HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES 

Food business operators are required, under Regulation (EC 852/2004 Article 5) to put in place, implement and maintain a permanent procedure or procedures based on a food safety management system called HACCP. This is short for ‘Hazard Analysis Critical Control Points’. The general term is ‘Hazard Analysis’.

Hazard Analysis is designed to help you manage food safety, preventing both food poisoning and food spoilage. It is a means of identifying and controlling hazards in the food production process and thereby ensuring that food reaching the consumer is safe. Once you have carried out your Hazard Analysis assessment you must ensure that it will work in practice and that every step is successfully and continually implemented. It is a written system that involves:-

* Knowing what can make food unsafe (hazard analysis)
* Making a decision on how food can be produced and sold safely
* Putting these procedures into practice (controlling hazards at critical points in the process)
* Carry out checks to make sure it all works, and
* **Having documents and records to show that you have carried out a hazard analysis and that you have controls in place for the hazards that you have identified. (A HAZARD is anything – microbiological (bacteria), chemical, physical or allergenic – that might cause harm to the consumer).**

The information contained in this pack has been produced in order to assist you in producing a Hazard Analysis system for your business.

A hazard analysis may also help you establish a defence of due diligence should you find yourself subject to a complaint by a member of the public,

* Your customers have the right to expect the food that they eat to be safe and suitable for consumption. Food borne illness and food borne injury are unpleasant and can be fatal.

Many food poisoning and food injury incidents have been the result of poor practices which only come to light after incidents have occurred. Food poisoning and food injury can damage trade and lead to:

* loss of earnings
* legal action
* loss of reputation, and
* unemployment

Hazard Analysis will enable you to identify potential problems and introduce control procedures to prevent such incidents occurring in the first place.

As professionals in the food industry you have a legal and moral responsibility to:

* Protect the customer
* Provide safe food and
* Protect your business.

# WHAT YOU NEED TO DO

It is the sole responsibility of the food business operator(s) to develop and manage the food safety management system, but other staff such as managers or chefs can be delegated to put controls into practice and carry out routine checks. The enclosed form is **only a guide** to assist you in preparing a Hazard Analysis for your business. Some sections will not apply and you may also identify other steps that are not included for example if your operation includes high risk production techniques such as canning (e.g. in manufacturing of jam), vacuum packing or sushi production, you must be able to demonstrate you have adequate controls in place to safely manage such activities and you should refer to industry guidance before carrying out your hazard analysis. Further guidance can be found on ‘The Food Standards Agency’s’ website [www.food.gov.uk](http://www.food.gov.uk)

**Once you have completed the form you may wish to document the Hazard Analysis system in another format, which is entirely your choice. Examples of how the forms can be completed are given.**

## STEP 1: Identify potential hazards

Identify areas where the hazards could occur, draw up a flow diagram to enable you to consider each step of food production (purchase\delivery, storage, defrosting, preparation, cooking, hot holding, cooling, storage after cooking, reheating, display, service, transport). Pin point those areas that are critical to ensuring food safety. An example of how a flow chart can be completed is included with this document for guidance.

**STEP 2:** Make sure that you have adequate safety controls in place at those points critical to ensuring food safety.

**STEP 3:** Regularly monitor the controls to check they are working effectively. Maintain and review all controls.

**STEP 4:** State the action to be taken when monitoring shows that controls are not working

**STEP 5:** Review\update your assessment, control and monitoring procedures periodically and whenever food operations change.

By going through the process of identifying potential hazards, you might notice problems which you had not considered previously. You will certainly be able to check whether your controls are working effectively. This is particularly important at points in your operation after which no further controls are applied to eliminate food safety hazards.

**Definitions:**

**Hazard:** anything that could harm the consumer

* Microbiological – food poisoning (pathogenic) bacteria and spoilage bacteria.
* Chemical – cleaning chemicals, food additives such as colours, poisons, fertilizers.
* Physical – glass, plastic, wood, insects, hair etc
* Allergens- celery, cereals containing gluten (namely, wheat, rye, barley, oats, spelt, kamut or their hybridised strains, crustaceans , eggs, fish, milk, mustard, nuts (namely, almond, hazelnut, walnut, cashew, pecan nut, Brazil nut, pistachio nut, macadamia nut and Queensland nut), peanuts, sesame seeds, soybeans, sulphur dioxide and sulphites at levels above 10mg/kg or 10mg/litre expressed as SO2. \* Other ingredients may be added to the list of allergens as they are identified. You can check that this information is up to date on ‘The Food Standards Agency’s’ website [www.food.gov.uk](http://www.food.gov.uk)

**Risk:** the likelihood that the hazard will occur

**DUE DILIGENCE AND DOCUMENTATION**

A clear benefit in the implementation of Hazard Analysis is that the system helps to satisfy the requirement of the defence of all due under Section 12 of The Food Safety and Hygiene (England) Regulations 2013.

This legal defence is applicable where a breach in hygiene regulations has been identified (e.g. a foreign body in a food item). If you can prove that you took all reasonable precautions to prevent the occurrence of the offence and have exercised all due diligence you may have a successful defence against any criminal proceedings. For this you must have documentation to show that all your food safety procedures are in place. Records must include:

* The Hazard Analysis itself
* Instructions\rules\procedures for staff/food handlers to follow.
* Monitoring activities – temperature checks, cleaning, etc.
* Corrective action- What you did when something went wrong.
* Reviews- Business are constantly evolving and your Food Safety Management Document (Hazard Analysis) must evolve with your business to take into account changes in menus/products, equipment and staff which may affect food safety which is why it is important to periodically review you Hazard Analysis and make appropriate changes to it when necessary. You should date when you completed your Hazard Analysis and keep a record of the subsequent dates of each review. Staff training, cleaning schedules, a pest control record, a suppliers list for traceability and details of your refuse, waste oil and waste meet collections if applicable.

**Example of a hazard analysis process flow diagram**

**PURCHASE/GOODS IN**

**STORAGE**

**DEFROSTING**

**DISPLAY SERVICE**

**COOKING (high risk**

**PREPARATION**

**HOT HOLDING (high risk)**

**COOLING (high risk)**

**STORAGE (high risk)**

**DELIVERY/GOODS OUT (high risk)**

**REHEATING (high risk)**

1. The flow diagram must illustrate all the food processes and their flow within your business. The activities and work flow will differ depending on your operation and the food you are producing/handling. Preparation

1. Once you have identified the processes and the work flow you must identify which processes are high risk, i.e. activities that if not properly controlled are most likely to cause food poisoning.

1. Once you have identified the high risk stages in your operation you will then be able to establish critical controls, these critical controls are procedures that you are going to follow to ensure the food you produce is safe. An example of a critical control is ensuring all raw meat is cooked thoroughly to kill the bacteria which are commonly found in the raw meat.

1. These hazards and their controls must be identified in your hazard analysis and your food enforcement officer will expect to see records to demonstrate your critical controls are in place, e.g. cooking temperature records.

**An example of how the Hazard Analysis form can be completed:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Storage  Storage | Growth of bacteria | * Store ‘high risk’ food at or below +5oc * Frozen food to at least -18 oc * Have good stock rotation * Use oldest food first | * Check storage temperatures twice daily * Check date codes on food | * Service\repair fridges and freezers as required * Throw away unfit foods * Throw away out of date foods. |
| Bacterial cross contamination | * Separate raw and ready to eat food (e.g. cooked foods) * Cover food in fridges and freezers and store in proper containers. * Ensure food storage areas are clean. | * Visual checks. * Check for pests. | * Thoroughly clean all food storage areas (use a ‘food approved’ surface sanitiser\disinfectant on food contact surfaces). * Throw away any contaminated food. * Reorganise storage areas to ensure no reoccurrence * Contact your pest control company. * Cover any open foods. |
| Chemical contamination. | * Ensure chemicals are stored separately from food and food preparation areas. * Ensure only food grade chemicals are used on food contact surfaces. * Following a cleaning schedule. | * Visual checks * Following manufacturer’s guidance and instructions. * Only use chemicals in recommended dilutions. * Only use additives within legal limits. | * Throw away any contaminated food. * Thoroughly rinse and clean contaminated areas. |
| Foreign body, physical or allergen contamination | * Operate a no glass policy in food areas. * Maintain the structure and the equipment of the premises in good order. * Ensure staff wear suitable uniforms * Keep copies of original labelling if decanting products from the original packaging | * Visual Checks. * Regular servicing of equipment. * Train staff. * Keep open packets in sealed containers. * Thorough cleaning of storage bins/containers. * Refer to pre packed products labelling for allergenic ingredients lists/advice | * Repair or dispose of any defective equipment. * Repair/redecorate any damaged structure. * Retrain staff. * Throw away contaminated stock. * Use an alternative product free from the allergenic ingredient if required. |

**Regulation (EC 852/2004 On The Hygiene Of Foodstuffs - Article 4 Article 5)**

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

**Trading Name and Address:**

**Date Analysis Completed:**

**Analysis Completed By:**

Review Date:

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Purchase supply, delivery goods in. |  |  |  |  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Storage |  |  |  |  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Defrosting |  |  |  |  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Preparation |  |  |  |  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Cooking |  |  |  |  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Hot holding |  |  |  |  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Cooling (after cooking) |  |  |  |  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Storage (after cooking) |  |  |  |  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Reheating |  |  |  |  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Display service.  (buffets etc) |  |  |  |  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Transport  Delivery out  (to other businesses or venues) |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Step | (Hazard)  What Can Go Wrong? | (Controls)  What Can I Do? | | Monitoring  How Can I Check? | (Corrective Action)  What Do I Do If It’s Not Right? |
| Can you identify and list any other steps in your operation?  1. \_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | |  |  |
| State method(s) of Disinfection You Use  (e.g. hot water, chemicals etc.) | | |  | | |
| State full name of ‘Food Approved Disinfectant/antibacterial cleaner in use on ‘High Risk’ Food Surfaces\* (including Manufacturers Details) | | |  | | |

\* ‘High Risk’ food surface: A surface that is used for preparation or storage of open foods that have already gone through most or all of their preparation steps (e.g. cooked meat, pates, meat pies, prepared salads, soft cheese and so on). Such surfaces must be disinfected to prevent cross contamination with bacteria.

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| **Food Suppliers (Traceability) Regulation (EC) No 178/2002**   * To comply with the law you must be able to demonstrate where every item of food or ingredient to be incorporated into food used in connection with your business has been purchased/sourced/supplied from. * If your food business sales/supplies food or ingredients to other businesses you must have full contact details of the business(s) to which you are supplying your products/ingredients. * You should keep a detailed suppliers/customer list readily available at your business for inspection (template below). * You may also be asked to provide receipts, delivery notes and/or invoices as proof of purchase/delivery by your food enforcement officer. |

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| --- | --- | --- | --- |
| Supplier or business | Address | Phone number | Type of food  Ingredients supplied |
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| **Delivery Monitoring Record**  All deliveries should be checked immediately and details recorded  Refrigerated goods to be delivered at less than 8 oc, frozen goods at -18 oc or below  Ensure the thermometer probe is clean and disinfected before and after use |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Supplier | Product and Quantity | Condition | Date  Code | Temp  (oc) | Comments  Accept or Reject | Signed |
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Temperature checks

Month/Year\_\_\_\_\_\_\_\_\_\_\_\_

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| **D**  **A**  **T**  **E.** | **Refrigerators/cold rooms, chilled display cabinets below 8°C (You should aim for a temperature below 5°C)** | | | | Freezers -18˚C or colder | | | Core cooking Temperatures (above 75°C)  Hot holding Temperatures (above 63°C) | | | |
|  | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **Food** | **Temp °C** | **Food** | **Temp °C** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
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| **Date** | **Comments/corrective actions. -** Make a note of what you did when your temperature checks indicate a temperature outside of the safe temperature limit. |
|  |  |
| Please note that probe thermometers should be checked regularly for accuracy. As a helpful reference in doing your own checks; pure water and ice mixture should measure between –1°C to +1°C, and pure boiling water should measure between 99°C and 101°C. If your thermometer appears not to be working correctly it should be replaced or sent for service. For further advice refer to the manufacturer’s instructions. | |

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| --- | --- | --- |
| Date | **Probe Thermometer**  **Calibration**  **Hot or cold test.** | Temperature °C |

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| **Cooling Monitoring Record**  Cool to centre temperature of 8 oC or below as quickly as possible (within 90 minutes) The use of a blast chiller is recommended, if this is not possible foods should be removed from the containing in which it was cooked and decanted into small shallow containers to facilitate cooling . |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Product | Total  Cook  Time | Centre  Temp  oC | Total  Cool  Time | Centre  Temp  oC | Comments\Action Taken | Signed |
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| **Cleaning Schedule** |

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| --- | --- | --- | --- |
| Area\Equipment | Frequency of  Cleaning | Method of Cleaning  (Solution strength, contact time,  application\rinsing etc.) | Personal Protective Equipment |
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**An example of how the Cleaning Schedule can be completed:**

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| --- | --- | --- | --- |
| Area\Equipment | Frequency of Cleaning | Method of Cleaning  (solution strength, contact time, application\rinsing etc.) | Personal Protective Equipment |
| Food contact surfaces | Before and after completion of food preparation process | 1. Freshly prepared detergent solution to clean.  2. Pay particular attention to surfaces used for the preparation of raw foods.  3. Surfaces to be disinfected after cleaning using freshly prepared disinfectant solution – dilute according to manufacturer’s instructions. This should be applied with a clean, disposable cloth and a contact time according to the manufacturer’s instructions before rinsing with clean water and drying. | Follow guidance detailed on label\product safety data sheet. |

**Staff Training Summary Sheet**

You must ensure that all food handlers engaged in your food business are supervised, instructed and/or trained in food hygiene matters to a level appropriate to their work activity. In this respect staff should at least be instructed and have an appreciation of the importance of any control or monitoring points identified by your Food Safety Management Procedure for which they are responsible including the completion of monitoring records. Untrained staffed should not be left unsupervised therefore you must ensure an adequate number of staff are trained to cover absence, annual leave etc.

It is suggested that staff that prepare open high risk foods or handle food and have a supervisory role must have training to a level equivalent to the Chartered Institute of Environmental Health (CIEH) Level 2 Award in food safety in catering or equivalent within 3 months of starting work.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employees Name | Employees Job  Title | Training undertaken | Date of Training | Training  Provider | Certificate  Provided  Yes/No |
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Suggested Personal Hygiene Rules

Every person working in a food handling area must maintain a high degree of personal cleanliness. The following rules of personal hygiene must be adhered to at all times:

1. Always wash your hands thoroughly before starting work, after handling raw foods, before handling high risk foods and after visiting the lavatory.
2. Remove all jewellery, except for plain wedding rings before starting work.
3. Keep fingernails short and clean; do not use nail varnish.
4. Keep cuts, burns or other wounds covered with waterproof dressings.
5. Do not smoke in any room where food is handled or stored.
6. Do not lick fingers when handling food or wrapping materials.
7. Do not pick your nose, teeth or ears, or scratch your head or backside.
8. Do not cough or sneeze over food.
9. Always wear clean washable over-clothing when handling food. Personnel preparing open food should also wear a head covering.
10. Do not eat or drink whilst handling/preparing food.
11. Do not wear perfume or heavy make-up whilst handling/preparing food.

If you are suffering from, or suspect you may be suffering from an illness likely to be transmitted through food, you must inform the manager or proprietor of the business. This includes infected wounds, skin infections, sores, diarrhoea or vomiting.

The following rules then apply:

* Anyone with diarrhoea and/or vomiting must not handle food. They can return to food handling duties once they have been symptom free for 48 hours.
* Food handlers with infected wounds, skin infections or sores on their hands, face, neck or scalp must be excluded from work until they have healed.
* Food handlers whose eyes, ears, or mouth are weeping/discharging must not handle food until they are better.

|  |
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| **Pest Control Record** |
| **Name of Pest Control Company (Or the company/s you would contact if you discover a pest problem)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Survey | Survey Carried  Out By | Signs of Pests  Yes/No | Yes – Action Taken | Comments |
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**If you do not have a contract with a pest Control Company you must carry out your own checks to ensure your premises is free from pests. You should keep records of your checks and what you did when evidence of pest activity has been found.**

**Even if you have a pest control company you should carry out your own checks between visits.**

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| --- |
| **Record for the Disposal of Waste.** |
| **Name and Address of waste Collection Company**  **Tel No**  **Collection date……………………………………………………..** |

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| --- |
| **Record for the Disposal of Waste Oil and/or animal by products (if applicable).** |
| **Name and address of waste oil and/or animal by product Collection Company**  **Tel No Tel No**  **Collection date……………………………………………………..** |