




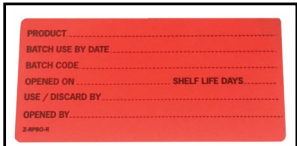
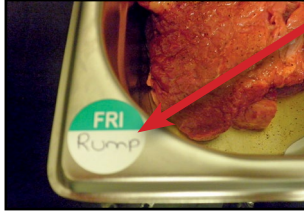


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| Cloth | Blue roll only |
| PPE | N/A |
| Chemicals | • Sanitiser |
| Reference | <ul style="list-style-type: none"> • Safety policies • COSHH manual • Risk assessment manual • DMLB • A4 handwash poster • SOP 3 - Chemicals • SOP K0001 - Handwash procedures • SOP K0005 - Handling raw meat • SOP K0017 - Food quality complaints and product recall procedures • SOP OF0087 - Logging and reviewing APOS wastage • SOP K0098 - Use of the Automated Defrost and prep calculator |
| Equipment | <ul style="list-style-type: none"> • Short red handled tongs • Red handled scissors • Metal containers with lids • Red plastic preparation trays • Oil trigger spray containing clean vegetable oil • Steak seasoning • Steak seasoning shaker • Orange labels • Day dots • Blue roll • Pen • General waste bin • White plastic disposable apron • Disposable gloves |
| VideoSOP | To be used together with this written SOP. Tap here to play  |

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| Step 1 |  | <p>Wash hands thoroughly :</p> <ul style="list-style-type: none"> • Before and after handling raw meat. • After handling the packaging. • After raw meat preparation. <p>• Refer to the A4 handwash poster.</p> |
| Step 2 |   | <ul style="list-style-type: none"> • Complete the raw meat preparation as part of the morning set up procedures prior to any other food preparation/service, ensuring that there is no risk of cross contamination. • Only use red colour coded utensils and red trays in the preparation of raw meat. • Set up the area with 2 x red trays, the relevant number of metal containers and lids, red handled scissors, oil trigger spray, steak seasoning, orange labels, day dots, a pen. • Set up a general refuse bin. • A white plastic disposable apron must be worn for this task. • Disposable gloves may be worn for this task. |
| Step 3 Batch code |   | <ul style="list-style-type: none"> • Refer to the Automated defrost and prep calculator and obtain the correct number of items to prepare. • Check the dates on the packaging and use in date order. • Prepare the orange labels for all items prior to opening any meat packs. • The details from the pack label must be transferred to an orange label immediately. • Write the product name, product batch 'use-by' date, batch code, opened on date, shelf life days and use/discard by date onto the orange label. • Do not mix batch codes. • Do not mix products in the same container. |

**Step
4**

- Attach the completed orange label to the outside of the container AND apply the relevant day dot (maximum 3 days for chilled product and 5 days for frozen products) to the lip of the container (not the lid).
- If the 'use-by' date on the original packaging is less than 3 days, apply the appropriate day dot.
- To help identify steaks, write the name of the steak on the day dot applied to the lip of the container (not the lid).

**Step
5**

Prepare raw meat in the following order:





- 1 - Sausages and frozen burgers (ROI only) - Decant from the packaging and neatly place into the pre-labelled metal container. Cover with a lid.
- 2 - Burgers - If required, decant from the packaging and neatly place into the pre-labelled metal container. Ensure that the blue paper between the burgers remains in place. Cover with a lid. Burgers can also be taken directly from their packaging during service.
- 3 - Gammon - Place gammon directly into the pre-labelled metal container. Cover with a lid.
- 4 - Mixed grills - Decant the items onto a red tray, placing items of the same type together. Place into a pre-labelled metal gastronorm in neat stacks. Depending on the volume of prep required, different sized gastronorms can be used. Cover with a lid.
- 5 - Steaks - Prepare by item. Refer to step 6.




- Use red handled scissors to open the meat packs.
- Ensure all raw meat packaging is placed in the general waste bin immediately.
- Wash hands after completing this task.

**Step
6**

Steak preparation:

- On one red tray, spray vegetable oil and sprinkle with a layer of steak seasoning. Two sprays of oil and two shakes of steak seasoning per steak.
- Decant the steak from the vacuum pack and place onto the 2nd red tray.
- Using the short red handled tongs, coat both sides of the steak in oil and seasoning and place in the pre-labelled metal container.
- Continue this for the remaining steak preparation.
- Top up the oil and seasoning on the red tray as required.
- Cover the steaks with a lid.
- Wash hands after completing this task.

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| Step 7 |  | <ul style="list-style-type: none"> • Once raw meat preparation is completed, transfer the items required for service to the raw meat drawers. • The lids can be removed for peak service and must be washed immediately in the dishwasher. • The lids must be replaced at the end of the session and kept in place overnight. • For additional preparation, store in a designated raw meat fridge, or the base/lowest shelf of the walk-in fridge. • If a refrigerated raw meat drawer is not available, place the prepared meat on the lowest shelf in a designated service fridge. |
| Step 8 |  | <ul style="list-style-type: none"> • For beef burgers that are kept in their original pack – once opened, apply a day dot immediately (maximum 3 days). • If the 'use-by' date on the original packaging is less than 3 days, apply the appropriate day dot. • All open packs must be placed into a lidded container overnight. • Wash hands after handling any raw meat packaging. |
| Step 9 |  | <p>A 2 stage cleaning process is required after all raw meat preparation:</p> <ul style="list-style-type: none"> • Remove all utensils and equipment and wash in the dishwasher. • Using blue roll and sanitiser, complete a pre-clean of the surface to remove all spillage and food debris. Dispose of blue roll in the general waste bin. • Spray the surface with sanitiser, leave for 30 seconds and wipe with clean blue roll. Dispose of blue roll in the general waste bin. • Dispose of the white plastic disposable apron in the general waste bin. • Wash hands after cleaning the raw meat preparation areas. • Do not use any raw meat equipment (red) for any task other than handling raw meat. |
| Step 10 |  | <p>General storage in refrigerators:</p> <ul style="list-style-type: none"> • All raw meat must be stored on the lowest area of the walk-in fridge and the bottom shelf of any other fridge. • All raw meat must be stored below ready to eat foods. • The refrigerated drawer must only be used for storage of raw products i.e. raw meat, fish and eggs. • Raw meat that has been removed from its outer cardboard box must not be in direct contact with the floor of the walk-in fridge - store raw meat on trays or racks or in a clean, high sided plastic container. • Wash hands after handling any raw meat packaging. |

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| Step 11 |  | <ul style="list-style-type: none">• For any raw meat quality complaints, these must be reported as a food complaint via the A&I reporting system. Refer to SOP K0017 - Food quality complaints and product recall procedures.• Reports must be submitted on the day of the incident. |
| Step 12 |  | <ul style="list-style-type: none">• If prepared raw meat runs out during service and additional raw meat is required, preparation must only be completed in an area of the kitchen where no other food preparation is taking place.• Ensure that there is no risk of cross contamination by removing all items from the area, including shelving above, underneath and to each side (if applicable).• Follow the process in step 2 to step 10.• A 2 stage cleaning process must be completed after all raw meat preparation. |
| Step 13 |  | <ul style="list-style-type: none">• Ensure yellow cloths are <u>not</u> used when cleaning raw meat preparation areas.• If any packaging label is damaged, copy the information from another pack in the same batch onto an orange label and attach to the pack.• If a label is missing, and the item is not attached to another pack, dispose of the pack and record as a food complaint via the A&I reporting system. Refer to SOP K0017 - Food quality complaints and product recall procedures.• All wastage recorded in the DMLB must be logged onto APOS on a daily basis. Refer to SOP OF0087 - Logging and reviewing APOS wastage.• A 2 stage cleaning process must be completed after all raw meat preparation. Refer to Step 9.• Ensure all equipment is clean prior to use and washed in the dishwasher to sanitise after use.• Do not use any raw meat equipment (red) for any task other than handling raw meat. |