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| **London Muslim Shopping Festival – 24th-25th February 2024**  **HACCP FOR ONSITE FOOD OUTLETS** | | | |
| **This forms part of your LEGAL REQUIREMENTS and therefore must be fully and correctly filled out and returned by every Exhibitor offering any form of food and drink for onsite or offsite consumption or sampling at the show.** | | | |
| Exhibiting Company: |  | Date: |  |
| Stand Manager: |  | Stand No. |  |
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | | | |
| **If you are selling for offsite consumption or sampling, please complete numbers 1– 4 in the list below** | | | |
| **If you are Catering and selling for onsite consumption, please complete numbers 1-4 & 15–32 in the list below** | | | |
| **COMPULSORY REQUIREMENTS FOR ALL FOOD EXHIBITORS** | | | |
| 1 | Your Company **MUST** be **registered** with your Local Council as a: | FOOD Operator/Producer/Retailer/Outside Caterer |  |
| Please forward one of the following: | Proof of Registration  5 Star Premises Inspection Certificate  Name of Borough Council if listed on ‘Scores on the Doors’ |
| Name of Borough Council:  Name of Company if not trading name you are registered under: |  |
| 2 | Is Your Company a Member of **NCASS?** Please circle. | Yes/No |  |
| 3 | You must provide copies of ALL Staff members appropriate, **valid,** Food Handlers Hygiene Certificates**:** | Supervisor/Stand Manager  Name:  Hygiene Certificate Level: |  |
| 4 | You are required to display **Allergen** **Signage**    Please confirm by signing and printing: | Signature:  Printed Name: |  |
| **SELLING & SAMPLING ONLY (OFF SITE CONSUMPTION)** | | | |
| 5 | Will you be selling & or sampling Food on your stand? Please circle. | Selling/Sampling/Both |  |
| 6 | List of Products: |  |  |
| 7 | Are these products sold wrapped/unwrapped? Please circle. | Wrapped/Unwrapped |  |
| 8 | What category is your product? |  |  |
| 9 | METHOD of sampling, please circle. | Prepared samples off site/onsite |  |
| 10 | How are you presenting the samples? Please circle. | Tray/Bowl/individually given via tong/using gloves/disposable cup |  |
| 11 | Are you using a vehicle to sample with? Please circle and/or specify. | Cubes of bread/crackers/coffee stirrers/ Please state: |  |
| 12 | On Stand Hand Wash Facility? Please circle.  ALL OPEN FOODS require you to have a HOT RUNNING WATER HANDWASH Facility (Teal Style Unit) – regardless of using gloves or tongs (such as cheese, cooked meats, pastries, olives, bread, cakes, fudge & Ice cream etc.) | Yes/No  An easy solution for this at a sampling level is to provide a push lid thermos flask, antibacterial soap, paper towel and a small bowl. |  |
| 13 | Staff Hygiene Certificates must be provided if handling open foods.  Please list names and level of certification. | Names:  Hygiene Level: |  |
| 14 | You must have ALL the appropriate hygiene items.  Please circle accordingly.  (N.B. These will be audited onsite) | Antibacterial Spray & Paper Towel/Wipes/Hand Gel/ Gloves/Hand Wash/Washing Up Liquid/Probe/Probe Wipes |  |
| **FOOD FOR ONSITE CONSUMPTION & OPEN FOODS** | | |  |
| 15 | What is your **MENU?**  List all dishes and accompanying products. |  |  |
| 16 | List of ALL **ingredients** used |  |  |
| 17 | Where are you **sourcing** your ingredients? Please circle. | Supermarket/Wholesalers/Direct from Producer |  |
| Ingredients Supplier Details: |  |
| Meat Suppliers Details: |  |
| When are you having **deliveries**? Please circle.  All deliveries must be completed 30 mins before show opens or with an hour of show close. This may vary, please check your exhibition manual | Daily/Every Other Day/Weekly |
| 18 | What **location** will the food be prepared at? Please circle. | On Site/Off Site |  |
| If **OFFSITE,** please state the premises address:  (Please note that offsite production of food must be a 5-star rated, council inspected and registered premises).  (Home baking is not acceptable from an unregistered address and is not permitted) |  |
| If **ONSITE**, please describe the method of preparation: |  |
| Will the product be chilled, ambient or hot at the point of transportation to venue? Please circle. | Chilled/Ambient/Hot |
| If chilled what method was used to chill down the product? Please circle. | Fast Chill Blasted/ Cooled then refrigerated |
| CHILLED FOODS - Transportation of Food from Premises to venue must be either via a chiller van or is commercial thermos carriers.    Please circle to confirm style of transportation: | Ambient Delivery Vehicle/Chiller Van/Commercial Thermos/Other  If other, please state:  (Please note thermos carriers only work if they contain ice to keep a constant temperature) |
| **If HOT FOOD is transported, then it must arrive within a 2-hour PROVEN timeline of last temperature check above 63 degrees, or it cannot be reheated.**  **All hot food must be held above 63 degrees, it can only be reheated once and must reach 78 degrees.** | |
| 19 | **Onsite** Preparation information:  Please ensure that all salad, fruit & vegetables are pre-washed. There are **NO** Food Preparation Facilities, all preparation must take place within your stand space  Please circle to confirm all produce will be **pre-washed**: | Yes/No |  |
| 20 | Describe your **Method of Cooking**: |  |  |
| **Temperatures** of Cooking Method: |  |
| All Rice MUST be cooked onsite. Please circle to confirm | Yes/Rice not part of the Menu  (Any alternative methods must be agreed with Food Safety) |
| Records of Batch Temperature are required. Please circle to confirm: | Yes/No  If no, please explain and specify: |
| 21 | Please circle to confirm style of appliances:    Please note that **Gel Fuel** is only acceptable for **hot holding** only and not reheating/cooking. | Electric/LPG/Other  If other, please state: |  |
| 22 | By what means are you **cooking** your product? Please circle. | Griddle Grill/Microwave/Oven/Hot Plate/Bain Marie/Halogen lamp etc. |  |
| Are you Frying? Please circle to specify. | Shallow/Deep Fat |
| A splash back panel must be provided for protection of the walling.  Please circle to confirm. | Yes/No - I have made provision for a splash back panel. |
| You MUST provide both a Fire Blanket and the correct Fire Extinguisher - Wet Chemical **YELLOW** Label.  Please circle to confirm. | Yes/No – I will provide a Fire Blanket & Extinguisher |
| 23 | Are you HOT Holding? Please circle. | Yes/No |  |
| If yes, by what means? Please circle. | Hot plate/Bain Marie/Slow Cooker etc. |
| Written Hot Holding Temperature Records are Required.  Please circle to confirm. | Yes/No |
| 24 | How and where are your ingredients being **stored**? Please circle.  Please ensure that Ingredients are not placed directly on the venue floor and are protected from vermin by means of a plastic container etc. | Delivered Daily/Stored on Stand/Organiser Storage Facility |  |
| Do you have a **Chilled Storage**?  Please circle to confirm and specify type of chilled storage. | Yes/No  Fridge/Freezer on the stand  Additional Chiller space on stand for deliveries/Chiller Van at the venue |
| I have booked 24-hour power for our Fridges. Please circle to confirm. | Yes/No – I have booked 24-hour power |
| 25 | Please note that all items used for serving must be **disposable** (such as glasses/plates/cutlery)  Please circle to confirm. | Yes/No  If no, please state |  |
| 26 | You must have ALL the appropriate  hygiene items.  Please circle accordingly:  (Please note, these will be audited onsite) | Antibacterial Spray & Paper Towel/Wipes/Hand Gel/ Gloves/Hand Wash/Washing Up Liquid/Probe/Probe Wipes |  |
| 27 | On Stand Hot Running Water Hand Wash Facility  Please sign and print name to confirm – this is a mandatory requirement. | Signature:  Print Name: |  |
| 28 | Will you be selling Soft Drinks or hot beverages on your stand?  If you are using Milk this must be kept chilled at 5 degrees either in a cool box with ice or refrigerated | Yes/No |  |
| 29 | Do you have a uniform? Please circle. | Yes/No  If no, you MUST wear an apron |  |
| 30 | Utensil Wash-up.  Please circle.  (Please note that the communal area must **NOT** be used for food preparation or instead of an on-stand hand wash provision) | On Stand Facility/Communal Wash-up Area/Taken Off Site |  |
| 32 | Waste Removal: | Yes/No |  |
| Do you have recycling in place for your over production? Please circle. | Taken off site/Separate arrangements with venue cleaning services |
| Oils and Fats **MUST** be removed from the venue, there is no collection facility. Any left used oils will incur a vast charge.  Food waste must be double bagged at least but will be removed.  Buckets of wastewater **MUST** have a lid for transportation purposes. | |
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