WORKSHEET 1.10

The New Menu Is a Change

Subchapter 1.10 · case in the book: Quebec City

Who in your hotel looked at the last new menu for its hazards before it was printed, and at what point would they have been able to stop it?

This worksheet turns the tools of the subchapter into a form you can fill in. The texts come from the book; the empty columns are for your own property. Adapt it before use: an unadapted checklist is exactly what the book warns against.

Practical application: what to do in your property

Step (from the book)	Done?	What we found / owner
Week 1: Recall handled; guests informed; hazard analysis reviewed against the current menu		
Week 2–3: Write the trigger list and one-page change form		
Week 3–6: Approve farm suppliers; specifications; lot records for direct deliveries		
Week 4–6: Retrospective change review of the autumn menu		
Month 2: Build the review into the menu cycle		
Next menu: First menu launched through the gate		

These steps are the book's method, not requirements of ISO 22000. Evidence can take whatever form suits the property; a separate document is needed only where an applicable requirement, or the property's own system, makes it necessary.

Verification Pact: what is believed, tested against the standard

What is commonly believed	What actually holds	Our position
"Clause 6.3 concerns changes to documents."	No. It concerns changes to the food safety management system, explicitly including personnel changes.	
"The menu is the chef's decision and outside the system."	No. The chef decides the menu; the team must be informed of new products in a timely manner, and the hazard analysis must be updated.	
"Small changes need no assessment."	Not as such. The standard sets no size threshold. The organisation defines its triggers and applies checks proportionate to the change.	
"Changes must be approved by the certification body."	Not by the standard. Certification agreements may require notification of significant changes. The standard requires the organisation to plan them.	

What is commonly believed	What actually holds	Our position
“Supplier changes are a purchasing matter.”	No. New raw materials and ingredients are among the changes the team must hear about, and external providers are controlled under clause 7.1.6.	
“The hazard analysis is updated at the annual review.”	Not only. It must be updated as necessary when the information on which it rests changes.	

Common mistakes: a self-check

Mistake (from the book)	Present here?	Action / owner
Reviewing the hazard analysis only on a calendar		
Checking the menu after it is printed		
Letting informal purchasing bypass traceability		
Making the gate slow for every change		
Forgetting personnel changes		
Not informing guests at risk		

Operative synthesis

- **The fifth check is the one that ties this subchapter to the rest of the volume. A hotel that can trace a recalled product to its guests within an hour has, almost certainly, a gate in front of its menu and a record of its suppliers; a hotel that cannot has usually let change reach the plate by the informal route. Subchapter 2.8 returns to traceability from the operational side.**
- **An owner can run that exercise without warning, on any afternoon, by naming a product and asking the team to find, from the records alone, when it arrived, which lot it was and which dishes and guests it reached. The first attempt is usually slow. The second is faster, and the third tells the owner whether the gate is working.**
- **Is there a written list of changes that trigger a food safety review? (Team leader): Trigger list known to chef, purchasing, events and HR**
- **Did the last menu pass the review before it was printed? (General manager): Signed change forms dated before printing**
- **Are direct and artisan suppliers approved and traceable? (Purchasing): Approved supplier list; delivery log with lots**
- **Was the hazard analysis updated after the last significant change? (Team leader): Revision dates matching changes**
- **Could the hotel say within an hour who ate a recalled product? (Owner, by asking for a test): A traceability exercise and its result**

Action plan for our property

Action	Owner	Due	How we will know it worked

Action	Owner	Due	How we will know it worked

Source: Francesco Dore, The Helm and the Lens, Volume 6a «The Helm», subchapter 1.10. Edizioni Effedore, 2026. Clause references are paraphrased; this sheet does not reproduce the text of ISO 22000. It is not legal advice: food law is that of the place where the property operates.