

**Ambient (Room) Temperature**

(See *Danger Zone*), the temperature of the surrounding working environment (room temperature).

**Antimicrobial** (see *Antibiotic, Disinfectant*)

A process or chemical designed to reduce or stop microorganisms from growing e.g. antibiotics, antiseptics, disinfectants.

**Approved Source/Supplier/Vendor**

A reputable or reliable supplier of materials or services used in the preparation of a food e.g. a well known or established business which you have done business with before.

**Bacteria**

(see *Microorganism*)

Single-celled living organisms which cannot be seen with the naked eye e.g. *salmonella* bacteria.

**Biological Hazard(s)** (see *Contamination, Chemical/Physical Hazards, Intoxication*)

Living organisms (e.g. pathogenic bacteria) which may cause harm if they or their products are consumed in food e.g. *Salmonella* bacteria in a ready-to-eat chicken meal.

**Calibration**

A procedure for ensuring that a known measured output of an instrument such as temperature or weight corresponds to a known national standard value for that property e.g. a temperature probe for a freezer is calibrated to a national standard

**Carrier** (Asymptotic Carrier)

A person who harbors disease causing organisms inside their bodies and excretes them without suffering from symptoms of that disease  
e.g. a person recovering from *salmonella* food poisoning.

**Chemical Hazard(s)** (see *Contamination, Biological/Physical Hazards, Intoxication*)

Chemicals (e.g. poison) which may cause harm if consumed e.g. bleach in milk.

**Clean** (see *Cleaning, Cleaning Schedule*)

A surface free of food particles, dirt, grease and other undesirable debris.

**Cleaning** (see *Clean, Cleaning Schedule*)

The physical removal of soil, food residues, dirt, grease and other undesirable debris e.g. scrubbing down a food chopping board

**Cleaning Schedule** (*see Disinfectant, Sanitation Schedule, Sanitizer, Sanitary*)

A written schedule used to describe all items which must be cleaned and free of soil, food residues, dirt, grease and other undesirable debris. The schedule has details of what (i.e. items to clean), who (i.e. staff responsible), how (i.e. method of cleaning) and when (i.e. frequency of cleaning) e.g. a meat slicer must be cleaned every day, by the shop assistant by removing all parts and cleaning with detergent. based disinfectant

**Competent Regulatory Authority**

An organization with responsibility to enforce and ensure compliance with recognized standards and/or the requirements of legislation e.g. Florida DBPR.

**Compliance**

Meeting all the requirements of a recognized standard. A prerequisite of compliance in the food industry is ensuring that the statutory requirements of legislation are met or exceeded e.g. Florida DBPR division of Hotel & Restaurants

**Contamination** (*see Biological/Chemical/Physical Hazards, Cross-Contamination, Intoxication*)

The presence of undesirable chemicals (e.g. detergent), foreign bodies (e.g. glass) or living organisms (e.g. *salmonella* bacteria) in a food e.g. a raw chicken product is contaminated with *salmonella* bacteria.

**Control**

A process of ensuring that the correct procedures are being followed (**i.e. to control**) and all necessary actions are taken to ensure a food process meets requirements (**i.e. in control**) e.g. the temperature of a beef burger is checked to ensure it has reached 155°F for 15 seconds before cooking is stopped and the beef burger is served.

**Control Measure**

Any action at a control point which can be taken or used to prevent a hazard or reduce it to an acceptable safe level e.g. keeping the temperature of cooked ham below 41°F.

**Control Point**

A point or step in a food process where a control measure can be applied e.g. temperature measurement of a refrigerated storage unit.

**Core or Centre Temperature**

The temperature at the centre of a food e.g. the core temperature of a cooked poultry during cooking must reach 165°F or above for 15 seconds.

**Corrective Action**

The action taken when the monitoring of a critical control point indicates a potential loss of control, or when a critical limit is not met e.g. the temperature of cooked meat in a refrigerator rises to 60°F for over 24 hours due to a technical fault in the refrigerator. The cooked meat is destroyed and the refrigerator is repaired by the manufacturer to maintain new cooked meat supplies at the correct temperature of 41°F or below.

**Critical Control Point (CCP)**

A step in which control can be applied and is essential to prevent a food safety hazard or reduce it to an acceptable level e.g. cooking time and temperature for a raw chicken product.

**Critical Limit**

A maximum or minimum limit (i.e. value) at a CCP which can be monitored and separates acceptable from unacceptable e.g. the core temperature at the centre of a cooked beef burger following cooking must reach 75° or equivalent (e.g. 70°C for 2 minutes).

**Cross-Contamination** (*see Biological Hazards, Contamination*)

The transfer of microorganisms from one source such as raw food, people, equipment or the environment to another source such as a cooked food e.g. raw meat held on the top shelf of a refrigerator drips onto a cake held on the bottom shelf and bacteria will spread from the meat to the cake.

**Danger Zone** (*see Pathogen*)

The temperature conditions or temperature ranges under which most pathogenic microorganisms may grow and multiply in foods e.g. between 41°F and 135°F.

**Date of Minimum Durability** (*see 'Best-before' Date, 'Use-by' Date*)

The date until which a food retains its specific properties when properly stored e.g. a 'Best-before' date on a packet of crisps or a 'Use-by' date on a freshly prepared salad.

**Detergent** (*see Clean, Cleaning, Detergent, Sanitizer, Spore Forming, Microorganism*)

A chemical used to remove grease, dirt and food particles from a surface e.g. washing-up liquid, soap.

**Food**

Any substance used or intended to be used for normal human consumption e.g. water, beer, raw and cooked foods

**Food Handler**

Any person, who handles or prepares food whether packaged or unpackaged e.g. a person preparing a chicken sandwich in a cafe.

**Food Hygiene**

All measures necessary to ensure the safety and quality of food for sale or supply to the consumer e.g. food preparation, processing, storage, distribution, handling, display and retail.

**Food Processing** (*see Food, Food Establishment, Food Handler, High-Risk Food, Pasteurization, Ready-to-Eat Food*)

A term commonly used to describe food which has been produced on an industrial scale e.g. frozen ready meals.

**Food Thermometer** (*see Core Temperature, Temperature Probe*)

A thermometer used to indicate temperature in foods. Food thermometers come in many forms such as digital handheld thermometers and simple insertion thermometers e.g. a meat thermometer is inserted into a pork product to indicate its temperature during cooking.

**Foodborne Illness** (*see Gastroenteritis, Foodborne Outbreak, Food Poisoning*)

Illness resulting from infection or intoxication after eating or drinking a contaminated food e.g. eating a beef burger contaminated with *E. coli* O157:H7 and becoming ill.

**Foodborne Outbreak** (*see Gastroenteritis, Foodborne Illness, Food Poisoning*)

Two or more people developing the same illness after eating or drinking the same food e.g. a number of people visit a restaurant, eat the same meal contaminated with *salmonella* bacteria and become ill.

**Food Poisoning** (*see Gastroenteritis, Food Illness, Biological/Chemical Hazards*)

A foodborne illness resulting from the consumption of a biologically or chemically contaminated food e.g. eating a cooked chicken breast contaminated with *salmonella* bacteria and becoming ill.

**Food Spoilage** (*see 'Best-before' Date*)

Food that has decayed or decomposed due to the growth of microorganisms e.g. sour milk.

**FIFO (Stock rotation)**

“First in first out” The preferred method of stock rotation where the new products are placed behind the old stock so that they may be used first.

**Fungi** (*see Moulds, Yeasts*)

A large group of living organisms with many forms which vary from very small single celled organisms (e.g. yeasts) to larger multi-cellular organisms (e.g. moulds mildews and mushrooms). All fungi are incapable of photosynthesis and are therefore not plants e.g. bread mould.

**Gastroenteritis** (*see Foodborne Illness, Foodborne Outbreak, Food Poisoning*)

A medical condition which affects the stomach and intestines, commonly associated with foodborne illness e.g. eating shellfish contaminated with Norwalk-like virus and becoming ill with symptoms of diarrhea, nausea and vomiting.

**HACCP Plan/System -Hazard Analysis And Critical Control Point**

A food or process specific document written according to the principles of HACCP to ensure the control of hazards which are significant for the safety of that food.

**Hazard** (*see Biological, Chemical, Physical Hazards*)

The potential to cause harm. Hazards (i.e. dangers) may be biological, chemical or physical e.g. *Salmonella* species in a chicken (biological hazard), detergent in milk (chemical hazard) or glass in a breakfast cereal (physical hazard).

**Hazard Analysis** (*see HACCP, Hazard*)

A procedure for looking at a specific food process, identifying all hazards associated with that process and deciding which are significant to food safety and as such should be included in a HACCP plan e.g. the cross-contamination of cooked meats with bacteria from raw chicken is identified as a hazard due to poor hygiene practice.

**Hazard Analysis and Critical Control Point (HACCP)**

(*See CCP, Hazard, Hazard Analysis*)

A system that identifies, evaluates and controls hazards (i.e. dangers) which are significant to a food's safety e.g. a HACCP plan identifies the hazards in the preparation of a cooked pork sausage as the growth of *Salmonella* species and sets a CCP as the cooking temperature and time. Careful monitoring of the temperature and time will help to control and prevent *salmonella* growth.

**High-Risk Activity** (*see High-Risk Foods/YOPI*)

Activities where high-risk foods are prepared and where the potential exists to put vulnerable people, (i.e. infants, the frail and elderly, pregnant women and the sick) or large numbers of consumers at serious risk e.g. a street vendor selling unpackaged ready-to-eat ham sandwiches from an un-refrigerated service unit.

**High-Risk Food** (*see Pathogen, Ready-to-Eat Food TCS's*)

Food which can support the growth of dangerous organisms (i.e. pathogens) and which will not be subjected to any further processing (e.g. cooking) which would destroy or reduce numbers of such organisms to a safe level prior to consumption e.g. raw seafood's, freshly prepared salads, some meats and dairy products.

**Infection** (*see Foodborne Illness, Pathogen, Microorganism*)

An illness that results from, eating food contaminated with pathogenic organisms e.g. salmonellosis illness.

**Inspection** (*see Audit*)

An internal or external examination of a food, food process, quality or food safety system such as HACCP, in order to establish compliance with specific business, regulatory or legislative requirements

**Intoxication** (*see Foodborne Illness, Pathogen, Microorganism, Toxin*)

An illness that results from eating food containing toxic chemicals or toxins produced by pathogenic microorganisms e.g. Botulism caused by eating a canned food containing the toxin produced by the microorganism *Clostridium botulinum*.

**Material Safety Data Sheets (MSDS)**

Documents which contain safety information about specific substances. An MSDS must be available for every chemical found in the work place and are available from the chemical supplier or manufacturer

**Monitoring** (*see Control Limit, Critical Control Points*)

The systematic observation, measurement and recording of the significant factors for control of a hazard at CCPs and assessing whether a CCP is under control e.g. recording the final cooking temperature and time for a cooked chicken breast.

**Moulds** (*see Fungi, Yeasts*)

A group of multi-cellular fungi used in the production of foods (e.g. cheese) and also responsible for the spoilage of some foods (e.g. bread mould).

**Microorganism** (*see Bacteria, Biological Hazards, Contamination, Pathogen, Parasite, Virus*)

A life-form that generally cannot be seen with the naked eye e.g. bacteria, viruses, yeasts, moulds and parasites.

**Parasite**

A life-form that grows and feeds in or on a host life form without contributing to the well being of the host but not necessarily causing disease e.g. *Trichinella spiralis* is a parasitic worm which causes human illness, commonly associated with eating undercooked pork.

**Pasteurization** (*see, Microorganism*)

A heat treatment applied to food to destroy non toxic pathogenic microorganisms (i.e. not spores) and reduce numbers of other microorganisms to decrease the rate of spoilage e.g. raw milk is pasteurized.

**Pathogen/Pathogenic** (*see Biological Hazard, Spore forming, Vegetative Microorganisms*)

A microorganism that is capable of causing illness or disease e.g. *Salmonella*, *E. coli* O157 bacteria, viruses and parasites.

**Physical Hazard(s)** (*see Contamination, Biological/Chemical Hazards*)

Materials (e.g. glass or metal fragments) that may cause harm if consumed in foods.

**Personal Hygiene**

Individual cleanliness and practices of cleanliness or personal care e.g. washing hands with soap and hot water after using the toilet.

**Potable Water**

Water which is fit for human consumption or for use in food preparation and complies with the requirements of current legislation

**Ready-to-Eat Foods** (*see High-Risk Foods/TCS's*)

Any food (including beverages) which is normally consumed in its raw state or food which has been cooked or processed and does not require further cooking or processing to ensure its safety e.g. coleslaw cooked sliced meats and smoked salmon.

**Records**

Evidence, written or otherwise, of a working HACCP system and its prerequisites e.g. cooking temperatures, delivery or cleaning records.

**Risk** (*see High-Risk Foods, Risk Assessment*)

The probability of a hazard occurring e.g. the risk of a cooked pork sausage not reaching the correct temperature during a defined cooking time.

**Risk Assessment** (*see High-Risk Foods, Risk*)

A process of identifying hazards, assessing risks, gauging severity and evaluating their significance.

**Sanitary** (*see Cleaning/Sanitation Schedule, Disinfectant, Sanitizer*)

A surface which is free from pathogens and other hazardous (i.e. dangerous) substances.

**Shelf-Life** (*see 'Best-before' Date, Food Spoilage, 'Use-by' Date, Date of Minimum Durability*)

The period of time during which a food will remain edible (i.e. 'Best-before' date) and microbiologically safe (i.e. 'Use-by' date) to consume.

**Standard Operating Procedure (SOP)**

A practiced procedure of controlling a food operation in accordance with agreed specifications to obtain a safe quality food product. SOPs are essential food safety practices that should already be in place as a prerequisite before and after a HACCP plan is implemented e.g. a written SOP on how to safely cook a beef burger.

**Step**

Any point, procedure, operation, action or stage in the preparation and delivery of a food to the final consumer e.g. cooking is a step in the preparation of a cooked chicken sandwich.

**Sterile/Sterilize** (*see Commercially Sterile, Microorganism*)

Free from all living (i.e. viable) organisms.

**Sanitation Schedule** (*see Cleaning Schedule, Disinfectant, Sanitary, Sanitizer*)

A cleaning schedule followed by disinfection of all surfaces.

**Sanitizer** (*see Disinfectant, Sanitary, Sanitation Schedule*)

A chemical or process used to clean and reduce numbers of microorganisms on a surface e.g. chlorine, ultra violet light.

**Specification**

A written document (i.e. usually between supplier and customer) which defines the standards which separates acceptable from unacceptable for a specific ingredient or food product e.g. pre-packed sliced cooked ham will have a meat content of 90% and be free of all pathogens.

**Spore Forming Microorganism**

Microorganisms that can form resistant, inactive, spores inside their vegetative cells called endospores. Endospores can survive normal cooking. The spore state is a dormant stage or period of no growth. Under favorable conditions spores can produce a vegetative microbial cell which can subsequently grow and multiply in the food e.g. species of *Bacillus* and *Clostridium* bacteria can produce endospores.

**Stock Rotation** (*see FIFO, 'Best-before', Date of Minimum Durability, 'Use-by' Date*)

The practice of moving (rotating) food stocks so that stocks with the closest approaching 'Best-before' or 'Use-by' date are used first.

**Temperature Control** (*see Danger Zone, End Point Temperature, High Risk Foods, Pathogen, Temperature Probe*)

The practice of storing foods particularly high-risk foods, outside the temperatures in which microorganisms, particularly pathogens, will grow best

**Temperature Probe** (*see Monitoring*)

The part of temperature measuring equipment that is used to physically make temperature readings e.g. inserting a temperature probe into a chicken product to monitor temperature during cooking.



**Toxic Materials** (*see Biological, Chemical, Physical Hazards, Intoxication, Toxin*)

These are poisonous substances that are not intended for human consumption e.g. pesticides, metals such as mercury and lead.

**Toxin** (*see Biological, Chemical, Physical Hazards, Intoxication*)

A toxin is a chemical (i.e. poison) that will cause illness and may be found in food naturally or due to biological, chemical or physical contamination e.g. Botulism, a form of food poisoning (i.e. intoxication) is the result of ingestion of the toxin produced by *Clostridium botulinum*.

**'Use-by' Date** (*see 'Best-before' Date, Date of Minimum Durability, High-Risk Foods, Ready-to-Eat Food*)

The date up until a food can reasonably be expected to be safe to consume if kept under the correct storage conditions. 'Use by' dates are more about safety than quality e.g. high-risk foods such as prepared salads, meat and dairy products.

**Vegetative Microorganism** (*see Spore Forming Microorganism*)

A form in which a microorganism is able to grow, given the correct conditions. Unlike endospores, vegetative cells are relatively poor at surviving environmental stresses such as high temperature e.g. *salmonella* bacteria are vegetative cells and don't produce endospores.

**Virus** (*see Bacteria, Biological Hazard, Foodborne Illness, Pathogen*)

A simple, microscopic life form which requires a living host for reproduction and can cause human illness e.g. Norwalk-like virus in shellfish or water.

**Vulnerable Groups** (*see YOPI/ High-Risk Foods*)

These are people, who are more susceptible than others to foodborne illness e.g. the very young, the very old, pregnant women or people suffering from illnesses.

**Waste**

Any product, packaging or materials that are unwanted and intended to be disposed of and removed from a food area or establishment.

**Yeasts** (*see Fungi, Moulds*)

A group of single celled fungi used in the production of some foods (e.g. beer, wine, bread) and also responsible for the spoilage of foods (e.g. fruit juice, beer, wine).

**YOPI** (*High-Risk Foods/vulnerable groups*)

*A way to remember the most vulnerable groups at risk from foodborne illness.*

*Young*

*Old*

*Pregnant*

*Immune compromised*