

PRP/01: DATING AND LABELLING OF FOOD

Hazards

1. **Microbiological**; germination of bacterial spores, growth of pathogenic bacteria and/or formation of toxins as a result of extended shelf life
2. **Microbiological**; decomposition of food caused by food spoilage bacteria as a result of extended shelf life

Controls & Critical Limits	Monitoring Procedure	Frequency	Control Sheet	Corrective Action & By Whom
Food dated and labelled	Visual check	Daily		Date and label food (FH)
'Use-by' date calculated/affixed once food has been opened	Visual check	During process		Calculate appropriate 'use-by' date and affix to food (FH)
'Defrost' date affixed on decanting of frozen food	Visual check	Commensurate to process		Affix date of 'defrost' to food (FH)
'Production' and 'use-by' dates affixed to all dishes made on-site	Visual check	On completion		Identify, calculate and affix dates to food (FH)
Shelf life identified and affixed when foods are opened	Visual check	Upon opening		Calculate 'open' and 'use-by' dates observing suppliers/manufacturers storage guidelines (FH) Discard food that is out-of-date (LM) Review process for labelling and instruct food-handlers (LM)

For additional information on this subject please refer to the following procedures in the 'Food Safety Manual 2019':

- Section 2: Operational Standards - OS/17: Dating and labelling of food

Version	Date of issue	Author	Endorsed by
V3	June 2020	Graham Day; Health & Safety Adviser	Graham Hakes; Senior Health & Safety Adviser