

Record 2 Goods Receiving Form

Date	Time	Supplier <i>(write "Self" if you are buying and transporting food yourself - eg from market)</i>	Food type	Food Temp, Best Before Use-by-Date <i>(High Risk Foods)</i>	Accept (A) Reject (R)	Initials	Comments
15/3/01	1.00pm	Giovanni Smallgoods	Salami	4°C Jan 2003	A	JB	

Record 4 NOT REQUIRED

Record 5 Equipment Calibration Log

Piece of Equipment	Name of Calibrator Contractor	Date of service	High °C	Low °C	Pass or Fail	Corrective Action Taken (if any)
<i>Eg: Probe Thermometer</i>	<i>Thermometers 'R' Us</i>	<i>12/9/09</i>	<i>100</i>	<i>0</i>	<i>Pass</i>	<i>Batteries Replaced</i>

Record 3 Storage Units Temperature Log

Check the Temperatures of refrigerators, Freezers and Cool-rooms twice a day

Correct Temperatures:

- Freezers Should be -15°C or cooler
- Refrigerators and Cool-rooms should be 5°C or cooler

Record the time and the temperature in the box. Take corrective action if temperatures are wrong.

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

Corrective Action:
 If the temperatures you have listed above are outside the accepted temperature control (temperatures were recorded in the Danger Zone between 5°C and 60°C), what corrective action was taken?

Record 6 *Internal Review – Process Temperature Log*

Menu Item	Process														
	Date														
		Start	End	Start	End	Start	End								
	Time														
	Temp. ^ C														
	Time														
	Temp ^ C														
Comments/ Observations:															
Corrective Action:												Signed:			

What do I need to do to complete this document? Look at the example above.

The purpose of this document is to show that you understand that food served goes through a number of processes and that each stage of the process needs to be monitored for the correct time and temperature.

1. Chose a menu item – a frozen item is a good way to demonstrate the use of this record.
2. The first process would then be frozen – you would record the time and the temperature
3. The second step is thawing - again the time and temperature needs to be recorded at the beginning and the end of this process.
4. The third step is cooking or reheating – record the start and finish of the time and temperature.
5. The fourth step would be serving and again record the time and temperature.
6. You need to remember the 2hr / 4hr rule and check how long food has been in the danger zone.
7. You also need to check that the temperatures are correct at each process stage.

If the time and temperature is incorrect at any stage you would need to take corrective action. What would you do?

Internal Compliance Audit

Have you checked....?	Comments by student (if applicable)
Purchasing and Receiving goods	
1. Are Date, Temperature, Label, Packaging checked in at least 1 out of 5 deliveries?	
2. Are deliveries stored promptly in appropriate place?	
3. Are details of all suppliers and deliveries recorded in the appropriate records?	
Dry Storage	
4. Is the store room/cupboard regularly checked for signs of pests?	
5. Is all stock in date?	
6. Are chemicals stored separately from food?	
Cold Storage – all units	
7. Are temperatures correctly recorded for all refrigeration/freezer units?	
8. Are all foods in fridge/freezer covered containers or wrapped and labelled?	
9. Is inside fridge (walls and shelves) clean, free from mould?	
10. Are raw foods stored away from and below ready-to-eat food?	
11. Can air circulate around products in refrigeration units?	
12. Are refrigeration/freezer door-seals, evaporative coils and fans clean and in good condition?	
Frozen Storage	
13. Do freezers keep food below minus15°C & is food frozen hard?	
14. Is old stock stacked to the top or front? (Stock rotation)	
15. Are freezers and shelves clean & free from excessive ice build up?	
16. Is food stored below the “load line”?	

Have you checked....?	Comments by student (if applicable)
Thawing Frozen Food	
17. Is food covered or in a container while thawing and stored below ready-to-eat food?	
18. Is food thawed in microwave used immediately?	
19. Is thawed food prevented from being re-frozen?	
Preparation	
20. Are preparation surfaces clean & sanitised before use?	
21. Are preparation staff wearing clean clothes?	
22. Do staff wash hands prior to preparing food?	
23. Is 2hr/4hr rule followed for preparing food?	
24. Are utensils and equipment clean and sanitised before use?	
25. Are raw foods separated from ready-to-eat foods?	
26. Are foods protected from foreign objects during preparation?	
Cooling Hot Food	
27. Are containers used for cooling clean & appropriate?	
28. Does cooling food reach from 60 °C to 21°C in first 2 hours and 21°C to 5°C within next 4 hours??	
Staff Instruction/Training	
29. Do staff understand their responsibilities for the food safety program?	
30. Have you observed staff completing records correctly	
31. Is staff Instruction and Training record complete and up to date?	
32. Are appropriate signs in place? Eg Wash Hands	

(Assessment Elements) Did the student -	Comments by Observer -
1. Demonstrate ways information about food safety is communicated to others? <i>This may include: Posters, Memos, Minutes of staff meetings, Staff training material and records, Corrective action reports.</i>	What method of communication did they show?
2. Explain and demonstrate how the food safety program (FSP) is used in this workplace, including record keeping?	What records were used?
3. Demonstrate how they ensure that staff follow correct procedures when they check goods delivery for use-by-dates, temperature, conditions of packaging and freshness?	What goods were checked?
4. Ensure that staff completed records appropriately on goods receiving form?	Was the record fully completed?
5. Demonstrate how they make sure thermometers are calibrated and the correct records are kept?	Did the student explain the importance of keeping this record?
6. Ensure that staff checked the temperatures of the refrigerator and/or cool room and recorded these on the Storage Units Temperature Record?	How did they check this?
7. Show how they ensured that staff were monitoring food safety hazards and recording information correctly?	How did they demonstrate this?
8. Show evidence of how to do an internal review?	Make sure the Compliance Audit document is completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Demonstrate how a non-compliance of the Food Safety program is reported and/or recorded? Eg: The incorrect temperature of food on delivery	What did they say they would do about this?
10. Explain the workplace procedure for a food safety recall?	What is the recall process?