



Food  
Standards  
Agency  
food.gov.uk

## Quiz 7 – SFBB recording quiz

<b>Overview of activity:</b>	<p>A short answer quiz designed to check learning surrounding SFBB recording systems.</p> <p>The quiz would be primarily used by those learners who have been given SFBB monitoring responsibilities and would, therefore, be undertaking opening and closing checks and completing the SFBB diary.</p>
<b>Learning objective:</b>	Demonstrate compliance when following SFBB systems.
<b>Target audience:</b>	Level 2 or 3.
<b>Resources required:</b>	None.
<b>Estimated duration of activity:</b>	30 minutes.
<b>Links to other resources:</b>	-
<b>Guidance notes:</b>	<p>The learners must work alone.</p> <p>This activity has been designed to ensure that learners who will be monitoring SFBB systems, and acting as diary signers, fully understand their legal responsibility.</p>

# Quiz 7 – SFBB recording systems

This quiz has been designed to test your knowledge and understanding of the SFBB system.

1. How does SFBB meet legal requirements?
2. Describe what is meant by term 'safe methods'
3. List three of the safe methods and give an example of a relevant check you would need to make within your work area.
4. For each of the safe methods listed above, identify
  - How do they help keep food safe?
  - What checks would you need to make to ensure this safe method is being followed?
  - What actions would you take if you identified that this safe method was not being followed?
5. List five checks you would expect to make when doing.
  - Opening checks
  - Closing checks
6. Provide three examples of diary entries that would be recorded when 'recording by exception'
7. When signing the SFBB diary, what are you signing to say?
8. List three benefits accurately completing the 4-weekly review.

# SFBB recording systems quiz - Answers

These answers are to be used as a guide only.

## **1. How does SFBB meet legal requirements?**

It is a legal requirement for food businesses to put in place, implement and maintain a documented food safety management system based on HACCP principles. If businesses complete the SFBB pack, follow the safe methods and fill in the diary every day then this enables them to meet this requirement.

## **2. Describe what is meant by term 'safe methods'**

Safe methods cover the most common hazards in a business and explain how to control them to produce safe food. The business can tailor the safe methods to reflect its practices.

## **3. List three of the safe methods and give an example of a relevant check you would need to make within your work area.**

Any from the SFBB folder, for example:

- Personal hygiene – checking handwashing procedures.
- Cooking safely – making sure soups and sauces are simmering.
- Defrosting – making sure food is properly defrosted before cooking (unless the manufacturer's instructions say to cook from frozen).

## **4. For each of the safe methods listed above, identify:**

- a. How do they help keep food safe?

For example:

- Prevents bacteria from spreading to food (also physical contamination).
- Makes sure food is cooked properly to kill harmful bacteria.

- Prevents harmful bacteria growing in food that is not defrosted properly.
- b) What checks would you need to make to ensure this safe method is being followed?

For example:

- 1. Observation – visual checks of staff handwashing procedures.
  - 2. Observation – visual checks of food cooking and staff work methods.
  - 3. Checking food is removed from freezer to defrost in sufficient time; looking for ice crystals and pliability in foods that have been defrosted before cooking.
- What actions would you take if you identified that this safe method was not being followed?

For example:

- Retraining; increased supervision.
- Training; cook food for longer; divide the food into smaller quantities to speed up cooking process.
- Training; speed up defrosting by using cold water; use an alternative menu item. Please note that raw meat and poultry (including large joints and whole birds), should not be defrosted under cold running water unless they are in a sealed container.

**5. List five checks you would expect to make when doing.**

- **Opening checks**

For example:

- Staff are fit for work and wearing clean work clothes.
- Food preparation areas are clean (work surfaces, equipment, utensils etc.).
- Your cooking equipment for example, oven is working properly.
- There are plenty of handwashing and cleaning materials (soap, paper towels, cloths etc.)
- Fridges, chilled display equipment and freezers are working properly.

- **Closing checks**

For example:

- No food is left out.
- Food past its 'use by' date has been thrown away.
- Waste has been removed and new bags put into the bins.
- Surfaces have been cleaned and disinfected.
- Dirty cloths have been removed for cleaning and replaced with clean ones.
- Has cleaning been carried out according to the cleaning schedule

**6. Provide three examples of diary entries that would be recorded when 'recording by exception'**

For example:

- Bob rang to say that he has vomiting. Told him not to come in today. Managed to get Helen to cover his shift.
- Have started serving new dish containing prawns. Checked 'Foods that need extra care' safe method and made sure all cooking staff understand.

- Fridge was reading 9°C at 9.30am after lots of new food had been put in. Made sure that staff kept the door shut and the temperature was back to 5°C an hour later.

**7. When signing the SFFB diary, what are you signing to say?**

- To show that you have completed the opening and closing checks.
- Confirming that you have supervised all the staff to make sure they are following your safe methods and that any problems are being solved and recorded in the diary.

**8. List three benefits accurately completing the 4-weekly review.**

- Legal compliance.
- Identifies changes that affect your safe methods for example, menu changes.
- Identifies persistent problems that need to be resolved.