



مجلس أبوظبي للجودة والمطابقة  
ABU DHABI QUALITY & CONFORMITY COUNCIL

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# ABU DHABI OCCUPATIONAL TERMS – FOOD HANDLERS

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## Essential Food Safety Requirements



ADOT /107/ 2019  
FIRST EDITION



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## Amendment Page

This Amendment Page is updated and issued with each set of revised and/or new pages of the document to help ensure that each copy of this Abu Dhabi Occupation Term (ADOT) contains a complete record of amendments.

This Occupational Term is a live document which can be amended when necessary. QCC operates an Occupational Standards Working Group that has prepared this document, and can review stakeholder comments in order to review and amend this document; ultimately resulting in an issuance of an updated version, if necessary.

Log of Amendments						
Amendment			Discard		Insert	
No.	Date	*Sections Changed	Page(s)	Issue No.	Page(s)	Issue No.



## About the Abu Dhabi Quality & Conformity Council

The Abu Dhabi Quality and Conformity Council (QCC) was established by law No. 3 of 2009, issued by His Highness Sheikh Khalifa Bin Zayed Al Nahyan, President of the UAE. QCC is responsible for the development of Abu Dhabi Emirate's Quality Infrastructure, which enables industry and regulators to ensure that products, systems and personnel can be tested and certified to UAE and International Standards.

Products and services certified by QCC receive the Abu Dhabi Trustmark. The Trustmark is designed to communicate that a product or system conforms to various safety and performance standards that are set by Abu Dhabi regulators.

## Foreword

The QCC Food Handler Occupational Terms Working Group was initiated in January 2018 in order to establish occupational terms for workers in the food safety sector in Abu Dhabi to elevate the quality of services provided in the sector and to promote the productivity of personnel.

The occupational terms are professional standards that specialist personnel must meet in order to perform the jobs they are assigned to produce quality outcomes. The Government of Abu Dhabi, under the leadership of His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the UAE and Ruler of Abu Dhabi, and His Highness Sheikh Mohamed bin Zayed Al Nahyan, Crown Prince of Abu Dhabi, Deputy Supreme Commander of the UAE Armed Forces and Chairman of the Abu Dhabi Executive Council, has invested heavily, and at high levels of professionalism and safety, in the Infrastructure of Abu Dhabi. Therefore, it is crucial and obligatory to encourage the presence of skilled workmanship to maintain the quality infrastructure value in the Emirate of Abu Dhabi in particular and the United Arab Emirates in general.



## Acknowledgments

The QCC would like to thank the members of the working group listed below:

<b>Sr.</b>	<b>Name</b>	<b>Entity</b>
1	Ahmad Alkaabi	ADFCA
2	Ahmed Almaazmi	ADFCA
3	Aref Almarzooqi	ADFCA
4	Dr. Fadi Alnatour	ADFCA
5	Ahmad Almaazmi	ADFCA
6	Aref Almarzouki	ADFCA
7	Mohammed Hussein	DOH
8	Dr. Rafiq Al Khatib	RMK
9	Hanan Qudsieh	RMK
10	Zainab Alkaf	OSHAD
11	Ibrahim Al Ali	OSHAD
12	Harsh Sebashan Dev	Syscoms College
13	Cesar Pajo	Royal Catering
14	Sheeja Panicker	Yas Hotel
15	Mohsen Wagdi	Americana Food
16	Nissamudeen	AMAN
17	Ali Aljawamis	AMAN
18	Armenia B. anual	Americana Food
19	Teena Joe	NQC
20	Mariyam Joy	ADNH Compass
21	Eid Kamal Thottiyan	Boecker
22	S. Ramanathan	GHP
23	Joseph	Thani Murshid EST.
24	Sonia Mathew	Thani Murshid EST.
25	Mark Tabay	TUV NORD GROUP
26	Antina Mathew	TUV NORD GROUP
27	Areej Al Haj	DOH



## Occupational Terms

No.	Field	Details										
1.	Occupation (Standard Unit)	Food Handler										
2.	Description	Essential Food Safety elements in term of practical competency, knowledge competency and employer responsibility that need to be implemented in food establishments in the Emirate of Abu Dhabi										
3.	Unit type	<input checked="" type="checkbox"/> Knowledge and Skills OR <input type="checkbox"/> Application										
4.	Elements	<table border="1"> <thead> <tr> <th>No.</th> <th>Element</th> </tr> </thead> <tbody> <tr> <td>E1</td> <td><i>Cross contamination</i></td> </tr> <tr> <td>E2</td> <td><i>Cooking</i></td> </tr> <tr> <td>E3</td> <td><i>Cleaning</i></td> </tr> <tr> <td>E4</td> <td><i>Chilling</i></td> </tr> </tbody> </table>	No.	Element	E1	<i>Cross contamination</i>	E2	<i>Cooking</i>	E3	<i>Cleaning</i>	E4	<i>Chilling</i>
No.	Element											
E1	<i>Cross contamination</i>											
E2	<i>Cooking</i>											
E3	<i>Cleaning</i>											
E4	<i>Chilling</i>											
5.	QF Emirates level	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10										
6.	Function	<input type="checkbox"/> Policy and strategy   QF 9-10 <input type="checkbox"/> Managing   QF 7-8 <input type="checkbox"/> Specifying   QF 6-7 <input type="checkbox"/> Controlling   QF 6 <input type="checkbox"/> Maintaining capability   QF 4-6 <input checked="" type="checkbox"/> Performing/carry out   QF 1-4										
7.	Entry information and prerequisites	None										
8.	Grading	<b>Application unit:</b> <i>Competent/Not Yet Competent</i>										



No.	Field	Details	
9.	Industry sector	Food Sector	
10.	Developed by	Government Entities	Abu Dhabi Quality & Conformity Council (QCC), Abu Dhabi Food Control Authority(ADFCA), Abu Dhabi Occupational Safety and Health Center (OSHAD), Department of Health (DOH)
		Private Sector	Food Establishments, Training Centers, Assessment Centers
11.	Endorsement date		
12.	Frequency of review	Every 3 years and as required	
13.	Version No.	1	
14.	ISCO-88	3.4 Clerical, Sales and Services Occupations	



Element	1. Cross contamination		
	Practical Competency	Knowledge Competency	Employer Responsibility
1.1	Common Food Hazards		
	1.1.1 Food must be treated carefully through all stages of production to avoid cross contamination.	<ul style="list-style-type: none"> <li>Understand common food hazards including those that are microbiological, physical, chemical and allergy.</li> <li>Be able to prioritise hazards that are most likely to cause a significant risk in an individual operation (e.g. in catering &amp; food service it is microbiological hazards that are most significant).</li> </ul>	Provide appropriate training and documentation.
	1.1.2 Cooking, chilling and cleaning practices must be carried out thoroughly and safely.	<ul style="list-style-type: none"> <li>Understand the main methods of controlling common hazards.</li> <li>Understand the 'danger-zone' and the impact of temperature on harmful bacteria.</li> </ul>	
	1.1.3 Each individual has a role and responsibility in relation to food safety	<ul style="list-style-type: none"> <li>Understand an individual's responsibilities towards food safety, from a moral and legal perspective.</li> <li>Understand roles and responsibilities in relation to product recall and traceability procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Establish product recall and traceability system.</li> </ul>
1.2	Protective clothing		
	1.2.1 Change into clean protective clothing before working in a food production area	Understand that harmful bacteria can be present on clothes, skin, hair, etc. and that it is essential to protect food from contamination from these sources.	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Provide appropriate, light coloured</li> </ul>





	1.2.2 Wear clean/disposable aprons for high-risk jobs		protective clothing and launder regularly <ul style="list-style-type: none"> <li>• Provide changing facilities.</li> </ul>
1.3	Personal hygiene and health status		
	1.3.1 Cover hair fully	<p>Understand the following reasons:</p> <ul style="list-style-type: none"> <li>• Hair, clothes, skin, nose, watches and jewellery can spread harmful bacteria.</li> <li>• Hands can spread harmful bacteria from skin/hair onto food</li> <li>• People who have had sickness or diarrhoea within 48 hours, or who have uncovered cuts easily spread harmful bacteria to food.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriate training and documentation.</li> <li>• Provide waterproof dressing/plasters.</li> <li>• Maintain record of absence</li> <li>• Ensure food handlers medically fit</li> <li>• Directing food handlers to report any symptoms that may pose a risk to food safety</li> </ul>
	1.3.2 Do not wear protective clothes outside the food production area		
	1.3.3 Jewellery or watches must not be worn in the food production area		
	1.3.4 Do not touch face, nose, hair or chew gum while working with food		
	1.3.5 Be 'fit for work' and maintain records of absence for infected employees or carriers of any disease that may pose risk to food safety and cover all cuts with waterproof dressing		
	1.3.6 Importance of food safety	<ul style="list-style-type: none"> <li>• Understand why it is essential to maintain good standards of food hygiene.</li> <li>• Describe common symptoms of food poisoning and give examples of people most at risk.</li> </ul>	Provide appropriate training and documentation.
1.4	Hand-washing		
	1.4.1 Maintain a safe standard of hand hygiene	<ul style="list-style-type: none"> <li>• Understanding that maintaining clean hands is one of the most important</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriate</li> </ul>



		<p>ways of preventing harmful bacteria from spreading onto foods.</p> <ul style="list-style-type: none"> <li>Recognise the most important times to wash hands.</li> </ul>	<p>training and documentation.</p> <ul style="list-style-type: none"> <li>Provide hand-wash basins in suitable locations, with soap and paper towels or other safe drying method.</li> </ul>
	1.4.2 Wash hand before entering the food handling area, before preparing ready-to-eat food and after touching raw meat, poultry or eggs		
1.5	Pest control		
	1.5.1 Report signs of infestation to business manager	<ul style="list-style-type: none"> <li>Understand hazards associated with pests, how to identify common signs of infestation.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Implement a pest control system.</li> <li>Provide an adequate waste container.</li> <li>Keep premises in well-maintained condition.</li> </ul>
	1.5.2 Dispose of waste frequently and maintain waste storage areas in hygienic condition		
	1.5.3 Check deliveries for signs of pests		
	1.5.4 Check all parts of premises for signs of pests		
1.6	Separation		
	1.6.1 Unload deliveries in a clean area and remove and discard packaging as Soon as possible.	<p>Understand the following seasons:</p> <ul style="list-style-type: none"> <li>To prevent harmful bacteria on outside of packaging getting into the food production area.</li> <li>Defrosting liquid may contain harmful bacteria that can spread to other food production area.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Provide an adequate supply of utensils and equipment.</li> </ul>
	1.6.2 Separate defrosting foods from other food		
	1.6.3 Keep ready-to-eat foods separate from raw foods		



	1.6.4 Keep raw and ready-to-eat foods preparation in separate areas	<ul style="list-style-type: none"> <li>• Ready-to-eat foods require no further processing and may contamination will remain.</li> <li>• Separation helps to prevent harmful bacteria spreading from one food to another.</li> <li>• Harmful bacteria can spread from chopping boards and utensils onto food.</li> <li>• Harmful bacteria can spread from raw food to partially cooked food and stop it being safe.</li> </ul>	
	1.6.5 Use different knives and utensils for raw and ready-to-eat food unless thoroughly cleaned in- between use		
	1.6.6 When adding raw foods to a grill or pan ensure they do not touch items already there		
1.7	Cloths		
	1.7.1 Use disposable cloths wherever practicable and throw away after the task is finished	<p>Understand the following seasons:</p> <ul style="list-style-type: none"> <li>• To ensure that any harmful bacteria picked up from cloths will not spread.</li> <li>• To prevent any harmful bacteria spreading to cooked food that has no further processing.</li> <li>• Raw meat, poultry, eggs and soil on raw vegetables are more likely to contain harmful bacteria than other foods.</li> <li>• Cloths that are not cleaned and thoroughly dried are a common cause of cross contamination.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriate training and documentation.</li> <li>• Provide an adequate supply of clean/disposable cloths.</li> </ul>
	1.7.2 Use new or freshly cleaned cloth to wipe surfaces, equipment or utensils that will be used with ready –to-eat foods		
	1.7.3 Throw away cloths, or remove them for thorough cleaning , after using with raw meat, poultry, sea food, eggs, raw vegetables (and surfaces and equipment these have touched)		
	1.7.4 Ensure reusable cloths are thoroughly washed, disinfected and dried between tasks		



<b>2. Cooking</b>			
<b>Element</b>	<b>Practical Competency</b>	<b>Knowledge Competency</b>	<b>Employer Responsibility</b>
2.1	<p>2.1.1 Cook food thoroughly</p> <p>2.1.2 Estimate cooking times to allow sufficient time to cook food safely before required</p> <p>2.1.3 Follow manufacturers instruction where available</p>	<ul style="list-style-type: none"> <li>Understand that thorough cooking skills harmful bacteria and is essential for safety.</li> <li>The manufacturer will have tried and tested methods for ensuring product safety.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Provide adequate cooking equipment.</li> </ul>
2.2	<p>2.2.1 Visual checks can be used to confirm that products are safely cooked, for example:</p> <p>2.2.1.1 Poultry (whole): Pierce the thickest part of the leg, and check that the juices are free from blood</p> <p>2.2.1.2 Poultry (pieces): Pierce the Centre and check that the flesh has changed from pink to white</p> <p>2.2.1.3 Red meat ( whole cuts, e.g. steak): Cook until all external surfaces of the meat have changed from pink to brown</p> <p>2.2.1.4 Red meat (minced, boned or diced): Check the thickest part to ensure it has changed color from red to brown throughout</p>	<p>Understand reasons for visual checking methods.</p> <ul style="list-style-type: none"> <li>Poultry (whole): Harmful bacteria can be present throughout the flesh.</li> <li>Poultry (pieces): Harmful bacteria can be present throughout the flesh.</li> <li>Red meat (whole cuts): Muscle is sterile but can be contaminated on the surface.</li> <li>Red meat (minced, boned or diced): The process of preparation will cause contamination from the surface spread throughout the meat.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Establish appropriate checking methods. For example, small catering businesses would use visual checks every time for every product, whereas manufacture measurement and sampling methods to match their requirements.</li> </ul>



	2.2.1.5 Liquid-based items (e.g. Soup): check the liquid is bubbling throughout when stirred	<ul style="list-style-type: none"> <li>Liquid-based items (e.g. Soup): Liquids can be contaminated throughout and need to be stirred to prevent cold spots.</li> </ul>	
2.3	Temperature probes		
	2.3.1 Temperature probes can be used to measure safe cooking, for example in manufacturing business	<ul style="list-style-type: none"> <li>Understand the time/ temperature combinations required for safe cooking, i.e. the point at which harmful bacteria are killed.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>If temperature probes are used, provide documented procedures for calibration, disinfection and correct use.</li> </ul>
	2.3.2 An instant reading of 86 degrees C, 70 degrees for 2 minutes, or equivalent amount of heat, would be required		
2.4	Hot-holding		
	2.4.1 Ensure food is hot-held safely	<ul style="list-style-type: none"> <li>Understand that harmful bacteria can grow in cooked food if it is not kept at a high enough temperature.</li> <li>Understand the time/ temperature combinations required for safe hot holding, i.e. the point at which harmful bacteria cannot grow.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Provide appropriate hot-holding equipment.</li> <li>If temperature probes are used, provide documented procedures for calibration, disinfection and correct use.</li> </ul>
	2.4.2 Use specialist equipment where necessary		
	2.4.3 Check that food is at a minimum of 60 degrees C at the beginning and end of hot-holding, and at regular intervals throughout		
	2.4.4 If there is no temperature measurement, check visually that food is 'piping hot'(steaming)throughout		
2.5	Re-heating		



	2.5.1 Reheat liquid foods until bubbling throughout when stirred	<ul style="list-style-type: none"> <li>Understand that if food is not re-heated thoroughly, harmful bacteria that may have grown since the food was last cooked will not be destroyed.</li> <li>Understand the time/temperature combinations required for safe re-heating, i.e. the point at which harmful bacteria are killed.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>If temperature probes are used, provide documented procedures for calibration, disinfection and correct use.</li> </ul>
	2.5.2 Reheat solid and composition foods until 'piping hot' (steaming) in the centre		
	2.5.3 In addition to practical checks, temperature probes can be used to verify safe practices		
	2.5.4 An instant reading of 86 degrees, 70 degrees for 2 minutes, or equivalent amount of heat, would be required		

Element	3. Cleaning		
	Practical Competency	Knowledge Competency	Employer Responsibility
3.1	Cleaning food surfaces		
	3.1.1 All food contact surfaces are high risk and must be washed, disinfected and dried between activities	<p>Understand that high-risk areas are those that come into direct contact with food or hands.</p> <ul style="list-style-type: none"> <li>Careful cleaning is essential to prevent cross contamination.</li> <li>The dishwasher is the most effective way of removing harmful bacteria.</li> <li>Chemicals will only work effectively if they are used for the contact time and dilution.</li> <li>Manufacturers have tried and tested cleaning methods that work best for their products.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Provide an adequate supply of cleaning materials and documented guidance on cleaning procedures.</li> </ul>
	3.1.2 Small utensils, equipment and removable parts should be washed in a dishwasher if possible		
	3.1.3 All cleaning chemicals must be used according to manufacturers' Instructions		
	3.1.4 All equipment must be cleaned according to manufacturers' Instructions		
3.2	Cleaning refrigerator		
	3.2.1 Wash, disinfect and dry refrigerator regularly	Understand the following reasons:	



	3.2.2 Plan ahead to wash and disinfect refrigerator at a time when they do not contain much food	<ul style="list-style-type: none"> <li>• This prevents the build-up of harmful bacteria in a high-risk area.</li> <li>• To clean a fridge thoroughly, you need to take all the food out and keep it cold somewhere.</li> <li>• If food is left out at room temperature harmful bacterial could grow.</li> <li>• The instructions will recommend the most effective way of cleaning.</li> <li>• Dishwashers wash items thoroughly with very hot water, which kills harmful bacteria. Taking parts out also make it easier to clean the fridge.</li> <li>• Lots different types of food are stored in fridges, so it is essential to clean them thoroughly to get rid of all harmful bacteria.</li> <li>• If food is put back, inside before the fridge is cold enough, they could get too warm and harmful bacteria could grow.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriate training and documentation.</li> <li>• Provide adequate refrigeration equipment.</li> <li>• Provide cleaning schedule for fridges.</li> </ul>
	3.2.3 Transfer food to another fridge or a safe cold area and keep it covered		
	3.2.4 If the fridge has manufacturers cleaning instructions follow these		
	3.2.5 Wash removable parts in a dishwasher, if possible. If you do not have a dishwasher make sure they are thoroughly washed, disinfected and dried		
	3.2.6 Make sure the inside of the fridge has been thoroughly washed, disinfected and dried		
	3.2.7 Do not put foods back inside until the fridge is cold		
3.3	Hand contact surfaces		
	3.3.1 Consider all hand contact surfaces as high risk and clean appropriately	be aware of the following: <ul style="list-style-type: none"> <li>• Hand contact surfaces.</li> <li>• Door handles.</li> <li>• Fridge/freezer handles, switches and controls.</li> <li>• Water taps.</li> <li>• Telephones.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriate training and documentation.</li> <li>• Provide cleaning schedule to</li> </ul>



		<ul style="list-style-type: none"> <li>Waste bin lids.</li> <li>Broom and mop handles.</li> <li>Can openers, etc.</li> </ul>	include all high-risk items.
3.4	Low risk surfaces	<ul style="list-style-type: none"> <li>Understand which items are low risk, and the relevant cleaning requirements. For example: Dishwasher, dry store areas, floors, microwave ovens, service counters, ceiling and walls.</li> </ul>	
	3.4.1 Keep low risk surfaces and equipment clean by washing and drying	Understand the following:	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Provide appropriate cleaning materials.</li> </ul>
3.5	Clean and clear as you go	<ul style="list-style-type: none"> <li>Outer packaging will have touched dirty floors and other areas when it has been stored or transported before.</li> </ul>	
	3.5.1 Take off outer packaging and throw it away before you bring deliveries into the food production area or store it	<ul style="list-style-type: none"> <li>Packaging and food waste can spread harmful bacteria to food and surfaces.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> </ul>
	3.5.2 Throw away food waste and inner packaging straight away. Take extra care with raw meat, poultry and eggs	<ul style="list-style-type: none"> <li>This stops dirt building up and helps prevent harmful bacteria from spreading.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate cleaning materials.</li> </ul>
	3.5.3 Wash or wipe away spills as soon as they happen. Disinfect surfaces after wiping up spills from raw meat/ poultry or eggs	<ul style="list-style-type: none"> <li>Work surface is easier to keep clean when they are not cluttered. It is also important to clear away use equipment to prevent harmful bacteria from spreading from it to surfaces or food.</li> </ul>	
	3.5.4 Clear away small food production area equipment as soon as you have finished using it and put it in the cleaning area. Then clean it as soon as possible	<ul style="list-style-type: none"> <li>This will help prevent dirt and microbes spreading onto other foods from the surface. A dirty cloth could spread harmful bacteria to the surface.</li> </ul>	
	3.5.5 Wash surfaces thoroughly between tasks. Use a new cloth (or one that		





	has been washed and disinfected) to clean surfaces before preparing ready-to-eat foods		
3.6	Maintenance		
	3.6.1 Repair structural damage (e.g. damp/chipped plaster, broken tiles and Light fittings) as soon as it happens.	<p>Understand the following reasons:</p> <ul style="list-style-type: none"> <li>• Structural damage makes it harder to keep premises clean.</li> <li>• Dirt and harmful bacteria can collect in any areas where the board is not totally smooth.</li> <li>• Dirt and harmful bacteria can collect in damaged utensils, cracks and chips.</li> <li>• If equipment is not working properly, it could mean that food is not cooked/stored safely.</li> <li>• This help the condenser work properly and keeps the fridge/freezer cold.</li> <li>• If a fan/filter is dirty or not working properly, the food production area could become humid and dirt or condensation could drip onto foods or surfaces.</li> <li>• The accuracy of calibration equipment fluctuates with time and use, and it is essential that this equipment is working correctly.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriate training and documentation.</li> <li>• Provide preventative maintenance schedule.</li> </ul>
	3.6.2 Repair chopping boards that are scratched, pitted or scored by 'Skimming' them to make them smooth. If you cannot do this, replace them with new ones		
	3.6.3 Repair or throw away utensils that are damaged or have loose parts. Throw away cracked/chipped dishes and other tableware		
	3.6.4 Make sure your cooking/storing equipment is well maintained working properly		
	3.6.5 Fridge/freezer condensers should be checked and cleaned regularly		
	3.6.6 Extractor fans and filters should be checked regularly to make sure they are working properly and are free from grease and dirt		
	3.6.7 Equipment used for checking temperatures needs to be tested regularly (calibrated)		



	following manufacturer's instructions		
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Element	4. Chilling		
	Practical Competency	Knowledge Competency	Employer Responsibility
4.1	Chilled storage		
	4.1.1 Check internal temperature of the fridge regularly to ensure it is below 5 degrees C	Understand the following reasons: <ul style="list-style-type: none"> <li>• Keeping food store below this temperature prevents the growth of most harmful bacteria.</li> <li>• A fridge is working by a circulating cold air, and packing the fridge too tightly will prevent air Circulation.</li> <li>• Whenever the door is open cold air from inside the fridge will be able to escape.</li> <li>• If food is left outside the fridge the temperature can quickly increase to a level where harmful bacteria can grow.</li> <li>• Ready to eat foods have limited shelf life even when stored in the refrigerator. Some harmful bacteria can still</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriate training and documentation.</li> <li>• Provide a temperature-monitoring device in refrigeration equipment.</li> <li>• Ensure a stock rotation and labelling system is in place.</li> </ul>
	4.1.2 Avoid overloading the fridge		
	4.1.3 Try not to open the door more than necessary or keep it opened more than necessary		
	4.1.4 When preparing foods only get out of the fridge what you will immediately use or need. Don't leave high-risk foods out of the fridge for longer than necessary		
	4.1.5 Use-by dates must be easily identified. Food not in original packaging should be clearly date labelled. Food should be used within safe time period		



		grow at low temperatures.	
4.2	Chilled display		
	4.2.1 If you need to display chilled food, you should use special equipment to keep it cold	Understand the following reasons: <ul style="list-style-type: none"> <li>It is important to keep chilled food cold while it is on display to help prevent harmful bacteria from growing.</li> <li>You need to use equipment properly to make sure food is kept cold enough.</li> <li>Most chilled display equipment is not as cold or safe as a fridge. It is low but does not stop the growth of bacteria.</li> <li>If food is left for long periods in chilled display equipment harmful bacteria can still grow to dangerous levels.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Provide adequate chilled display equipment, or use other method of display (e.g. photographs or portions that will not be eaten).</li> </ul>
	4.2.2 Follow manufacturer's instructions on how to use display equipment		
	4.2.3 Minimize the amount of food on display and the length of time it is displayed for		
	4.2.4 Do not store food in display equipment. Remove the food at the end of the display period and return it to the fridge		
4.3	Chilling food with a blast chiller	<ul style="list-style-type: none"> <li>Rapid chilling reduce the time food is at an unsafe temperature.</li> <li>Manufacturers will have tried and tested methods for safety.</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and documentation.</li> <li>Provide adequate facilities for rapidly chilling cooked food. For example, blast</li> </ul>
	4.3.1 Use a blast chiller to chill hot food to safe temperature rapidly		
	4.3.2 Make sure you have read manufacturer's instructions		
	4.3.3 Pre-chilling the blast chiller will speed up the chilling process		



	4.3.4 Do not overfill food containers ( a depth of 25 mm is recommended)	<ul style="list-style-type: none"> <li>• This will allow rapid chilling to start immediately.</li> <li>• Food in shallow dishes will cool more quickly as it has a greater surface area.</li> <li>• A blast chiller works by rapidly circulating very cold air. If the air cannot circulate around the food it                             <ul style="list-style-type: none"> <li>○ Will take longer to cool.</li> </ul> </li> <li>• Covering food will restrict the air circulation and the cooling process.</li> </ul>	<p>chillers would be required for chilling hot food in manufacturing, and in large catering businesses where hot food is chilled regularly.</p>
	4.3.5 Do not overload a blast chiller. Leave space between containers for cold air to circulate		
	4.3.6 Do not cover foods during chilling in a blast chiller( but make sure the blast chiller is thoroughly clean at all times)		
4.4	Options for chilling food		
	4.4.1 Avoid cooking large quantities of food to be chilled	<p>Understand the following reasons:</p> <ul style="list-style-type: none"> <li>• Large quantities of food are more difficult to cool quickly.</li> <li>• With careful menu planning, you can cook only what you need for the shift, and reduce the amount of leftovers.</li> <li>• This provide a controlled cooling environment, and why not ideal for</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriate training and documentation.</li> <li>• Provide adequate facilities for rapidly chilling cooked food. For example, small catering businesses who do not have a blast chiller will need to create a safe method of rapid chilling</li> </ul>
	4.4.2 Avoid cooking more than you need		
	4.4.3 Hot food can be sealed and chilled in a freezer before putting them into the fridge		
	4.4.4 Pans of hot food can be cooled by standing in cold/iced water , for example in specialist plastic bags (cryobags)		
	4.4.5 Stir hot liquids during the chilling process. Specialist stirrers can be purchased that contain liquid and can be frozen first		



	4.4.6 Hot covered foods can be moved to a cold area, such as a larder or cellar	<p>the freezer it is a better option than leaving the food at room temperature.</p> <ul style="list-style-type: none"> <li>• The cold/iced water cools the pan/bag and thus speeds the chilling of its contents.</li> <li>• Stirring ensures the food chills evenly. Cold stirrers speed chilling.</li> <li>• Cooler surrounding will help to speed up the cooling process.</li> <li>• Smaller portions can be quicker to chill.</li> </ul>	<p>from the options listed or a safe alternative.</p> <ul style="list-style-type: none"> <li>• Confirm that chilling procedures meet time/temperature requirements.</li> </ul>
	4.4.7 Separate into portions to speed cooling		
4.5	Freezing		
	4.5.1 Keep foods frozen at below-18 degrees C	<p>Understand the following reasons:</p> <ul style="list-style-type: none"> <li>• Harmful bacteria cannot be grow at this temperature.</li> <li>• Partial thawing or delays in freezing can allow the growth of harmful bacteria.</li> <li>• As well as preventing de-hydration this will reduce the risk of cross-contamination.</li> <li>• Placing them in the coldest part and allowing the cold air to</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriate training and documentation.</li> <li>• Provide adequate freezing equipment.</li> </ul>
	4.5.2 Food intended for frozen storage should be frozen as soon as possible		
	4.5.3 Wrap foods in airtight packaging such as airtight boxes or polythene bags		
	4.5.4 Place food for freezing and spread them out as much as possible		
	4.5.5 Portioning food before freezing will increase the rate at which they freeze. Portioned foods will also defrost and cook quicker than a larger dish		
	4.5.6 Frozen food should be clearly labelled with the date		



	on which they were frozen and their remaining shelf life	<p>circulate around the food will speed freezing.</p> <ul style="list-style-type: none"> <li>• The centre of a large dish of food could take a long time to freeze and may allow harmful bacteria to grow.</li> <li>• Food have a limited shelf life. If foods have been stored as chilled before being frozen this time period should be taken into account when working out the remaining shelf life once defrosted.</li> </ul>	
4.6	Defrosting		
	4.6.1 Ensuring all foods are thoroughly defrosted before use	Understand the following reasons:	<ul style="list-style-type: none"> <li>• Provide appropriate training and documentation.</li> <li>• Provide adequate defrosting area.</li> </ul>
	4.6.2 Food should not be left out to defrost at room temperature for long periods of time or overnight	<ul style="list-style-type: none"> <li>• If the centre of the food is still frozen the cooking process will take longer. At the end of the cooking time the food may look cooked but the centre may not have reached a safe temperature and harmful bacteria may survive.</li> </ul>	
	4.6.3 Pre plan defrosting requirements to allow food to defrost safely		
	4.6.4 Utilize safe alternative defrosting methods where necessary	<ul style="list-style-type: none"> <li>• This will allow temperature to increase and the</li> </ul>	



		<p>growth of harmful bacteria. It would also increase the risk of cross-contamination.</p> <ul style="list-style-type: none"> <li>• Foods must be kept at a safe temperature whilst defrosting to prevent the growth of harmful bacteria.</li> <li>• Cold water may speed up the rate of defrosting without allowing the surface temperature to rise to an unsafe level.</li> </ul>	
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<b>Element 5. Occupational Safety and Health</b>	<b>Practical Competency</b>	<b>Knowledge Competency</b>	<b>Employer Responsibility</b>
5.1 Identify any specific hazards and reduce any risks identified.	Identify work related hazards and its controls	<p>Must know and understand how to:</p> <ul style="list-style-type: none"> <li>• Identify hazards and risks</li> <li>• Implement control measures.</li> </ul>	<p>Ensure a risk assessment has been completed to control and reduce any risks identified</p> <p>Provide employees with training on risk assessments and control measures</p>
5.2 Use Personal Protective Equipment (PPE) as per the training provided by your employer	Use Personal Protective Equipment (PPE)	<p>Must know and understand:</p> <ul style="list-style-type: none"> <li>• How to use appropriate personal protective equipment (PPE) relevant to handling food.</li> </ul>	<p>Personal Protective Equipment (PPE) provided and train employees on the correct use</p>



<p>5.3 Immediately report any incidents / hazards to your supervisor and take action in line with operational procedures.</p>	<p>Immediately report any incidents</p>	<p>Must know and understand:</p> <ul style="list-style-type: none"> <li>• How to report incidents or hazards immediately</li> <li>• Action to take following an incident</li> </ul>	<p>train employees on incident / hazard reporting procedures</p>
<p>5.4 Respond to emergencies according to the emergency response plan, organisational procedures and training provided by your employer.</p>	<p>Respond to emergencies according to the emergency response plan</p>	<p>Must know and understand:</p> <ul style="list-style-type: none"> <li>• Emergency response plan and organisational procedures.</li> <li>• The types of fire extinguishers / fire extinguishing system and other emergency equipment and how to use them.</li> <li>• When and how to initiate the alarm systems and access escape routes.</li> <li>• When to call the emergency services and which ones to call.</li> <li>• The hazard markings that are used in your work area and what they mean.</li> </ul>	<p>Provide training on emergency response plan, and organisational procedures.</p>
<p>5.5 Undertake your role ensuring compliance with all internal operational procedures, training and legal requirements.</p>	<p>Ensuring compliance with all internal operational procedures</p>	<p>Must know and understand:</p> <ul style="list-style-type: none"> <li>• The roles and responsibilities of colleagues in logistics operations in your organisation.</li> <li>• The organisational procedures and relevant legal, safety and operating requirements relating to food safety handling.</li> </ul>	<p>Provide training and awareness on internal operational procedures, training and legal requirements.</p>





## References

1. Law no. (2) for the year 2008 pertaining to Food in the Emirate of Abu Dhabi
2. Regulation No (6) of 2010 Food hygiene throughout the Food Chain
3. ISCO – 08
4. Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF).