

AN EXAMPLE OF SELF REGULATION

This example can be used to introduce self-regulation for small food businesses.

Businesses whose activities are covered by the example can use this as a starting point or a basis for design of a self-regulation program. If the business has other activities, these must be appended as a supplement .

The Ministry of Food, Agriculture and Fisheries generally recommends that food businesses employ branch codes when designing self-regulation programs and introduce good work procedures in food businesses.

The risk assessment and hygiene practices used in the example are based on activities in the most common small retail food businesses.

The example must therefore be checked and adjusted so that it fits your business before you can use it for self-regulation.

Forms 1,2,3,4 and 8 with corresponding procedures must be used (legal requirement).

The remaining forms and procedures may be used.

The business may verbally account for the procedures or work routines that are followed instead of using the remaining forms and written procedures.

It is recommended, however, that the remaining procedures that are described are followed if, for example, there is more than one employee in the business.

It is the responsibility of the leader of the business that the written self-regulation is always kept at the place of business and can be produced at any time upon request by the authorities.

Remember copies of blank forms.

1. Brief description of the business

Name and address of the business:

Date of authorization/registration by the regional veterinary and food control centre:

Owner/manager:

Importation of foodstuffs from abroad

yes, registered by the regional veterinary and food control centre on: _____ (date)

no

Products: (Pizza, hamburger, kebab, lasagna, sausage, ice cream, soft ice, etc.) *(Write in Danish.)*

—

Activities of the business

Check the responses that apply to your business.

Vælg (Choose) (X)	Aktiviteter (Activities)	Kontrolleres (How often checked))	Hvor tit skal det skrives ned? (How often to write down)
	Varemodtagelse/afhentning af vare (Receiving goods/ pick-up) Skema 1 <side 16> (Form 1 <page 16>)	Ved hver varemodtagelse (With every delivery)	<input type="checkbox"/> 1. gang pr uge (once a week) <input type="checkbox"/> andet: (other:)
	Opbevaring køl og frost (Cold storage/freezing) Skema 2 <side 17> (Form 2 <page 17>)	Dagligt (Daily)	<input type="checkbox"/> 1. gang pr uge (once a week) <input type="checkbox"/> andet: (other:)
	Opvarmning / varmebehandling (Heating) Skema 3 <side 18> (Form 3 <page 18>)	Hver gang (Every time)	<input type="checkbox"/> 1. gang pr uge (once a week) <input type="checkbox"/> andet: (other)
	Nedkøling (Cooling) Skema 3 <side 19> (Form 3 <page 19>)	Hver gang (Every time)	<input type="checkbox"/> 1. gang pr uge (once a week) <input type="checkbox"/> andet: (other)
	Varmeholdelse (Keeping hot) Skema 4 (Form 4)	Hver gang (Every time)	<input type="checkbox"/> 1. gang pr uge (once a week) <input type="checkbox"/> andet: (other)
	Salg/opbevaring/håndtering ved temperatur over 5 ^o C men under 65 ^o C Se side 7 (Sales/storage/handling at temperatures above 5 ^o C but under 65 ^o C See page 7)	Løbende (Regularly)	Kun ved fejl (Only if mistakes occur)
	Adskillelse (Separation)	Dagligt (Daily)	Kun ved fejl (Only if mistakes occur)
	Vareudbringning (Delivering merchandise)	Hver gang (Every time)	Kun ved fejl (Only if mistakes occur)
	Rengøring (Cleaning) (Brug eventuelt skema 5) <side 20> (Form 5 may be used) <page 20>	Dagligt (Daily)	-
	Personlighygiejne (Personal hygiene)	Dagligt (Daily)	-
	Uddannelse (Training) (Brug eventuelt skema 6) <side 21> (Form 6 may be used) <page 21>	Ved ansættelse (When hired)	Ved ansættelse (When hired)
	Vedligeholdelse/skadedyrssikring (Maintenance/pest control) (Brug eventuelt skema 7) <side 22> (Form 7 may be used) <page 22>	Løbende (Regularly)	Løbende og ved mangler/skadedyr (Regularly, and when defects/pests occur) Min. 1 gang pr. år (At least once a year)

X	Sporbarhed (Traceability)	-	Fakturaer skal kunne fremvises (Must be able to present invoices)
X	Tilbagetrækning (Recall)	-	Ved tilbagetrækninger (With each recall)
X	Revision (Review) Skema 8 <side 23> (Form 7 <page 23>)	Årligt og ved ændringer (Annually and when changes are made)	Årligt (Annually) Noter hvilken måned (Note which month)
	Andet: (Other)		

Varemodtagelse (Receiving goods)

Foodstuffs may only be accepted from authorized or registered businesses.

Control the following at each delivery of merchandise:

- Is the temperature correct at delivery? When picking up foodstuffs, note temperature at arrival in writing. Always check temperature if mistakes are suspected. Be aware of differences in temperatures required for various merchandise and describe the temperature ranges that apply to merchandise in your business. The usual maximum temperature is 5°C for chilled food products and -18°C for frozen products.
- Is the packaging/wrapping complete and undamaged?
- Is the shelf date in order?
- Is the labeling correct?

Picking-up of foodstuffs

If foodstuffs are, for example, picked up by your business at a wholesaler, proper hygiene and constant maintenance of correct temperature must be ensured during transport back to your business. It must be possible to transport the foodstuffs at the temperatures indicated on the products.

When foodstuffs are picked up, proper hygiene and constant maintenance of correct temperature must be ensured during transport (e.g. thermal containers, refrigerated vehicles, plastic boxes, etc.)

If mistakes occur:

Describe what is done when mistakes are detected. This can for example be:

- Merchandise is returned
- Merchandise is inspected and used immediately if no risk is involved.
- Merchandise is inspected and disposed of.
- Supplier is contacted.

Mistakes must always be noted on form 1.

Documentation:

Describe how often control is to be recorded, that is, written down on **form 1 "Receiving goods"**

For example, once each week.

Mistakes must always be recorded.

Jeg modtager kun fødevarer fra danske virksomheder. (I receive foodstuffs exclusively from Danish businesses.)

Jeg henter selv fødevarer i andet land (I pick up foodstuffs myself in another country)

Hvilke lande og hvordan hentes de (skriv) (Which countries and how are they picked up?) (*Write in Danish.*)

Storage of foodstuffs

Foodstuffs must be stored hygienically.

Check daily

- Storage temperature (chilled maximum +5°, frozen –18° C, depending on the temperature of the merchandise)
- Shelf date of the merchandise: Check to determine whether the merchandise can be used / sold. Prepackaged foodstuffs may not be sold later than their expiration date.
- Placement of foodstuffs. Are raw meats, prepared food, vegetables, etc. stored separately?
- Thawing of foodstuffs must be done in a chilled environment.

If mistakes occur:

- If chilling or freezing cabinets cannot maintain the temperatures necessary for the foodstuffs, the business must determine whether the merchandise can be used or must be disposed of. For example, prepackaged foodstuffs that have been stored too warm may not be sold.

Documentation:

Describe how often control is to be recorded. That is, write on **form 2 “Refrigerating and freezing”**.

For example, once each week

Mistakes must always be recorded.

Materials and objects intended for contact with foodstuffs.

Materials and objects such as, for example, wrapping, production equipment and tools, etc. intended for contact with foodstuffs or which must be considered likely to come into contact with foodstuffs, must be appropriate for the intended use.

Obtain a declaration from the provider attesting that materials or objects are appropriate for their intended use. Be mindful only to use materials and objects that are appropriate for their intended use. For example, it is not certain that plastic containers appropriate for storing cold foodstuffs are appropriate for hot foodstuffs.

Heating

Heated food must reach a temperature of minimum 75° C in all parts of the product, including the very center. Temperature is measured and checked with a probe thermometer.

At every heating a minimum temperature of 75° C must be reached.

If mistakes occur:

If the temperature is not 75° C, heating is to be continued until it is reached.

Documentation:

Describe how often control is to be recorded. That is, write on **form 3 “Heating and cooling”**.

For example, once each week

Cooling

Cooling of heated food such as for example meat sauce, lasagna, soup, kebab and similar products must be done as rapidly as possible.

Cooling is measured and checked with a probe thermometer.

At each cooling it must be ensured that the temperature falls from 65° C to 10° C in maximum 3 hours and that the food is afterwards stored at 5° C.

If mistakes occur:

If the food is not cooled to 10° C within maximum 3 hours, the food may immediately be re-heated to 75° C and cooled again. It may be cooled in smaller portions.

If the food is not immediately re-heated to 75° C it must be disposed of.

Documentation:

Describe how often control is to be recorded. That is, write on **form 3 “Heating and cooling”**.

For example, once each week.

Mistakes must always be recorded.

Hvordan nedkøles der (beskriv)? (How is cooling done?) (*Describe in Danish.*)

Food kept warm

Food kept warm such as for example kebab and sauce after heating to 75° C must be maintained at minimum 65° C. Temperature is measured and checked with a probe thermometer.

A minimum temperature of 65° C must be ensured every time food is kept warm.

Sale of warm food (for example meat balls, pigs in blanket, pizza slices)
Foodstuffs maintained at 5° C – 65° C must be sold within 3 hours.

Ensuring a 3 hour limit is done by: (place a check mark)

- P skive (parking timer)
- Faste tidspunkter (skriv tidspunkter) (timed intervals (write down the intervals))

Andet (Other) _____

At every heating a minimum temperature of 65° C must be maintained.

If mistakes occur:

If the temperature falls below 65° C for more than 3 hours the food must be disposed of.

Documentation:

Describe how often control is to be recorded. That is, write on **form 4 “Keeping food warm”**.
Mistakes must always be recorded.

Separation

To ensure against contamination with pathogenic bacteria among different foodstuffs, separation must be maintained between vegetables, raw meat, prepared foods, etc. during production and storage.

This is done by at least:

- cleaning knives, cutting boards, work surfaces, cutting machines when changing between foodstuffs
- using different kitchen areas and cutting boards for the various types of products
- storing foodstuffs separately and in covered containers

Check regularly that foodstuffs are maintained separately during production and storage.

If mistakes occur:

Decide whether the merchandise can be used by for example heating it, or else dispose of the merchandise.

How are foodstuffs separated?

- In the refrigerator (Describe *in Danish* or attach a drawing.)

- During production (separated by location or time)

Delivery

During delivery food must be transported in clean and appropriate transport containers and vehicles. Transport containers and vehicles must have easy-to-clean surfaces.

When delivering heated food, the temperature at delivery may not be lower than 65 °C. During delivery of cooled food a rise in temperature must not occur.

How to ensure temperature during delivery (*Write in Danish.*):

Cleaning and disinfecting

A cleaning plan, as shown in **form 5** can be useful, especially if there is more than one employee in the business. The cleaning plan will then acquire the character of a job description. If no written cleaning plan exists, the business must be able to provide a verbal account of how cleaning is done. If **form 5** is used, missing areas can be added. Make sure that all the machines and facilities are described in the cleaning plan. Designate the machines and facilities that must be disinfected and mark these in the cleaning plan with a 'D'.

- Disinfection can be done in a dishwashing machine with a rinse temperature of minimum 80°C.
- Disinfection can also be done by dousing with boiling water.

Or with an approved disinfectant (REMEMBER! To rinse with cold water following disinfection).

Cleaning must be checked daily, before production begins.

If mistakes occur:

If cleaning is needed, do it before starting up.

Remember that there must always be soap and paper by every sink, also in the toilets.

Personal hygiene

A. Use clean work clothes

- When changing work tasks it may be necessary to change clothing.

B. Wash hands:

- Before starting to work with foodstuffs
- When changing work tasks
- When returning from a break
- Whenever necessary (following a sneeze, etc.)
- After returning from the toilet

C. Illness

- If you have an open wound, diarrhea or other infectious illnesses, you must inform the owner/manager and it is then the owner's/manager's responsibility to decide when you may resume work.

D. Smoking:

- Smoking is not permitted where foodstuffs are produced / stored.

E. Other rules

- Jewelry (*Write in Danish.*)
-

- Headgear (*Write in Danish.*)
-

- Other tasks than those having to do with food. For example care taking, pumping gas, food delivery (for example pizza) or cleaning (*Write in Danish.*)
-
-
-

Training

The person responsible for a food business must ensure that persons who work with foodstuffs complete a course of training with a certificate in food hygiene. Managers or employees in food businesses must have training if they:

- are over 18 years old and work with food
- do not have vocational education in the food industry and have not participated in similar food hygiene training courses (approved by the Ministry of Food Agriculture and Fisheries)

Persons meeting the requirements for training must begin training no later than two months following their start of employment or establishment of the business.

The owner/manger of the business must ensure that employees are informed of the firm's hygiene rules and procedures for self-regulation.

Documentation:

When requested to do so the business must be able to produce documentation regarding training. **Form 6** "Uddannelse (training)" may be used. Here can be recorded the relevant information regarding the name, date of birth, start of employment, training/hygiene certificate and date for termination of employment. This gives a good overview of the employees and their training.

Remember

Insert copies of education/training certificates in the self-regulation folder.

Maintenance and pest control

The company's maintenance standard and pest control must be checked and regularly documented. Use **form 7 "Maintenance plan"** at least once each year.

Inspect all premises. Remember also to inspect outside areas, stockrooms and toilets.

Inspection of premises and inventory can for example include the following:

- *That walls, floors, ceilings and ledges are unbroken, smooth and washable.*
- *That inventory and machines are in order (whole and cleanable and without rust).*
- *That there are no pests such as for example flies, moths, mice and rats on the premises.*
- *That there are grates on sewer openings.*
- *That doors and windows close tightly.*
- *That thermometers used to check food temperatures show the correct temperatures.*

In case of rats the municipality and the local veterinary and food control centre must be contacted.

Thermometers can be checked by using boiling water (100°C) and ice water (0°C).

← --- **Formateret: Punkttopstilling**

← --- **Formateret: Punkttopstilling**

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Review

A review must always be carried out if changes occur in the business' activities (e.g. changes in production or choice of products). If no changes occur, review should be carried out at least one time annually. **Form 8 "Annual check up and review"** may be used.

Traceability

Traceability is being able to track and follow a food substance through all phases of production, preparation and distribution. A food business must therefore be able to prove the sources of its received foodstuffs. For example this is done by keeping invoices at the business site. Invoices must be specific so that the foods can be identified. If foodstuffs are sold to other businesses, it must also be possible to account for this sale.

Further information can be found on the Ministry of Food Agriculture and Fisheries' website www.fvst.dk

Recall

Foodstuffs that do not meet the requirements for food safety and that may cause illness to people must be recalled from the marketplace.

If the business receives a written communication from a supplier regarding the recall of a foodstuff

- This communication must be kept as documentation in the self-regulation program
- Include a note concerning the action taken by the business *For example how many pieces or kg have been returned or discarded.*

Further information about recall can be found on the Ministry of Food Agriculture and Fisheries' website www.fvst.dk.

Receiving goods, form 1 Year: 20__

Every delivery must be checked.

Hvor ofte skal kontrollen skrives ned: / How often must a written report be made?
 1. gang i ugen / Once each week andet, hvor tit / Other, how often: _____

Mistakes must always be noted in writing (in Danish).

Temperature limits for merchandise: Chilled max. 5 °C. Deep freeze max. – 18°C. Other temperatures:

Dato og år / Date and year	Vare / Merchandise Leverandør / Supplier	Skriv målt temperature / Write the temperature measured	Kontrolleret dato/ mærkning/ emballage / Checked date, labeling, packaging (✓)	OK	Fejl/ Mistake	Kontrol udført af / Checked by
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		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
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		°C				
		°C				

Mistakes

- Varen er returneret. / Merchandise was returned.
- Varen er vurderet og anvendes straks da dette ikke udgør nogen risiko. / Merchandise was checked and used immediately as no risk was involved.
- Varen er vurderet og kasseret / Merchandise was checked and disposed of.
- Leverandøren er kontaktet. / Supplier was contacted.
- Andet (Other)

Udført af / Checked by:

date:

Opbevaring køl og frost / Refrigerating and freezing, form 2.

Year: 20__

Daily checks are required.									
Hvor ofte skal kontrollen skrives ned? / How often is a written report made?									
<input type="checkbox"/> En gang pr. uge / Once a week eller/or <input type="checkbox"/> andet / other:									
When errors occur, what was done must always be written down.									
Dato:/ Date:	Køl/Frys Fridge/ Freezer no. Max.	Køl/Frys Fridge/ Freezer no. Max.	Køl/Frys Fridge/ Freezer no. Max.	Køl/Frys Fridge/ Freezer no. Max.	Køl/Frys Fridge/ Freezer no. Max.	Køl/Frys Fridge/ Freezer no. Max.	OK	Fejl/ Error	Kontrol udført af Checked by
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
	°C	°C	°C	°C	°C	°C			
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If you have more than 6 refrigeration or freezer cabinets/counters, you may use more forms.

Fejl / Errors <i>(write your answers in Danish)</i>		
Dato:/ Date:	Hvad er der foretaget for at rette fejlen / What has been done to correct the error?	Fejlen rettet af / Error corrected by
	<input type="checkbox"/> Fødevarerne blev kasseret. / Merchandise was disposed of. <input type="checkbox"/> Andet (Other)	
	Fødevarerne blev kasseret. / Merchandise was disposed of. <input type="checkbox"/> Andet (Other)	

More than one form may be used.

Opvarmning og nedkøling / Heating and cooling, form 3.

Year: 20__

Heating					
Hvor ofte skal kontrollen skrives ned? / How often is a written report made? <input type="checkbox"/> 1 gang om ugen / once a week <input type="checkbox"/> andet / other: _____					
The temperature at the center of the foodstuff must be at least 75°C					
Dato:/ Date:	Fødevarer / Foodstuff	Temperatur efter opvarmning. / Temperature following heating.	OK	Bemærkninger. / Comments	Kontrol udført af / Checked by
		°C			
		°C			
		°C			
		°C			
		°C			
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		°C			

Cooling						
Hvor ofte skal kontrollen skrives ned? / How often is a written report made? <input type="checkbox"/> 1 gang om ugen / once a week <input type="checkbox"/> andet / other: _____						
Fejl skal altid skrives ned / Errors must always be recorded.						
Cooling from 65°C to 10°C must not take longer than 3 hours.						
Dato:/ Date:	Fødevarer / Foodstuffs	Nedkøling / Cooling – start Klokken/Temp. Time / Temp.	Nedkøling / cooling – end Klokken/Temp. Time / Temp.	OK	Fejl / Errors	Kontrol udført af/ Checked by
		Kl. / °C	Kl. / °C			
		Kl. / °C	Kl. / °C			
		Kl. / °C	Kl. / °C			
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		Kl. / °C	Kl. / °C			
		Kl. / °C	Kl. / °C			
		Kl. / °C	Kl. / °C			

Errors during cooling		
Dato:/ Date:	Hvad er foretaget for at rette fejlen / What has been done to correct the error?	Fejlen rettet af / Error

		corrected by:
	<input type="checkbox"/> opvarmning til 75°C og nedkølet igen. / Heated to 75°C and cooled again. Skriv temperatur og tid ned. / Write the temperature and time. <input type="checkbox"/> Maden er kasseret. / Food was disposed of. <input type="checkbox"/> Andet (Other)	

Varmholdelse / Salg af fødevarer uden køl

Keeping food warm / Sale of food without cooling

form 4. Year: 20__

Keeping food warm / sale of food without cooling					
Hvor ofte skal kontrollen skrives ned? / How often is a written report made? <input type="checkbox"/> 1 gang om ugen / once a week <input type="checkbox"/> andet / other: _____ Errors must always be recorded (written). Food temperature must be at least 65 °C.					
Dato:/ Date:	Fødevarer / Foodstuff	Temperatur i fødevaren / Food temperature	OK	Fejl / Errors Hvad er der foretaget for at rette fejlen / What has been done to correct the error?	Kontrol udført af / Checked by
		°C			
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Rengøringsplan / Cleaning plan, form 5.

Indicate the frequency and write 'D' if disinfected,

	Dagligt / Daily	Ugentligt / Weekly	Månedligt / Monthly	3. måned / every 3 rd month	Andet (skriv) / Other (write in Danish)
Køkken / Kitchen:					
Vægge/vinduer / Walls/windows					
Gulve / Floors					
Lofter / Ceilings					
Køleskabe / Refrigerators					
Frysere / Freezers					
Ventilation / Ventilation					
Hylde / Shelves					
Skabe / Cabinets					
Borde / Tables					
Maskiner: / Machines:					
Andet / Other:					
Lager / Stockrooms:					
Gulv / Floor					
Loft / Ceiling					
Vægge/vinduer / Walls windows					
Køleskabe/frysere / Refrigerators/freezers					
Hylde / Shelves					
Toiletter: / Toilets:					
Toilet / Toilet					
Håndvask / Sink					
Vægge/vinduer / Walls/windows					
Gulv / Floor					
Loft / Ceiling					
Udenomsarealer / Outside areas:					
Affald / Waste					

Are there soap and disposable towels at all sinks?

Uddannelse / Education/training, form 6.

Navn / Name	Fødselsdato / Date of birth	Ansættelse/start dato / Date employment began	Uddannelse/ hygiejnecertifikat / Certificate of education/training or hygiene	Ansættelse ophørt / Date employment ended

Remember

Include a copy of the education/training certificate in the self-regulation folder.

Vedligeholdelsesplan / Maintenance plan, form 7. Year:

20_____

(Errors and lack of maintenance are to be recorded. Write down when they are corrected.)

	Fejl / Mangler konstateret / Errors or lack of maintenance found:	Date:	Forventes udbedret i uge / Planned correction in week number	Udbedret / Date corrected
Bygninger/Lokaler / Buildings/Areas				
Inventar og udstyr / Inventory and equipment				
Udenomsarealer / Outside area:				

Skadedyr / pests	Date:	Udført af / Carried out by:
Hvad er der sket? / What happened? (Answer in Danish.)		
Hvad har du gjort? / What did you do? (Answer in Danish.)		

Årlig kontrol og revision / Annual check up and review, form 8.

Go through the form at least once annually.

Kontrol /revidering af:/ Check/review of:	Gennemgang af: / Inspection of:	Yes Sæt X/ Write x if yes	Nej ikke i orden. Skriv hvad der gøres. / Not in order. Write what is being done. (Write in Danish.)
Vedligeholdelse / Maintenance:	Bliver vedligeholdelsesplanen fulgt? / Is the maintenance plan being followed?)		
Skadedyr: / Pests:	Er der sikret mod skadedyr ? Døre og vinduer, gulve og vægge skal være tætte og uden huller. Der skal være insektnet for åbne vinduer og døre. / Is there adequate pest control? Doors and windows, floors and walls must be without holes. There must be insect nets at open windows and doors.		
Rengøring: / Cleaning:	Følges rengøringsplanen ? / Are the cleaning procedures being followed?		
	Er rengøringsplanen tilstrækkelig ? / Is the cleaning plan adequate ? (Husk nyt udstyr.) / (Remember new equipment.)		
Produktion: / Production:	Er produktionen den samme som ved sidste gennemgang? / Is production the same as at the last inspection?		
	Er termometre kontrolleret inden for det sidste år ? / Have the thermometers been checked in the past year?		

Medarbejdere: / Employees:	Er alle medarbejdere instrueret i udførelse og dokumentation af egenkontrollen ? / Have all employees received instruction in performance and documentation of self-regulation?		
	Har alle medarbejdere uddannelse ? / Are all employees trained?		
	Har virksomheden kopier af ansattes uddannelsesbeviser ? / Does the business possess copies of the employees' training certificates ?		
Egenkontrollen / Self-regulation	Gennemgå egenkontrollen. Er der rettet op på evt. fejl ? Go through the self-regulation. Have mistakes been corrected?		
	Passer den nuværende egenkontrol til produktionen/aktiviteterne ? / Does the present self-regulation accurately reflect your activities?		

Checked by: _____ **Date/Year:** _____