or thermal bag, as well as packaging material.

The "Organoleptic" section contains thefields "Appearance", "Smell and taste",etc., which are needed to control thequality and safety of the finishedproduct, so we recommend thateveryone fill out this section.

It is not necessary to fill in the " Hazards" section, the program willindependently add to the finished product those dangers that arecontained in the ingredients. But if yourcompany has a competent food technologist or food safety specialist,then you can fill in the hazards yourself.
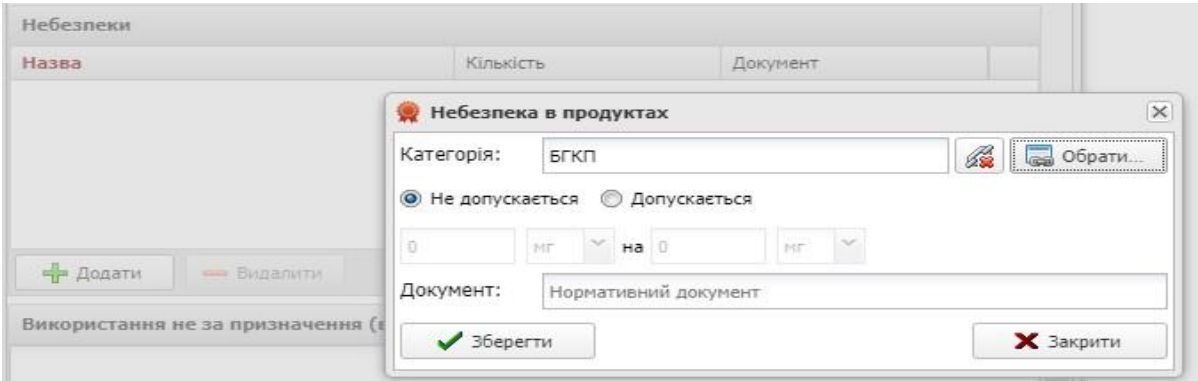
If your product is not served immediately, but requires prior defrosting or heat treatment by the buyer, then you must describe in the "Use for other purposes" possible problems that may arise when using your product for other than intended purposes destination, for example, in raw form.

Typical products do not need to be re-created, they can be duplicated using aspecial menu (forexample, a small pizza will have the same composition and organoleptics as the large one, with slight adjustments in the mass of theingredients).

After filling in all the products from your menu, you should have a table like this:

According to the filled in data, generate technological maps and information sheets.

The technological card is an internal document that is needed to pass the audit, and the information sheet must be provided to consumers upon request.

You can generate reports using the corresponding menu:
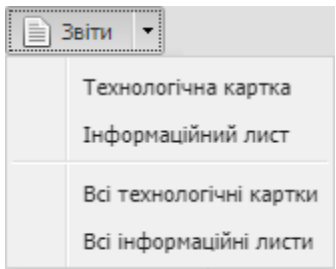
Please note that when you select items in themenu for the formation of all technical charts orinformation sheets, you may get the impression that the web portal is "hanging", but in fact, theformation of reports happening in the background. You do not need tointerrupt this process, even if the message aboutconnection errors appears on the screen.

When the report is generated, the necessary files will be downloaded automatically by yourbrowser.

Examples of generated reports:

Інформаційний лист
Борщ український

Склад: Картопля продовольча, Бу[...]
Морква столова молода свіжа, Циб[...]
Квасоля, **Масло вершкове (Проду[...]**

Загальна маса:
Брутто: 176.00 гр. Нетто: 138.00 гр[...]

Енергетична ціннісьна на 138.0[...]

Поживна цінність на 138.00 гр.:
Жири: 1.70
Вуглеводи: 14.90
Білки: 3.43
Харчові волокна: 1.37

Вітаміни:
А (ретинол): 241.20000 мкг
Бета-каротин: 1.44720 мг

Технологічна картка
Борщ український

1. Область застосування
1.1. Дійсна техніко-технологічна карта поширюється на страву «Борщ український », яка виробляється підприємством Комунальне підприємство ДНЗ №547 на потужності ДНЗ №547.

2. Сировина та напівфабрикати
2.1. Для виробництва «Борщ український » використовуються наступні продукти:

№	Назва	Нормативний документ
1	Буряк столовий	ГОСТ 26766
2	Капуста білоголова свіжа	ГОСТ 26768 ДСТУ 7037:2009
3	Картопля продовольча	ГОСТ 26545
4	Морква столова молода свіжа	ДСТУ 286 ДСТУ 7035:2009
5	Цибуля ріпчаста свіжа	ДСТУ ISO 1673
6	Соус томатний	ДСТУ 4561:2006
7	Масло вершкове	ДСТУ 4399:2005
8	Квасоля	ДСТУ 292-91
9	Сметана	Сан Пін Наказ 617/1998

2.2. Сировина, яка використовується у процесі виробництва продукту «Борщ український » відповідає вимогам нормативної документації, має належні сертифікати та посвідчення якості.

3. Склад готового продукту
Витрати сировини та напівфабрикатів на 1 одиницю готової продукції (порцію або фасований продукт) з урахуванням технологічних втрат.

№	Назва сировини/напівфабрикату	Брутто (гр.)	Втрати (%)	Нетто (гр.)
1	Буряк столовий	30.00	20.00	24.00
2	Капуста білоголова свіжа	30.00	20.00	24.00
3	Картопля продовольча	71.00	29.58	50.00
4	Морква столова молода свіжа	15.00	20.00	12.00
5	Цибуля ріпчаста свіжа	14.00	14.29	12.00
6	Соус томатний	2.00	0.00	2.00
7	Масло вершкове	3.00	0.00	3.00
8	Квасоля	5.00	0.00	5.00

14. Directory "Processes"
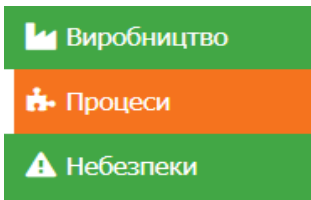
All enterprises that have chosen a full-fledged HACCP system, and not a simplified approach, must complete the Processes handbook. Using this handbook, you can describe in detail the sequence of actions,determine control points (CP) and critical control points (CCP).

It will be possible to form a HACCP plan only after the process diagrams have been built.

You should build process diagrams for each dish, or for groups of dishes. For example, if you cook several pizzas according to the same recipe, but of different sizes, then you can build one process diagram on them. If the dishes differ in composition or technology cooking, they cannot be combined into one scheme.

In addition to the schemes for dishes, it is recommended to describe all processes thatcontain potential risks, for example, the packaging or receiving process. However, therequirements of the HACCP prerequisite programs should not be duplicated. That is, youshould not build process diagrams for hand washing, room cleaning procedures, personnelhygiene control, pest control, etc.

You can build processes in 2 versions: in a tabular or in the form of a graphical diagram.Choose the option that is more convenient for you, the program can automatically convert a schema to a table, and a table to a schema.

To add a new step to the table, click the button

The process should be described sequentially step by step, for a finished dish, typical steps are: washingvegetables, cutting vegetables and meat, heat treatment, serving.

For each step, fill out a separate card.Step type must be specified:

1) Action (that is, the function that the employee performs, for example, cutting, defrosting, frying, boiling, etc.).

2) Condition (any condition that changes the course of the process,for example, for example, you can specify the condition "The presence of an appropriate labeling" during which the goods are accepted to the warehouse, and in case of violation, they are returned to the supplier).

Additional parameters must be specified for the action: time performance (important for determining biohazards), frequency, temperature (during heat treatment), humidity (important for storage), acidity and next steps (for prioritization and formation of a graphic scheme).

Additionally, in the card, you should select from the reference books products (ingredients) with which this action is performed, equipment (refrigerator, oven), equipment that is used (knives, pans) and those responsible for this employee action.

Крок процесу		
Код: 6	◉ Дія ○ Умова	

Термічна обробка

☑ Час виконання: 0 : 45 : 0
☐ Частота: 1 разів
☑ Температура: 100 °C
☐ Вологість: 0 %
☐ Кислотність: 0 pH
☐ Наступний крок
Умова: Текст над стрілкою
☐ Наступний крок
Умова: Текст над стрілкою
☐ Наступний крок
Умова: Текст над стрілкою

Продукти

Назва	Тип
М'ясо птиці	Продукт, що закуповується
Риба охолоджена	Продукт, що закуповується

At the very end of the card there is one of the most important sections: adding control points (CP) and critical control points (CCP).

КТ та ККТ

Тип	Небезпека	Граничні межі	Метод контролю	Предмет контролю	Відповідальні за контроль
ККТ	БГКП	Температура < 4°C	Вимірювання температури	Термометр	Шеф кухар
ККТ	МАФАнМ				

➕ Додати   ➖ Видалити

✔ Зберегти   ✖ Закрити

CP and CCP are those places in the process that require additional control over hazard (biological, chemical or physical) present to ensure that the finished product remains safe for consumption.

A control point (CP) can be any step in the process where you wish to control a parameter, a critical control point (CCP) is one where there is a possibility of a factor occurring that could cause the product to become unsafe to eat.

There is a separate algorithm for determining CCP:
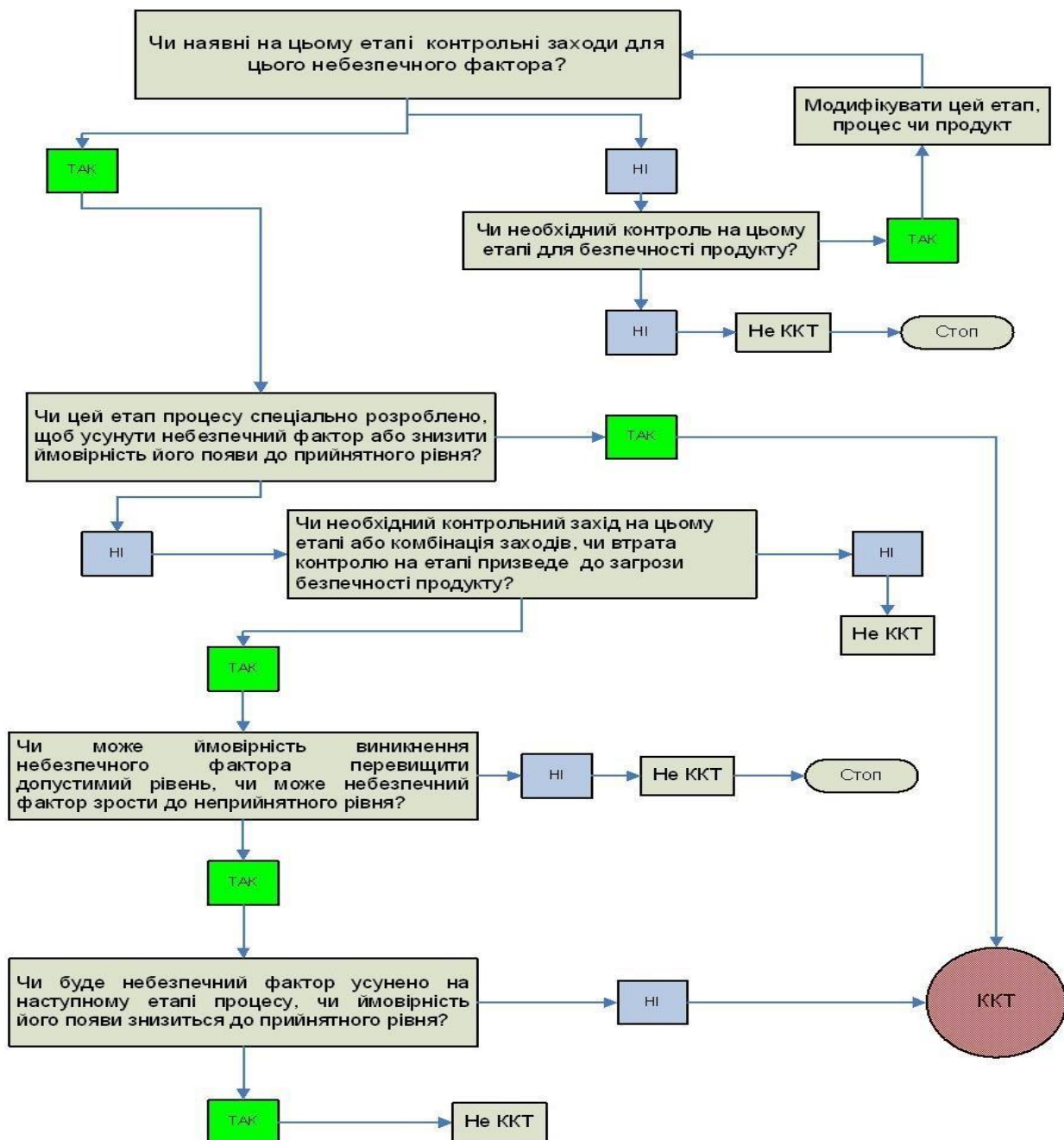
For each control or critical control point that you have identified at this step in the process, you must complete the appropriate card:

КТ та ККТ [×]

Тип контролю:	Контрольно критична точка (ККТ) ▼
Небезпека:	БГКП · Обрати...
Граничні межі:	Температура < 4°C
Метод:	Вимірювання температури в товщі м'язів
Предмет:	Коров'яче м'ясо
Тип предмету:	Продукт ▼
Журнал:	· Обрати...

Відповідальні за контроль

Назва

Шеф кухар

➕ Додати   ➖ Видалити

✔ Зберегти   ✖ Закрити

For each CP or CCP, you need to select a hazard (hazardousfactor) that we control. If severalhazards are present at a given process step, thenseveral control points must be created.The "Boundaries" field is the values of indicatorsthat distinguish a safe product from a dangerous one.Some dangerous biological hazards develop and aredestroyed under certain temperature conditions.Forexample, to kill helminths, maintain a hightemperature (from 70℃) for 1 minute. Accordingly, the permissibletemperature limits for the destruction of helminths will be 70 ℃, and in time - 1 minute.

In the "Method" field, you must enter the method that is used to control the occurrence of the indicator values within the permissible boundar limits (temperaturemeasurement with athermometer,time measurement with atimer, etc.).

In the "Subject" field, you must enter a description of what we control (temperature of raw meat, consistency of the finished product, cleanliness of equipment, the presence of parasites, etc.).

In the "Item Type" field, you must specify which of the 5 types our control item belongs to: product, equipment, inventory, personnel, or pest. This is necessary to determine a set of corrective and preventive actions.

For all types of control points, it is recommended to record the measured values in a log, the name of which should be selected in the "Log" field. You can create and fill out journals in a separate section of our portal "Journals". Having a journal will allow you to investigate violations and prevent them in the future. The log should show measured value (temperature, time, etc.), time and date of measurement, responsible employee and additional information, such as the batch number of the goods.

At the bottom of the card, you must select one or more employees who will be responsible for control in this CP or CCP.

In the process, it is necessary to describe all the steps in the sequence in which they are performed, but at the same time, control points do not have to be at each step. You should not overdo it and put CP and CCP in large quantities, choose only those dangers that are really probable and pose a threat to the consumer.
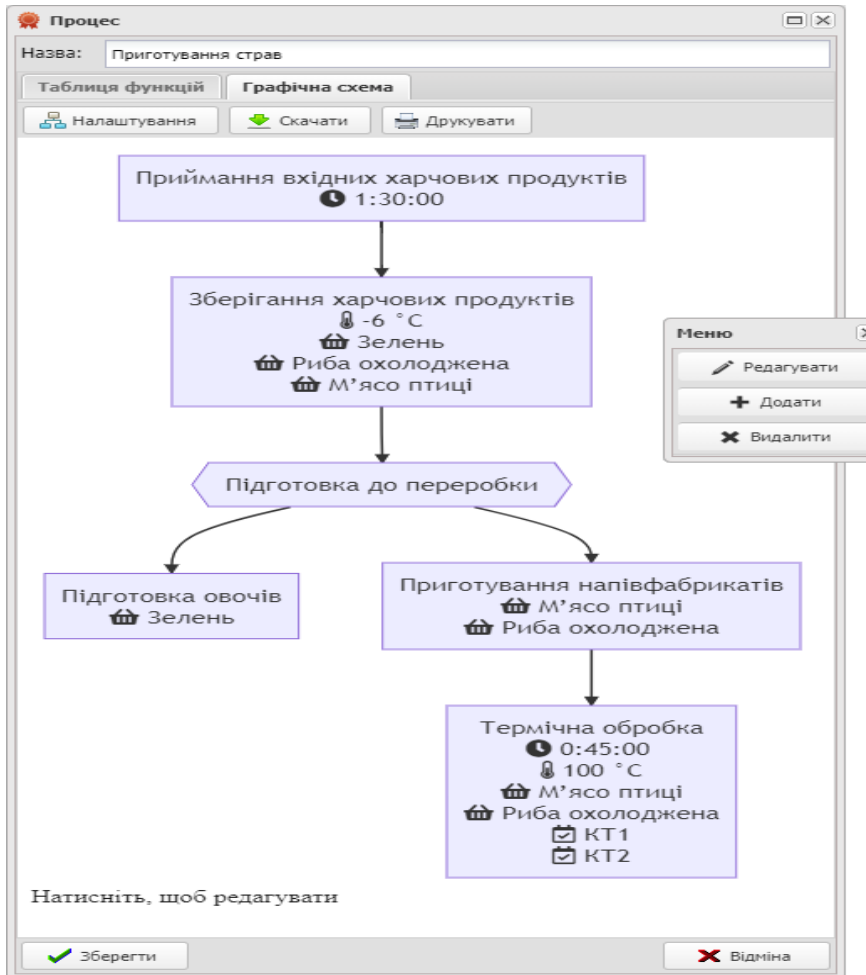
In most cases, the graphical representation of the process is more visual than the tabular version.Thegraphic scheme can be edited using the menu that appears when you click on the block. Ifnecessary, the diagram can be printed or downloaded. The "Customize" (" «Налаштування»")button allows you to customize the appearance of the diagram and the informationdisplayed. Any change to the graphic scheme instantly introduces mirror changes to the table and vice versa,adding and editing table elements are immediately displayed on this graphical diagram.

If you have many processes of the same type due to the peculiarities of work, then the program makes it possible to create a copy of an already built process and edit it using the "Duplicate" menu(«**Дублювати**»).
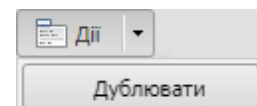
For each process, the program generates a HACCP plan using the reports menu.The HACCP Plan is one of the most important documents for a complete HACCP system. It contains a description of the process, a list control and critical controlpoints, description of hazards, and corrective and preventive actions.
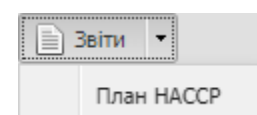
15. Directory «Hazards»
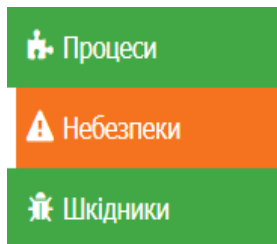
This handbook displays all the hazards that occur at any stage of production, storage or circulation of food products. If you followed the instructions and selected foods from our template database, then this the directory will be filled automatically with hazards from directory" Products". If you filled in food products from scratch, or your product is not included in one of our standard categories, then this directory will need to be filled in manually.

All hazards can be divided into 3 groups:

1. Chemical - contamination with physical impurities, such as mercury, lead,nitrates.
To avoid these dangerous factors, it is necessary to use quality raw materials from verified suppliers and periodically, if necessary, conduct laboratory tests.

2. Biological - pollution by various living organisms and bacteria, such ashelminths, salmonella or listeria. In addition to controlling the purchase of quality ingredients, you can reduce the risk of contamination of finished products bywashing and heat treating food products.

3.Physical - ingress of external objects into the product, for example, glass fragments, parts equipment,earrings, rings and other decorations of the staff. The risk of such hazards can be reduced by good hygienepractices and by the use of control and critical control points in production processes.

The hazard card already contains typical preventive actions (whatcan be done to prevent the occurrence of hazard) and correctiveaction (what needs to be done when a hazard has been identified).

All corrective and preventive actions are divided by types ofdistribution objects (personnel, equipment, products, etc.).

Experienced users can edit the card data to suit their needsenterprises.

Data from the Hazards Handbook is used in many reports thatare important to the HACCP system, so it is recommended tokeep the list of hazards up to date, periodically reviewing this listwhen changing menus, suppliers and foods used.

16. Directory "Pests"
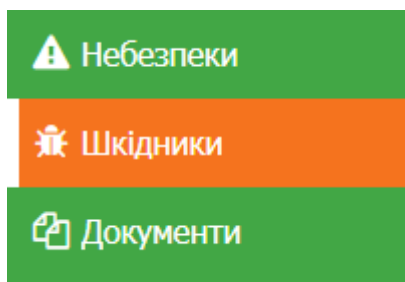
This guide should include all the pests that are relevant to your area and the specifics of your enterprises. Typical pests are: flies, mice, rats, wasps. All of these pests need to be controlled with nets on windows, closers on doors, and maintenance activities disinsection and deratization. The contractor who will carry outthese activities for you can help you determine a more accurate listof pests. Theoretically, the company can carry out disinfestation and deratization work itself, however, we strongly recommend that you conclude an agreement for these services with a contractor.

Try to choose a contractor who will give you a list of pests, develop a work plan, describe preventive and corrective actions, draw diagrams of traps, set them yourself and collect dead animals.

If possible, do not store toxic chemicals andpest control products in your facility, andif necessary, store them in closed containers away from food.

In addition to pests that can get into power from outside, it is also necessary to check the presence of pests in the food that is purchased. This is mainly true for bulk products.
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16. Directory "Scheme"

To generate the necessary reporting documentation it is necessary to draw about 10 graphic schemes. For large restaurants and cafes, this can be one of the most difficult tasks. You can draw diagrams in any graphics editor convenient for you, for example, MS Visio.
It is also possible to draw on a sheet of paper and then scan as a picture.

We recommend that you first draw a basic diagram, which will indicate the walls, windows and doors, andthen use it as a basis for overlaying the necessary additional elements.
In total, it is required to build the following schemes:

1. Scheme of traffic flows;

2. Zoning scheme;

3. Location map;

4. Scheme of the floor plan;

5. Scheme of location of traps for pests;

6. Layout of equipment;

7. Scheme of the water supply and sewerage plan;

8. Ventilation scheme;

9. Scheme of waste storage;

10. Scheme of power supply and lighting;

11. Gas supply scheme (only for those enterprises that are gasified).

To make it easier for users, for each type of circuit, we have prepareda sample that youcan use when building your scheme.
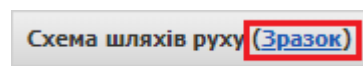
Try to plan traffic flows in such a way that they do not intersect. Use different routes, physical partitions and separators. For small rooms,you can divide the flows in time, for example, bring food products to power before the start of the work shift, and take out the garbage and food waste at the end of the work shift.

You can use as many colors as you like when defining areas of your premises, but it is common to use red for dirty areas (toilets, disinfectant storage areas, and trash cans), yellow for medium-soilareas(corridors, office buildings, sales areas) and green color to indicate areas that require cleanliness(kitchen, hot and cold shops).

A pest trap plan should be commissioned to your pest control contractor. Traps from rats and mice are placed, as a rule, along the contour premises, indoor insect traps, so that dead insects cannot enter the food product. Garbage containers for food waste should be located in the premises where they are generated. Trash bins with lids should be preferred. Should not be allowed container over flow.

Work areas should be well lit, and lamps without protective shades, which can break during operation, cannot be used.

Examples of circuits (more examples are available on our portal)

Схема потоків рухів в приміщеннях харчоблока

Приміщення
1. Вхід і вантажна рампа;
2. Вантажний тамбур;
3. Овочева;
4. Бакалія (комора для зберігання сипучих та інших продуктів);
5. Овочевий цех;
6. Туалет та душова для персоналу;
7. М'ясний цех;
8. Коридор;
9. Холодна комора;
10. Кімната персоналу (роздягальня);
11. Вікно роздачі;
12. Гарячий цех;
13. Приміщення для миття посуду;
14. Хол садочка.

Позначки
→ Персонал
→ Молоко і кисломолочні продукти
→ Бакалія
→ М'ясо та м'ясопродукти
→ Яйця
→ Риба
→ Овочі
→ Готова продукція
⇢ Напівфабрикати або оброблені для приготування сирі продукти

Центральний вхід до садка

Витяжний ковпак

17. Directory "Suppliers"

It is most convenient to fill out the suppliers directory in parallel with the Products directory. For each food item that is purchased for resale or used as an ingredient in a prepared meal,

choose a supplier.

Each manufacturer of a food product, as well as the one who delivers it, must have either a registration

power or operating permit. You may not work with suppliers who do not have or refuse to provide registration data from the public register.

Also, your suppliers must have an implemented system food safety HACCP, but unlike registration data, they are not required

provide you with evidence of the existence of such a system, check their system will be during the state audit.

You must develop own evaluation criteria suppliers, we provide a ready-made set of criteria in

section of the "Forms" portal. After completing this form, the corresponding field in the card will be filled in indicating the number of scores and scores.

Such an assessment is necessary periodically, at least once a year.

Using the portal, you can maintain lists of active suppliers, a reserve list and a black list of suppliers that have not passed the assessment from the "Forms" section.

18. Directory "Documents"
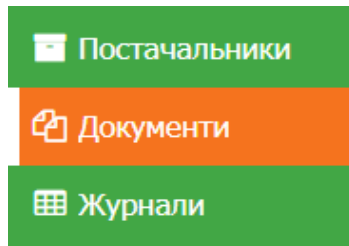
In the directory "Documents" it is convenient to store files that relevant to your HACCP food safety system. Our portal provides a convenient cloud storage where you can upload documents and have access to themat any time from any device: PC, tablet or phone.

The amount of space allocated for documents is determined by your tariff plan.

Examples of documents that can be stored in the system:
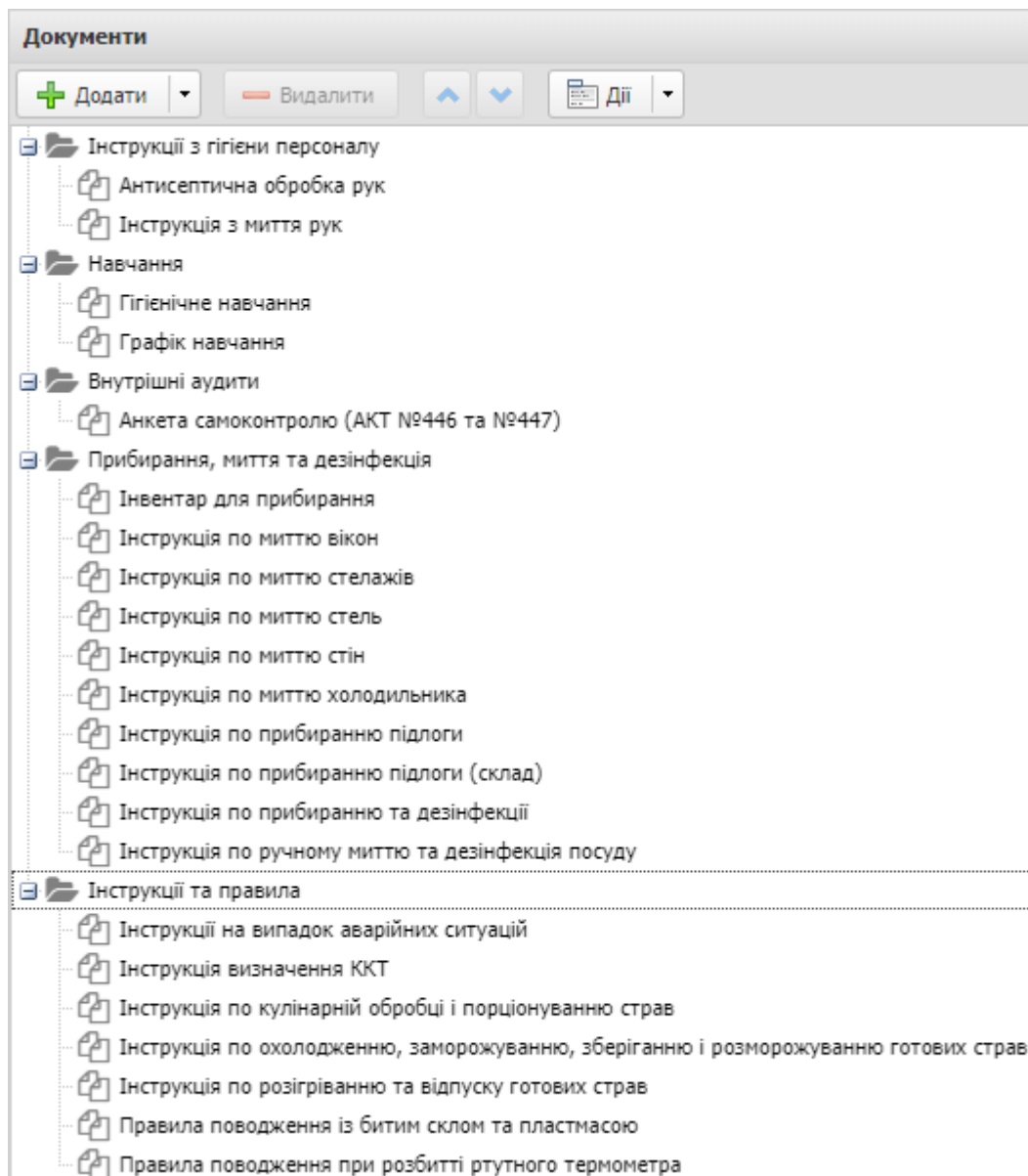
16. Directory"Logs"
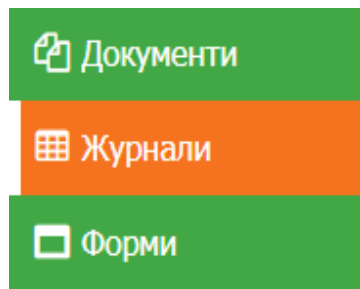
The "Logs" section stores those logs that should be fill in to ensure control and transparency of theenterprise.These logs can be kept electronically or printed. The database contains about 50magazine templates, but yous hould choose only those that are relevant to your type of activity.You can make changes to our "Logs" or create your own journals with your own set of columns.
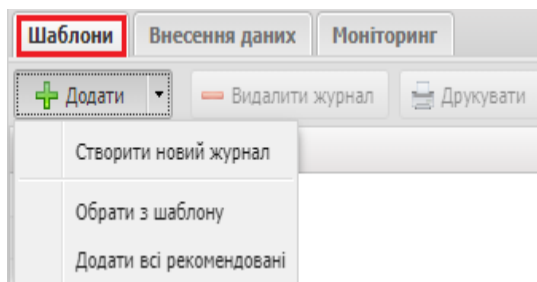
Go to the "Templates" ("шаблони") tab click the"Add" ("додати") button and select templates fromthe available list or add all templates at once, which recommended for typical power.

To print a log (journal) for manual filling,you must select it and press the button«print» («друкувати») on the same tab.

In the card for the journal, you can enter the name and description of the journal, select columns for the table, responsible, set the frequency of notifications about the need to fill out the log (journal).
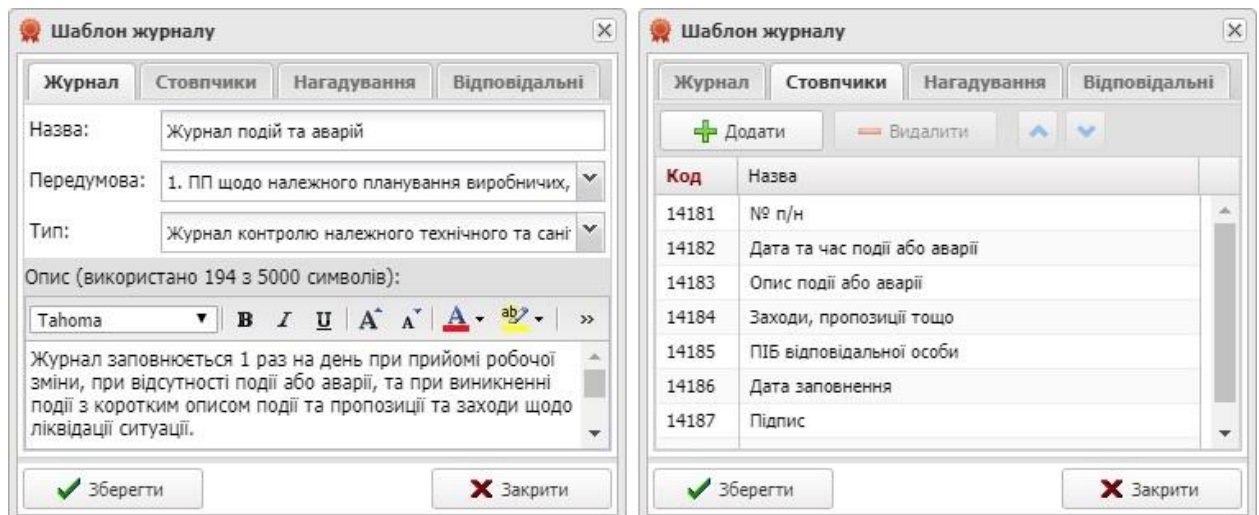
Reminders about the need to fill out the journal will be sent to the user by email.
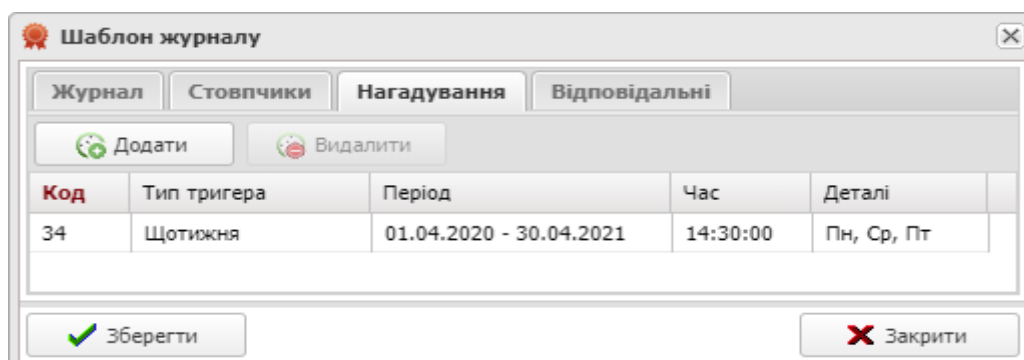
To enter a value in the log, you must go to the "Enter data" ("внесення даних") tab.

By clicking the "Add Entry" («Додати запис») button, you can add a new entry to the selected journal.

By default, the portal substitutes the current date and time. Add entries like this and edit entries backwards number can only be an administrator or a user that you have provided access to logs, other users will be able to enter data only at the time allotted for this, when they receive a notification about the need to enter meaning.

To print the completed log, you must click the button

You can control the entry of data into the logs by users from the "Monitoring" («Моніторинг») tab by selecting the required period and clicking the "Formize" («Сформувати») button.

17. Directory «The Formes»

This section allows you to create and fill out forms with data that can then be processed for various purposes. For example, forms can be used to collect information, conduct tests or audits, evaluate suppliers, and contractors according to specified criteria. The form can be filled out by both the portal administrator and any user, if he has been granted the appropriate access.

B In the "Templates" ("шаблони") tab, the forms themselves are saved, and in the "Data Entry" («Внесення даних») tab, users can fill forms with data, similar to magazines. There are 3 forms as templates on the portal:

• Evaluation of the contractor

• Evaluation of the food supplier

• Distance learning program (test)

Of these forms, we recommend that you pay special attention to the food supplier assessment form, as this is a mandatory requirement for HACCP prerequisite programs.
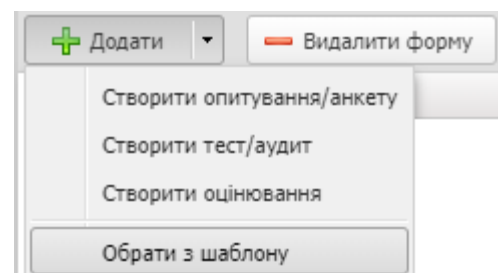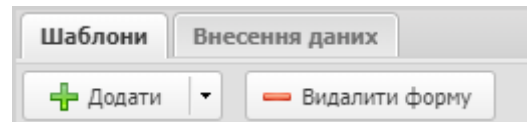
By default, this form contains 10 questions for which you are asked to grade food supplier, for each answer a certain number of points are awarded.

Код	№	Питання	Тип відповіді
2635	1.	Оцінка підприємства-постачальника	-
2636	1.1.	Чи зареєстрована потужність підприємства у де	Вибір з декількох варіантів (список, що випадає)
2637	1.2.	Чи впроваджена на підприємстві система харчо	Вибір з декількох варіантів (список, що випадає)
2638	1.3.	Скільки років працює підприємство на ринку?	Вибір з декількох варіантів (список, що випадає)
2639	1.4.	Де територіально знаходиться постачальник від	Вибір з декількох варіантів (список, що випадає)
2640	2.	Продукція постачальника	-
2641	2.1.	Чи має продукція постачальника належно офор	Вибір з декількох варіантів (список, що випадає)
2642	2.2.	Скільки разів за останні 3 місяці продукція була	Вибір з декількох варіантів (список, що випадає)
2643	2.3.	Чи конкурентна ціна продукції постачальника?	Вибір з декількох варіантів (список, що випадає)
2644	3.	Доставка продукції	-
2645	3.1.	Чи забезпечує постачальник доставку продукції	Вибір з декількох варіантів (список, що випадає)
2646	3.2.	Чи є доставка продукції своєчасною?	Вибір з декількох варіантів (список, що випадає)
2647	3.3.	Чи обладнані автівки належними умовами для б	Вибір з декількох варіантів (список, що випадає)

You can use this template or design your own questions with your own assessment criteria.

The question card specifies the type of answer and the number of points for each selected option.

When users choose their answer option, the portal sums up the scores, and in the tab"

Results" (Результати) we can set the final result for the accumulated amount of points.

By analogy with logs ("journals") , we can also set up the frequency of filling out forms and determine who is responsible for filling out the forms.

To fill out the form, you need to go to the "Data entry" («Внесення данних») tab, select the formfrom the drop-down list and click the button"Remember" («Заповнити»).

Following this is a valid form that will answer the questions we entered in the form template. In it, you need to select a supplier from the directory "Suppliers" that we will evaluate.

Select answers to all questions in the form, save the result, and then complete the form..

After clicking the "Finish" («Завершити») button, the result will be saved to the table, and the last result of its evaluation will be displayed in the "Rating" («Оцінка») field of the card for the supplier.
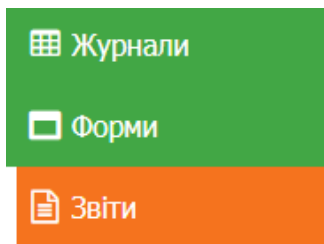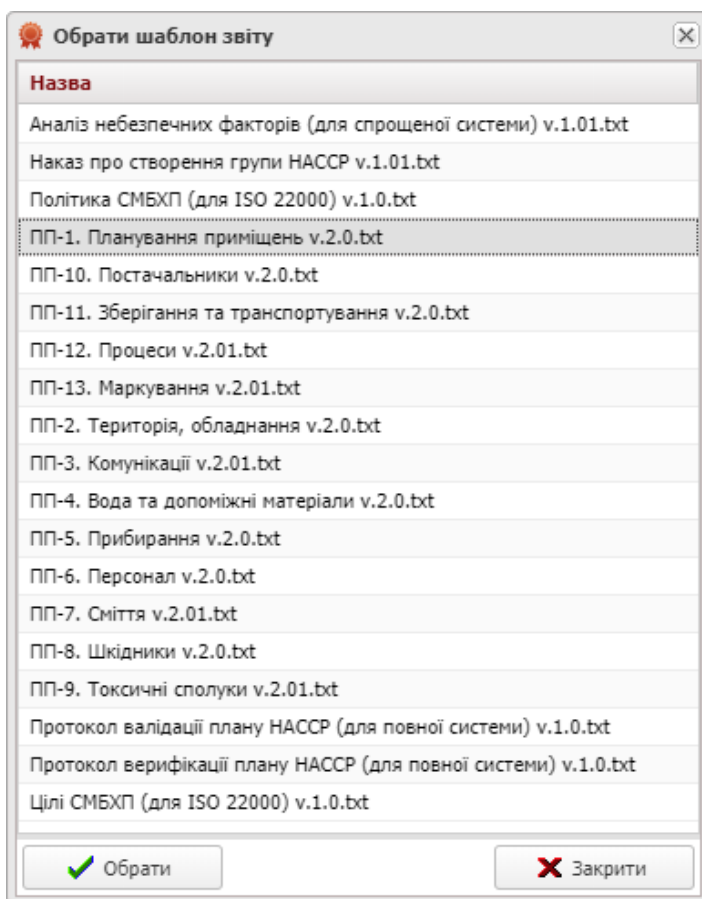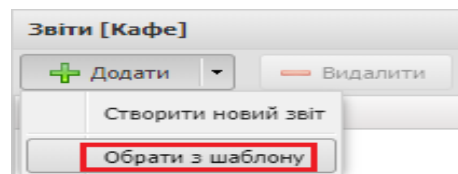
18. Reports

In the reports section, you can generate documents that are necessary for passing the state audit. The program collects the necessary data from the directories you fill out and displays them in the form of a structured document that helps the state inspector assess the level of compliance of your enterprise with legal requirements.
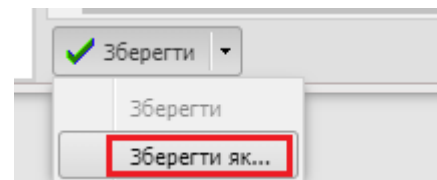
Experienced users can develop documentation from scratch, and for everyone else, we have already prepared templates for the necessary reports for a typical enterprise.

Click the "Add" ("«Додати» ") button and select "Invert from Template" ("«Обрати з шаблону» ") from the menu that appears.

From the proposed list, select those reports that relevant for your chosen HACCP system (full or simplified). Order on the establishment of a HACCP group and reports on 13 programs - everyone needs prerequisites, and validation protocols and verification is needed only for those users who completed the "Processes" handbook and generated HACCP plans.
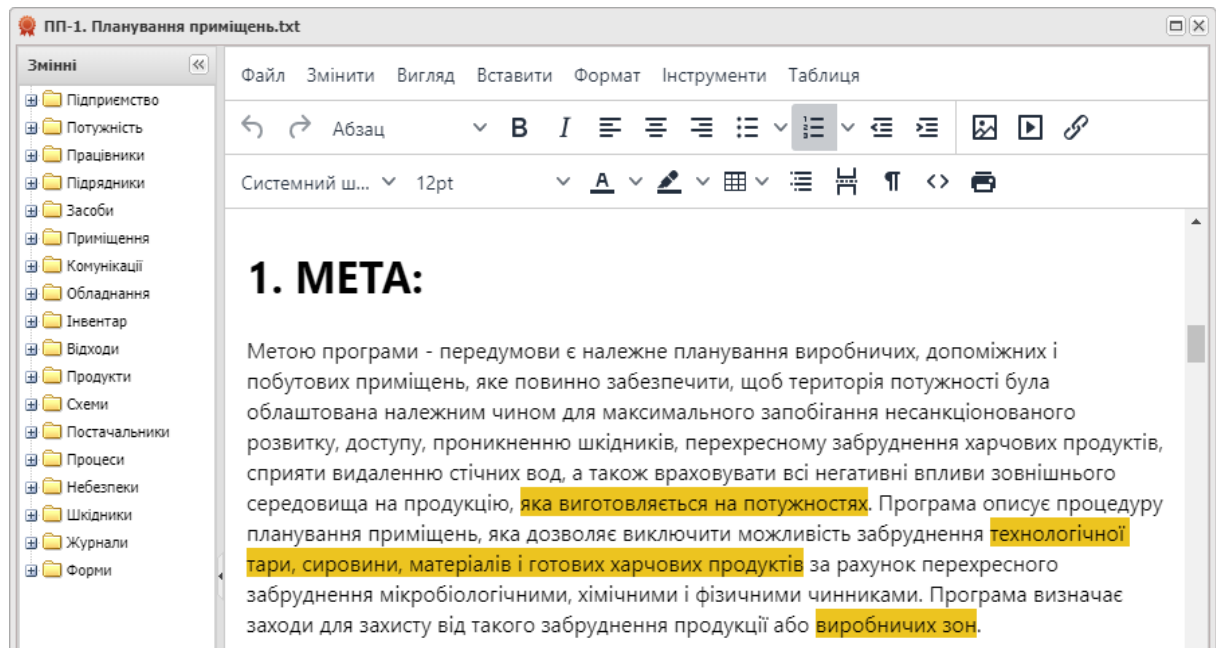
After selecting a template, a text editor window will open with the content of the report. Don't forget to save the report template when using the corresponding button.

All saved templates will be displayed in the table with the names you specified:

Saved templates need to be edited to suit your business.

The entire text must be reviewed; for your convenience, we have highlighted in yellow those fragments that you should pay attention to in the first place. For example, if your facility does not produce or prepare finished products and does not use technological container, then this part of the text must be deleted. If the text can be left, remove the selection in yellow. In the text itself, you can also find the names of variables, which are placed in brackets {…} whose text cannot be edited


Please do not delete these variables, they are needed for the portal to insert data from the required directories when generating a report. Advanced users can add variables from directories, which are located on the left panel of the text editor:
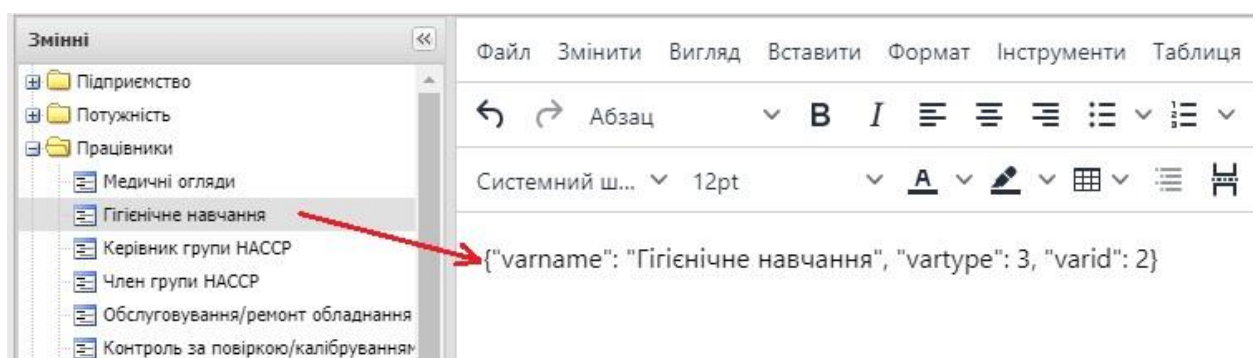

Double click on the variable to paste it into the text editor. When the template is edited, don't forget to saveit. After that, you can generate the report itself using the corresponding button:

Instead of variables, content will appear in the form of tables, text or graphical diagrams.
The resulting report can be printed by clicking the corresponding button.
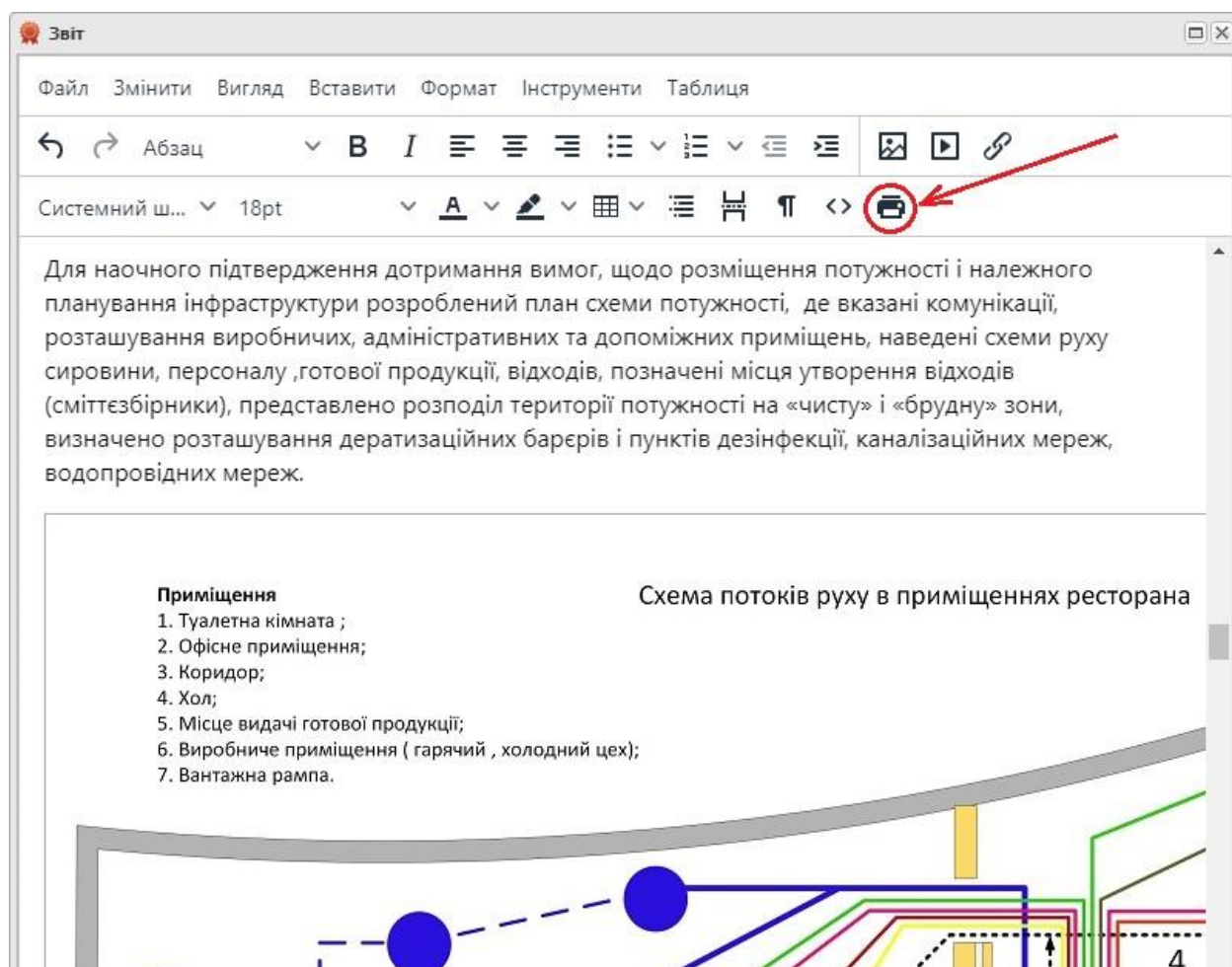
In the print dialog, an option will be available to save the result as a PDF file.
The appearance of the windows may differ depending on the device and browser you are using.
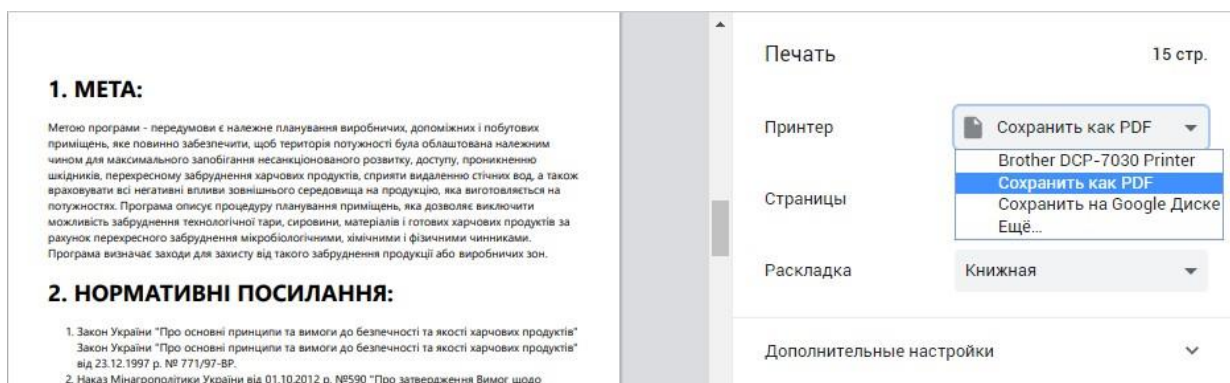
Guidelines for preparing for an audit

 When preparing for the state audit, make sure that all the data filled in on the portal is up-to-date:

• employees have valid medical records. books and were trained;

• the list of contractors is up-to-date and you have signed contracts with each of them at hand;

• the equipment has been verified (if required);

• products that are purchased and that are produced correspond to your menu;

• Logs are maintained (as a rule, the inspector can review the data for the last six months)

If you have made any changes to some directories, then do not forget to re-generate reports. Mandatory reports should include:

• Order on the establishment of a HACCP group;

• 13 reports for each prerequisite program (PP-1 - … - PP-13);

• Hazard analysis (for simplified HACCP system);

• HACCP plan validation and verification protocols (for a complete HACCP system);

• Description of products (the report is generated from the directory "Products");

• Tech. maps and information sheets (formed from the directory "Production");

• HACCP plans (only if you have a full-fledged HACCP system, they are generated from the "Processes" directory);

• Verification/calibration schedule, maintenance schedule (formed from the directory "Equipment