

OWN-CHECK PLAN FOR A RESTAURANT

Name of restaurant:

Address of restaurant:

Person responsible for own-checks:

Contact details of person responsible for own-checks:

This own-check plan template covers the key aspects of restaurant operation from the food safety perspective. When introducing own-checks, the plan should be complemented with more specific information of the company, and its operations should be described in the different sections of the plan. If the own-check plan does not cover all activities of the company, a description of these activities should be added to it. The template is based on an own-check plan model prepared by the City of Helsinki's Food Safety Unit.

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1. General information about the own-check plan

Food and contact material sector operators must have a system for identifying and managing the risks associated with their activities and for ensuring that the activities meet the requirements laid down in food legislation. The operator must record the results of their own-checks with a sufficient degree of accuracy. (Section 15 of the Food Act 297/2021.) The suitable interval between recordings depends on the nature and scale of the operations. A general recommendation is keeping records once a week and whenever deviations occur.

The own-check plan describes the food hygiene risks of the operations and the means for managing them. The purpose of own-checks is to prevent the realisation of risks.

The own-check records relating to food business must include records of completed own-checks, the measurements, tests and studies related to them, as well as any corrective actions and notifications to the authorities. (Section 22 of Ministry of Agriculture and Forestry Decree on Food Hygiene 318/2021)

1.1 Filling in and updates of the own-check plan and keeping it on file

Only fill in those sections of the own-check plan that are relevant to your operations and delete the others. If the restaurant engages in activities not included in the own-check plan template, they must be described in attachments or similar.

The operator is responsible for keeping the own-check plan up to date. The own-check plan must be updated once a year and whenever operational changes are made.

This own-check plan was last updated on: _____
Updated by: _____

The own-check plan and the documents associated with it must be available for presenting to the food control authority if necessary. The documents are kept in the restaurant for _____ years. The minimum period for keeping them is 1 year.

Contact details of the control authority:

E-mail: elintarvikevalvonta@tampere.fi Telephone number for the Tampere service point, which forwards information to the Food Control Unit: 041 7308168 (Mon–Fri from 9:00 till 16:00) Website: https://www.tampere.fi/en/work-and-entrepreneurship/business-related-permits-and-notifications/entrepreneurs-and-operators-food-sector	Postal address: Urban Environment and Infrastructure Services Environmental Health Services, Food Control Unit P.O. Box 487 (Frenckellinaukio 2 B) 33101 Tampere
Notifications of food premises, suspected food poisonings or observed harms: https://ilppa.fi/etusivu	

1.2 Responsibilities for and description of operations

The operator designates a person responsible for own-checks, who must have sufficient training to perform this task successfully. The person responsible for own-checks is _____

Select in the Table the items that apply to your restaurant:

☐ Own-check plan update
☐ Suspected food poisonings and their investigation
☐ Purchases and reception of foods
☐ Storage of foods
☐ Cold storage
☐ Food preparation
☐ Allergens and prevention of contamination
☐ Temperature management in food handling and preparation
☐ Foods that require cooking
☐ Foods kept hot
☐ Foods that require cooling
☐ Foods that require freezing
☐ Foods that require defrosting
☐ Foods that require reheating
☐ Reduction of acrylamide
☐ Food service
☐ Information about food for customers
☐ Handing over leftover food
☐ Transport of food and sales and serving outside the restaurant
☐ Packaging and contact materials
☐ Traceability and recalls
☐ Sampling
☐ Cleaning, maintenance and waste management
☐ Pest control and other animals
☐ Staff
☐ Importation of foods
☐

A brief description of the operations (which foods are prepared in the restaurant, which techniques are used, etc.)

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1.3 Suspected food poisonings

All cases of suspected food poisoning must be reported immediately to City of Tampere's Food Control Unit using a digital form at ilppa.fi or by email to elintarvikevalvonta@tampere.fi.

The operator must keep samples of the food or ingredient suspected to have been the cause of the food poisoning for possible investigation. The sample quantity is 200-300 g/food or ingredient placed in a clean container that is labelled with sufficient identification information and the date. If the sample needs to be stored in the restaurant, it should be placed in a freezer.

1.4 Thermometers

What types of thermometers does the restaurant use:

☐	non-connected thermometer	☐	puncture thermometer
☐	infrared thermometer	☐	other, please specify _____

An infrared thermometer is suitable for measuring the temperatures of frozen foods and for taking measurements during acceptance inspections. For other temperature measurements of foods, a puncture thermometer is primarily recommended.

We check thermometer operation _____ times a year by measuring the temperatures of boiling water (100 °C) and melting ice (0 °C). We record the checks: _____

The operation of a puncture thermometer can be tested by immersing the sensor in water produced from melting crushed ice (0°C) and boiling water (if the thermometer is intended for such high temperatures) (100°C).

For more information about thermometers used in food industry operations, visit the Finnish Food Authority's website:

[Thermometers used in food sector operations - guideline for operators and supervisors \(in Finnish\)](#)

2. Purchases and reception of foods

Transport of foods to the restaurant:

☐	We collect foodstuffs from the wholesaler/retailer
☐	A transport company delivers foodstuffs to the restaurant
☐	Other, which _____

We purchase foodstuffs from the following wholesalers/retailers*)

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*) Purchasing fish directly from a fisher: Restaurants can only buy fish caught in the sea or in inland waters from a registered professional fisher. This restriction is associated with the common EU fisheries policy. For more information

on this, see the Ministry of Agriculture and Forestry's website [Traceability requirements of fishery and aquaculture products](#) (in Finnish).

Purchasing uninspected game: Restaurants can buy uninspected meat of wild hares, rabbits, birds and cervids (elk and deer species) directly from a hunter. The hunter must provide with the meat a document containing the following information: species and numbers of game animals, when and where caught, freezing date, delivery date, name and contact details of the hunter or hunting club and the recipient. (Sections 21 and 34 of Act 318/2021)

We import foodstuffs directly from other EU Member States ☐ Yes ☐ No
(see section 15 of the own-check plan)

We check the following at the time of purchase/reception of foods:

☐	Packaging is intact and clean
☐	Labelling
☐	Food temperatures
☐	Product quality by sensory inspection (appearance, smell)
☐	Validity and accuracy of commercial documents

During transport and reception, we ensure by the following means that the cold chain is not interrupted:

☐	Refrigerated cases and ice packs are used during transportation
☐	Short transport distance (duration at most _____ minutes)
☐	We use our own refrigerated truck
☐	The transport company has a refrigerated/freezer truck
☐	We immediately place the foods in the restaurant's refrigeration units when they arrive
☐	Other, please specify _____

Temperature monitoring when receiving food

- When perishable foods are received (fresh fish and meat requiring cold storage, dairy products and chopped vegetables, frozen foods, etc.), their temperatures are checked. Spots checks are carried out on different suppliers' loads.
- When foods are collected from the wholesaler/retailer, the acceptance inspection need not be recorded if the food was transported under appropriate conditions (such as in cool boxes) and nothing unusual happened during transport

☐	We measure temperatures on _____ incoming loads a week ^{*)}
☐	We record temperatures regularly _____ times a week ^{*)} . Where are the results recorded? _____

^{*)}About reception temperatures, see Appendix 1

Any deviations in temperatures and corrective actions taken as a result are always recorded.

Actions when temperature deviations are observed:

☐	We assess the usability of foods (can the products still be used or should they be destroyed)
☐	We return the foods
☐	Other, which _____

3. Storage of foods

Foods are not kept in the kitchen and storage facilities after their use by dates. Food shelf life is monitored in the following ways:

☐	FIFO (First In, First Out; we ensure the correct order of product rotation by placing the oldest food products in front in store rooms/refrigeration units)
☐	We go through the food products in the storage facilities regularly
☐	When we open product packages, we mark the date on which they were opened on them.
☐	We mark the date of manufacture on products we prepare in the restaurant
☐	We mark the date of freezing on products we freeze in the restaurant
☐	Other, which _____

Product contamination during storage is prevented in the following ways:

☐	Foods are protected when in storage (bags closed, lids on food containers, etc.)
☐	Cooked foods/ready-to-eat products are stored on the upper shelves of refrigeration appliances; uncooked foods are kept on the bottom shelves
☐	Food is not stored in opened cans
☐	Runoff from defrosting foods is collected
☐	Other, which _____

3.1 Storage of dry foods

How are dry foods stored (incl. flour, sugar, preserved foods)? Is there a separate storeroom off the restaurant premises?

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3.2 Cold storage

Do the refrigeration units have automated recording systems ☐ yes ☐ no

If there is no fixed thermometer in a refrigeration unit, it must have a non-connected one.

Temperature monitoring of refrigeration units:

☐	We monitor temperatures daily using the thermometers of the refrigeration units *). Non-connected thermometers are additionally recommended.
☐	We record refrigeration unit temperatures regularly _____ times a week*) Where are the results recorded? _____
☐	We measure the temperatures of foods stored in refrigeration units. How often? _____ Where are the results recorded? _____
☐	Other, which _____

*Temperatures are compared to the Table in Appendix 2

Any deviations in temperatures and corrective actions taken as a result are always recorded.

What action is taken when temperature deviations are detected?

☐	We contact the responsible person to get further instructions
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☐	We measure product temperatures and assess their usability by sensory inspection; if necessary, we destroy the foods
☐	We transfer the foods to another refrigeration unit
☐	We call refrigeration unit service
☐	Other, which _____

The temperature table in section 6.2 of Oiva instructions can be used:

[Food temperature management](#)

4. Food preparation

The restaurant uses such as the following food handling techniques/ingredients

☐	Fermentation	☐	Drying (meat, fish, vegetables)
☐	Burgers cooked to medium rare (EHEC *)	☐	Beans (soaking)
☐	Pickling	☐	Smoking (PAH compounds)
☐	Fungi (toxic species, including morels)	☐	Sous vide
☐	Sushi, cured fish and similar (parasite risk)	☐	Imported frozen berries (norovirus)
☐	Vacuum packing	☐	Other, which _____
☐	Insects, which _____	☐	Other, which _____

*) More information about medium-rare burgers:

[Serving of medium-cooked minced meat burgers](#)

Separate instructions are available for the following processing techniques/ingredients:

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4.1. Allergens and prevention of contamination

In order to prepare and serve foods that do not contain allergens, the restaurant must at all stages make sure that foods are not contaminated. Other factors besides allergens can cause contamination. This cross-contamination should also be avoided at all stages. Cross-contamination can occur between foods, from utensils used to prepare them to foods, or from humans to food products.

Employees working in areas where foods are prepared must know how to handle foods containing allergens from order to preparation, cleaning and storage of ingredients.

The restaurant handles the following allergens:

☐	Cereals and cereal products containing gluten	☐	Crustaceans and crustacean products
☐	Eggs and egg products	☐	Fish and fish products
☐	Peanuts and peanut products	☐	Soya beans and soya bean products
☐	Milk and dairy products	☐	Nuts and almonds as well as products containing them
☐	Celery and celery products	☐	Mustard and mustard products
☐	Sesame seeds and sesame seed products	☐	Sulphur dioxide and sulphites in concentrations of over 10 mg/kg or 10 mg/l as total sulphur dioxide
☐	Lupins and lupin products	☐	Molluscs and mollusc products

How is allergen contamination and cross-contamination avoided:

☐	Separate workstations for different product groups (incl. uncooked meat, broiler and fish products, vegetables and uncooked products/ready-to-eat products)
☐	Separate utensils, such as chopping boards and knives, for different product groups (incl. uncooked meat, broiler and fish products, vegetables and uncooked/ready-to-eat products)
☐	Cleaning of workstations and utensils between different steps and between handling different products
☐	Hand-washing/disposable gloves (when moving from one product group and processing step to another, after sneezing, using the toilet, handling money)
☐	Wearing appropriate protective clothing (incl. wearing a cap to prevent hair from ending up in products)
☐	Temporal separation of steps, how _____
☐	In other ways, which _____

How has the washing and handling of vegetables and unwashed root vegetables been arranged?

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How has the storage, handling, etc. of gluten-free food products or other allergens been arranged?

☐	Special diet products are kept in sealed and clearly labelled packaging and separate from other products.
☐	When storing, preparing and serving them, the restaurant ensures that components containing allergens cannot end up in ingredients used in special diets (such as appropriate protection and placement of products).
☐	A separate serving utensil is provided for each container. The same serving utensils are not used for different products.
☐	The product information sheets, or a notice of the personnel providing further product information, are displayed to the customers.
☐	In other ways, which _____

4.2 Temperature management in food handling and preparation

During preparation, foods are kept at room temperature for as short a time as possible. When preparing foods requiring cold storage, only the amount of foodstuffs that is needed is taken out of the refrigeration unit at a time.

For the storage and serving temperatures of foods, see Appendix 2.

4.2.1 Foods that require cooking

Any microbes causing food poisoning that may be present in food are mainly destroyed by sufficient heating. This is why adequate cooking is important.

The food temperature must exceed +70 °C throughout, while the temperature of poultry products must exceed +75 °C. If a food is obviously boiling, its temperature need not be measured.

Temperature monitoring of foods that require cooking:

☐	We monitor/measure temperatures _____ times a week/month.
☐	We record temperatures regularly _____ times a week/month. Where are the results recorded? _____
☐	Other, which _____

Any deviations in temperatures and corrective actions taken as a result are always recorded.

Actions when temperature deviations are observed:

☐	We continue heating the foods
☐	We adjust the unit to the correct temperature
☐	We change the way the unit is stocked and/or monitoring the temperature of the unit section in question must be possible
☐	We call a service operator to repair the unit
☐	Other, which _____

4.2.2 Foods that are kept hot

Foods that are kept hot in the kitchen before they are served, sold, or transported should be kept at a temperature exceeding +60°C. The food temperature is measured towards the end of the period during which it is stored.

The restaurant keeps the following foods hot before serving, and the warming units used:
Which products are kept hot in the restaurant before serving? What kind of a warming unit is used?

Temperature monitoring of foods kept hot:

☐	We monitor/measure temperatures _____ times a week/month.
☐	We record temperatures regularly _____ times a week/month. Where are the results recorded? _____
☐	Other, which _____

Any deviations in temperatures and corrective actions taken as a result are always recorded.

What action is taken when temperature deviations are detected?

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4.2.3 Foods that require cooling

The cooling of foods intended to be stored cold must start immediately after preparation, and the food must be chilled to the temperature specified in the relevant storage temperature requirement within four hours at maximum (Appendix 2).

Food kept hot in the kitchen and in service sales may be cooled and reheated if the temperature of the food was at least +60 °C throughout the storage period.

The following foods are cooled in the restaurant: How often? How big an amount at a time?

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We cool down the food:

☐	in a separate cooling unit
☐	with cold water/ice (only suitable for occasional cooling of small quantities of food)
☐	in a refrigeration unit where we also store other foods (only suitable for occasional cooling of small quantities of food; the temperatures of other foods in the refrigeration unit may not rise during the cooling)
☐	in other ways, how

Temperature monitoring of foods to be cooled:

☐	We monitor/measure temperatures _____ times a week/month.
☐	We record temperatures regularly _____ times a week/month. Where are the results recorded? _____
☐	Other, which

Any deviations in temperatures and corrective actions taken as a result are always recorded.

What action is taken when temperature deviations are detected?

☐	If any time is left, we continue cooling the food
☐	If 4 hours have elapsed since the start of cooling, we destroy the food
☐	We check the functioning of the cooling unit/technique
☐	Other, which _____

4.2.4 Foods that require freezing

The restaurant has a freezer unit with a temperature of -18°C or below for storing frozen foods.

The foods are frozen before their use by dates. The storage period of frozen foods is two months from either the date of freezing or the date on the package (see Appendix 3 for further instructions).

- The food to be frozen must be protected and sealed in packaging that is as airtight as possible.
- The contents, in other words the name of the food and the date of freezing, are clearly marked on the packaging.
- The storage periods of frozen foods are monitored regularly. Frozen foods whose use by date, best by date or freezing date has been exceeded by two months are disposed of appropriately.

If the restaurant uses raw fish (cured fish, sushi with raw fish), the instructions for freezing fishery products must be followed (Appendix 3).

The restaurant freezes the following foods. How often? How big an amount at a time?

We freeze foods:

☐	In a separate freezer unit where no other food is stored
☐	In a separate freezer unit also used for storing other foods
☐	In other ways, how _____

4.2.5 Foods that require defrosting

Frozen foods must be defrosted in a refrigeration unit or similar, ensuring that the temperature on the surface of the food to be defrosted does not rise higher than in its other parts. Foods must not be defrosted at room temperature.

Where and how are frozen foods defrosted?

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4.2.6 Foods that require reheating

The temperature of foods that are reheated should be at least +70 °C throughout.

The restaurant reheats the following foods:

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☐	We monitor temperatures _____ times a week/month.
☐	We record temperatures _____ times a week/month. Where are the results recorded?
☐	Other, which _____

If the food is heated to boiling point, its temperature need not be measured. However, the temperature should be measured if the food contains such as meat balls or larger pieces of meat.

4.3 Reduction of acrylamide

Acrylamide is a carcinogenic substance that is mainly formed in carbohydrate-rich foods baked in the oven or cooked in fat, including bread, French fries or patisserie products. Acrylamide formation depends on the degree of cooking, which is why in practice it can usually be reduced by leaving the products as light in colour as possible during cooking.

Techniques for reducing acrylamide:

Frying potatoes:

When cooking French fries or other potato products (either uncooked potatoes or frozen products and similar.)

- use oil in which you can cook them quickly and/or at a low temperature (oil suitable for cooking)
- use a baking temperature of 175 °C at maximum and always keep the temperature as low as possible
- remove crumbs from the cooking fat by skimming the surface frequently enough
- using a colour guide that indicates the ideal colour is also advisable

Baking (bread and patisserie products, including biscuits and cookies)

- if possible
 - extend the rising time when using yeast
 - optimise the moisture content of the dough when baking dry products
 - lower the oven temperature and, if necessary, extend the cooking time
- avoid intensive baking that results in a dark crust

Toasting and grilling bread (grilled sandwiches, toasted bread, burger buns, etc.)

- toast to a suitable colour
- use a colour guide, if available
- follow any instructions provided by the bread manufacturer

What measures for reducing acrylamides are in use? (*COMMISSION REGULATION (EU) 2017/2158 establishing mitigation measures and benchmark levels for the reduction of the presence of acrylamide in food*)

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5. Food service

How are foods served in the restaurant?

☐	Plated portions
☐	Buffet
☐	Other, which _____

For serving temperatures, see Appendix 2. The temperature is measured towards the end of service to ensure that the warming unit has operated correctly throughout the service period.

- Hot foods should be kept at above +60°C during service.
- The temperature of foods requiring cold storage may not exceed +12 °C during the service. The maximum time of service is 4 hours, after which the foods must be destroyed.

Temperature monitoring of foods while being served (cold and hot foods) and records related to it:

☐	We monitor temperatures _____ times a week/month.
☐	We record temperatures _____ times a week/month. Where are the results recorded? _____
☐	Other, which _____

Any deviations in temperatures and corrective actions taken as a result are always recorded.

What action is taken when temperature deviations are detected?

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6. Information about food for customers

6.1 Foods served without packaging

When foods are served without packaging, the following information must be provided to customers: name of the food, substances causing allergies and intolerances, and country of origin where necessary. See Appendix 4 for further instructions.

The information provided about foods must be truthful and adequate regarding such as the country of origin information, naming of foods and use of products with protected designations of origin and organic products.

The information is displayed at the following location:

☐	At the checkout (all customers go to the checkout to order their food)
☐	At the buffet table
☐	On the menu
☐	Other, where _____

How and where can information on allergens be found:

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6.2 Country of origin of meat

Information about the country of origin of raw meat used in food preparation must be provided in writing, for example in an easily noticeable brochure or on a board. For additional instructions, see Appendix 5.

The information is displayed at the following location:

☐	At the checkout (all customers go to the checkout to order their food)
☐	At the buffet table
☐	On the menu
☐	Other, where _____

6.3 Other information provided to customers about foods

Naming of ham dishes

The name of a food must be clear and easy to understand, and it must not mislead the consumer. For example, the word ham may only be used in the name of a food if the food contains real ham, such as ham pizza, ham and potato bake or ham salad. For more information, see Appendix 6.

Products with a protected designation of origin

The origin, raw materials and preparation techniques of products with a protected designation of origin (PDO) are well known and established. The PDO indications protect the designations of certain foods and prevent their misuse in other products. The designation systems guarantee that the food has been produced and prepared in a traditional geographical area or using traditional methods.

The quality or characteristics of a PDO product are based on a geographical area, for example an ingredient produced in a specific region. All production stages of the product must also take place in the area concerned. These products include Feta cheese (Greece), Prosciutto di Parma (Parma ham, Italy) and Roquefort cheese (France). Lapin Puikula (potatoes), Lapin Poron liha (reindeer meat), Lapin Poron kuivaliha (dried reindeer meat), Lapin Poron kylmäsavuliha (cold smoked reindeer meat) and Kitkan viisas (vendace) are Finnish products with protected designations of origin.

Online sales

When the restaurant sells meals online or using mobile apps, the following information must be provided: the name of the food, substances that cause allergies and intolerances, and the country

of origin if necessary. Providing the mandatory information at least in the language(s) of the municipality in which the meals and products are handed over is recommended. The information must be provided in documents related to distance selling or by other suitable means, and it must be available to the customer when they are making their purchasing decision. In telemarketing, information on unpackaged foods can be provided verbally if the customer asks for it.

7. Handing over leftover food

The restaurant sells/hands over such as leftover food from lunch buffet

☐	directly to the customer
☐	for food aid

To which charity is food handed over?

Charities that regularly hand out perishable foods are subject to food control. The restaurant must establish that these organisations have submitted the necessary notifications to the food control authority. We have checked that the charities to which we hand over perishable foods from the restaurant have submitted a notification of their activities ☐ yes ☐ no

What leftover foods are handed over/sold? How is the food packaged? Are the foods cold or hot? Who is responsible for transporting the food to the party handing out food aid (temperature control during transport)?

Operators must always ensure that the food is of perfect quality and that the cold/hot chain has not been interrupted during service.

More information on the Finnish Food Authority's website: [Food waste](#)

ResQ instructions (in Finnish): [Ohjeita elintarviketoimijoille \[Tampereen kaupunki - Työ ja yrittäminen - Yrittäminen - Elintarvikealan yrittäjille ja toimijoille\]](#)

8. Transport of food and sales and serving outside the restaurant

☐	We transport food directly to customers outside the restaurant
☐	We participate in events (also fill in sections 8.1 and 8.2)
☐	We deliver food to other restaurants/stores (also fill in sections 8.1 and 8.3)
☐	Distance selling, online sales (fill in section 8.4)
☐	Other, which _____

8.1 Transport of food

We transport food

☐	Cold (at maximum + 6 °C)
☐	Hot (at minimum + 60 °C)

How are the foods transported? How are the foods packaged? What are the transport time and area?

Food temperatures must be compliant with the legislation (Act 318/2021) at the end of transport and/or when the food is handed over to the recipient. The restaurant ensures that the foods are at correct temperatures as follows:

☐	We use styrofoam boxes or similar during transport to keep the food cold/hot
☐	Refrigeration units, Bain Maries or similar
☐	Ice packs
☐	Refrigerated truck
☐	The temperatures of transported foods are measured and recorded when they leave the restaurant/are handed over to customers. Where are the results recorded?
☐	Other, which _____

8.2 Participation in events

Description of the activities *(for example, what kind of sales stand is provided for events, how will hand hygiene be ensured, what kind of events will food be delivered to, which foods will be delivered, will the food be packaged or unpackaged, how will the food be handled and packaged in the restaurant, how will the food be handled at events, how will you ensure compliance with the temperatures specified in legislation)*

Food control must be notified of selling and serving food at events.

Instructions:

Finnish Food Authority's [instructions for outdoor sales](#) (in Finnish)

[Ulkomyynti, siirrettävät myyntikojut \[Tampereen kaupunki - Työ ja yrittäminen - Yrittäminen - Elintarvikealan yrittäjille ja toimijoille\]](#)

8.3 Delivery of foods to other restaurants and shops

Description of the activities *(to which restaurants/stores will food be delivered, which foods will be delivered, delivery volume, are the foods packaged or unpackaged, food handling and packaging in the restaurant, how will you ensure compliant food labelling, how will you ensure compliant*

food temperatures. The division of responsibilities for measuring and recording temperatures must be arranged.)

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The restaurant must ensure that sufficient information is provided: [Food information guide for food control authorities and food sector operators](#) (Finnish Food Authority, in Finnish).

Foods of animal origin may only be delivered from a restaurant to other shops and restaurants if the quantity of the foods supplied is small. Products of animal origin include meat and various meat products, fish and fish products, milk and different dairy products as well as eggs and egg products. The quantity of foods of animal origin delivered is deemed small if it is 1,000 kg a year or less, and for the part that exceeds this, at most 30 % of the annual quantity of foods of animal origin delivered and conveyed by a retailer. If the quantity of foods of animal origin delivered is higher, the operator would need to seek approval as an establishment. However, a restaurant cannot be an approved establishment.

8.4 Distance selling, online sales

Description of distance selling/online sales: *(which foods are sold, is an external transport service used, does the operator own the means of transport)*

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9. Packaging and contact materials

Packaging materials, containers, appliances etc. that come into contact with foods must be suitable for food use (for example, have a glass and fork symbol). Contact materials include food packaging, takeaway containers, disposable dishes, kitchen utensils, coffee makers and kettles, kitchen appliances and disposable gloves.

When purchasing materials, operators should note the suitability of materials for contact with different foods (for example, PVC/vinyl plastics are not suitable for fatty foods). Using waste bags or bin bags for food protection purposes is strictly prohibited.

Which foods are packaged in the restaurant? Where are the packaging materials obtained? Where are the packaging materials stored?

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The suitability of materials etc. for food use is checked in the following ways:

☐	The materials have a symbol that indicates their fitness as food contact materials: 'for food use' or 'glass and fork'.
☐	Packaging materials and other food contact materials are purchased through a wholesaler/central trade organisation, and the product title clearly indicates their intended use (such as takeaway containers, transport boxes)

☐	We keep certificates of the materials' suitability for food use on file (Declaration of Compliance)
☐	Other, please specify

10. Traceability and recalls

10.1 Traceability

The operator must know from whom they have purchased all the ingredients they use. They must also know the purchase and delivery dates of foodstuffs.

They must be able to identify foods in storage and link them to commercial documents. The operator must know which lots of ingredients have been used in each batch of prepared foods.

To prove traceability, documents concerning received foods must be kept on file for at least 1 year. If foods are delivered to other parties, documents concerning the delivered foods must also be kept on file.

In our restaurant, we keep traceability information (consignment lists, delivery notes, purchase receipts) as follows:

--

If packages are unpacked into smaller batches (for instance, foods delivered in plastic bags are removed from the original packaging), at least the date of the original packaging (use by date or best by date) or the batch identifier must be marked on the packaging.

10.2 Recalls

If a recall notice is received regarding a foodstuff on sale, the foods in question are removed from service. The instructions provided in the Finnish Food Authority's recall notice should also be followed. If necessary, the operator should contact the Food Control Unit of Tampere.

For more information and instructions regarding recalls, see the Finnish Food Authority's website: [Guidelines on withdrawal of products](#)

If the product was manufactured or imported by the operator, the products in question are withdrawn from service/sales and the Food Control Unit is contacted immediately to determine any further action.

11. Sampling

Restaurants, cafés and industrial kitchens that handle and prepare foods or produce ice should include sampling and tests in their own-checks.

Sampling as part of the restaurant's own-checks:

☐	A sampling plan has been drawn up ____ / ____ 20 ____ and attached to this own-check plan.
☐	The restaurant takes samples as described in Appendix 7
☐	Surface swabs:
☐	Surface swabs are taken at least 4 times a year, at least 5 samples at a time
☐	Surface swabs are taken at least 8 times a year, at least 5 samples at a time
☐	Ice samples:
☐	Ice samples are taken at least once a year
☐	Ice sampling has been replaced by surface swabs
☐	To investigate suspected food poisonings, food samples are taken and stored in the freezer for at least 2 weeks
☐	Food samples are taken from the following foods:
☐	We record sampling results:
☐	In a folder, copybook
☐	In a digital system
☐	We monitor trends
☐	Actions following poor test results:
☐	We determine the reasons for the poor results
☐	We take the necessary corrective actions (additional cleaning, changes in practices)
☐	We take new samples
☐	The restaurant imports foods of animal origin. Fill in section 15, Importation of foods.

Further information:

Own-check sampling at food service establishments (Appendix 9)

Finnish Food Authority guideline: [Microbiological requirements for foods - Guideline for food sector operators - Finnish Food Authority](#) (in Finnish)

12. Cleaning, maintenance and waste management

12.1 Cleaning

The restaurant has a specific cleaning plan: yes ☐ / no ☐

Person(s) responsible for cleaning the facilities:

☐	restaurant staff
☐	external cleaning company, contact details:

The cleaning plan is part of the food premises' own-check plan. The cleaning plan describes how facilities and appliances are kept clean, what cleaning equipment and supplies are used, how often the facilities are cleaned and who is responsible for cleaning. A written cleaning plan is not always necessary in enterprises of 1–2 persons.

The premises must have an appropriately equipped space for storing and maintaining cleaning equipment. Depending on the activities, the cleaning equipment storage should have the following, for example: a water supply point, sink, heater for drying cleaning equipment properly, floor drain, good ventilation and shelves and racks for hygienic storage of cleaning supplies. Cleaning equipment must be cleaned after use and stored and maintained hygienically. Separate cleaning equipment and substances should be set aside for the kitchen.

If there is no water supply point in the cleaning equipment store, add a description (*where is the water used for cleaning obtained, where is the waste water from cleaning disposed of, and how are the cleaning equipment washed without jeopardising food safety*)

--

Monitoring of dishwashing water temperature

For prewashing, the water temperature must not exceed +40 °C. The temperature of the actual dishwashing water should be at least +55°C (preferably + 60°C – 70°C) and that of the rinsing water at least +80°C.

Temperature monitoring:

☐	We monitor temperatures _____ times a week.
☐	We record temperatures _____ times a week. Where are the results recorded? _____
☐	Any observed temperature deviations and the resulting corrective actions are recorded. We keep the records in: _____
☐	Other, which _____

If the dishwasher does not have a connected thermometer, it is advisable to control the washing result using microbiological samples or other suitable methods (see section 11 of the plan). Service reports should also be kept on file.

What action is taken when temperature deviations are detected?

--

12.2 Maintenance

The operator and the property owner's representative are jointly responsible for maintaining the premises.

Building manager's contact details	
------------------------------------	--

The surface materials, appliances and utensils of the food premises must be easy to keep clean and, if necessary, tolerate washing with water and mechanical cleaning. The condition and cleanliness of appliances are ensured and their proper functioning is ensured by means of regular inspections and services. Frozen food display cases are defrosted at least once a year, or the effectiveness of their automatic defrosting is ensured. A record is kept of the defrosting and cleaning of refrigeration units, for example in connection with temperature monitoring.

Repair/maintenance plan:

☐	We assess the condition of facilities, appliances and utensils (how often) _____ We record the observations and planned repairs (where) _____
☐	Our appliances are serviced regularly (how often) _____

☐	We defrost and clean refrigeration units at least once a year. We record the defrosting and cleaning in _
☐	Other actions, which: _____

Companies responsible for servicing the units:

--

12.3 Waste management

The restaurant's waste containers are emptied daily into a waste collection point designated by the property owner.

The restaurant/property sorts the following wastes:

☐	biowaste	☐	cardboard	☐	paper
☐	glass	☐	metal	☐	mixed waste
☐	energy waste	☐	plastic	☐	waste grease

Where are waste fats, greases or oils collected? Where are waste fats, greases or oils delivered to for disposal?

--

How often are the containers inside the restaurant washed? Who is responsible for washing them?

--

13. Pest control and other animals

No pests, such as rodents, birds or food pests, can be present on the food premises.

The access of pests to the premises is prevented by:

☐	We have an agreement with a pest control company as a preventive measure
☐	We keep windows and doors closed
☐	We ensure that there are no access routes for pests in the structures (penetrations/holes that lead outside/into substructures etc.)
☐	We continuously monitor the premises and foods for pests
☐	Other, please specify

When pests are detected, the following measures are taken/responsible parties:

--

Animals brought to the restaurant by customers

Guide dogs for the visually impaired and assistance dogs for the disabled and those with hearing impairments may be brought to the customer facilities of the food premises.

By the operator's permission, pets may be brought to facilities where food is served on the food premises. Customers must be informed of this permission at the entrance to the serving area. The operator may specify which pets are allowed on the food premises.

- Can customers bring pets to the restaurant? ☐ Yes ☐ No
- There is a written notification of this at the restaurant's entrance ☐ Yes
- Which animals may be brought to the restaurant? _____

14. Staff

14.1 Orientation and training

The operator ensures that the persons working on the food premises have sufficient food hygiene competence to carry out their tasks and that they receive training and guidance relating to food hygiene if necessary. Understanding the nature and scale of the restaurant's operation as well as the own-check procedure is part of mastering the work.

The operator is responsible for ensuring that the persons working in the restaurant receive orientation in hygienic and safe practices and own-check procedures.

How are records kept of employee orientation and training?

14.2 Hand hygiene and work clothes

Careful hand hygiene is extremely important in food sector work, and disposable gloves are used to protect unpackaged food from microbes that may remain in the hands after washing. Disposable gloves should be changed frequently enough and at least whenever dirty surfaces, utensils, money or other possible sources of contamination have been touched. The wearing of disposable gloves does not eliminate the need for hand washing.

Persons handling foods on the food premises must have tidy, clean and adequate work clothing only worn on the food premises. The adequacy of protective clothing depends on the task. For example, it is advisable to wear appropriate work clothes, headgear covering the hair and footwear suitable for the work when preparing food.

What kind of work clothes do the employees wear? Where are the work clothes kept and how are they maintained?

The kitchen staff cover any jewellery with protective clothing or remove the jewellery. Wounds and structural nails must always be covered with protective clothing.

14.3 Health monitoring

An employee who works on the food premises and handles unpackaged perishable foods is always required to obtain a health status statement provided by a health care professional (doctor, public health nurse) at the beginning of the employment relationship. The public health nurse/doctor assesses if a salmonella test should be taken in connection with the health status assessment.

A health status statement is also required

- of trainees and similar working in the workplace without an employment relationship for at least one month.
- whenever there is justified cause to suspect that the worker may be a carrier of salmonella bacteria (has diarrhoea and fever or, for example, their family member has been diagnosed with a salmonella infection).

Read more

- [Guideline for preventing salmonella infections](#) (in Finnish)
- [Examples of tasks](#) in which health status statements are required (in Finnish).

Where do you keep the information listing the employees for whom a health status statement has been issued?

14.4 Hygiene passports

The operator ensures that persons handling unpackaged, perishable foods on a food premises have hygiene passports. A test certificate alone is no longer sufficient to replace the hygiene passport.

See the Finnish Food Authority's website for [examples](#) of tasks in which a hygiene passport is required (in Finnish).

Where is information stating which employees have completed a hygiene passport kept (*such as copies of hygiene passports or a list of employees who have a hygiene passport*)

15. Importation of foods

We import foodstuffs of non-animal origin from other EU Member States ☐ Yes ☐ No
 We import foodstuffs of animal origin from other EU Member States ☐ Yes ☐ No
 We import foodstuffs from third countries ☐ Yes ☐ No

We import the following foodstuffs from the following countries:

Importation of foods of animal origin from EU countries

If the operator imports foods of animal origin (meat, milk, fishery products and egg products) from another EU Member State to Finland, the import information must be reported to the Food Control Unit of Tampere. You can submit the report on ilppa, the environmental health e-service: <https://ilppa.fi/alkusivu>

Notification of intra-EU imports of foods of animal origin has been submitted to Tampere Food Control Unit (date): _____

Operators importing foods of animal origin from the EU single market to Finland must submit import reports of consignments arriving in Finland. The reporting obligation applies to the following foods:

- products subject to the special salmonella guarantee listed in Article 8 of the Regulation laying down specific hygiene rules for food of animal origin: meat from bovine and porcine animals, including minced meat, meat from domestic fowl, turkeys, guinea-fowl, ducks and geese, including minced meat, and eggs
- other meat of animal origin
- preparations of meat from all animal species
- raw milk
- cheeses made from raw milk

The report can be submitted digitally at [Report form for intra EU-trade operators of foodstuffs of animal origin](#) or using the form [Report of the foodstuffs of animal origin imported from other EU member states](#) on the Finnish Food Authority's website.

Person responsible for submitting the import report: _____

Import reports are submitted (how?): _____

The own-checks of operators engaged in intra-EU importation must include an acceptance inspection of imported foods and their documents.

The acceptance inspection of foods of animal origin imported from another EU country contains the following actions:

☐	Checking that foods are labelled as required by legislation: incl. identification mark, origin, batch number
☐	Checking the match between the documents and product
☐	Checking that the food originated in an approved establishment (List of approved EU establishments: https://ec.europa.eu/food/safety/biosafety/food_hygiene/eu_food_establishments_en ; List of approved non-EU establishments: https://ec.europa.eu/food/safety/international_affairs/trade/non-eu-countries_en)
☐	Checking that the food is not from an area subject to safeguard measures (Ministry of Agriculture and Forestry website www.mmm.fi)
☐	Checking that raw beef, pork, chicken, turkey, guinea fowl, goose and duck meat and minced meat come with a salmonella certificate* and commercial document**
☐	Checking that eggs come with a certificate stating that the establishment of origin has been tested for salmonella
☐	Recording the actions taken (incl. returns motivated by own-checks) if there are shortcomings in the issues listed above. We keep records (where?): _____

In addition, procedures included in the general acceptance inspection (incl. temperature measurement) are completed as set out in section 2.

* It must be possible to link a laboratory-issued salmonella certificate to the import batch in question and the relevant commercial document. The salmonella test must have been carried out in the country from which the products are dispatched to Finland.

**The commercial document must be in keeping with the layout model in Regulation (EC) No [1688/2005](#) on special guarantees concerning salmonella.

If the acceptance inspection reveals that the salmonella documents are missing or incomplete, the use of the batch must be banned and it must be returned or destroyed. Note: It cannot be disposed of as biowaste or mixed waste. The operator must report any shortcomings in documents detected in own-checks to the Food Control Unit of Tampere.

The operator must have a sampling and testing plan for imported foods of animal origin, following which samples are sent for laboratory testing. Salmonella samples from imported products must be tested as set out in Appendix 6 to the Finnish Food Authority's guideline [Microbiological requirements for foods - Guideline for food sector operators - Finnish Food Authority](#) (in Finnish).

If a batch of meat tests positive for salmonella in own-checks, the batch must be returned to the country of origin or destroyed. The operator must report any foods to be destroyed or returned due to salmonella to the Food Control Unit of Tampere.

Sampling plan has been drawn up (date): _____

Description of actions in case of deviations:

Packaging labels or identification mark are missing: _____

The documents and the food do not match, or there are shortcomings in the traceability information in the documents: _____

Beef, pork, turkey, guinea fowl or duck meat does not come with a salmonella certificate or commercial document: _____

Salmonella or other finding causing a health hazard is diagnosed in an own-check sample: _____

If the operator imports frozen and perishable foods, the ATP requirements for transport equipment must be addressed: classification and approval of transport equipment according to ATP requirements (FRC/FNA/other ATP classifications).

Importation of foods of non-animal origin

If the operator imports foods of non-animal origin (incl. vegetables, spices, sauces, confectionery) into Finland from another EU Member State or from third countries, a separate report is not required. The Customs monitors the safety of imported foods of non-animal origin. The operator is themselves responsible for ensuring compliance with the food legislation of the foods they import and for finding out about any special legislation related to these foodstuffs.

FOOD RECEPTION TEMPERATURES

Perishable foods that need to be stored at low temperatures to avoid spoilage must be transported in an insulated cargo area with refrigeration equipment or in an insulated transport container that can be closed and cooled by some other means, ensuring that the temperature of the food does not exceed 6 °C. When transporting foods of animal origin, however, except if they are delivered directly to the end user, the temperature requirements laid down in Annex III to the Regulation laying down specific hygiene rules for food of animal origin must be complied with. (Ministry of Agriculture and Forestry Decree on Food Hygiene 318/2021)

Delivery of food to restaurants in combination loads

- Combination load = Refrigerated transport of foods that does not originate in an establishment and that contains perishable foods requiring storage at a temperature not exceeding 6 °C. The same load may also include foods subject to a lower temperature requirement, such as raw fish (close to melting ice temperature) and minced meat (up to 2 °C)
- The temperatures of foodstuffs transported in such combination loads may not exceed 6 °C.
- The transported foods may not freeze.
- If unpackaged raw fish is transported in combination loads, it must be well iced.

Temperatures of food of animal origin if delivered directly from the establishment to the restaurant:

Food	Temperature
Fresh fishery products, defrosted unprocessed fishery products, cooked and chilled crustacean and mollusc products	close to melting ice temperature ^{a)}
Cold smoked and cured fishery products as well as processed fishery products in vacuum and inert gas packaging	0 – 3 °C ^{b)}
Other processed fishery products (except preserves and other processed fishery products that can be stored at room temperature), sushi and live mussels	at most 6 °C ^{b)}
Offal	at most 3 °C ^{b)}
Uncooked meat	at most 7 °C ^{b)}
Poultry meat	at most 4 °C ^{b)}
Uncooked meat preparations	at most 4 °C ^{b)}
Minced meat and minced liver	at most 2 °C ^{b)}
Minced poultry meat	at most 2 °C ^{b)}
Perishable dairy products, the preparation of which includes at least pasteurisation or equivalent treatment	at most 8 °C ^{b)}
Other perishable dairy products and perishable milks and creams	at most 6 °C ^{b)}
Egg products requiring refrigeration	at most 4 °C ^{b)}
Frozen foods, the temperature of which is not subject to other provisions in the Regulation laying down specific hygiene rules for food of animal origin	-18 °C or lower ^{b)}

a) The temperature requirements in Annex III to the Regulation laying down specific hygiene rules for food of animal origin apply up till the last retail outlet

b) The temperature requirements of the Decree on establishments apply up till the next food premises after the establishment.

Food storage and serving temperatures

Under the legislation (section 23 of Act 318/2021, excepting fresh unpackaged fishery products, the legal basis for which is EC No 853/2004), the following temperatures must be observed when storing and serving microbiologically perishable foods:

Food	Storage temperature at most	Serving temperature
Fresh unpackaged fishery products	0... 2 °C	
Fresh packaged fishery products, cooked and chilled crustacean and mollusc products, defrosted unprocessed fishery products, cold smoked and cured fishery products, processed fishery products in vacuum and inert gas packaging and salted roe	0... 3°C	
Minced meat, minced liver and minced poultry meat	4 °C	
Uncooked meat and offal, uncooked meat preparations as well as meat products and meat preparations (sliced meat, dinner sausages, ready meals with meat)	6 °C	
Perishable foods, including milk, cream, sprouts, chopped vegetables, live mussels, sushi, fish loaves and dairy products, the manufacture of which does not include pasteurisation or similar treatment	6 °C	
Perishable dairy products, the manufacture of which includes at least pasteurisation or equivalent treatment (excluding milk and cream) and pasteurised berry, fruit and vegetable juices	8 °C	
Frozen foods	-18 °C or lower	
Foods served hot		at minimum 60 °C
Foods served cold during service (service time at most 4 hrs)		at most 12 °C

Any lower temperatures recommended by food manufacturers should be observed.

The recommended temperature for eggs is 10–14°C.

When storing vegetables, their different temperature requirements must be accounted for: cool (+10–14°C) and room temperature.

The temperature of a product to be cooled should be measured four hours after the start of cooling. At that time, the temperature of the product must not exceed 6 °C.

The temperatures of food prepared by heating must be at least 70 °C and that of poultry meat at least 75 °C. The temperature of reheated food must be at least +70 °C.

QUICK-FREEZING ON A FOOD PREMISES

Restaurants, food stores or similar use freezer units to quick-freeze foods. Special units are needed for freezing foods, and the storage periods of frozen foods are substantially longer than those of quick-frozen ones. Further provisions on freezing are laid down in the Ministry of Agriculture and Forestry Decree on Frozen Foods 818/2012.

Quick-freezing is a form of food storage permitted for food premises that can be used to extend the storage period of a food. However, the requirements for labelling, storage period, cooling units, defrosting and similar must be met when quick-freezing foods.

Frozen or quick-frozen foods may be sold to the consumer or industrial kitchens partially or wholly defrosted, provided that the label or leaflet clearly indicates that they have been frozen or quick-frozen and that they may not be frozen again after defrosting.

Quick-freezing of foods on a food premises is possible under the following conditions:

- quick-freezing of ingredients is possible before their use by date
- foods prepared by the operator and the ingredients used for them may be quick-frozen for a short period of time not exceeding two months (mushrooms, wild berries and horticultural produce as well as game may even be stored for longer, provided that their quality does not deteriorate)
- the foods must be quick-frozen in units that are fit for purpose and regularly serviced and that are not loaded in excess of their capacity
- no foreign smell, taste, colour or foreign matter may be transferred from packaging or containers or other contact material to the food
- quick-frozen foods and ingredients should be stored at -18°C or colder
- the contents of the package must be clearly marked on it, including the name of the food and the date of freezing (if the food is quick-frozen in an unopened package, the two-month period is calculated from the date on the package label, and this date must not be changed);
- the foods must be quick-frozen immediately after pre-treatment or preparation, at the latest on the day on which they were processed/prepared;
- hot foods must be cooled quickly (to 6 °C within four hours) before quick-freezing
- foods that have already been served should not be quick-frozen
- quick-frozen foods whose use by date, best by date or freezing date has been exceeded by two months are disposed of appropriately
- quick-freezing cold-smoked and cured fish is not recommended. If it is frozen, however, after defrosting the fish should be used for a food that is heated
- quick-frozen foods must be defrosted in a refrigeration unit or similar, ensuring that the temperature on the surface of the food to be defrosted does not rise higher than in its other parts
- the operator must take quick-freezing into account in the own-check plan

QUICK-FREEZING OF FISHERY PRODUCTS

Fishery products may not contain parasites that impair their quality assessed by sensory inspection or their food hygiene quality. Due to the parasite risk, fishery products not treated with a technique that destroys viable parasites (such as cured fish, cold smoked fish, roe, fish for sushi, marinated fish) must undergo a freezing treatment.

Fishery products must be frozen

- to -20°C or below for at least 24 hours, OR
- to -35°C or below for at least 15 hours

Either the ingredient or the finished product must be subjected to the freezing treatment.

No separate freezing treatment is required if:

- a fishery product has been kept frozen (-18 °C) for at least 96 hours, OR
- the fish has been heated to an internal temperature of +60 °C for at least one minute, OR
- the fish concerned are herring and sprat, salmon farmed in the Atlantic and rainbow trout and sturgeon farmed in Finland

Fish species farmed in Finland other than the rainbow trout and sturgeon may also be exempted from the freezing requirement if the operator has information provided by the fish farmer on the following matters:

- the fish have been bred from embryos on the fish farm; and
- the fish have been fed exclusively with industrially manufactured feed.

If an operator who cures farmed whitefish, for example, has received written information on these matters from the fish farmer, the ingredients or finished products do not need to undergo freezing treatment. This written information need not be provided for each batch, as a one-off confirmation of the fish farmer always complying with these farming criteria is sufficient.

Further information: [Guideline on fisheries products - Finnish Food Authority](#) (in Finnish)

FOOD INFORMATION TO BE PROVIDED AT FOOD SERVICE ESTABLISHMENTS

The seller or supplier of a food is responsible for ensuring that it is labelled correctly. This section contains general information on the labelling of unpackaged foods at food service establishments.

UNPACKAGED FOODS, INFORMATION TO BE PROVIDED AND THE WAY IN WHICH IT IS PROVIDED

Foods at food service establishments are almost without exception unpackaged and generally subject to the following labelling requirements.

An unpackaged food is a food that

- is served to the consumer at a food service establishment for immediate consumption
- has been pre-packaged for immediate sale at a food service establishment, such as takeaway products
- consumers package themselves, for example in a salad bar where the customer packages their portion in a box
- the seller packages for the consumer at their request

The following information must be provided about unpackaged foods:

- Name of the food
- Substances and products causing allergies and intolerances (a list at the end of the leaflet)
- Country of origin of meat used as a food ingredient (applies to fresh or frozen beef, pork, lamb, and goat and poultry meat)
- Country of origin if the entire foodstuff has been manufactured outside Finland

The information must be provided as follows:

- In writing in a leaflet provided or on a sign placed near the unpackaged food
- The information may be provided orally if consumers are told in writing that it is available from the staff. For example:

“Dear customer, additional information about the foods is available from our staff.”
--

- The country of origin of meat must be indicated in writing. A separate guideline has been published on the country of origin indication, "Information on origin of meat is mandatory at restaurants and cafés" (in Finnish).
- Information on foodstuffs must be available in writing/digitally at the food service establishment/restaurant
- The own-check plan must include a description of how and where information on allergens can be found.
- A separate notice is not required if the consumer's special nutritional needs have been determined in advance and the food is handed over on this basis (for example, day-care centres, schools, hospitals, care for older people, prisons).

PRE-PACKAGED FOODS

- If the food is to be sold over a long period of time and it has been packaged in such as a vacuum pack or otherwise sealed in a package to ensure its long shelf life at the food service establishment, the food is deemed to be pre-packaged. A pre-packaged food is sealed in the packaging before it is sold.

- If the restaurant delivers pre-packaged products to a branch that does not belong to the same company, the products are considered packaged. In these cases, the products must have the labelling required by law.

SUBSTANCES AND PRODUCTS CAUSING ALLERGIES OR INTOLERANCES

1. Cereals and cereal products containing gluten
2. Crustaceans and crustacean products
3. Eggs and egg products
4. Fish and fish products
5. Peanuts and peanut products
6. Soya beans and soya bean products
7. Milk and dairy products
8. Nuts
9. Celery and celery products
10. Mustard and mustard products
11. Sesame seeds and sesame seed products
12. Sulphur dioxide and sulphites containing more than 10 mg/kg or 10 mg/l as total sulphur dioxide
13. Lupins and lupin products
14. Molluscs and mollusc products

FURTHER INFORMATION

- [Food information guide for food control authorities and food sector operators 17068/2 \(in Finnish\)](#)

INDICATING THE ORIGIN OF MEAT IS MANDATORY IN RESTAURANTS AND CAFÉS

Indicating the country of origin of meat to the customer is mandatory at restaurants and other food service establishments as of 1 May 2019. This information must be given in writing, for example in an easily noticeable leaflet or sign.

The requirement of indicating the country of origin applies to the meats listed below (including minced meat) when used at the food service establishment as an ingredient in fresh or frozen food:

- beef
- pork (excluding wild boar)
- lamb and goat meat
- poultry meat (chicken, goose, duck, turkey and guinea fowl meat).

The requirement also applies to takeaway products and online sales.

The requirement to indicate the country of origin does not apply to meat preparations (salted, flavoured or marinated meat) or meat products (sliced meats or sausages) that are delivered to the restaurant and are used as food ingredients. The information on the country of origin can be found on the meat packaging, for example.

The country of origin of meat means the country in which the animal was reared.

The actual country of origin must be indicated, if available:

For example a meat loaf: beef (country of origin Finland), pork (country of origin Germany), OR beef (Finland), pork (Germany).

If the actual country of origin of the meat is not available, it should be indicated as "EU" or "non-EU", or "EU and non-EU".

For example: broiler meat (non-EU).

Read more

- in the Ministry of Agriculture and Forestry Decree [154/2019](#) and
- on the Finnish Food Authority's website: <https://www.ruokavirasto.fi/en/foodstuffs/food-sector/food-information/labelling/labelling-of-the-country-of-origin-of-foods/country-of-origin-of-meat-at-serving-points/>

NAME FOODS CONTAINING HAM CORRECTLY

The name of a food must not mislead the consumer. It must be clear, easy to understand and truthful. When naming foods containing meat, the manufacturer must ensure that the name is based on the correct names of the ingredients. The correct names of the ingredients can be checked by looking at the labelling provided by the ingredient manufacturer. (See the example below.)

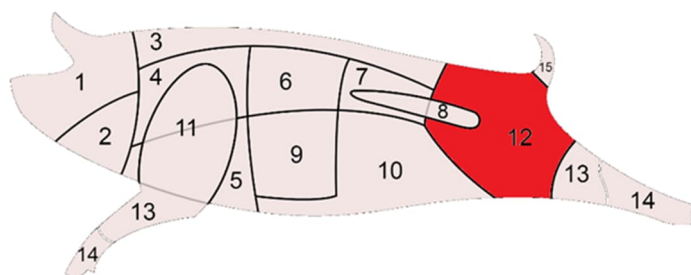
The word ham can only be used in the name of the food if the food contains real ham (see the image below), such as ham pizza, ham and potato bake or ham salad.

For a food made from ham products or sliced ham, the term 'ham product' may be used. In this case, for instance, the food is named a ham product pizza or a ham product salad, and the ham product must be entered in the ingredient list.

Pizza strips are often used in pizzas. Rather than a name of a food, pizza strip is a commercial name. This product often contains pork, however not ham. In this case, the word 'ham' may not be used in the name of the pizza or the list of ingredients.

What is ham?

Ham consists of 100% pork and comes from the back leg of the pig (in the Figure, ham is shown in red with the number 12). Only salt, water, spices, glucose/starch syrup and permitted additives may be added to ham.



Example of the labelling of ham:

Ingredients: Pork (ham, Finland), water, salt, glucose, stabilisers E 450, E 451, antioxidant E316, preservative E 250. Meat content 92%.

Further information:

Finnish Food Authority:

<https://www.ruokavirasto.fi/en/foodstuffs/food-sector/food-information/labelling/naming-of-foods/ham-as-the-name-of-a-food/>

Own-check sampling at food service establishments

Food service establishments that handle and prepare foods or produce ice should include sampling and tests in their own-checks. The food service establishment can take the own-check samples itself or outsource this to a designated laboratory (<https://www.ruokavirasto.fi/en/laboratory-services/designated-laboratories/food-laboratories/>). In connection with an Oiva inspection, supervisors assess the sampling plans of food service establishments and their implementation. Any changes to sampling frequency should be agreed upon with the supervisor.

Provisions on a food manufacturer's obligation to take own-check samples are laid down in the EU Regulation on microbiological criteria for foodstuffs. The Finnish Food Authority has prepared a guideline on applying the EU Regulation on microbiological requirements for foodstuffs 4095/04.02.00.01/2020/5. For this guideline, see the Finnish Food Authority's website at: [Microbiological requirements for foods - Guideline for food sector operators - Finnish Food Authority](#) (in Finnish) and its Appendix on food service establishments [Appendix 9 Retail outlet](#)

Testing of ice

If a food service establishment produces ice for use in beverages or ready-to-eat foods, testing the quality of the ice once a year is recommended. The ice sample is tested for *Escherichia coli*, coliform bacteria and intestinal enterococci. Ice samples can be replaced by such as good hygiene, surface swabs and cleaning practices for the ice cube appliance described in the own-check plan and complied with well.

Surface swabs

Surface swabs should be taken at food service establishments where ready-to-eat perishable foods, such as salads, filled rolls, cured fish and sliced meat are handled or prepared. For example, this recommendation applies to restaurants, cafés, pizzerias, sushi restaurants, catering services and institutional kitchens. The numbers of surface swabs depend on the scale of the activity. [Appendix 9](#) on food service establishments contains the recommended sampling frequencies and numbers for surfaces.

The operator can collect the samples using such as Hygicult plates or other similar commercial indicators/methods for monitoring hygiene, or the samples can be taken by a laboratory. The cultivation method can also be replaced by a commercial hygiene monitoring indicator/method. Surface swabs should be taken from surfaces that come into direct contact with food, such as worktops, chopping boards, utensils and appliances (vegetable cutter, etc.). The swabs are taken from clean and dry surfaces, for example in the morning before starting the work. If the samples are taken by the operator, the instructions for using the selected method should be followed.

Food service establishments should also take surface swabs to test for *Listeria monocytogenes* if ready-to-eat perishable foods in which *Listeria monocytogenes* may occur and whose sales period is 5 days or more are prepared. These foods include fresh salads, filled rolls, cured fish and cold smoked fish. Surface swabs are taken from the areas and appliances where these products are handled while the work is in process or immediately after it has been completed and before the cleaning starts.

Food samples

Food samples for microbiological testing are taken from perishable and ready-to-eat foods prepared at food service establishments in which *Listeria monocytogenes* can grow and whose sales period is 5 days or more.

Testing minced meat and meat preparations made from beef or lamb with discretion (intended use, target group) for STEC bacteria is recommended. For example, collecting samples is recommended when preparing minced meat intended to be eaten uncooked (such as steak tartare).

In food preparation kitchens, taking samples of foods prepared on the premises and storing them frozen for 2-4 weeks is recommended to investigate any suspicions of food poisoning. A suitable sample volume is at least 200 grams.

Result monitoring

As part of own-checks, the operator should draw up a sampling plan specifying the samples to be taken, the tests to be carried out on the samples and the frequency of sampling. The operator should record the sampling results, corrective measures taken due to any poor results (such as more efficient cleaning/improved instructions/changing detergents/replacing cleaning equipment) and the results of repeat samples.

The operator should examine the trends of test results over the long term. By examining the trends, they can assess if the preparation process and hygiene measures are under control. This examination is carried out for each individual analysis. If the trend is deteriorating, the operator must take immediate action to prevent microbiological hazards. If the trend of results has been at an acceptable level for a long time, samples can be taken less frequently. The simplest way of monitoring the results is drawing up a table of them in a copybook with squares that shows the trend of the results, or by using the 'traffic light model', in which good results are marked in green, passable ones in yellow and poor ones in red.

Examples of trend monitoring

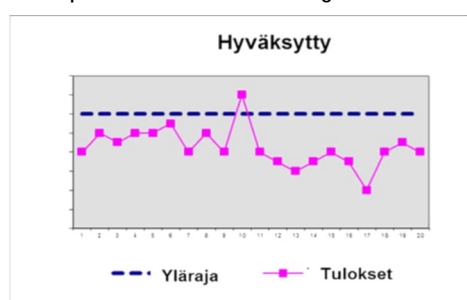


Figure 1. The situation is acceptable if this is an indicator. In most cases action is required in case of is a pathogen.

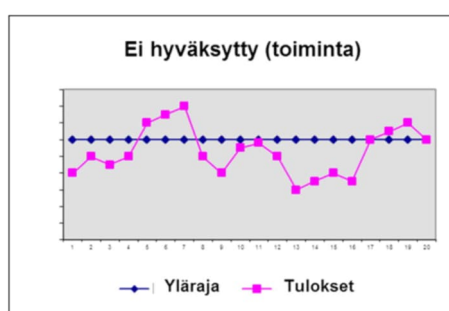


Figure 2. The situation is not acceptable. In the operation of a food premises, a repeated problem, such as in the operation of a specific shift.