

HSE & COMPLIANCE SURAT BERITA

PEMBUKA BICARA

Kehadapan keluarga CK,

Saya harap anda semua sihat dan selamat! Ini adalah waktu yang mengujakan bagi kami di jabatan Keselamatan & Kepatuhan!

Saya berbangga untuk mengumumkan, kami telah berjaya melepasi Audit Peringkat Pertama bagi kedua-dua ISO 9001 (Sistem Pengurusan Kualiti) & ISO 22000 (Sistem Pengurusan Keselamatan Makanan) di Jepun dan Malaysia. Kami bersedia menunjukkan bahawa kami mampu untuk menawarkan produk dan servis yang bukan sahaja berkualiti, tetapi juga selamat. Sokongan anda yang berterusan di dapur dan di Head Office amatlah dihargai semakin syarikat kita berkembang!

Kami akan mengembangkan lagi platform E-Learning untuk membuka jalan kepada lebih ramai staf. Target kami adalah untuk mempunyai seberapa ramai staff yang terlatih. Akhir sekali, kita masih lagi berhadapan dengan ancaman Pandemi COVID-19. Semakin masyarakat bersikap 'ini sudah menjadi kebiasaan', saya ingin mengingatkan anda bahawa kita tidak seharusnya leka dan terus kekal mengikuti polisi & SOP syarikat!

Teruskan kekal selamat!

Bersama anda dalam keselamatan,
Gordon Joseph
Safety & Compliance Director



Di dalam isu ini

**Penyimpanan
Makanan
& Penyejukan**
Mukasurat 2

**FOKUS
SOP
BULANAN**
Mukasurat 3

PERINGATAN

Semua OM diperlukan untuk menjalankan pemeriksaan HSE & C bulanan tepat pada waktunya! Rujuk kepada SOP 0058.

Jangan lupa untuk hantar laporan, tindakan pembetulan dan gambar kepada Direktor S&C & CEC!

"Keselamatan bukanlah gadget, ia adalah pemikiran"


– Eleanor Everet

PENYIMPANAN & PENYEJUKAN MAKANAN

Penyimpanan dan penyejukan yang betul adalah satu Takat Kawal Kritis (CCP) di dalam dapur anda. Ini bermaksud, jika tidak mengamalkan keselamatan, ini boleh mengakibatkan isu keselamatan dalam dapur!

Terdapat 4 prinsip mudah yang boleh di ikut untuk memastikan amalan penyimpanan makanan anda adalah selamat:

- 1) **Pengasingan** – Sentiasa asingkan makanan masak & mentah!
- 2) **Kumpulkan** – Kumpulkan makanan anda mengikut jenis yang betul!
- 3) **Menutup** – Sentiasa pastikan makanan disimpan 'dikedap' udara keliling makanan tersebut.
- 4) **Simpan** – Sentiasa simpan makanan anda di dalam peti ais mengikut garis panduan di dalam Safety Focus 04.



FOOD STORAGE & REFRIGERATION

SAFETY FOCUS 04

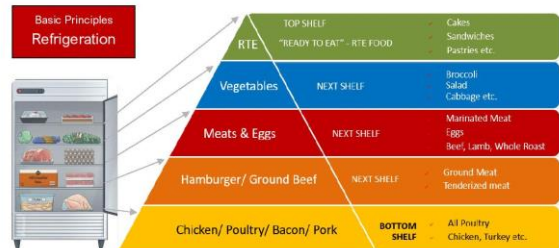
Storage & segregation of food is a **critical process** in order to eliminate **cross contamination** and **prevent** bacterial growth.

GOLDEN RULES OF STORAGE

- ✓ **Separate** it correctly!
- ✓ **Segregate** it correctly!
- ✓ **Seal & Cover** it properly!
- ✓ **Place** it correctly inside the refrigerator!

- Never store cooked and uncooked food together
- Segregate food type as per the chart below
- Create an 'air-tight' seal by using the "over and under" wrapping technique using cling wrap/plastic food wrap. Use an airtight food storage container if available!
- Place the food in the correct location inside your refrigerator
- Separate seafood and fish storage as far as possible
- Separate milk & dairy storage

Basic Principles
Refrigeration



Shelf	Food Type	Examples
TOP SHELF	RTE "READY TO EAT" - RTE FOOD	Cakes, Sandwiches, Pastries etc.
NEXT SHELF	Vegetables	Broccoli, Salad, Cabbage etc.
NEXT SHELF	Meats & Eggs	Marinated Meat, Eggs, Beef, Lamb, Whole Roast
NEXT SHELF	Hamburger/ Ground Beef	Ground Meat, Tenderized meat
BOTTOM SHELF	Chicken/ Poultry/ Bacon/ Pork	All Poultry, Chicken, Turkey etc.

Please send your questions & feedback to: gordon@cezarskitchen.com

HSE & COMPLIANCE

Safety Focus 04 – Penyimpanan & Penyejukan Makanan adalah garis panduan tentang penyimpanan makanan dalam peti sejuk yang diluluskan.

Penyimpanan yang lemah berpotensi mengakibatkan dua isu kritikal iaitu:

1. Pencemaran Silang di dalam peti ais anda serta di serata dapur (papan memotong, permukaan kontak makanan, dan sebagainya)
2. Pemiakan bakteria dan keracunan makanan akibat bakteria.

Fakta: Penyimpanan tidak betul di dalam peti ais boleh mengakibatkan pencemaran silang dan menjejaskan seluruh dapur!

SOP IN FOCUS

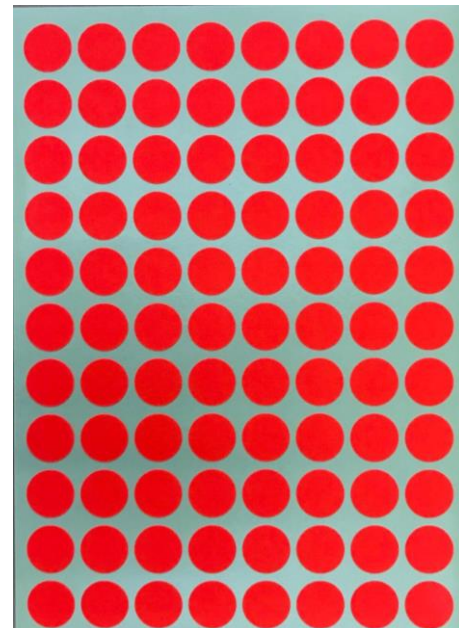
Red DOT Sticker

CEZARS KITCHEN		Category	SOP Number	0037
		<input type="checkbox"/> HR	Effective Date	02/11/2020
		<input type="checkbox"/> HSE	Revision Date	02/03/2020
		<input type="checkbox"/> Finance	Approved By	(3 signatures)
		<input type="checkbox"/> Support		
		<input type="checkbox"/> HR		
		<input type="checkbox"/> Operations		
Revision & Date: _____				
By Whom: _____				
Standard Operating Procedure (SOP)				
Title				
RED DOT Sticker System – Expiry of Products				
Purpose				
The purpose of this procedure is to provide guidelines for the implementation of the Red Dot Sticker system that will help all kitchen facilities easily identify products that are about to expire within the next 30 calendar days.				
Scope				
Kitchen Manager (KM), Operation Manager (OM), Outlet Manager, Regional Manager, Kitchen staff, Chief Business Development Officer (CBDO), Corporate Executive Chef (CEC), HSE & Compliance Manager				
Materials and Equipment				
1. Red Dot Stickers (Purchase request to Head Office) 2. This SOP 3. The RED DOT STICKER Log sheet 4. CX Staff Handbook – Section B: Progressive Discipline				
Procedure				
INTRODUCTION				
The Red Dot sticker system is a method used to easily increase the visibility of and identify ALL food products inside the kitchen that are going to expire within 30 days from the date of inspection. For sake of clarity these include food products and ingredients in areas such as storage, refrigerators and freezers, condiment sections, kitchen cabinets, spice & seasoning cabinets etc. and all other areas of a facility where food ingredients are stored.				
This system heavily relies on the commitment of the Kitchen Manager supported by the actions of the Kitchen Staff to ensure all products that are about to expire within 30 days have been identified by placing a RED DOT sticker on a visible location on the product. This process adds another layer of protection and a reminder to cross-check the expiry or best before dates of all products.				
Compliance monitoring will be performed by the Kitchen Manager on a ROUTINE Basis, by the Operation Manager on a routine basis and at minimum monthly and by the HSE Manager during sporadic inspections of				

SOP#0037

CEZARS KITCHEN				
RED DOT STICKER - PRODUCT LIST				
INSTRUCTIONS				
1) This list is to be printed, placed and visible at all times inside your dry storage and kitchen.				
2) Whenever you place a RED DOT on a product, please capture the information below				
3) All products that are about to expire within the next 30 days need to be captured below and along with having a RED DOT Sticker placed on them				
4) This form will be reviewed, cross-checked & results scored during inspections				
#	DATE (TODAY)	PRODUCT NAME	EXPIRY DATE	INITIALS
1	29-Dec-19	GABAN Brand, White Pepper Powder	29-Jan-20	GLJ

Log Red Dot Sticker



Sample Red Dot Sticker

Penggiliran stok berterusan akan memastikan anda sentiasa menggunakan ramuan paling selamat dan berkualiti tinggi!

Fokus pada bulan November ialah Red Dot Sticker. Red Dot Sticker adalah kaedah yang ringkas tetapi berkesan untuk mengurus penggiliran makanan di dapur dan di stor makanan..

Secara amnya, proses Red Dot Sticker menyokong prinsip antarabangsa First In – First Out [F.I.F.O]. Ia memastikan anda menggunakan ramuan yang paling segar dan selamat di dapur anda. Penggiliran stok berterusan dapat menolong menghalang pembiakan kulapuk, bakteria serta kemungkinan menggunakan ramuan selepas tarikh luput!

Pengurus Operasi di kehendaki untuk melatih KM semasa menjalankan Pemeriksaan HSE&C bulanan.

1. Pengurus Dapur dikehendaki melatih pasukan di lapangan.
2. Semua latihan haruslah direkod serta kedatangan di ambil!