

A Checklist for “Poon Choi” preparation

Date: _____

Food Preparation

Step	Monitoring Standard	Yes	No	N/A	Remarks
Receiving food ingredients	Upon their arrival, check the quality of the food and ingredients immediately.				
	Store all food and ingredients appropriately.				
	Make sure that the temperatures of chilled and frozen food items are proper at the time of delivery.				
Cold Storage Facilities and Temperature Control	Adopt the first-in-first-out approach.				
	Protect food from being contaminated.				Especially unpackaged food items.
	Maintain the right temperatures: The temperatures of chillers should be kept under 4°C, while the temperatures of freezers should be kept under -18°C.				Temperature of chiller: _____ Temperature of freezer: _____
	Separate storage is recommended for raw and cooked food; otherwise store cooked food above raw food to prevent cross contamination.				Keep chillers and freezers clean and tidy, and reserve spaces for the storage of food ingredients for “Poon Choi”.
Food Handling	Avoid preparing food too far in advance.				
	Defrost frozen food inside a chiller or under cool running water.				

	Keep cold food at 4°C or below and hot food at 60°C or above.				Temperatures to be measured by a thermometer.
	Two sets of choppers and cutting boards for cooked and raw food.				
Hot Holding	Hot food to be kept at 60°C or above.				Temperatures to be measured by a thermometer.
	Protect food from contamination.				
Delivery	Make sure that the container for food delivery should be covered.				
	Keep the vehicle clean.				If feasible, conduct a check on the vehicle.
Reheating	Reheat food to a core temperature of at least 75°C.				Temperatures to be measured by a thermometer.

Caution: Under no circumstances should cooked food be kept under ambient temperature for more than two hours.