

Own-check plan in food store

Store name

Store address

Postcode and post office

Person responsible for own-check

Phone number of the person
responsible for own-check

Email of the person responsible for own-check

TABLE OF CONTENTS

1. General information on own-check	4
1.1 Completing, updating and storing own-check	4
1.2 Operation responsibilities and description	4
1.3 Suspected food poisoning and customer complaints	6
1.4 Thermometers	6
2. Procurement and reception of foodstuffs	7
3. Imports of foodstuffs	9
3.1 Imports of foodstuffs of animal origin from EU countries	9
4. Temperature management	12
5. Storage and warehousing of foodstuffs	13
6. Handling of foodstuffs	14
6.1 Allergens and prevention of contamination	14
6.2 Temperature management during handling and preparation	15
6.2.1 Foodstuffs to be cooked	15
6.2.2 Products kept hot	16
6.2.3 Foodstuffs to be chilled	17
6.2.4 Foodstuffs to be frozen	18
6.2.5 Foodstuffs to be thawed	18
6.2.6 Foodstuffs to be reheated	19
6.3 Contaminants formed during food preparation	19
7. Sale of foodstuffs	20
7.1 Measures to prevent the contamination of foodstuffs	20
7.2 Foodstuffs sold hot	21
7.3 Packaging of foodstuffs for sale	21
8. Information provided on foodstuffs and labelling	22
9. Packaging and food contact materials	23
10. Traceability and withdrawals	24
10.1 Traceability	24
10.2 Withdrawals	24
11. Transportation and sale of foodstuffs outside the store	25
11.1 Transportation of foodstuffs	25
11.2 Sale of foodstuffs outside the store	25
11.3 Delivery of foodstuffs to another retail establishment	25
11.4 Distance sales, online sales	26
12. External operators within the store	27
13. Food aid and waste	28
14. Sampling	29
15. Cleaning, maintenance and waste management	30
15.1 Sanitation	30
15.2 Maintenance	31
15.3 Waste management	31
16. Pest control and other animals	33
17. Staff	34
17.1 Induction	34
17.2 Hand hygiene and work clothing	34
17.3 Health monitoring	34
17.4 Consultants, product presenters and other external operators	35

Annex 1: Temperatures of foodstuffs at reception	36
Annex 2: Storage and serving temperatures of foodstuffs	37
Annex 3: Freezing in food premises	38
Annex 4: Freezing of fishery products	39
Annex 5: Acrylamide reduction measures	40
Annex 6: Required information on foodstuffs in retail sale	41
Annex 7: Description of the beef labelling system	44
Annex 8: Own-check sampling in stores	50
Annex 9: Additional information	55

1. GENERAL INFORMATION ON OWN-CHECK

Food business operators and contact material business operators shall have in place a system whereby the operator identifies and manages the hazards associated with its operations and ensures that the operations meet the requirements imposed under food legislation. The operator shall record the results of own-check with a sufficient degree of accuracy (Food Act 297/2021, Section 15).

Records of own-check for food business operations must include records detailing the implementation of the own-check, related measurements, investigations and surveys, as well as any corrective actions taken and notifications to the authority (Decree of the Ministry of Agriculture and Forestry on food hygiene 318/2021, Section 22).

1.1 COMPLETING, UPDATING AND STORING OWN-CHECK

Please note that this is a template for the own check. Only sections relevant to the specific food business need to be filled in. Any other sections must be deleted. If your operations contains activities that are not included in the template, you can enter them as annexes, for example.

The operator is responsible for ensuring that the own check practices are up-to-date. It is important to review own check practices at least once a year, and whenever your operations undergo changes.

This own-check plan was last updated:

The author of the update:

Own-check and any related documents must be available for inspection by the food control authority.

The documents are stored in (where)

The minimum
retention period
is 1 year.

Contact details of the control authority:

Email: ymparistoterveys@vantaa.fi Website: https://www.vantaa.fi/en	City of Vantaa/Urban Environment/Environment Centre Street address: Lauri Korpisen katu 9C, 01370 Vantaa Postal address: PL 8801, 01030 City of Vantaa
You can file reports related to food premises, suspected food poisoning or detected harms at: https://ilppa.fi/	

1.2 OPERATION RESPONSIBILITIES AND DESCRIPTION

Please tick the boxes in the table that apply to your store.

Activity	Responsible person (deputy)
Updates on the own-check plan	
Suspected food poisoning cases and customer complaints	
Procurement and reception of foodstuffs	
Imports of foodstuffs	
Preservation and storage of foodstuffs	

Activity	Responsible person (deputy)
Temperature management of refrigeration equipment	
Handling and preparation of foodstuffs	
Allergens and prevention of contamination	
Foodstuffs to be cooked	
Products kept hot	
Foodstuffs to be chilled	
Foodstuffs to be frozen	
Foodstuffs to be defrosted	
Foodstuffs to be reheated	
Packaging of foodstuffs	
Sale of foodstuffs	
Packaging of foodstuffs for sale	
Information provided on foodstuffs and labels	
Packaging and contact materials	
Traceability and withdrawals	
Sales outside the store	
Food aid	
Sampling	
Cleaning and maintenance	
Waste management (including by-products)	
Pest control and other animals	
Staff	
Other, specify:	

1.3 SUSPECTED FOOD POISONING AND CUSTOMER COMPLAINTS

Suspected food poisoning must be reported immediately to the food control authority through the electronic form at <https://ilppa.fi/> or by e-mail to ymparistoterveys@vantaa.fi.

The store keeps samples of the suspected food or raw material for potential tests. The sample quantity is 200–300 g per food or raw material and it is collected to a clean container with adequate information for identification and the date. The sample is stored frozen.

For any other health risks (contaminants, chemicals), see Section 9 Traceability and withdrawals.

Customer complaints are recorded and discussed with the staff, and any changes deemed necessary for the operations will be made.

1.4 THERMOMETERS

Foodstuff temperature is measured using:

Indoor thermometers

Probe thermometers

Infrared thermometers

Automatic temperature monitoring system

Other, specify:

For more information on thermometers used in the food business, visit the Finnish Food Authority's website: [Thermometers used in the food industry – guidelines for operators and controllers](#) (in Finnish)

2. PROCUREMENT AND RECEPTION OF FOODSTUFFS

Sources of supply for foodstuffs

Foodstuffs are procured from the following sources of supply (wholesalers/producers/direct purchases/farmers)

Transportation of foodstuffs to the store

Delivery companies deliver the foodstuffs directly to the store.

We collect the foodstuffs ourselves from the wholesaler.

We ensure the continuity of the cold chain in the following ways (e.g. personal refrigerated truck, cooler bags, cold accumulators, thermometers, transportation distance and time):

Some foodstuffs arrive as overnight transports (staff not present).

We ensure the continuity of the cold chain for night transports in the following ways:

Other transportation methods, specify:

The following aspects are checked during the inspection of foodstuffs at the reception:

Integrity and cleanliness of packaging

Labelling (especially ensuring that the labels include the dates of the products and that they are written in Finnish and Swedish)

Sensory quality of the products (appearance, smell)

Accuracy and correctness of commercial documents

Temperatures of foodstuffs

Temperature monitoring at the reception of foodstuffs

When foodstuffs are received, the temperatures of perishable foods (including products that require refrigeration such as fresh fish and meat, dairy products or chopped vegetables and deep-frozen foods) are measured. The inspections are carried out on loads from different suppliers.

When a store collect the foodstuffs themselves from the wholesale/retail outlet, they do not need to record anything for the inspection of foodstuffs during reception, if the foodstuffs were transported under appropriate conditions and nothing unusual occurred during the transportation.

The temperatures are measured on _____ incoming batches per week. *)

The temperatures are recorded _____ times a week. *)

Where are the entries recorded?

Only detected temperature deviations and the following corrective measures are recorded.

Where are the entries related to deviations recorded?

* See Annex 1 for more information on temperatures at reception.

Any deviations detected in the temperature and the following corrective measures must always be recorded.

Corrective measures in the event of temperature deviations

Assessing the usability of the foodstuffs (whether it can still be used or needs to be disposed of)

Withdrawal of the foodstuffs

Other measures, specify:

3. IMPORTS OF FOODSTUFFS

We import foodstuffs of non-animal origin from other EU countries ourselves.	Yes	No
Foodstuffs of animal origin are imported from other EU countries.	Yes	No
We import foodstuffs from non-EU countries ourselves.	Yes	No
We import the following foodstuffs ourselves from the following countries:		

3.1 IMPORTS OF FOODSTUFFS OF ANIMAL ORIGIN FROM EU COUNTRIES

When importing foodstuffs of animal origin (meat, milk, fishery and egg products) from another Member State of the European Union to Finland, the import details need to be declared through online services or a separate form: [Declaration for imports of foodstuffs of animal origin into the internal market](#). If you submit your declaration through a separate form, it must also be sent to the Vantaa Food Control (sisamarkkinatuonti@vantaa.fi). The declaration form can be found on the Finnish Food Authority's website [Import of foodstuffs of animal origin from the internal market](#).

The following foodstuffs require declaration:

- products with special guarantees concerning salmonella listed in Article 8 of the Regulation laying down specific hygiene rules for food of animal origin: raw meat of bovine and porcine animals, including minced meat, meat of domestic chickens, turkeys, guinea fowls, ducks and geese, including minced meat and raw eggs
- other raw meat of animal origin
- raw meat preparations made from any animal species
- unpasteurized milk
- cheeses made from unpasteurized milk

The person responsible for declaring imports:

Imports are declared (how?):

The own-check by an operator importing products into the internal market must include an inspection of imported foodstuffs and their documentation during the reception.

The following steps are taken when receiving foodstuffs of animal origin imported from another EU country:

Checking that the foodstuffs are labelled as required by the law: e.g. identification mark, country of origin, batch number.

Checking that the documents and the product correspond with each other.

Ensuring that the foodstuff originates from an approved establishment ([List of approved EU establishments](#) and [List of approved non-EU country establishments](#)).

Checking that the food does not originate from an area subject to a protection order (according to the website of the Ministry of Agriculture and Forestry at <https://mmm.fi/en/frontpage>).

Checking that raw and minced meat of bovine, porcine, chicken, turkey, guinea fowl, goose and duck are accompanied with a salmonella certificate* and a commercial document**

Checking that eggs are accompanied with a certificate proving that the original egg farm has been tested for salmonella.

Recording the measures taken (e.g. own-check corrective actions), if there are any shortcomings in the aforementioned points. Entries are recorded in (where?)

In addition, all the common actions are carried out during reception inspections (e.g. temperature measurement) in accordance with Section 2.

Operators that receive foodstuffs in storage hotels must make a written agreement with the storage hotel if the hotel performs the reception inspections.

The person responsible for reception inspections:

* The salmonella certificate issued by a laboratory must be traceable to the specific batch and commercial document. Salmonella tests must be carried out in the country from which the products are delivered to Finland.

**The commercial document must conform to the template set out in the Special Guarantee Regulation (EC) No [1688/2005](#).

If the salmonella documentation is found to be missing or incomplete during a reception inspection, the batch must be banned and withdrawn or disposed of, if the documentation cannot be completed. The operator must report any shortcomings in the documentation to the Vantaa Food Control.

The operator must have a sampling and testing plan for imported foodstuffs of animal origin, according to which samples are submitted to a laboratory for testing. Samples of imported products must be tested for salmonella in accordance with [the Annex 9 of the Finnish Food Authority's guidelines on Microbiological requirements for foodstuffs](#).

If an own-check sample in a batch of meat is found to be salmonella positive, the batch must be returned to the country of origin or disposed of. The operator must report to the Vantaa Food Control regarding the disposal or return of foodstuffs due to salmonella.

A sampling plan has been drawn up on (date):

Description of measures during exceptional deviations:

No labelling or identification mark

The documents and the foodstuffs do not correspond with each other or the traceability information in the documents is incomplete

Meat of bovine, porcine, chicken, turkey, guinea fowl or duck is not accompanied with the salmonella certificate or commercial document

Salmonella or other causes of a health risk is detected in the own-check sample

If the operator imports deep-frozen and perishable foodstuffs, the ATP requirements for transportation equipment must be taken into account: classification and approval of transportation equipment according to ATP requirements (FRC / FNA / other ATP classifications).

Imports of foodstuffs of non-animal origin

If the operator imports foodstuffs of non-animal origin (e.g. vegetables, rice, various other dry foodstuffs, spices, preserves, sauces, sweets, etc.) from another Member State of the European Union or a non-EU country, no separate declaration is required. The Customs shall supervise the safety of the imported foodstuffs of non-animal origin. The operator is responsible for the compliance of imported foodstuffs and any specific food legislation requirements.

4. TEMPERATURE MANAGEMENT

The temperatures for storage and sales of foodstuffs are set out in Annex 1.

Do your refrigeration appliances have an automatic recording system? Yes No

Any refrigeration equipment without an automatic temperature monitoring system?

Description on how the automatic temperature monitoring system operates

Different refrigeration equipment have been set alarm limits.

The system will trigger an automatic alarm if the alarm limit is reached.

Where are the alarms directed to?

Where are the reports stored?

The records must be kept a minimum 1 year.

The reports are printed. How often?

Temperatures of refrigeration equipment are monitored in our store in the following ways:

Temperatures are monitored daily using the thermometers attached to the refrigeration equipment *) Attached thermometers are recommended.

Temperatures are recorded regularly times a week. *)

Where are the entries recorded?

The temperatures of foodstuffs stored in refrigeration equipment are measured.

How often?

Where are the entries recorded?

Any detected temperature deviations and the following corrective actions are always recorded.

*Temperatures are compared with the temperature table in Annex 2.

What corrective actions are taken if temperature deviations are detected?

The usability of the foodstuffs is assessed (whether they can still be used or need to be disposed of).

Foodstuffs are transferred to a different refrigerator.

The temperature of the refrigerator is set to the right temperature.

How the refrigerator is filled will be changed and/or the operator needs to be able to monitor the temperature of the specific refrigerator.

The refrigeration maintenance is called.

Other measures, specify:

5. STORAGE AND WAREHOUSING OF FOODSTUFFS

The rotation rate and order of the products in the storage spaces need to be maintained daily. Foodstuffs that have passed their expiry date should not be stored in the storage spaces.

The storage periods in our store are managed in the following ways:

FIFO (First In, First Out; the correct rotation order of products is maintained by positioning the least recent foodstuffs in the storage spaces/refrigeration units first).

Foodstuffs stored in the storage spaces are checked regularly.

Opened product packages are labelled with the date of opening.

Self-prepared products are labelled with the date of preparation.

Self-frozen foodstuffs are labelled with the date of freezing.

In other ways, specify:

6. HANDLING OF FOODSTUFFS

Foodstuffs need to be handled according to the guidelines of good hygiene practices and the instructions of the foodstuff's manufacturer.

6.1 ALLERGENS AND PREVENTION OF CONTAMINATION

Handling of foodstuffs ensures that the foodstuffs are not contaminated. Contamination can also occur with non-allergens. Cross-contamination should be avoided at all stages of operation. Cross-contamination can occur due to a contact from another foodstuff, food preparation equipment or human.

At every stage of the food supply chain, allergens must be identified and precautions taken in case of mistakes. The employees need to know how to handle allergenic foods in the preparation site, from ordering the raw materials to preparation, cleaning and storage.

The following allergens are handled in the store:

Cereals containing gluten and products thereof	Crustaceans and products thereof
Eggs and products thereof	Fish and products thereof
Peanuts and products thereof	Soybeans and products thereof
Milk and products thereof	Nuts and almonds and products thereof
Celery and products thereof	Mustard and products thereof
Sesame seeds and products thereof	Sulphur dioxide and sulphites in concentrations greater than 10 mg/kg or 10 mg/l as total sulphur dioxide
Lupin and products thereof	
Molluscs and products thereof	

How to avoid allergenic and cross-contamination of foodstuffs?

Separate workstations for different product groups (e.g. uncooked meat, chicken, fish, vegetables and other raw/ready-to-eat products).

Separate tools such as cutting boards and knives for different product groups (e.g. uncooked meat, chicken, fish, vegetables, blue cheese and other raw/ready-to-eat products).

Cleaning the workstations and equipment between different activities and after handling different products .

Washing hands and changing to new disposable gloves (when moving from one product group or preparation stage to another, and after any unsanitary activity such as wiping your nose, going to the bathroom or handling money).

Wearing appropriate protective clothing (e.g. wearing a headgear to prevent hair from getting into the products).

Separating different activities temporally/different times, how?

In other ways, specify:

6.2 TEMPERATURE MANAGEMENT DURING HANDLING AND PREPARATION

Foodstuffs should be kept in room temperature during handling for as little time as possible. For example, when preparing food, any foodstuffs that require refrigeration should be taken out to the room temperature only in necessary quantities.

The temperatures for storage and serving of foodstuffs are set out in Annex 2.

Our store has separate work instructions for the following stages of handling (meat handling, grinding, grilling, etc.):

6.2.1 FOODSTUFFS TO BE COOKED

Any microbes that could cause food poisoning in the products will primarily be terminated by adequate heating.

The temperature of the product must reach above +70 °C throughout and above +75 °C for poultry meat. It is not necessary to measure the temperature of food that is clearly boiling.

Monitoring the temperature of foods to be cooked

Temperatures are monitored/measured _____ times a week.

Temperatures are recorded regularly _____ times a week.

Where are the entries recorded?

Any temperature deviations and the following corrective actions are recorded. Where are the entries recorded?

In other ways, specify:

Any deviations detected in the temperature and the following corrective measures must always be recorded.

Corrective measures in the event of temperature deviations

The food will continue to be heated.

The temperature of the equipment will be adjusted to the right temperature.

How the equipment is filled will be changed and/or the operator needs to be able to monitor the temperature of the specific equipment.

The equipment maintenance is called.

Other measures, specify:

6.2.2 PRODUCTS KEPT HOT

Hot foods are stored at temperatures above +60°C before sale, e.g. in the back of the store or a thermal cabinet (food warmer, display warmer or cabinet, etc.). The temperature of the foods is measured towards the end of the storage period.

Our store keeps the following foods hot before sale and uses the following hot storage equipment:
Which products are kept hot in the store before sale? What kind of hot storage equipment are used?

Temperature monitoring of foods kept hot

Temperatures are monitored/measured _____ times a week.

Temperatures are recorded regularly _____ times a week.

Where are the entries recorded?

Any temperature deviations and the following corrective actions are recorded. Where are the entries recorded?

Other, specify:

Any deviations detected in the temperature and the following corrective measures must always be recorded. What measures are taken if temperature deviations are detected?

6.2.3 FOODSTUFFS TO BE CHILLED

Foodstuffs that are meant to be chilled must be refrigerated immediately after preparation and must reach their individual storage temperature requirements within four hours (Annex 2).

Any foodstuffs that were kept hot in kitchens and service counters may be chilled and reheated if the temperature of the food was always kept at least +60°C during the entire service time.

The following foodstuffs are chilled in the store: How often? How much at a time?

E.g. smoked fish products, ready meals, barbecue products

We refrigerate foodstuffs using

Separate cooling cabinets meant for refrigeration.

Cold water/ice (only suitable for occasional refrigeration of small quantities of foodstuffs).

Refrigeration equipment where we also store other foodstuffs (only suitable for occasional refrigeration of small quantities of foodstuffs; the temperature of other products in the refrigeration equipment must not rise during refrigeration).

Other methods, specify:

Temperature monitoring of foodstuffs to be chilled

Temperatures are monitored/measured _____ times a week.

Temperatures are recorded regularly _____ times a week.

Where are the entries recorded?

Any temperature deviations and the following corrective actions are recorded. Where are the entries recorded?

Other, specify:

Any deviations detected in the temperature and the following corrective measures must always be recorded.

What corrective actions are taken if temperature deviations are detected?

If any refrigeration time remains, refrigeration will be resumed.

If four hours has elapsed since the start of the refrigeration process, the product will be disposed of.

The performance of the refrigeration appliance/method is checked.

Other measures, specify:

6.2.4 FOODSTUFFS TO BE FROZEN

The foodstuffs to be frozen have a designated storage space with a temperature of -18°C or colder. The foodstuffs are frozen before the expiry date. The shelf life of the frozen foodstuff is two months from either the date of freezing or the date on the package. See the separate guidelines on freezing in the food premises (Annex 3).

The packaging of the foodstuffs to be frozen clearly indicate its contents, which includes the name of the foodstuff and the date of freezing. The storage periods of frozen foodstuffs are regularly monitored. Any frozen foodstuffs whose expiry date or best-before date or date of freezing has been exceeded by two months is disposed of appropriately.

If the store uses raw fish, e.g. for sushi or cured fish, it should follow the instructions on the freezing of fishery products (Annex 4).

The following foods are frozen in our store: How often? How much at a time?

E.g. ready meals

We freeze food using

Separate freezers where no other foodstuffs are stored.

Separate freezers where other foodstuffs are also stored.

Other, specify:

6.2.5 FOODSTUFFS TO BE THAWED

Frozen or deep-frozen foodstuffs should be thawed in a refrigerator or other similar space so that the surface temperature of the food being thawed does not rise higher than other parts.

In which device or other similar space are frozen foods thawed?

How do you determine the shelf life or time limit of consumption of a defrosted product?

Defrosted foodstuffs must bear a message of the type "do not refreeze" and the expiry date.

6.2.6 FOODSTUFFS TO BE REHEATED

The temperature of the foodstuffs to be reheated should be at least +70 °C throughout.

The following foodstuffs are reheated in our store:

Reheating temperatures are monitored/measured _____ times a week.

Temperatures are recorded regularly _____ times a week.

Where are the entries recorded?

Any temperature deviations and the following corrective actions are recorded. Where are the entries recorded?

Other, specify:

Any deviations detected in the temperature and the following corrective measures must always be recorded.

It is not necessary to measure the temperature of batches that are heated to the point of boiling. However, the temperature should be measured if the food contains, for example, meatballs or larger pieces of meat.

6.3 CONTAMINANTS FORMED DURING FOOD PREPARATION

Various contaminants may form during food preparation. When starchy foodstuffs are deep-fried, baked in an oven, fried in fat, or roasted at high temperatures (above +120°C), acrylamide may start forming. The highest concentrations of acrylamide have been found in potato products (potato chips and French fries), cereal products (crisp bread, cookies or breakfast cereals) and coffee.

Own-check should include measures to reduce acrylamide forming during practical work. The most appropriate reduction methods in food premises (such as work instructions and recipes) are recorded in

(Annex 5 Acrylamide reduction methods)

Checklist:

- Follow the instructions for use/preparation provided by the manufacturer.
- Avoid overfrying and aim for the lightest possible surface colour.
- Use colour guides wherever possible and keep them clearly visible to the staff.
- Monitor the frying temperature and time of the equipment/frying oil and record any deviations and corrective measures taken.

7. SALE OF FOODSTUFFS

7.1 MEASURES TO PREVENT THE CONTAMINATION OF FOODSTUFFS

When selling foodstuffs, it needs to be ensured that they are not contaminated. Ready-to-eat and raw foodstuffs need to be kept separate in service sales.

Unpackaged foodstuffs (excluding vegetables) sold in self-service retail need to be properly protected. The tongs need to be stored hygienically.

Everything related to allergens are covered in Section 6.1.

Food contamination is prevented in service sales

Using separate service counters

Using service counter dividers

Using separate workstations for different product groups

Using separate tools for different product groups (cutting boards, knives, etc.)

Cleaning the workstations and equipment between different activities and after handling different products

Washing hands and changing to new disposable gloves (when moving from one product group or preparation stage to another, and after any unsanitary activity such as wiping your nose, going to the bathroom or handling money)

Wearing appropriate protective clothing (e.g. wearing a headgear to prevent hair from getting into the products)

Sneeze guards for service counters

Other methods, specify:

Measures to prevent the contamination of foodstuffs in self-service retail

Equipping the serve-over counters with sneeze guards (for salads, desserts, pastries, pickles, beets, sweets, etc.).

Providing separate tongs for different foodstuffs, and the tongs are stored hygienically, as well as replaced and cleaned regularly.

Positioning the serve-over counters so that they can be monitored by the staff (direct line of sight and proximity).

Other methods, specify:

7.2 FOODSTUFFS SOLD HOT

Foods kept hot are stored in thermal cabinets so that the temperature of the product does not exceed +60°C.

Our store keeps the following foodstuffs and hot storage equipment hot:

Which products are kept hot in the store before sale? What kind of hot storage equipment are used?

Temperature monitoring of products kept hot and related records

Temperatures are monitored/measured _____ times a week.

Temperatures are recorded regularly _____ times a week.

Where are the entries made?

Any temperature deviations and the following corrective actions are recorded. Where are the entries recorded?

Other, specify:

Any deviations detected in the temperature and the following corrective measures must always be recorded.

What measures are taken if temperature deviations are detected?

7.3 PACKAGING OF FOODSTUFFS FOR SALE

We package the following foodstuffs in our store to facilitate sales (e.g. salads, sandwiches, bakery products), as well as other perishable foodstuffs (e.g. meat, fish, cheese, ready meals). Where are the foodstuffs packaged?

8. INFORMATION PROVIDED ON FOODSTUFFS AND LABELLING

The seller of the foodstuff is responsible for ensuring that the foodstuff has the mandatory labelling in Finnish and Swedish. Further guidelines on what information should be provided for unpackaged and packaged foodstuff in retail is provided in Annex 6.

Labelling of meat required by specific legislation

beef	pork
mutton	poultry meat
goat meat	other, specify:

Labelling of meat required by specific legislation

Labelling of cut beef

- Batch number
- Country of origin: Finland OR Born in: Finland, Reared in: Finland
- Slaughtered in: Finland (approval number of the slaughterhouse)
- Cut in: Finland (if cut in a cutting plant: approval number of the cutting plant)

Labelling of veal

- A bovine animal slaughtered at 8 months or less: "white veal" and "age on slaughter: maximum 8 months"
- A bovine animal slaughtered between 8-12 months: "veal" and "age on slaughter: 8-12 months"

Labelling of minced beef

- Batch number
- Country of origin: Finland OR Born in: Finland, Reared in: Finland. You do not need to indicate the country of origin if it is Finland.
- Slaughtered in: Finland
- Made in: Finland

Voluntary beef labelling

- Voluntary labelling system approved by the Finnish Food Authority for the retail chain in use
- Breed, which?
- Gender
- Rearing area
- Other, specify:

Mandatory labels for beef in service sales are displayed in the immediate vicinity of the beef.

The origin labels for pork, sheep, goat and poultry meat concern fresh and frozen, packaged and unpackaged meat

- Batch number
- Country of origin: Finland OR Born in: Finland, Reared in: Finland, Slaughtered in: Finland

OR

- Batch number
- Country of rearing: Finland
- Country of slaughter: Finland

9. PACKAGING AND FOOD CONTACT MATERIALS

Packaging materials, containers, equipment and similar that come into contact with the foodstuff must be suitable for food use. Examples of contact materials include food packaging, take-away containers, disposable containers, kitchen utensils, coffee makers, kettles, kitchen appliances and disposable gloves.

When purchasing materials, it should be ensured that they are suitable for contact with different types of foodstuffs (e.g. PVC/vinyl plastics are not suitable for fatty foods).

We procure packaging and food contact materials from:

The suitability of materials for food use is checked by the following methods:

The materials are labelled "for food use" to indicate their suitability for food use.

The materials are labelled with a "glass-and-fork" symbol to indicate their suitability for food use.

We store the certificates indicating the suitability of materials for food use (also known as declaration of compliance).

Packaging and other food contact materials are procured through a wholesaler/central organisation and the product title indicates the intended use (e.g. barbecue bag, bread bag, cheese film).

Other methods, specify:

Packaging materials are stored in:

If a food business operator imports packaging materials and delivers them to another food business operator, it is considered a contact material activity that requires a separate declaration to the local food control authority.

10. TRACEABILITY AND WITHDRAWALS

10.1 TRACEABILITY

The operators must know from whom they have procured all the raw materials/additives used and to whom they have delivered any prepared products, if they do not end up directly to the final consumer. The operators also need to know the dates of food procurement and delivery. In addition to this mandatory information, it is recommended that the operators have information on the quantities and batches of procured and sold goods.

The traceability data (delivery lists, delivery notes, purchase receipts) are recorded in the store as follows:

If packages are unpacked into smaller batches (e.g. foodstuffs in plastic bags are removed from their original packaging), the packaging must be marked with at least the date of the original packaging (expiry date or best-before date) or the batch number.

If the store handles beef, the store must have a written description of the beef labelling system. A template for the beef labelling system is provided in Annex 7.

10.2 WITHDRAWALS

Management of product withdrawals (prepared or imported products)

If a withdrawal notice is received for a foodstuff that is on sale, the foodstuff in question will be withdrawn from sale and the instructions on the notice will be followed, and if necessary, the Vantaa Food Control will be contacted.

If the product has been prepared or imported by the operator, the products in question will be withdrawn from sale and the Vantaa Food Control will be contacted immediately to determine further actions.

You can find more information and guidance on withdrawals on the Finnish Food Authority's website: [Withdrawal of foodstuffs](#).

11. TRANSPORTATION AND SALE OF FOODSTUFFS OUTSIDE THE STORE

We transport foodstuffs ourselves directly to customers as a grocery delivery service.

An external transportation company will transport foodstuffs from our store to customers.

We supply foodstuffs to restaurants/stores.

Distance sales, online sales (please fill in Section 11.4).

Other, specify:

11.1 TRANSPORTATION OF FOODSTUFFS

How is transportation organised (refrigerated truck, styrofoam boxes, etc.)?

What is the transportation time and area? How are the temperatures of foodstuffs monitored?

11.2 SALE OF FOODSTUFFS OUTSIDE THE STORE

The following foodstuffs are sold outside the store (yard/hallway):

The sale of foodstuffs are handled by an external operator.

Foodstuffs are stored in the store premises.

11.3 DELIVERY OF FOODSTUFFS TO ANOTHER RETAIL ESTABLISHMENT

Description of the operations and traceability of the foodstuffs and commercial document

To which stores/restaurants are the foodstuffs delivered, what foodstuffs are delivered, how much is delivered and how often, are the foodstuffs delivered packaged or unpackaged, how are legal labelling and legal temperatures ensured?

The store must ensure that adequate information is provided: [Food information guide for food controllers and food business operators](#) (Finnish Food Authority).

The delivery of foodstuffs of animal origin from one store to other stores and restaurants is allowed only if the quantity of delivered foodstuffs is small. Foodstuffs of animal origin refer to meat and various meat products, fish and processed fish products, milk and various milk products, as well as

eggs and egg products. The delivered quantity of foodstuffs of animal origin is considered small when it does not exceed 1,000 kg per year, and above that, when it does not exceed 30% of the annual volume of delivery and transfer of foodstuffs of animal origin by the retailer. If the delivered quantity of foodstuffs of animal origin is higher, approval as an establishment is required. However, a store cannot be an approved establishment.

11.4 DISTANCE SALES, ONLINE SALES

Description of distance/online sales and their proportion of the total sales

12. EXTERNAL OPERATORS WITHIN THE STORE

Bakery

Café

Food preparation

Sushi preparation

Cheese sales

Sale of processed meat and cold cuts

Smoothie preparation

Freshly squeezed juices in self-service sale

Berry sales

Food presenters, consultants

Other, specify:

The sales of foodstuffs are handled by an external operator.

The store is responsible for the sale of foodstuffs.

The external operator uses the store's storage spaces.

The external operator has their own storage spaces, etc.

Other, specify:

The external operator must submit a separate food premises declaration for their operations.

13. FOOD AID AND WASTE

To which charity will the foodstuffs be donated?

Charity organisations that regularly distribute perishable foodstuffs are subject to food control. It needs to be ensured that such organisations have made the necessary declarations to the food control authority.

We have ensured that the charity organisations to which we donate perishable foodstuffs from our store have made declarations of their operations.

Yes No

What surplus foodstuffs are donated? Who is responsible for transporting the foodstuffs to the food aid establishment (temperature control during the transportation)? Where are the donated foodstuffs stored, how are they labelled and how often are foodstuffs donated?

14. SAMPLING

Stores whose operations include handling and preparation of foodstuffs or ice manufacture need to include sampling and testing in their own-check.

The sampling plan was drawn up on
and is attached to this own-check plan.

More information:

Guidelines by the Vantaa Food Control: Own-check sampling in stores (Annex 8)

Guidelines by the Finnish Food Authority: [Microbiological sampling and requirements](#) (in Finnish)

15. CLEANING, MAINTENANCE AND WASTE MANAGEMENT

15.1 SANITATION

The person responsible for keeping the premises clean:

personal staff

external cleaning company, contact details:

The cleaning plan is part of the own-check plan of the food premises. The cleaning plan describes how the premises and equipment are kept clean, what kind of cleaning equipment and supplies are used, how often cleaning is carried out and who is responsible for cleaning. A written cleaning plan is not always necessary for businesses of 1-2 people.

How the cleanliness of the premises is ensured and recorded:

E.g. daily sensory inspections, sampling of surface cleanliness

The food premises need to have a separate and properly equipped space for the storage and maintenance of cleaning equipment. Detergents and disinfectants must not be stored in spaces where foodstuffs are handled.

If there is no water point in the cleaning equipment room, describe the following:

Where the water used for cleaning is obtained, where the waste water from cleaning is poured and how the cleaning equipment are washed without compromising food safety?

Dishwashing, temperature recommendations:

During prewash, the water temperature must not exceed +40 °C. The temperature of the washing water must be at least +55 °C and the rinsing water at least +80 °C.

Temperature monitoring of dishwashing water

Temperatures are monitored _____ times a week.

Temperatures are recorded regularly _____ times a week.

Where are the entries recorded?

Any temperature deviations and the following corrective actions are recorded. Where are the entries recorded?

Other, specify:

If the dishwasher does not have a fixed thermometer, the washing result should be controlled through microbiological samples or other appropriate methods (see Section 12 of the plan). Maintenance reports should also be stored.

What measures are taken if temperature deviations are detected?

15.2 MAINTENANCE

The operator and the representative of the property are responsible for the maintenance of the store in cooperation.

Contact details of the managing agent

The surface materials of the food premises and the materials used in utensils and equipment should be easy to clean. They should also be washable if necessary and withstand mechanical cleaning. The equipment are kept in good condition and clean. They are also regularly checked and maintained to ensure that they work properly. The freezer display cases are defrosted at least once a year, or it is ensured that their automatic defrosting works properly. The defrosting and cleaning of the refrigeration equipment are recorded during temperature monitoring, for example.

Repair/maintenance plan

The condition of premises, appliances and equipment is assessed (how often)

Observations and planned repairing measures are recorded (where)

Appliances are maintained regularly (how often)

Refrigeration equipment are defrosted and cleaned at least once a year. Entries related to defrosting and cleaning are recorded in

Other measures, specify:

The companies responsible for the equipment maintenance

15.3 WASTE MANAGEMENT

The waste containers in the store are emptied daily into the waste collection point designated by the property owner.

The following waste is sorted in the store/property:

Organic waste	Cardboard	Paper	Glass	Metal
Mixed waste	Energy waste	Plastic	Waste fats	

How often are indoor waste containers washed? Who is responsible for washing them?

With which company does the store have a valid waste management contract?

The functionality of the waste management system in the property is monitored (e.g. whether the waste containers are too full, whether the containers are broken, whether there are pests in the waste room) and any shortcomings are reported to the responsible person.

Any issues encountered in waste management and the following measures are recorded as follows:

By-products

Former foodstuffs of animal origin refer to raw or cooked foodstuffs of animal origin that are no longer fit for human consumption for commercial reasons or due to problems in preparation or packaging, without presenting a risk to human or animal health. Former foodstuffs may also be generated by handling of these foodstuffs in the store, for example, during fish gutting or meat cutting.

Our operations generate by-products

less than 20 kg/week more than 20 kg/week

By-products are collected into a separate bin and delivered to

The delivery notes for the transportation of by-products are stored in

16. PEST CONTROL AND OTHER ANIMALS

The food premises must be free of pests such as rodents, insects and birds.

Pests are prevented from entering the premises through the following measures:

Contract with a pest control company as a preventive measure.

Windows and doors are kept closed.

Checks that there are no access routes for pests (openings/holes leading to substructures or outside, etc.).

Continuous monitoring of the premises and foodstuffs for pests.

Other measures, specify:

With which company does the store have a valid pest control contract?

Corrective measures upon detecting pests, and the persons in charge

A pet or guide dog for someone with a visual, hearing and physical impairment can be brought into the store's customer spaces with the operator's consent. Such consent must be communicated to the customers at the entrance to the store.

17. STAFF

The operator is responsible for ensuring that the staff members working in the food premises have adequate knowledge on food hygiene to carry out their duties and can receive training and guidance on food hygiene when necessary. Understanding the nature and scope of store operations and own-check is part of job management.

17.1 INDUCTION

The staff working in the store are trained in hygiene and safety procedures and own-check.

How are entries related to staff induction and training recorded?

17.2 HAND HYGIENE AND WORK CLOTHING

Careful hand hygiene is very important in the food business. Disposable gloves are used to protect unpackaged food from microbes that may still be present on the hands after washing them. Disposable gloves should be changed frequently and every time they have come in contact with dirty surfaces, equipment, money or other potential sources of contamination. The use of disposable gloves therefore does not eliminate the need to wash hands.

Staff members handling foodstuffs in the food premises must wear clean and adequate work clothing that is only used in the food premises. The adequacy of the protective clothing depends on the work. For example, when working with unpackaged perishable foodstuffs, it is advisable to wear appropriate work clothing, a headgear that covers the hair and footwear suitable for the work.

What kind of work clothing do your staff members wear? Where is the work clothing stored and how is it maintained?

Unpackaged perishable foodstuffs must not be handled by anyone with an infected wound, artificial nails, earrings, piercings or other jewellery if they cannot be covered by the protective clothing. The same applies to anyone handling other unpackaged foodstuffs, where these factors may compromise food safety.

17.3 HEALTH MONITORING

A staff member who works in the food premises and handles unpackaged perishable foodstuffs is always required to have a health report from a healthcare professional (doctor, nurse) at the start of employment. The nurse/doctor will assess the need for a salmonella test during the health check.

A health report is also required

- from trainees and other interns who work in the workplace without an employment relationship for at least one month; and
- whenever there are reasonable grounds to suspect that a worker may carry salmonella (e.g. diarrhea with a fever or a family member diagnosed with salmonella).

More information on this topic

- [Guidelines for the prevention of salmonella infections](#)
- [Examples of work](#) that require the aforementioned reports.

Where are the entries recorded on who has submitted their health report?

The food premises must at least have a list of persons with a health certificate (name of the person and date of health check).

Hygiene passports

The operator needs to ensure that the staff members who handle unpackaged perishable foodstuffs in the food premises have a hygiene passport demonstrating their knowledge of food hygiene.

You can find [examples](#) of work that require a hygiene passport on the website of the Finnish Food Authority.

Where are the entries recorded of staff members who have a hygiene passport?

17.4 CONSULTANTS, PRODUCT PRESENTERS AND OTHER EXTERNAL OPERATORS

The operator needs to ensure that other food business workers in the store will comply with good hygiene practices and operate in accordance with the own-check plan.

Perishable foodstuffs that require refrigeration must be transported in an insulated load compartment equipped with refrigeration equipment or in an insulated container that can be cooled and closed in other ways, so that the maximum temperature is +6°C.

During transportation of foodstuffs of animal origin, unless delivered directly to the final consumer, it is necessary to follow the temperature requirements set out in Annex III of the Regulation laying down hygiene rules for food of animal origin. (Decree of the Ministry of Agriculture and Forestry on food hygiene 318/2021)

Delivery of foodstuffs to a restaurant in combined loads

- Combined load = Cold transportation of foodstuffs that leaves from a location other than the approved food establishment and contains perishable foodstuffs that require storage at a maximum temperature of +6 °C. The same load may also include foodstuffs with lower temperature requirements, such as raw fish (close to the temperature of melting ice) and minced meat (up to +2 °C).
- In such combination loads, the temperatures of the foodstuffs transported may reach a maximum of +6 °C.
- The transported foodstuffs must not freeze.
- If unpackaged raw fish is transported in combination loads, it must be well preserved on ice.

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

Foodstuff	Temperature
Fresh fishery products, defrosted unprocessed fishery products, and cooked and chilled crustacean and mollusc products	near the temperature of melting ice ^{a)}
Cold-smoked and fresh-salted fishery products, as well as processed fishery products packaged under vacuum or in a modified atmosphere	0 – 3 °C ^{b)}
Other processed fishery products (excluding wholly-preserved food and other processed fishery products preserved at ambient temperatures), sushi and live bivalve molluscs	Up to +6 °C ^{b)}
Offal	Up to +3 °C ^{a)}
Raw meat	Up to +7 °C ^{a)}
Poultry meat	Up to +4 °C ^{a)}
Raw meat preparations	Up to +4 °C ^{a)}
Minced meat and chopped liver	Up to +2 °C ^{a)}
Minced poultry meat	Up to +2 °C ^{a)}
Perishable milk-based products whose manufacturing involves at least pasteurisation or an identical process	Up to +8 °C ^{b)}
Other perishable milk-based products and perishable milks and creams	Up to +6 °C ^{b)}
Egg products that require refrigeration	Up to +4 °C ^{a)}
Frozen or deep-frozen foodstuffs whose temperature is not otherwise regulated in the Regulation laying down hygiene rules for food of animal origin	-18 °C or colder ^{b)}

a) The temperature requirements of Annex III of the Regulation laying down hygiene rules for food of animal origin shall apply until the final retail outlet

b) The temperature requirements of the institutional regulation shall apply until the next food premises

ANNEX 2: STORAGE AND SERVING TEMPERATURES OF FOODSTUFFS

According to the legislation (318/2021, Article 23, except for fresh unpackaged fishery products, for which the legal basis is EC No 853/2004), the following temperatures must be followed when storing and serving microbiologically perishable foodstuffs:

Foodstuff	Storage temperature up to	Serving temperature
Fresh unpackaged fishery products	0 ... +2 °C	
Fresh packaged fishery products, cooked and chilled crustaceans and molluscs, defrosted unprocessed fishery products, cold-smoked and cured fishery products, processed fishery products packaged under vacuum and in a modified atmosphere, and salted roe	0 ... +3 °C	
Minced meat, chopped liver and minced poultry meat	+4 °C	
Raw meat and offal, raw meat preparations, meat products and meat preparations (cold cuts, sausages, meat dishes)	+6 °C	
Perishable foodstuffs, including milk, cream, sprouts, chopped vegetables, live bivalve molluscs, sushi, kalakukko (Finnish fish bread), and milk-based products whose manufacturing does not involve pasteurisation or an identical process	+6 °C	
Perishable milk-based products whose manufacturing involves at least pasteurisation or an identical process (except milk and cream) and pasteurised berry, fruit and vegetable juices	+8 °C	
Deep-frozen products	-18 °C or colder	
Food served hot		at least +60 °C
Food served cold during the serving time (max. 4 h)		up to +12 °C

The lower recommended temperatures set by food manufacturers should be followed.

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

When storing vegetables, their different temperature requirements should be taken into account: cool (+10–14 °C) and ambient temperature.

The temperature of the product to be chilled is measured after four hours since the start of refrigeration process. In this case, the temperature of the product should not exceed +6 °C.

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

ANNEX 3: FREEZING IN FOOD PREMISES

Freezing refers to the process of using a freezer to freeze foodstuffs in restaurants or food stores, for example. Deep-freezing foodstuffs requires special equipment, and the shelf life of deep-frozen foodstuffs is substantially longer than the shelf life of frozen foodstuffs. Further information on the deep-freezing process is provided in the Regulation 818/2012 on deep-frozen foodstuffs by the Ministry of Agriculture and Forestry.

Freezing is a form of food storage that is permitted in food premises to extend the shelf life of foodstuffs. However, when freezing foodstuffs, it is important to consider all the requirements related to labelling, storage time, refrigeration equipment, defrosting, etc.

Foodstuffs that are stored frozen or deep-frozen may be sold to the consumer or mass caterer, partially or completely defrosted, if the labelling or leaflet clearly indicates that they have been stored frozen or deep-frozen and may not be refrozen after defrosting.

Foodstuffs can be frozen in food premises under the following conditions:

- raw materials need to be frozen before the expiry date
- self-prepared foods and the raw materials used to prepare these foods may be frozen temporarily for up to two months (mushrooms, wild berries, horticultural products and wild game may be stored for a longer period of time, provided that their quality does not deteriorate)
- foodstuffs must be frozen in appropriate and regularly maintained equipment that are not overloaded beyond their capacity
- the packaging or containers or other contact material must not transfer any foreign odour, taste, colour or other foreign matter to the foodstuff
- frozen foodstuffs and raw materials must be stored at a temperature of -18°C or colder
- the packaging clearly indicates its contents, that is, the name of the foodstuff and the date of freezing (if foodstuffs are frozen in unopened packaging, the two-month period shall run from the date on the package and the date must not be changed)
- foodstuffs must be frozen immediately after preliminary handling or preparation, and no later than the day of preliminary handling or preparation
- hot foods must be cooled quickly (down to $+6^{\circ}\text{C}$ in four hours) before freezing
- foods that have already been served must not be frozen
- any frozen foodstuffs whose expiry date or best-before date or date of freezing has been exceeded by two months must be disposed of appropriately
- freezing cold-smoked or cured fish is not recommended. However, if it is frozen anyway, the fish must be used in a food prepared by heating after it is thawed
- frozen foods should be thawed in a refrigerator or other similar space so that the surface temperature of the food being thawed does not rise higher than other parts
- the operator must consider freezing in own-check.

ANNEX 4: FREEZING OF FISHERY PRODUCTS

Fishery products must be free from parasites that might impair their sensory or food hygiene quality. Due to the risk of parasites, fishery products that are not handled sufficiently to destroy viable parasites (e.g. cured fish, cold-smoked fish, salted roe, fish for sushi, marinated fish) must undergo a freezing process.

Fishery products must be frozen

- down to a temperature of -20 °C or lower for at least 24 hours OR
- down to a temperature of -35 °C or lower for at least 15 hours

The freezing process must be carried out either on the raw material or finished product.

A separate freezing process is not necessary, if

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

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

- the fish have been farmed from embryos in a fish farm, and
- the fish are fed exclusively with industrially produced feed.

If the operator, who is producing e.g. cured fish from farmed whitefish, has a written declaration from the fish farmer on the above, the freezing process is not required for the raw material or finished product. A written declaration is not required for each batch, as a single declaration indicating that the fish farmer always complies with the fish farming criteria mentioned above is sufficient.

More information: [Guidelines for fishery products/Finnish Food Authority](#) (in Finnish)

ANNEX 5: ACRYLAMIDE REDUCTION MEASURES

For example, working instructions, recipes

FOODSTUFF	REDUCTION MEASURE
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ANNEX 6: REQUIRED INFORMATION ON FOODSTUFFS IN RETAIL SALE

The seller or supplier of the foodstuff is responsible for correct labelling. This annex provides general information on the labelling of packaged and unpackaged foodstuffs.

UNPACKAGED FOODSTUFFS, THE REQUIRED INFORMATION AND THE METHOD OF DECLARATION

Unpackaged foodstuff refers to a foodstuff that is

- packaged by the consumer, e.g. the consumer packs service counter baked goods to a bag
- packaged by the seller for the consumer at the consumer's request
- pre-packaged in the store to speed up and facilitate immediate sales, e.g. breads and take-away products
- served ready for consumption to the consumer at the place of sale

In retail sales, the following information must be provided for unpacked foodstuffs:

- name of the foodstuff
- ingredients
- substances and products causing allergies or intolerances (list at the end of this annex)
- country of origin, if necessary
- user and storage instructions
- labelling required by specific legislation (e.g. meat, fish, vegetables)
- the amount of salt and fat and, if necessary, an indication of high salt content in cheeses, sausages and meat products used as cold cuts
- the amount of salt in breads (and an indication of high salt content, if necessary)

The information should be provided as follows:

- in bilingual municipalities, the recommendations must be provided in both Finnish and Swedish
- in writing on a leaflet, notice or label near the unpackaged foodstuff
- the amount of salt and fat and the indication of high salt content must always be provided in writing
- any other information may be provided verbally if the consumers are informed in writing that the information can be obtained from the staff

For example:

"Dear customer, please contact our staff for more information on the foodstuffs."

- The required information on the foodstuffs must be available at the store in a written/electronic form

THE REQUIRED INFORMATION ON FOODSTUFFS PACKAGED BY THE STORE AND THE METHOD OF DECLARATION

- Foodstuffs packaged by the store must contain the same information as industrially packaged foodstuffs (excluding foodstuffs packaged for immediate sale).
- The required information on pre-packaged foodstuffs must be directly on the packaging or the label attached to it.
- The labelling must be provided in both Finnish and Swedish.

Packaged foodstuffs must contain at least the following information:

- name of the foodstuff
- list of ingredients
- substances and products causing allergies or intolerances in bold text
- concentrations of certain ingredients or ingredient groups (if necessary)
- amount of content
- minimum durability date or expiry date and, where applicable, the date of freezing
- name, business name or auxiliary business name, and address of the responsible food business operator
- country or place of origin
- storage instructions (if necessary)
- instructions for use (if necessary, including warning labels where applicable)
- alcohol content (of beverages, if the alcohol content is more than 1.2% by volume)
- nutrition labelling (i.e. nutrition declaration) (subject to exceptions)

In addition, if necessary, the following information must be provided, among others:

- food batch identification
- high salt content labelling
- identification labelling (foodstuffs of animal origin prepared in the establishment)
- any other potential labelling required by specific legislation (e.g. specific labelling for fish/meat/vegetables, use of packaging gas, use of sweeteners, caffeine)

The mandatory nutrition labelling includes the following information, calculated per 100 g / 100 ml:

- energy kJ/kcal
- fat (g), of which saturated fat (g)
- carbohydrates (g), of which sugars (g)
- protein (g)
- salt (g)

Optional nutrition labelling when the packaging includes nutrition and health claims (permitted labelling) and the food is fortified with vitamins and/or minerals (both the amount of the substance and the % of the reference intake must be provided). For more information on nutrition labelling, see the Food Information Guide.

SUBSTANCES AND PRODUCTS CAUSING ALLERGIES OR INTOLERANCES

1. Cereals containing gluten and products thereof
2. Crustaceans and products thereof
3. Eggs and products thereof
4. Fish and products thereof
5. Peanuts and products thereof
6. Soybeans and products thereof
7. Milk and products thereof
8. Nuts
9. Celery and products thereof
10. Mustard and products thereof
11. Sesame seeds and products thereof
12. Sulphur dioxide and sulphites in concentrations greater than 10mg/kg or 10mg/l as total sulphur dioxide
13. Lupin and products thereof
14. Molluscs and products thereof

FURTHER INFORMATION

- [Food Information Guide for food controllers and food business operators 17068/2](#) (in Finnish)
- ymparistoterveys@vantaa.fi

ANNEX 7: DESCRIPTION OF THE BEEF LABELLING SYSTEM

Store name

Phone number

Store address

Postcode and post office

1. RESPONSIBLE PERSONS

1.1 Person responsible for the beef labelling system 1.2 Deputy

2. RECEPTION OF BEEF

2.1 The store receives carcasses and/or parts of bovine animals. Yes No

2.2. The store receives cut beef. Yes No

2.3 The shop receives minced beef. Yes No

2.4 The reception inspection is carried out (by whom?):

2.5 The reception inspection is carried out (when, where?):

2.6 The following items are checked during the reception inspection required by the beef labelling system:

Mandatory labelling of beef on the packaging.

The beef is accompanied with a commercial document (e.g. a transportation document).

The following information is checked in the commercial document:

Consignor of the meat

Health mark of the dispatching institution

Recipient of the meat

Date of dispatch of the meat

Number of the commercial document

Birth identifications and carcass numbers of the carcasses

Batch number of the beef

Meat volume

2.7 The store accepts beef originating from non-EU countries. Yes No

(If the answer is yes, then please also answer point 2.8)

2.8 The reception inspection checks that beef originating from non-EU countries contains at least the following mandatory information:

Country of origin: non-EU

Slaughtered in: third country name

2.9 All reception inspections of beef are recorded.

Yes

No

How?

3. BEEF STORAGE

3.1 Different batches of beef are stored separately.

Yes

No

Description of the storage method

4. BEEF HANDLING

4.1 The store handles beef.

Yes

No

(Handling refers to, for example, mincing, cutting, chopping and unpacking of beef)

4.2 The store handles beef as follows:

Beef is unpacked to be sold loose

Beef is cut

Beef is minced

Beef is packaged

4.3 Combining different batches of beef during handling.

Yes

No

(If the answer is yes, then please also answer point 4.4)

4.4 If batches are combined, the new batch consisting of different batches will be assigned a new batch number.

Yes

No

How the batch number is formed?

5. BEEF SALES

5.1 The store has a loose beef outlet.	Yes	No
5.2 The loose beef outlet provides the mandatory information under the beef labelling system.	Yes	No

How and where information on loose beef is provided?

5.3 Beef packaged in the store is labelled on the packaging.	Yes	No
--	-----	----

5.4 The following information on cut beef is declared (select from the following):

- batch number
- born in: country
- reared in: country
- slaughtered in: country
- slaughtered in: country + approval number of the slaughterhouse
- cut in: country + approval number(s) of the cutting plant
- batch number
- country of origin: country
- slaughtered in: country + approval number of the slaughterhouse
- cut in: country + approval number(s) of the cutting plant
- batch number
- country of origin: country
- slaughtered in: the approval number of the slaughterhouse
- cut in: country + approval number(s) of the cutting plant

If other than the first option is selected, describe the cases in which the shorter declaration format is used

5.5 The following information on minced beef is declared (select from the following):

- batch number
- born in: country
- reared in: country
- slaughtered in: country
- made in: country
- batch number
- country of origin: country
- slaughtered in: country
- made in: country
- batch number
- slaughtered in: country
- made in: country

If other than the first option is selected, describe the cases in which the shorter declaration format is used

6. VOLUNTARY BEEF LABELLING SYSTEM

6.1 The store uses voluntary beef labels.

Yes

No

Which labels are used?

7. ACCOUNTING

7.1 The store keeps records according to the beef labelling system.

Yes

No

7.2 The following information can be found in the records:

Name of the establishment supplying the beef

Beef reception date

Number of the commercial document accompanying the beef

Description of the beef (cut beef, etc.)

Mandatory labels of the beef:

Birth identifications or carcass numbers

Batch numbers

Origin markings (born/reared/slaughtered in)

Slaughterhouse markings

Cutting plant markings (for cut beef)

Indications of manufacture (for minced beef)

Voluntary beef labels, if used

7.3 Accounting is carried out (choose one of the following):

Storing the waybills and completing any information missing in them

In other ways how?

8. MANDATORY BEEF LABELLING (CARCASSES, CUT BEEF, MINCED BEEF)

1. Mandatory labelling of carcasses and parts of carcasses of bovine animals

- birth identifications
- country of origin: country

or

- born in: country
- reared in: country
- slaughtered in: country
- slaughtered in: country + approval number of the slaughterhouse
- cut in: country + approval number(s) of the cutting plant

For example:

The cattle was born, reared and slaughtered in Finland

Birth identification: 001 234 567

Born in: Finland

Reared in: Finland

Slaughtered in: Finland 00

Slaughter date: 00/00/0000

2. Mandatory labelling of cut beef:

- batch number
 - country of origin: country
- or
- born in: country
 - reared in: country
 - slaughtered in: country
-
- slaughtered in: country + approval number of the slaughterhouse
 - cut in: country + approval number(s) of the cutting plant

For example:

The cattle was born, reared and slaughtered in Finland, cut in two different cutting plants in Finland

Batch number: 0000

Born in: Finland

Reared in: Finland

Slaughtered in: Finland 00

Cut in: Finland 000.00

The cattle was born in Germany, reared in France and slaughtered in Finland, cut in one cutting plant in Finland

Batch number: 0000

Born in: Germany

Reared in: France

Slaughtered in: Finland 00

Cut in: Finland 00

3. Mandatory labelling of minced beef:

- batch number
 - born in: country
 - reared in: country
- or
- country of origin (list the countries where the animal was born and reared)
-
- slaughtered in: country
 - made in: country

For example:

The cattle was born, reared and slaughtered in Finland, the minced beef was produced in Finland

Batch number: 0000

Born in: Finland

Reared in: Finland

Slaughtered in: Finland

Made in: Finland

ANNEX 8: OWN-CHECK SAMPLING IN STORES

Stores that handle (e.g. slicing, filleting, chopping, marinating), prepare (e.g. cooking, heating, smoking, salad preparation, etc.) unpackaged perishable foodstuffs for service sale and/or manufacture ice must include sampling and testing in their own-checks. Stores can carry out own-check sampling by themselves or by contracting an approved laboratory (<https://www.ruokavirasto.fi/en/laboratory-services/designated-laboratories/food-laboratories/>). A inspector will assess the sampling plan and its implementation in the stores during Oiva inspections. You can find further instructions on the tests and sample quantities on the table at the end of the guide. Any changes to the number of samples should be agreed with the inspector.

The obligation for food manufacturers to carry out own-check sampling is laid down in the EU Regulation on microbiological criteria for foodstuffs. The Finnish Food Authority has created an application guide for the EU Regulation [on microbiological criteria for foodstuffs \(10501/2\) \(Annex 9 concerning retail sales\)](#).

Ice sampling

The quality of the ice produced in a food business that comes in contact with foodstuffs or is used in the preparation of foodstuffs must be tested once a year. The ice sample is tested for *Escherichia coli*, coliform bacteria and intestinal enterococci.

Testing for *Listeria monocytogenes* in foodstuffs

Food samples for microbiological testing are collected from perishable and ready-to-eat foodstuffs susceptible to *Listeria monocytogenes* that were prepared in the store and have a shelf life of 5 days or more. Perishable foodstuffs require refrigeration, which include fresh salads, stuffed breads, cured fish, hot smoked fish, prepared meals and more. Samples for *Listeria monocytogenes* are also collected, for example, from minced meat packaged in a modified atmosphere at the store if the shelf life is 5 days or more, unless the packaging is labelled with a heating requirement (e.g. "to be heated before consumption").

Samples from Finnish minced meat and raw meat preparations

It is necessary to collect samples from Finnish minced meat and raw meat preparations that were prepared in the store. The number of tests will affect the sample quantity: the more tests will be carried out, the larger the sample quantity should be.

Samples from foreign minced meat and raw meat preparations

Food samples are collected from foreign batches of minced meat, raw meat preparations, poultry raw meat preparations and poultry meat preparations that were prepared in the store. The meat in raw meat preparations is chopped and seasoned/marinated. Poultry meat preparations are pre-cooked or pre-fried. The number of tests will affect the sample size.

Shelf life tests on products packaged in a modified atmosphere

When a store starts to package products in a modified atmosphere, the shelf life must be determined individually for each product group. The store may ask the store inspector for advice on shelf life tests. The samples for shelf life tests need to be collected from normal production and should represent the actual conditions of production and storage. The samples need to be collected from at least three different production batches, each of which is analysed in three parallel samples/sample units on two days of analysis (date of production and planned expiry date), so a total of 18 samples will be analysed. If the planned shelf-life is long, there will be several testing days.

Samples from surfaces

Microbiological surface cleanliness samples are collected from surfaces that are in direct contact with ready-to-eat perishable foodstuffs. Samples can be collected from worktops, work equipment or containers, etc. Sampling is determined by the sales area of the foodstuffs in the store, the shelf life of the ready-to-eat foodstuffs and the origin of the meat.

The surface cleanliness samples (aerobic micro-organisms or enterobacteria) need to be collected from clean surfaces after cleaning or before starting work. The store can collect the samples themselves using Hygicult plates or other similar quick methods, or the samples can be collected by a laboratory.

Surface samples for *Listeria monocytogenes* need to be collected from food handling areas and equipment for ready-to-eat foodstuffs when their shelf life is 5 days or more, mainly during the work or immediately after the work ends but before the cleaning process starts.

Surface samples need to be collected for salmonella testing when preparing minced meat or meat preparations from foreign meat (e.g. from meat grinders, saws and other equipment and utensils, worktops, handles).

Monitoring the results

As part of own-check, the operator must create a sampling plan that specifies the samples that will be collected, the tests that will be carried out on the samples and the frequency of sampling. The operator must monitor the results and react accordingly. If the results are unsatisfactory, the operator needs to determine the cause for the unsatisfactory result and collect another sample after corrective action. Any corrective actions taken must be recorded.

The operator needs to retain the sampling results and monitor the results for any long-term trends. Each analysis should be monitored separately. If the operator detects a negative trend, they must take immediate action to prevent any microbiological hazards, even if the critical limits have not yet been reached. If the results have been satisfactory for a long time, the operator can reduce the frequency of sampling. The simplest way to monitor the samples is to record the sampling results in a notebook, where you can see the trend of the results.

Here are some examples of trend monitoring

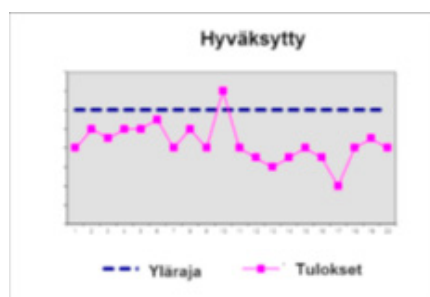


Figure 1. This situation is acceptable if it is an indicator. In most cases, the situation requires measures if it is caused by a pathogen.

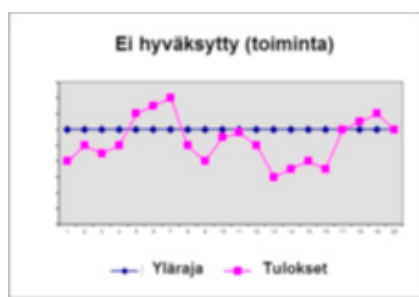


Figure 2. This situation is not acceptable. There is a recurring problem in the operations of the food premises, e.g. due to the operations of one shift.

For more information, contact your local food control authority: ymparistoterveys@vantaa.fi

Table: Tests and minimum quantities of own-check samples of the stores

Sample	Times of sampling/year	No. of partial samples	Tests
Ice (prepared at the store)	1	1	<i>Escherichia coli</i> , coliform bacteria, enterococci
Ready-to-eat foodstuffs with moderate risk prepared at the store (e.g., salads, sandwiches, ready meals, meat and fish balls and steaks, lean cured sausages, hot-smoked fish, and sliced or shredded vacuum-packed meat products), when the sales window is 5 days or more			
Store's annual production < 10 000 kg	0	-	
Store's annual production 10 000 – 100 000 kg	2	5	<i>Listeria monocytogenes</i> (testing on the use-by day)
Store's annual production > 100 000 kg	4	5	<i>Listeria monocytogenes</i> (testing on the use-by day)
Ready-to-eat foodstuffs with high risk prepared at the store (e.g., dry-cured salmon, hot-smoked fish, products including soft cheese made of unpasteurized milk, products including meat jelly, e.g., bread, salad, filling, meat jelly, and cured meat), when the sales window is 5 days or more			
Store's annual production < 10 000 kg	2	5	<i>Listeria monocytogenes</i> (testing on the use-by day)
Store's annual production 10 000 – 100 000 kg	4	5	<i>Listeria monocytogenes</i> (testing on the use-by day)
Store's annual production > 100 000 kg	6	5	<i>Listeria monocytogenes</i> (testing on the use-by day)
Cooked crustaceans and mollusks prepared at the store (especially in case of crustaceans and mollusks of foreign origin)			
Store's annual production < 10 000 kg	0	-	
Store's annual production 10 000 – 100 000 kg	2	5	<i>Salmonella</i>
Store's annual production > 100 000 kg	2	5	<i>Salmonella</i>
Minced meat (beef, pork, and poultry), of Finnish origin prepared at the store when the sales window (usage time) is 24 hrs. or more from mincing.			
Store's annual production < 10 000 kg	0 tai 1	5	Aerobic microbes when the sales window of the minced meat is 2 days or more
	0 tai 2	5	<i>E. coli</i> , if the minced meat is to be eaten raw or turned into medium steaks
Store's annual production 10 000 – 100 000 kg	4-8	5	Aerobic microbes <i>E. coli</i>
Store's annual production > 100 000 kg	8-12	5	Aerobic microbes <i>E. coli</i>

Sample	Times of sampling/year	No. of partial samples	Tests
Raw processed meat products prepared at the store, e.g., sliced, spiced, and marinated meat of Finnish origin			
Store's annual production < 10 000 kg	-	-	
Store's annual production 10 000 – 100 000 kg	4–8	5	<i>E. coli</i>
Store's annual production > 100 000 kg	8–12	5	<i>E. coli</i>
Minced meat and raw processed meat products (beef, pork, and poultry), prepared at the store when the meat used is not included in special Salmonella guarantees			
Store's annual production < 10 000 kg	4	5	<i>Salmonella</i> (testing on the use-by day)
	0 tai 1	5	Aerobic micro-organisms when the shelf life of the minced meat packed at the store exceeds 2 days
	0 tai 2	5	<i>E. coli</i> if the minced meat is to be eaten raw or turned into medium steaks
Store's annual production 10 000 – 100 000 kg	8	5	<i>Salmonella</i> (testing on the use-by day)
	4–8	5	Aerobic micro-organisms when the shelf life of the minced meat exceeds 2 days
	4–8	5	<i>E. coli</i>
Store's annual production > 100 000 kg	12	5	<i>Salmonella</i> (testing on the use-by day)
	8–12	5	Aerobic micro-organisms when the shelf life of the minced meat exceeds 2 days
	8–12	5	<i>E. coli</i>
Poultry meat products prepared at the store (e.g., pre-cooked or pre-fried poultry meat products)			
Store's annual production < 10 000 kg	4	5	<i>Salmonella</i> (testing on the use-by day)
Store's annual production 10 000 – 100 000 kg	8	5	<i>Salmonella</i> (testing on the use-by day)
Store's annual production > 100 000 kg	10	5	<i>Salmonella</i> (testing on the use-by day)

Sample	Times of sampling/year	No. of partial samples	Tests
Surface cleanliness sample, cleanliness monitoring			
Store's annual production < 10 000 kg	2-4*	5	Aerobic microbes or enterobacteria
Store's annual production 10 000 – 100 000 kg	6-8	5	Aerobic microbes or enterobacteria
Store's annual production > 100 000 kg	10-12	5-10	Aerobic microbes or enterobacteria
Surface sample, <i>Listeria monocytogenes</i> (ready-to-eat foodstuff prepared at the store (e.g., smoked fish/sandwich/ready-made meal) if sales window is 5 days or more			
Store's annual production < 10 000 kg	4-6	5	<i>Listeria monocytogenes</i>
Store's annual production 10 000 – 100 000 kg	6-8	5	<i>Listeria monocytogenes</i>
Store's annual production > 100 000 kg	8-12	5-10	<i>Listeria monocytogenes</i>
Surface sample, <i>Salmonella</i> (the store prepares minced meat/meat products of origin not included in the Salmonella monitoring program)			
Store's annual production < 10 000 kg	4-6	5	<i>Salmonella</i>
Store's annual production 10 000 – 100 000 kg	8-10	5	<i>Salmonella</i>
Store's annual production > 100 000 kg	12-14	5	<i>Salmonella</i>

* 2-4 times/year or frequently enough to enable trend monitoring or monitoring of deviating trends.

ANNEX 9: ADDITIONAL INFORMATION**Additional information**

Additional information