Food Safety Program Template Records for Retail and Food Service Businesses

Department of Health and Human Services

Tasmania
Explore the possibilities

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What is the purpose of this resource?

To assist food business owners to select the records that will become part of their Food Safety Program. Keeping food safety records will help to monitor food safety and hygiene in your business.

This resource must be read and used in conjunction with the *Food Safety Program Template for Retail and Food Service Businesses*.

If you are unclear about your Food Safety Program or your records:

- speak with an environmental health officer from your local council
- call the Food Safety Unit at DHHS on 1800 671 738 or email public.health@dhhs.tas.gov.au
- visit www.dhhs.tas.gov.au/peh/food_safety

If a food safety problem occurs, records are the best way to demonstrate that you did everything that you should have done to keep food safe.

What records will I need?

The records in this resource are designed to help you monitor the food safety practices that apply to your business.

You should identify the food safety practices that apply to your business using the *Food Safety Program Template for Retail and Food Service Businesses* (page 5). Each section of your Food Safety Program and Supplements indicates the records that you are likely to need.

1. Select the records you will use for your business.
2. Look at the example records.
3. Check each record to see if it fits the way your business operates. Some of the records in this pack have two versions to help you find a record that meets your needs.
4. If you think a record fits the way your business operates, use a copy of the blank form and add it to your Food Safety Program folder. Records can be printed from the disc included with this folder.
5. If the sample records in this publication do not suit your business, you can design your own. This might include setting out the information differently. If you use an alternative, make sure that:
   - you collect the same information as the example record(s) you are replacing
   - if using remote IT systems to monitor cold storage, discuss this with your local council environmental health officer
   - the records are accepted by your local council.
6. Summarise the records you will use in your business in the table on page 3.

Requirements	Record-keeping forms	Record number	I will use this record	I have created my own record
Step 1 Select each of these records	Approved food suppliers list	Record 1		
	Equipment calibration log	Record 5		
	Cleaning record options Choose one.	Record 8.1		
		OR	OR	
		Record 8.2		
Step 2 Select one of these records	Daily diary Choose one.	Record 7.1		
		OR	OR	
		Record 7.2		
OR				
If you don't use the daily diary then select each of the following records	Goods receiving form	Record 2		
	Storage units temperature log	Record 3		
	Activity log options Choose one.	Record 6.1		
		OR	OR	
		Record 6.2		
		OR	OR	
		Record 6.3a & Record 6.3b		
Step 3 If you use the 2 hour/4 hour rule, where food is not refrigerated or kept hot, select this record	Time log	Record 4		

To use the records, make sure that all staff members understand:

- what to record
- when to record it
- who will record it
- who will check that records are complete
- who will help if something goes wrong and if equipment is not working
- where records should be stored
- how long records should be stored for.

You may have to show these completed records to the environmental health officer from your local council, so you must keep them on the premises.

Review completed records to identify any problems with food practices or staff knowledge. You must retain the completed records for at least two years.

Record 1: Approved food suppliers list (example)

(An approved supplier is a business or individual that supplies food to you, and who you are confident has adequate food safety procedures.)

Complete these details as soon as you receive a product. Update it when you use a new supplier or stop using an existing supplier. Use the record whether someone delivers the food to your business or you pick the food up from a supplier.

Foods supplied	Supplier trading name	Supplier address and phone number	Date supply started	Other information
Salamis	J. Smith Smallgoods	999 Street St Suburb, Victoria ph 99999999	14 January 2010	N/A

EXAMPLE

Tip: You can also use this record as a supplier contact list. This is very useful if there is a problem or if there is a recall of one of the foods you use – it will help you to quickly act on the recall instructions, find out where you got the food from and check if it needs to be removed from use because it is a public health risk.

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 1: Approved food suppliers list

(An approved supplier is a business or individual that supplies food to you, and who you are confident has adequate food safety procedures.)

Complete these details as soon as you receive a product. Update it when you use a new supplier or stop using an existing supplier. Use the record whether someone delivers the food to your business or you pick the food up from a supplier.

Foods supplied	Supplier trading name	Supplier address and phone number	Date supply started	Other information

Tip: You can also use this record as a supplier contact list. This is very useful if there is a problem or if there is a recall of one of the foods you use – it will help you to quickly act on the recall instructions, find out where you got the food from and check if it needs to be removed from use because it is a public health risk.

Record 2: Goods receiving form (example)

Complete these details for all goods received. For new suppliers, check and record the temperature of all deliveries of high-risk foods using a thermometer until you are confident the supplier is delivering correctly. Then check as for existing suppliers (see box).

Date	Time	Supplier (who transported the food)	Food type	Food temperature (for high-risk foods)	Date code Use-by (U) Best-before (B)	Accept (A) or reject (R)	Initials	Problems and corrective action
15/3/10	1pm	J. Smith Smallgoods	Salami	4°C	Jan 2015 U	A	JB	

EXAMPLE

Remember:

For all existing suppliers of high-risk foods, check and record at least one in every five deliveries with a thermometer. Check a sample of items within this one delivery.

Not every food needs to have its temperature checked. Dry goods and fruit and vegetables can be delivered at room temperature.

High-risk foods should be delivered at 5°C or colder, unless you are confident that the food has been in the temperature danger zone between 5°C and 60°C for less than 2 hours.

Hot food to be delivered at or above 60°C.

If a food's packaging is damaged and you think this has affected the food's safety and suitability, you should reject the delivery.

Frozen foods should always be delivered frozen hard.

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 2: Goods receiving form

Complete these details for all goods received. For new suppliers, check and record the temperature of all deliveries of high-risk foods using a thermometer until you are confident the supplier is delivering correctly. Then check as for existing suppliers (see box).

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Remember:

For all existing suppliers of high-risk foods, check and record at least one in every five deliveries with a thermometer. Check a sample of items within this one delivery.

Not every food needs to have its temperature checked. Dry goods and fruit and vegetables can be delivered at room temperature.

High-risk foods should be delivered at 5°C or colder, unless you are confident that the food has been in the temperature danger zone between 5°C and 60°C for less than 2 hours.

Hot food to be delivered at or above 60°C.

If a food's packaging is damaged and you think this has affected the food's safety and suitability, you should reject the delivery.

Frozen foods should always be delivered frozen hard.

Record 3: Storage unit(s) temperature log (example)

For the week starting 12 / 02 /2010

Unit	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp
Big fridge	11am	5°C	10.30am	4°C	10.20am	4.5°C	11.10am	2°C	9.30am	5°C	11.30am	4°C	N/A	N/A

EXAMPLE

Corrective actions (date and action taken)

Check temperature of all units at least twice a day.

- Freezers should be –15°C or frozen hard
- Cool holding units should be 5°C or colder
- Hot holding units should be 60°C or hotter

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 3: Storage unit(s) temperature log

For the week starting / /

Unit	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp

Corrective actions (date and action taken)

Check temperature of all units at least twice a day.

- Freezers should be –15°C or frozen hard
- Cool holding units should be 5°C or colder
- Hot holding units should be 60°C or hotter

Record 4: Time log (example)

Time control rule

High-risk food kept at room temperature	Action
Up to two hours	Return it to the fridge to use later (to be cooked or served as ready-to-eat food)
Between two and four hours	Ensure it is eaten immediately
More than four hours	Throw it away and do not use in any preparation

Date	Name of cooked or ready-to-eat food and activity (Related activity or practice)	Record each time at room temperature Start time	Time that food is returned to storage		Total time Add together each time the food is at room temperature	Action taken Used in/cooked/reheated Disposed of Eaten			Time of action
			Cold food 5°C or lower	Hot food 60° or higher		Used in	Eaten/ served	Disposed	
15/01/04	Coleslaw salad (preparation)	10.40 am	11.40 am		1 hour	✓			
15/01/04	Cold meat platter (display)	12pm	3pm		2 hrs 15 mins				2.15 pm

EXAMPLE

Remember:

- Time control rule: ONLY use this record if the food cannot be kept cold or hot. See *Support program 8 Time Control* for more information.
- Protect food from contamination when at room temperature.
- Keep records of how long high-risk foods are displayed in the temperature danger zone of 5°C to 60°C.

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 4: Time log

Time control rule

High-risk food is kept at room temperature	Action
Up to two hours	Return it to the fridge to use later (to be cooked or served as ready-to-eat food)
Between two and four hours	Ensure it is eaten immediately
More than four hours	Throw it away and do not use in any preparation

Date	Name of cooked or ready-to-eat food and activity (Related activity or practice)	Record each time at room temperature Start time	Time that food is returned to storage		Total time Add together each time the food is at room temperature	Action taken Used in/cooked/reheated Disposed of Eaten			Time of action
			Cold food 5°C or lower	Hot food 60° or higher		Used in	Eaten/ served	Disposed	

Remember:

- Time control rule: ONLY use this record if the food cannot be kept cold or hot. See *Support program 8 Time Control* for more information.
- Protect food from contamination when at room temperature.
- Keep records of how long high-risk foods are displayed in the temperature danger zone of 5°C to 60°C.

Record 5: Equipment calibration log (example)

Piece of equipment	Name of calibration contractor (write 'self' if doing your own check)	Date of service	Pass or fail	Record temperature reading		Corrective actions taken (if any)
				Ice water 0°C	Boiling water 100°C	
Probe thermometer	Thermometer Checking Co.	12/10/09	Fail	+4	90.3°C	Batteries replaced and rechecked
Probe thermometer	Thermometer Checking Co.	13/10/09	Pass	0°C	100.2°C	Certificate attached

EXAMPLE

Remember:

To make sure equipment readings are reliable and accurate.

Write down the test results on the record form.

Check temperature probes and temperature measuring equipment frequently (at least twice a year).

Some equipment, such as thermometers and weighing scales, need calibration or adjustment from time to time.

Replace or repair equipment if you find a defect.

Use an equipment calibration specialist to check some equipment.

Note on this record if the contractor provided a service report and where it can be located, if required.

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 5: Equipment calibration log

Piece of equipment	Name of calibration contractor (write 'self' if doing your own check)	Date of service	Pass or fail	Record temperature reading		Corrective actions taken (if any)
				Ice water 0°C	Boiling water 100°C	

Remember:

To make sure equipment readings are reliable and accurate.

Write down the test results on the record form.

Check temperature probes and temperature measuring equipment frequently (at least twice a year).

Some equipment, such as thermometers and weighing scales, need calibration or adjustment from time to time.

Replace or repair equipment if you find a defect.

Use an equipment calibration specialist to check some equipment.

Note on this record if the contractor provided a service report and where it can be located, if required.

Record 6.1: Activity log (Internal review process temperature log) (example)

Tick the activities as per the Practices sections in your Food Safety Program	Preparation ☑	Cooking food ☑	Cooling food ☐	Reheating ☐	Hot holding ☑	Serving ☐	Food packing ☐

Date: 29.09.10 Menu item: Roast Chicken

Activity/Practices	Preparation		Cooking food		Hot holding											
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Time	9.30	10.30	11.00	12.30	12.30	14.00										
Temperature °C	5	7	7	75	75	55										

What is working well, or what is not working?

What can be done to improve it? N/A

Tick the activities as per the Practices sections in your Food Safety Program	Preparation ☑	Cooking food ☑	Cooling food ☑	Reheating ☐	Hot holding ☐	Serving ☐	Food packing ☐

Date: 29.09.10 Menu item: Meat Sauce

Activity/hazard	Preparation		Cooking		Cooling											
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Time	10.00	12.00	12.40	13.00	14.00	15.30										
Temperature °C	5	8	8	85	75	23										
Time					15.30	17.00										
Temperature °C					23	5										

What is working well, or what is not working?

What can be done to improve it?

EXAMPLE

Temperature chart:

Thawing 0 to 5 °C

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Hot holding 60°C

Cold holding 5°C

Cooling
Cool to 21°C in two hours

Cool to 5°C in a further four hours

Reheating food
Heat to 75°C

Remember:

Complete this record ONCE A MONTH to ensure your food is safely prepared and equipment is working.

Activities

Fill in Practices as per your Food Safety Program (FSP).

What to check

- **two menu items per month (if possible)**
- **check against your FSP activity sections for safe food temperatures during each activity**
- **check against any recipe card you use**

Do I have to fill in all the boxes?

Only record the activities related to that menu item that you have selected

To be completed by:

- the nominated member of staff who is responsible for this record.

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 6.1: Activity log (Internal review process temperature log)

Tick the activities as per the Practices sections in your Food Safety Program			Preparation ☐		Cooking food ☐		Cooling food ☐		Reheating ☐		Hot holding ☐		Serving ☐		Food packing ☐	
Date:	Menu item:															
Activity/Practices																
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Time																
Temperature °C																
What is working well, or what is not working?																
What can be done to improve it?																

Tick the activities as per the Practices sections in your Food Safety Program			Preparation ☐		Cooking food ☐		Cooling food ☐		Reheating ☐		Hot holding ☐		Serving ☐		Food packing ☐	
Date:	Menu item:															
Activity/hazard																
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Time																
Temperature °C																
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What is working well, or what is not working?																
What can be done to improve it?																

Temperature chart:

Thawing 0 to 5 °C

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Hot holding 60°C

Cold holding 5°C

Cooling
Cool to 21°C in two hours
Cool to 5°C in a further four hours

Reheating food
Heat to 75°C

Remember:

Complete this record ONCE A MONTH to ensure your food is safely prepared and equipment is working.

Activities

Fill in Practices as per your Food Safety Program (FSP).

What to check

- **two menu items per month (if possible)**
- **check against your FSP activity sections for safe food temperatures during each activity**
- **check against any recipe card you use**

Do I have to fill in all the boxes?

Only record the activities related to that menu item that you have selected

To be completed by:

- the nominated member of staff who is responsible for this record.

Record 6.2: Activity log (Internal review process temperature log) (example)

Activities	Preparation ☑	Cooking food ☑	Cooling food ☑	Reheating ☑	Hot holding ☑	Serving ☐	Food packing ☐
Menu item	List activity	Start time	Temperature of food	End time	Temperature of food	Corrective action taken	
26.06.09	Preparation	9am	5°C	10.50am	10°C		
Meat sauce	Cooking	11.00	8	11.30	75	Left to stand after cooking, put into shallow trays for cooling	
	Cooling	12.30	65	14.30	21		
				17.30	5		
	Reheating	12.30	5	13.30	75		
	Hot holding	13.30	75	15.30	65		

Activities	Preparation ☐	Cooking food ☐	Cooling food ☐	Reheating ☐	Hot holding ☐	Serving ☐	Food packing ☐
Menu item	List activity	Start time	Temperature of food	End time	Temperature of food	Corrective action taken	

EXAMPLE

Temperature chart:

Thawing 0 to 5 °C

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Hot holding 60°C

Cold holding 5°C

Cooling
Cool to 21°C in two hours

Cool to 5°C in a further four hours

Reheating food
Heat to 75°C

Remember:

Complete ONCE A MONTH to ensure your food is safely prepared and equipment is working.

Activities

Fill in Practices as per your Food Safety Program (FSP).

What to check

- **two menu items per month (if possible)**
- **check against your FSP activity sections for safe food temperatures during each activity**
- **check against any recipe card you use**

Do I have to fill in all the boxes?

Only record the activities related to that menu item that you have selected

To be completed by:

- the nominated member of staff who is responsible for this record.

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 6.2: Activity log (Internal review process temperature log)

Activities	Preparation ☐	Cooking food ☐	Cooling food ☐	Reheating ☐	Hot holding ☐	Serving ☐	Food packing ☐
Menu item	List activity	Start time	Temperature of food	End time	Temperature of food	Corrective action taken	

Activities	Preparation ☐	Cooking food ☐	Cooling food ☐	Reheating ☐	Hot holding ☐	Serving ☐	Food packing ☐
Menu item	List activity	Start time	Temperature of food	End time	Temperature of food	Corrective action taken	

Temperature chart:

Thawing 0 to 5 °C

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Hot holding 60°C

Cold holding 5°C

Cooling
Cool to 21°C in two hours

Cool to 5°C in a further four hours

Reheating food
Heat to 75°C

Remember:

Complete ONCE A MONTH to ensure your food is safely prepared and equipment is working.

Activities

Fill in Practices as per your Food Safety Program (FSP).

What to check

- **two menu items per month (if possible)**
- **check against your FSP activity sections for safe food temperatures during each activity**
- **check against any recipe card you use**

Do I have to fill in all the boxes?

Only record the activities related to that menu item that you have selected

To be completed by:

- the nominated member of staff who is responsible for this record.

Record 6.3a: Activity log (Equipment time/temperature combinations) (example)

Use this record to check cooking, cooling and reheating times and temperatures of foods in different methods, equipment or practices.
This can help you to establish recipe cards. If you don't use recipe cards, this record can help establish how long it will take to cook foods using different cooking equipment.

Food	Portion size	Equipment	Equipment setting	Cooking or reheating	Time taken	Temperature reached
Chicken	1.5 kg	Oven	180°C	Cooking	1hr 45min	75°C

EXAMPLE

Temperature chart:
Cook to 75°C at the centre of the food.
OR fish or steak, cook to preference recording cooking time and temperature

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 6.3a: Activity log (Equipment time/temperature combinations)

Use this record to check cooking, cooling and reheating times and temperatures of foods in different methods, equipment or practices.
This can help you to establish recipe cards. If you don't use recipe cards, this record can help establish how long it will take to cook foods using different cooking equipment.

Temperature chart:
Cook to 75°C at the centre of the food.
OR fish or steak, cook to preference recording cooking time and temperature

Food	Portion size	Equipment	Equipment setting	Cooking or reheating	Time taken	Temperature reached

Record 6.3b: Activity log (Equipment time/temperature combinations) (example)

When you have established standard cooking times and temperatures for your menu items, use this record to check cooling and heating times and temperatures.

		Cooking			Cooling			Reheating			Review part 1: comments
Date	Food	Start time	Time finished	Core temp	Start time	Time finished	Core temp	Start time	Time finished	Core temp	
15/9/10	Chicken	9am	1.15pm	75°C							

EXAMPLE

Temperature chart:

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Hot holding 60°C

Cold holding 5°C

Cooling
Cool to 21°C in two hours

Cool to 5°C in a further four hours

Reheating food
Heat to 75°C

Remember:

Complete ONCE A MONTH to ensure your food is safely prepared and equipment is working.

What to check

- **two menu items per month (if possible)**
- **check against your FSP for safe food temperatures during each activity**
- **check against any recipe card you use**

To be completed by:

- the nominated member of staff who is responsible for this record.

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 6.3b: Activity log (Equipment time/temperature combinations)

When you have established standard cooking times and temperatures for your menu items, use this record to check cooling and heating times and temperatures.

		Cooking			Cooling			Reheating			Review part 1: comments
Date	Food	Start time	Time finished	Core temp	Start time	Time finished	Core temp	Start time	Time finished	Core temp	

Temperature chart:

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Hot holding 60°C

Cold holding 5°C

Cooling
Cool to 21°C in two hours

Cool to 5°C in a further four hours

Reheating food
Heat to 75°C

Remember:

Complete ONCE A MONTH to ensure your food is safely prepared and equipment is working.

What to check

- **two menu items per month (if possible)**
- **check against your FSP for safe food temperatures during each activity**
- **check against any recipe card you use**

To be completed by:

- the nominated member of staff who is responsible for this record.

Record 7.1: Daily diary record sheet (example)

- For all existing suppliers of high-risk foods, check and record at least one in every five deliveries with a thermometer. You must check a sample of items within this one delivery.
- High-risk foods should be delivered at 5°C or colder, unless you are confident that the food has been in the temperature danger zone of 5°C to 60°C for less than 2 hours.
- If a food's packaging is damaged and you think this has affected the food's safety and suitability, you should reject the delivery.
- Frozen foods should always be delivered frozen hard.

Goods in record

Check and record at least 1 in 5 deliveries (or more frequently if you suspect a delivery temperature is higher).

Date	Time am/pm	Supplier	Food type	Food temperature (high-risk food)	Best before or use-by date	Accept (A) or reject (R)	Initials	Problems and corrective actions taken
15/6/10	1 1pm	J. Smith	Salami	4°C	Jan 2012	A	JB	Nil

Record 3: Storage units temperature log

Check twice a day

Unit number/location	Time am/pm	Temperature	Corrective action taken
Big fridge	10.30am	5°C	
Big fridge	1pm	8°C	Thermostat adjusted

Record 6: Activity log

Check once a month (cooking/cooling/reheating/thawing)

Menu item	List activity	Start time	Temperature of food	End time	Temperature of food	Corrective action taken
Chicken	Cooking	11am	7°C	12.30pm	75°C	

Record 4: Time log for ready-to-eat food on display (if hot or cold) (Only complete if using Time Support Program, 2/4hr rule)

Type of food	Time	Temperature	Time	Temperature	Corrective action taken
Coleslaw display	3pm	7°C	5pm	25°C	Disposed

EXAMPLE

Temperature chart:

Hot holding 60°C

Cold holding 5°C

Cooking

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Cooling

Cool to 21°C in 2 hours

Cool to 5°C in a further 4 hours

Reheating food to 75°C

If using this record at an event, check goods on arrival at the event.

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 7.1: Daily diary record sheet

- For all existing suppliers of high-risk foods, check and record at least one in every five deliveries with a thermometer. You must check a sample of items within this one delivery.
- High-risk foods should be delivered at 5°C or colder, unless you are confident that the food has been in the temperature danger zone of 5°C to 60°C for less than 2 hours.
- If a food's packaging is damaged and you think this has affected the food's safety and suitability, you should reject the delivery.
- Frozen foods should always be delivered frozen hard.

Goods in record

Check and record at least 1 in 5 deliveries (or more frequently if you suspect a delivery temperature is higher).

Date	Time am/pm	Supplier	Food type	Food temperature (high-risk food)	Best before or use-by date	Accept (A) or reject (R)	Initials	Problems and corrective actions taken

Record 3: Storage units temperature log

Check twice a day

Unit number/location	Time am/pm	Temperature	Corrective action taken

Record 6: Activity log

Check once a month (cooking/cooling/reheating/thawing)

Menu item	List activity	Start time	Temperature of food	End time	Temperature of food	Corrective action taken

Record 4: Time log for ready-to-eat food on display (if hot or cold) (Only complete if using Time Support Program, 2/4hr rule)

Type of food	Time	Temperature	Time	Temperature	Corrective action taken

Temperature chart:

Hot holding 60°C

Cold holding 5°C

Cooking

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Cooling

Cool to 21°C in 2 hours

Cool to 5°C in a further 4 hours

Reheating food to 75°C

If using this record at an event, check goods on arrival at the event.

Record 7.2: Daily diary record sheet (example)

- For all existing suppliers of high-risk foods, check and record at least one in every five deliveries with a thermometer. You must check a sample of items within this one delivery.
- High-risk foods should be delivered at 5°C or colder, unless you are confident that the food has been in the temperature danger zone of 5°C to 60°C for less than two hours.
- If a food's packaging is damaged and you think this has affected the food's safety and suitability, you should reject the delivery.
- Frozen foods should always be delivered frozen hard.

Goods in record

Frequency: 1 in 5 deliveries at least or if delivery temperature seems high.

Date	Time am/pm	Supplier	Food type	Food temperature (high-risk food)	Best before or use-by date	Accept (A) or reject (R)	Initials	Problems and corrective actions taken
15/6/10	1pm	J. Smith	Salami	4°C	Jan 2003 U	A	JB	Nil

Record 3: Storage units temperature log

Frequency: Check twice a day

Unit number/location	Time am/pm	Temperature	Corrective action taken
Big fridge	10.30am	5°C	
Big fridge	1pm	5°C	Thermostat adjusted

Record 6.3: Activity log Cooking/ Reheating/ Cooling)

Frequency: at least once a month

Food	Portion size	Equipment	Equipment setting	Cooking, Reheating or Cooling	Time taken	Temperature reached
Chicken	1.5kg	Oven	330°C	Cooking	1 hr 45 mins	75°C

Record 4: Time log for ready-to-eat food on display (hot or cold) (Only complete if using Time Support Program, 2/4hr rule)

Type of food	Time	Temperature	Time	Temperature	Corrective action taken
Coleslaw display	3pm	7°C	5pm	25°C	Disposed

Temperature chart:

Hot holding 60°C

Cold holding 5°C

Cooking

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Cooling

Cool to 21°C in 2 hours

Cool to 5°C in a further 4 hours

Reheating food to 75°C

If using this record at an event, check goods on arrival at the event.

EXAMPLE

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 7.2: Daily diary record sheet

- For all existing suppliers of high-risk foods, check and record at least one in every five deliveries with a thermometer. You must check a sample of items within this one delivery.
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- If a food's packaging is damaged and you think this has affected the food's safety and suitability, you should reject the delivery.
- Frozen foods should always be delivered frozen hard.

Goods in record

Frequency: 1 in 5 deliveries at least or if delivery temperature seems high.

Date	Time am/pm	Supplier	Food type	Food temperature (high-risk food)	Best before or use-by date	Accept (A) or reject (R)	Initials	Problems and corrective actions taken

Record 3: Storage units temperature log

Frequency: Check twice a day

Unit number/location	Time am/pm	Temperature	Corrective action taken

Record 6.3: Activity log Cooking/ Reheating/ Cooling)

Frequency: at least once a month

Food	Portion size	Equipment	Equipment setting	Cooking, Reheating or Cooling	Time taken	Temperature reached

Record 4: Time log for ready-to-eat food on display (hot or cold) (Only complete if using Time Support Program, 2/4hr rule)

Type of food	Time	Temperature	Time	Temperature	Corrective action taken

Temperature chart:

Hot holding 60°C

Cold holding 5°C

Cooking

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Cooling

Cool to 21°C in 2 hours

Cool to 5°C in a further 4 hours

Reheating food to 75°C

If using this record at an event, check goods on arrival at the event.

Record 8.1: Cleaning schedule (example)

What is to be cleaned	Bain-marie
How to clean	Drain water from unit. Remove and throw out food and so on from trays. Remove detachable trays and grids. Rinse in warm water. Wash in warm water with detergent, use brush and scourer as needed. Soak if needed. Rinse with clean water. Apply sanitiser and soak detachable trays and grids. Allow to air dry.
How often	Every day after use.
Detergents and sanitisers	Washing liquid, bleach
Equipment	Scraper, brush, scourer, detergent, sanitiser
Who will clean	Kitchen hand

What is to be cleaned	
How to clean	
How often	
Detergents and sanitisers	
Equipment	
Who will clean	

EXAMPLE

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Record 8.1: Cleaning schedule

What is to be cleaned	
How to clean	
How often	
Detergents and sanitisers	
Equipment	
Who will clean	

What is to be cleaned	
How to clean	
How often	
Detergents and sanitisers	
Equipment	
Who will clean	

Record 8.2: Cleaning schedule (example)

What item/ area	How often			How to clean, equipment needed	Cleaning product to use	Who is responsible	To be checked by	Special handling instructions and protective clothing or refer to MSDS sheets and their location
	Daily	Weekly	Monthly					
Work bench	as you go			Dilute cleaning solution (XZT) in warm water	XZYT Solution	All kitchen staff	Joe Jones: Food Safety Supervisor	See ABC Cleaning Solutions Safety Card for XZYT Solution

EXAMPLE

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 8.2: Cleaning schedule

What item/ area	How often			How to clean, equipment needed	Cleaning product to use	Who is responsible	To be checked by	Special handling instructions and protective clothing or refer to MSDS sheets
	Daily	Weekly	Monthly					

Tasmania

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