



F02 CONFIGURED SUPPORTING DOCUMENT

Food Safety Guide

A controlled, editable working derivative for M-T1-CP-05-SD-02.
Complete local facts, approvals and operational evidence before
use.

Release truth. This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

Release control

Controlled field	Controlled value
Status	REVIEW — configured derivative; not approved for operational release
Supporting-document code	M-T1-CP-05-SD-02
Exact derivative title	Food Safety Guide
Source initiative	M-T1-CP-05 - Community BBQ Series
Source initiative code	M-T1-CP-05
Source initiative title	Community BBQ Series
Initiative disposition	Absorbed as overlay
Canonical parent	M-T1-CP-08 - Neighbourhood Outdoor Connection Event
Canonical parent code and title	M-T1-CP-08 - Neighbourhood Outdoor Connection Event
Named overlay or migration label	Community BBQ food-led module
Redirect or tombstone route	Permanent overlay alias from M-T1-CP-05 to M-T1-CP-08; retain M-T1-CP-05-SD-02 as the stable food-safety overlay asset code
Production family	F02 — People, Roster and Safety
Family master	Playbook_F02_People_Roster_Safety_Master.md
Family master version	1.0, issued 1 August 2026
Index authority	Playbook Supporting Documents Master Index v1.1, issued 2 August 2026
Family / master version	F02 / 1.0
Recorded master SHA-256	e9c57df5391e7774a9c00b8ac8ca21906d0c5c2f1e87592601079309620a9b74
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	F02 Section 20 — M-T1-CP-05-SD-02 Community BBQ food-safety overlay
Derivative version	0.1
Release status	REVIEW — initiative-configured working derivative; local food-safety approval required before use

Adaptation note: This derivative applies the Community BBQ food-led module to the Neighbourhood Outdoor Connection Event. It requires the actual menu and end-to-end food process to be confirmed locally; appoints a food-safety lead with stop-service authority; maps people, competence and supervision by task; separates raw/cooked food, service, cash, waste and registration duties; and controls opening, operation, incident response and close-out records.

This guide is not legal, medical or food-safety advice and does not establish a temperature, time, permit, training or notification rule. The approved values and requirements must come from the current Food Standards Code, local council/food regulator, venue/organiser and competent adviser for the actual menu and operating model.

1. Instructions — how to use this guide

1. Define the menu, supplier, preparation, transport, receipt, storage, cooking, holding, service, leftovers and waste process.
2. Obtain and record current local confirmation before recruiting or briefing the food team.
3. Enter each approved limit, check method, frequency and corrective action from that reviewed plan; never invent a default value.
4. Appoint one food-safety lead who may stop service and isolate affected food or equipment.
5. Assign only verified and briefed people to food tasks, with supervision and safe reassignment for anyone unwell or unable to perform the task.
6. Keep detailed illness and incident information in the authorised restricted system; cross-reference only.

2. Controlled operation fields

Field	Entry
BBQ event / occurrence code	_____
Date, service period and site	_____
Host club / accountable sponsor	_____

Field	Entry
Event lead	_____
Food-safety lead / alternate	_____
Safety / first-aid lead	_____
Menu version and approval date	_____
Suppliers and preparation locations	_____
Local council / food-regulator contact	_____
Venue / organiser contact	_____
Registration, notification or permit reference, if applicable	_____
Approved food plan / evidence location	_____
Related F01 plan and F02 schedule	_____
Incident and records locations	_____

3. Mandatory local confirmation

Question	Confirmed decision and source	Reviewer / date
What food is procured, prepared, transported, stored, cooked, displayed, served and retained or discarded?	_____	_____
Which entity and people are responsible at each stage?	_____	_____
What council, regulator, venue and organiser requirements apply?	_____	_____
Are registration, notification, permits, training, supervision or records required?	_____	_____
What approved time, temperature, separation, cleaning and sanitising limits apply?	_____	_____
What ingredient/allergen information and communication method is approved?	_____	_____
What health, exclusion, reassignment and return-to-task process applies?	_____	_____
What gas, electrical, fire, manual-handling and public-separation controls apply?	_____	_____
What complaint, contamination, illness and notification route applies?	_____	_____
What approved leftovers, disposal, cleaning and record-retention route applies?	_____	_____

Gate decision: Approved / Approved with conditions / Redesign required / Do not serve **Food-safety reviewer, date and evidence:**

4. End-to-end food process and owner map

Stage	Product/task	Approved control and limit	Check method/frequency	Responsible role	Competence/supervision	Record/evidence
Supplier approval/procurement	_____	_____	_____	_____	_____	_____
Transport and receipt	_____	_____	_____	_____	_____	_____
Storage before service	_____	_____	_____	_____	_____	_____
Preparation	_____	_____	_____	_____	_____	_____
Cooking	_____	_____	_____	_____	_____	_____
Holding/display	_____	_____	_____	_____	_____	_____
Service/allergen response	_____	_____	_____	_____	_____	_____
Cleaning/sanitising	_____	_____	_____	_____	_____	_____
Leftovers/disposal/waste	_____	_____	_____	_____	_____	_____

5. Food-team assignment and task separation

Volunteer ID / preferred name	Food role and exact task	Skill/instruction required	Verification method/date	Supervisor	Shift	Health/reassignment check	In du ex
						[]	Ci / r cc re ot
						[]	Ci / r cc re ot

Assignment controls:

- ☐ Raw-food handling and ready-to-eat/cooked-food service are separated as required by the approved plan.
- ☐ Food handling is separated from cash, waste, registration forms and high-contact public items, or an approved transition method is documented and used.
- ☐ Unwell handlers can step away or be reassigned without pressure or unnecessary disclosure.
- ☐ No late arrival begins food work before task briefing and fit-for-task confirmation.
- ☐ Heat, repetitive work and peak service have planned relief, water, shade and breaks.

6. Opening verification

Opening check	Approved requirement	Result / evidence	Owner	Pass
Approved suppliers, receipt and storage				[]
Handwashing, soap, drying and potable water				[]
Utensils, barriers and task separation				[]
Cleaning, sanitising and waste resources				[]
Cooking/holding equipment and monitoring devices				[]
Ingredients and allergen information				[]
Gas, electrical, fire and emergency controls				[]
Public barriers, queues and accessible service				[]
Team briefing, roster, relief and stop authority				[]

Open-service authorisation by food-safety lead / time: _____

7. Operating control record

Use one row at every approved check point and after any change, complaint or control failure.

Date/time	Stage/product/equipment	Approved limit or condition	Observed result	Pass/fail	Immediate corrective action	Food isolated/disposed reference	Checked by
				Pass / Fail			
				Pass / Fail			
				Pass / Fail			

8. Allergen and public-information control

- ☐ Ingredient and supplier information is current and accessible to the authorised respondent.
- ☐ Volunteers know who may answer an allergen question and when to escalate.

- ☐ No unsupported “allergy-free”, “safe” or equivalent assurance is made.
- ☐ Cross-contact controls match the approved menu and local review.
- ☐ A question that cannot be answered accurately results in a cautious refusal/escalation, not a guess.
- ☐ Complaints and suspected reactions activate the approved first-aid/emergency and food-notification routes.

9. Stop, isolate and escalate

Stop the affected service or task immediately after a failed control, suspected contamination, illness concern, allergen concern, equipment failure, complaint or unsafe site change.

Reference	Date/time	Trigger	Immediate protection / service stopped	Food/equipment isolated	Person supported	Notified to	Restart/dis authority
_____	_____	_____	_____	_____	_____	_____	_____

Do not restart until the authorised food-safety lead confirms that the approved correction, evidence and any external direction are complete.

10. Close-out

- ☐ Final approved checks and last-service time are recorded.
- ☐ Leftovers are retained, transferred or discarded only under the approved plan.
- ☐ Food, equipment, surfaces and site are cleaned and secured.
- ☐ Gas/electrical equipment is shut down and handed over safely.
- ☐ Waste and wastewater are removed through the approved route.
- ☐ Food-handler shifts, briefing and sign-off records reconcile.
- ☐ Suppliers, receipts, control records, complaints and corrective actions are indexed.
- ☐ Incidents, illness concerns and welfare follow-up are transferred through the restricted route.

Close-out item	Result / variance	Evidence	Owner	Accepted
Food/stock/disposal	_____	_____	_____	☐
Equipment/cleaning/site	_____	_____	_____	☐
People/briefing/shifts	_____	_____	_____	☐
Records/incidents/actions	_____	_____	_____	☐

11. REVIEW approval

Approval role	Name	Decision	Date	Evidence location
Food-safety lead	_____	Process and records accepted / Return for action	_____	_____
Local competent reviewer	_____	Requirements confirmed / Conditions	_____	_____
Event lead / accountable sponsor	_____	Approved / Not approved	_____	_____

Until the applicable local review and approvals are complete, this derivative remains **REVIEW**.