

Department Production	Kuwait Aviation Services Company	No.	FSP/PRD/04
	Food Safety Procedure	Issue No.	01
		Date	01-11-2010

ISO 22000- Food Safety Procedure		
Procedure Ref No.	FSP/PRD/04	
<p>Master Copy Food Safety Procedure for Food Products Preparation Procedure (VK)</p>		
Reviewed By	→	
Approved By	→	

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0. **AMENDMENT SHEET:**

ISSUE NO.	REV. NO.	DATE	Amended Pages	Nature of Amendment

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1.0 Purpose

To ensure that the food preparation in Kuwait Aviation Services Company is in compliance with the requirements of ISO 22000 Food Safety Management System

2.0 Scope

This procedure applies to all the food that is produced in the KASCO's kitchens. All the personnel working KASCO operations as well as the store keepers should follow the steps defined in this procedure while preparing any food item.

3.0 Definitions

Staff: All employees working in the kitchen and responsible for preparing food.

Reach-in cold room and freezers: cold room and freezers where the supplies that have arrived first are placed in order to consume before the supplies that arrived next in order to respect the first-in, first-out storage method

4.0 Responsibility

Chef Cook, Storekeeper and Department Manager

5.0 Description of Activities

5.1 Supplies needed for each dish preparation are taken out from the reach in (walk-in) cold rooms or freezers or from shelves in case of dry supplies.

In case of Frozen products:

- **Raw frozen products:** these products are left at 8°C to defrost or thawing them in allowed area or place (thawing room), where the products are stocked prior to the production at least 24 hrs-36 hrs in advance. Once raw meat products are defrosted they must be consumed within further 24 hrs and can not be made frozen again.
- **Emergency thawing / defreezing** in case of emergency, desfroting in cold running water (17° C or below) is permitted.
- **Pre-cooked frozen products:** products like salami, mortedella, smoked turkey and salmon fish, smoked veal etc. are left at 5°C or below to defrost by thawing them in reach-in (walk-in) cold room, where the products are stocked prior to the production at least 48 hrs. Once products are defrosted they must be consumed within further 24 hrs and can not be refrost again.
- **Frozen:** french fries, nuggets, kibbeh and samosa are used in the production process directly after their removal from freezers and then cooked.

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Fresh products like vegetables/fruits are soaked and washed with chlorinated solution with strength of 50-80ppm for minimum 5 minutes.

Dry or refrigerated or canned products are washed and dressing ingredients, like mayonnaise and ketchup, are directly used after removing from cold rooms or refrigerators.

- 5.2 Before starting the production process, all items are checked visually by kitchen employee who is preparing them to verify that their color, odor and freshness status conform to the quality product specifications. Products like lentil/legumes, grains, spices should be checked for physical hazards (stone/mud, wooden, glass or chinaware piece and other foreign objects).
- 5.3 If the kitchen employees notices any quality discrepancy, he should inform Chef and the non - confirmed product is removed from the production process and labeled as non -conforming and returned to the stores.
- 5.4 Supplier should be informed by the Purchasing Department about non -conformity and the non--conformity is recorded on the **supplier performance evaluation form, F/PUR/07**
- 5.5 If all the checked items conform to the quality requirements, each dish is prepared according to the menu & recipes & **Hygiene, Health & Safety Procedure FSP/PRD-06** and the production process is carried out.
- 5.6 Once the food is prepared and ready to be served, the Department Manager / Chef shall carry out a final inspection for the processed food following **Monitoring & Inspection of Finished Products Procedure FSP/PRD-05**

6.0 References

- 6.1 FSP/STR/03 Preservation of Food Products
6.2 FSP/STR/02 Monitoring & Inspection of Receiving Goods
6.3 FSP/PRD/05 Monitoring & Inspection of Finished Food Products
6.4 FSP/QAD/06 Hygiene, Health and safety Procedure
6.5 WI/PRD/02 Vegetables / Fruits Sanitizing Instruction

7.0 Enclosures

Nil

8.0 Formats \ Exhibits

Nil