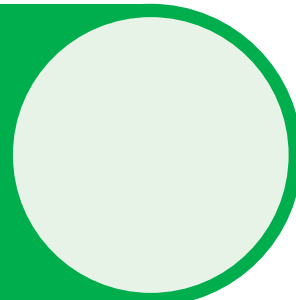


How to use this pack

怎樣用這本手冊



Welcome to Safer food, better business for Chinese cuisine

Is this pack for me?

This pack is for small catering businesses serving Chinese cuisine, such as restaurants and takeaways.

It has been developed by the Food Standards Agency, working with catering businesses, to be practical and easy to use.

The pack is available in traditional Chinese or in English.

If you are not sure if this pack is suitable for your business, contact the environmental health service at your local authority.



歡迎你採用《中餐用 Safer food, better business》手冊。

這手冊是適合我用嗎？

這手冊是適用於提供中餐的小型飲食生意，例如餐館和外賣舖。

食物標準局和飲食業聯合設計這手冊，以便實際和易用。

這手冊有繁體中文和英文版本。

如果你懷疑這手冊是不適用於你的生意，請與你地方政府的環境衛生署聯絡。

How does this pack help me comply with the law?

Regulations introduced in January 2006 say that you must be able to show what you do to sell food that is safe to eat and have this written down. The pack helps you do this.

This pack is based on the principles of HACCP (hazard analysis critical control point), but you will not find words such as 'HACCP' or 'hazard' in the pack because we have cut out all the jargon.

Who should take charge of the pack?

The person who is responsible for the day-to-day running of the business is the best person to work through the pack.

It is a good idea to involve other staff to help the pack work in your business.



這手冊是怎樣幫助我遵守法律？

二零零六年一月引進的法例說明你一定要出示書面證明你售賣能被安全食用的食物的處理情形。這手冊能幫助你滿足要求。

這手冊是依據 HACCP（危險分析關鍵控制點）的原則，但你不會在手冊見到‘HACCP’或‘危險’等字眼，因為我們已經將術語刪除。

應該由誰負責這本手冊？

日常負責管理生意的人是最適合做這手冊的工作。

其他員工參與來幫助生意用這手冊是一個好主意。

Should I write in the pack in Chinese or English?

You can write in either Chinese or English, depending on what suits your business. Remember that what you write needs to be understood by the staff using that part of the pack.



我是應該用中文或英文來填寫手冊呢？

視乎你的生意需要，你可以用中文或英文來填寫。請勿忘記你的員工需要看得懂你寫在他需要部份的訊息。

How does the pack work?

The pack contains sheets for you to work through and complete. These are called 'safe methods'.

It also contains a diary for you to fill in every day and write down anything different that happens, including anything that goes wrong.

怎樣運用日記簿？

這手冊內有單張給你跟著做和填寫。這些就是叫做‘安全方法’。

它亦有一個日記簿給你每天填寫發生的不同事情，包括出錯。



How to use the safe methods 怎樣運用安全方法

Front
正面

The 'Safety point' column highlights things that are important to make food safely.

‘安全重點’專欄指出安全處理食物的重要事項。

The 'Why?' column tells you why the safety point is important.

‘為甚麼？’專欄說明為甚麼這安全重點是重要。

The 'How do you do this?' column is for you to write down what you do. In some places you only need to tick a box and in other places write a small amount.

‘你是怎樣做？’專欄是讓你寫下你的處理方法。有一些地方你只要在方框打勾，在其它地方你要寫少量字句。

Pictures help to illustrate the safety points.

幫助解釋安全重點的圖片。

Safe method:
Defrosting
Harmful bacteria can grow in food that is not defrosted properly.

Safety point
Food should be thoroughly defrosted before cooking. Unless the manufacturer's instructions tell you to cook from frozen or you have a proven safe method.

Why?
If food is still frozen or partially frozen, it will take longer to cook. The outside of the food could be cooked, but the centre might not be, which means it could contain harmful bacteria.

How do you do this?
Do you check food is thoroughly defrosted before cooking? Yes No
If not, what do you do?

Options for defrosting food

1. Ideally, plan ahead to leave enough time and space to defrost small amounts of food in the fridge.

Putting food in the fridge will keep it at a safe temperature while it is defrosting.

Do you use this method? Yes No
How much time do you allow for defrosting?

2. If you cannot defrost food in the fridge, you could put it in a container with a lid and then place it under cold running water.

Cold water will help to speed up defrosting without allowing the outside of the food to get too warm.

Do you use this method? Yes No
Which foods do you defrost in this way?

3. Or you could defrost food in the microwave or the defrost setting.

This is a fast way to defrost food.

Do you use this method? Yes No
Which foods do you defrost in this way?

Sometimes the pictures are marked with one of these symbols: = right = wrong
有時圖片是有這兩個符號之一： = 正確 = 錯誤

How to use the diary 怎樣運用日記簿

Completing the diary helps you comply with the law because it shows what you do to sell food that is safe to eat. The diary should be filled in every day by the person responsible for running the business. There is also a 4-weekly review so you can look back at previous weeks and identify any persistent problems.

填寫日記簿能幫助你遵守法律，因為它指出你售賣能被安全食用的食物的處理情形。這日記簿是應該由負責管理生意的人每天填寫。這裡亦有每四星期的回顧檢討，這樣你可以回顧過去幾星期和認明所有持續的問題。

Back
背面

The back cover of the diary is divided into several sections:

- Safety point:** A section with a 'Check it' sub-section. It includes instructions on defrosting food at room temperature and a 'Check it' section with a 'Why?' and 'How do you do this?' column. An image of a defrosting tray is shown.
- Think twice!** A section with a 'Check it' sub-section. It includes instructions on separating poultry from other food and a 'Check it' section with a 'Why?' and 'How do you do this?' column. An image of a meat tray is shown.
- What to do if things go wrong:** A section with a 'How to stop this happening again' sub-section. It includes instructions on what to do if food has not defrosted and a 'How to stop this happening again' section with a 'Why?' and 'How do you do this?' column. An image of a meat tray is shown.

At the bottom, there is a note: "Write down what went wrong and what you did about it in your diary."

Some safe methods have a 'Check it' section, which tells you what to look for to make sure your method has worked.

有些安全方法有一個‘檢查’部份，它是說明你是要檢查甚麼來確保你的方法生效。

The 'What to do if things go wrong' column gives practical tips on how to tackle problems.

‘如出錯了應怎樣做呢？’專欄提供實用的提示來處理問題。

The 'How to stop this happening again' column tells you how you can prevent problems.

‘如何防止事故再次發生？’專欄說明怎樣防止問題出現。

If things go wrong, write down what happened and what you did in your diary. Each safe method reminds you to do this.

如出錯了，請在日記簿上將出了的錯事和你如何處理記錄下來。每個安全方法都會提醒你這樣做。

Fill in the date at the start of the week.

在星期開始時填下日期。

Each day, tick here to say you have completed your Opening checks and your Closing checks – see the Management section for more information on these.

每一天，在這裡打勾來說明你已經做好開舖和收舖需要檢查的事項—檢查詳情請參閱管理部份。

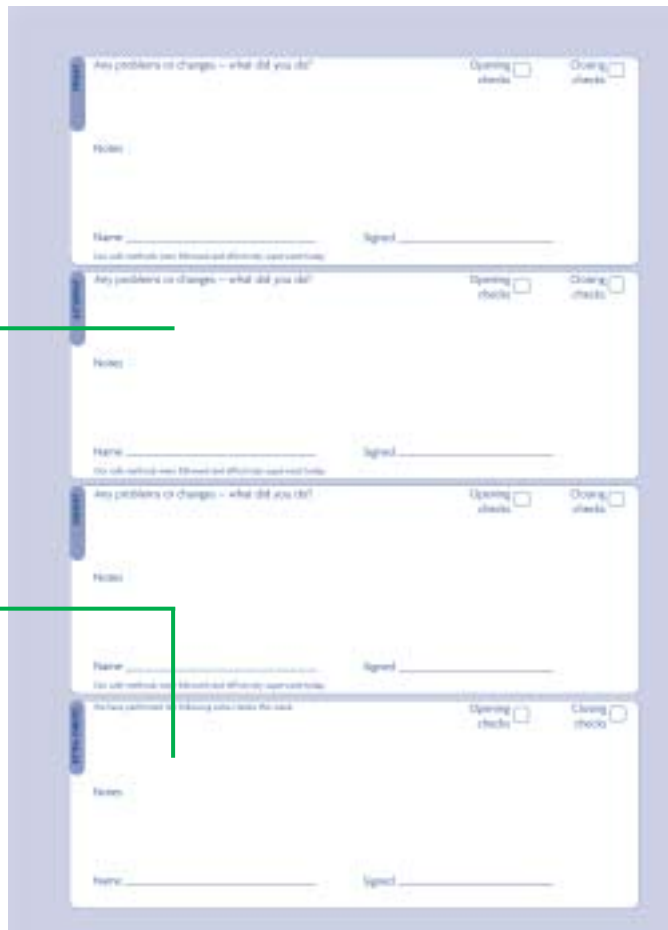
Each day, write your name and sign to say that all the safe methods have been followed.

每一天，寫下你的姓名和簽名來說明有跟隨所有安全方法做。

The front cover of the diary is a weekly log. It has a header for the week starting on a certain date. Below the header, there are four rows, each representing a day. Each row has a 'Name' field, a 'Signed' field, and two checkboxes: 'Opening checks' and 'Closing checks'. The checkboxes are currently unchecked. At the bottom, there is a note: "Use all methods and follow the Management section."

If anything different happens or something goes wrong, make a note of it under the appropriate day.
 如果有不同事情出現或出錯了，請在適當日期欄寫下來。

If you do any Extra checks, make a note in the section at the end of the week – see the Management section for more information on these.
 如果你做了額外檢查事項，請在週末部份寫下來—檢查詳情請參閱管理部份。



Questions

What do I do next?

Work through the pack one section at a time and complete all the safe methods that are relevant to your business. It will take you about one hour to complete a section. We suggest you do one section at a time, for example one a week. So that is just one hour of your time to get started.

When you have worked through all the sections, make sure you and your staff:

- follow the safe methods all the time
- fill in the diary every day

How will I benefit from using this pack?

Using the pack in your business will help you to:

- comply with the new regulations
- show what you do to make food safely
- train staff
- protect your business's reputation
- improve your business, e.g. by wasting less food



Do I need to keep lots of daily records?

No, you do not need lots of daily records. Once you have worked through the pack and completed all the relevant safe methods, you only need to fill in the diary each day.

This should take just one minute, unless you have something special to write down.

Remember that you also need to keep all the invoices and receipts for any food products you buy.

問題

我下一步怎樣做？

請跟著手冊逐個部份做，和完成與你生意相關的所有安全方法。你大約需要一小時來完成一個部份。我們建議你每次做一個部份，例如每星期做一個。這樣只是需要你一小時的時間來開始。

當你做完所有部份後，請確保你和你的員工：

- 在任何時間都跟隨安全方法
- 每天都填寫日記

用這手冊我會怎樣得益？

在你生意用這手冊會幫助你：

- 遵守新法例
- 說明你是怎樣安全處理食物
- 訓練員工
- 保護你生意的信譽
- 改善你的生意，例如減少浪費食物

我要不要做大量日常記錄？

不要，你不要做大量日常記錄。你做完手冊和完成所有相關的安全方法之後，你只要每天填寫日記簿。

除非你有特別事情要寫下來，應該只需要一分鐘。

請記住你亦要保存所有你購買的食物產品的發貨單和收條。

Why do I need to fill in the diary in the pack?

Completing the diary helps you comply with the law because it shows what you do to sell food that is safe to eat. If you do not fill in the diary every day, you will not comply with the law.

On each day, you need to tick to confirm that your opening and closing checks have been done, and sign to say that your safe methods have been followed. This should take just one minute.

If anything different happens, or if something goes wrong, it is important to make a note of it in the diary, so you can show what happened and what you did to put it right.

Do I need to use a temperature probe?

You can use this pack in your business without using a temperature probe. However, if you use methods or checks for cooking, reheating, hot holding or chilling that are different to what is recommended in the pack, you will need to use a probe to prove that what you do is safe. You may also like to use a probe for extra reassurance that your methods are safe. See the 'Prove it' safe method in the Management section.

I am already using Safer food, better business for caterers. Do I need to use this pack instead?

No, you can carry on using your current pack if you want to. But you might find that some features of the pack for Chinese cuisine are more appropriate for your business. For example, the Cooking section in this pack focuses on the types of food cooked in Chinese cuisine. You may also prefer to use this pack because it's available in Chinese.

Where can I get more information?

For more information, talk to the environmental health service at your local authority or visit www.food.gov.uk/sfbb

For details of Food Standards Agency publications, visit www.food.gov.uk or call 0845 606 0667.

為甚麼我要填寫手冊內的日記簿？

填寫日記簿會幫助你遵守法律，因為它說明你售賣能被安全食用的食物的處理情形。如果你不是每天都填寫日記簿，你就是不遵守法律。

每一天，你要打勾來確定你的每天開舖和收舖需要檢查的事項是已經做好，和簽名說明有跟隨你的安全方法做。這應該只需要一分鐘。

如果有不同的事情出現，或出錯了，請在日記簿寫下來，這是重要的。這樣，你可以說明發生了甚麼事故，和你是怎樣糾正。

我需要用溫度探針嗎？

你是可以不用溫度探針而運用這手冊。但是，如果你用來烹飪、再次加熱、保持熱度或冷凍的方法或檢查是和手冊推薦的不同，你就需要用溫度探針來證明你的做法是安全。你亦可能會用溫度探針來提供額外保證你的方法是安全。請參閱管理部份的‘證明’安全方法。

我現在已經是用《Safer food, better business for caterers》手冊。我需要改用這手冊嗎？

不要，如果你喜歡你可以繼續用你現用的手冊。但是你可能會認為中餐用的手冊有些特點是更適合你的生意。例如，這手冊的烹飪部份著重中餐的食物種類。因為這手冊有中文版，你亦可能會選擇用這手冊。

我在那裡可以得到更多資料？

如需要更多資料，請與你地方政府的環境衛生署聯絡或瀏覽 www.food.gov.uk/sfbb

如需要食物標準局出版刊物詳情，請瀏覽 www.food.gov.uk 或致電 0845 606 0667 查詢。