

SAMPLE MAINTENANCE AND CALIBRATION POLICY

Forms:

Food Safety Log

Monthly Probe Calibration Record

Other Types of Evidence of Compliance

Maintenance records and receipts

Calibration certificates and records

POLICY:

- ◆ All equipment used for food handling must be in good repair and condition.
- ◆ All staff/ volunteers are trained to report defects in relation to kitchen & food equipment.
- ◆ All maintenance and calibration work will be carried out as scheduled.
- ◆ Service records for all maintenance and calibration will be kept in the Co-ordinator's Office.
- ◆ All maintenance issues including calibration, which may present a health risk, will be dealt with immediately.
- ◆ Under no circumstances will food production be undertaken in an area where maintenance work is being carried out. The Kitchen staff/ volunteers will supervise all maintenance work that takes place in the kitchen and will ensure that the repaired area is free from any risk of contamination before food production is recommenced.
- ◆ All work carried out will only be done by personnel / companies approved by the Co-ordinator.

CALIBRATION POLICY:

- ◆ The acceptable tolerance for temperature non-conformances of equipment is +/- 1°C.
- ◆ A reference thermometer shall be used (i.e. an externally calibrated thermometer) to calibrate other thermometers used at the temperatures for which they will be used. If the reference thermometer is not available, individual probe thermometers will be internally calibrated using the ice-point and the boiling water method at least once every month.
- ◆ An approved company will undertake the calibration of all other equipment such as cool rooms and freezers at least once every six months. Alternatively this will be done internally.
- ◆ All probe thermometers and infra red thermometers will be calibrated monthly and this will be recorded on the **Monthly Probe Calibration Record**.

CALIBRATION PROCEDURE

Ice Point Check:

- Make sure that the thermometer has been at ambient room temperature for at least 10 minutes.
- Fill a small insulated container (e.g. small foam esky) with crushed ice that has been made from potable water (town drinking water is OK).
- Add some water to the container, no more than one third the quantity of ice, to start the ice melting. There should be water between the ice pieces but the ice should not be floating. Pour off the excess water.
- Place the thermometer probe in the centre of the container so that the point of the probe is in contact with the ice and water. The point of the probe should not touch the base of the container.
- Leave for about 10 minutes to obtain a steady reading and stir.
- Read the temperature on the thermometer. If:
 - The thermometer is accurate it should read 0oC.
 - The temperature is not at 0°C note the difference in the temperature reading.
 - For example, if the thermometer is 0.5C, then the difference is -0.5C.
 - The temperature is greater than 1°C or colder than -1°C, it is recommended that thermometers be replaced or returned to the manufacturer for servicing.
- When using the thermometer the difference must be used as a correction factor.
 - For example, if the difference of the thermometer was -0.5°C and the product temperature was 4.0°C, then the correct temperature would be $4.0 - 0.5 = 3.5^{\circ}\text{C}$

Boiling Point Check:

- Make sure that the thermometer has been at ambient room temperature for at least 10 minutes.
- Boil an amount of water in a saucepan/pot.
- Place the thermometer probe in the centre of the pot so that point of the probe does not touch the base of the saucepan/pot.
- Leave until a steady reading is obtained.
- Read the temperature on the thermometer. If:
 - The thermometer is accurate it should read 100oC.
 - The temperature is not at 100°C note the difference in the temperature reading.
 - For example, if the thermometer is 100.5C, then the difference is -0.5C.
 - The temperature is greater than 1°C or colder than -1°C, it is recommended that thermometers be replaced or returned to the manufacturer for servicing.
- When using the thermometer the difference must be used as a correction factor.
- For example, if the difference of the thermometer was -0.5°C and the product temperature was 90.0°C, then the correct temperature would be $90.0 - 0.5 = 89.5^{\circ}\text{C}$

Source: NSW Food Authority Vulnerable Persons Food Safety Scheme Manual