

Food Control Plan Diary

A diary for keeping records of food safety checks

Site registration: MBD ____/__

Business Name:

Marlborough District Council PO Box 443 Blenheim 7240 New Zealand

03 520 7400 environmentalhealth@marlborough.govt.nz



Diary Using the Diary

Keeping records is a requirement of your Food Control Plan (FCP). Records help you show that you have been meeting the requirements of your Plan. The Diary is a helpful way to keep a number of records in one place. You don't have to use the Diary, but you must keep equivalent records required by your Plan.

The Diary will be checked by your verifier to see if the procedures in your Food Control Plan have been followed.

Responsibility

The day-to-day manager, or person responsible for checking that the Plan has been followed, must sign the Diary. When you sign, you are confirming that you and your staff have:

- followed the procedures;
- performed the opening and closing checks;
- performed the temperature checks;
- processed and handled food safety;
- taken the actions written in the Diary.

Four-week review

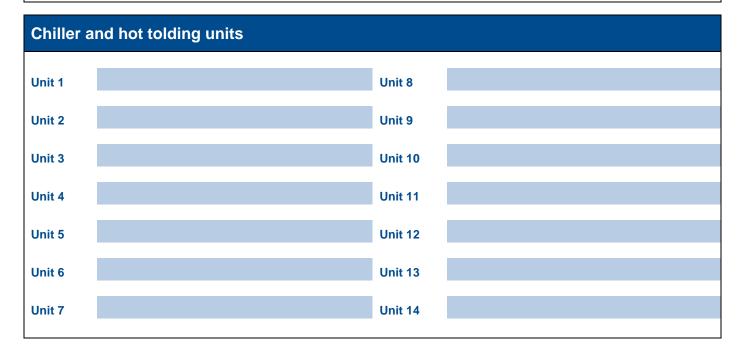
The four-week review is an important check to make sure the Food Control Plan is up to date. It is used:

- to identify any recurring problems that need fixing;
- to identify any changes that have occurred in the business (e.g. new staff, new equipment etc);
- to make sure that appropriate action has been taken to meet the requirements in your Food Control Plan.

At the end of every four-week period, the day-to-day manager must review the Diary entries for the previous four weeks. There is a preprinted four-weekly review page provided in the Diary.

Hot/cold holding equipment

To help with regular temperature checks, list below all the equipment you use for storing or displaying hot and cold readily perishable food (e.g. walk-in chillers, fridges, display cabinets, pie warmer). Frozen food temperatures don't need to be recorded, unless you choose to do so. You can label the equipment with the unit number (e.g. Unit 1) – if a number of people are involved in checking temperatures, this will make it easier when making entries in the Diary.



Diary Checks

The following checks are part of the Food Control Plan requirements and must be made each day.

Daily checks

Opening Checks

The following checks must be done at the beginning of each working day:

- Staff are fit for work, clean and presentable.
- Food preparation areas are clean (surfaces, equipment, utensils, etc).
- Plenty of hand washing and cleaning materials (soap, paper towels, cloths etc) are available.

Closing Checks

The following checks must be done at the end of each working day:

- Food is protected from contamination.
- Readily perishable food is stored at the correct temperature.
- Food past its "use-by" date has been thrown away.
- Cleaning has been completed (see Cleaning schedule).
- Waste has been removed and fresh bags have been put in place.

Temperature checks

The following checks will be done each working day:

- Write down the temperature of chillers and cold cabinets storing or displaying potentially hazardous food.
- Write down the temperature of food held in bain-marie, hot cabinets and other equipment used to keep food hot. (If food is hot-held for more than two hours, also use the two-hour hot-holding record.)

Other checks

There are a number of other checks that must be made during the week. These are indicated in the "once a week" section in the Diary. Examples include:

- checking for signs of pest activity (once a week);
- completing weekly cleaning tasks (identified from the Cleaning schedule);
- completing maintenance tasks (identified from the Maintenance schedule)

Any problems or changes

Opening checks

If anything goes wrong, it must to be written in the Diary along with details about what was done to correct the problem, and prevent the problem happening again. This is proof that you are meeting the requirements of your Plan.

The section "What if there is a problem?" in each procedure provides information on what to do when things go wrong and how to stop them from happening again.

Diary

Diary checks using shared places

This page must be used instead of the Diary checks page when sharing places for processing and handling food for sale.

The following checks are required when food is processed and handled in places that are also used for other activities and must be made each time the shared place is used.

Checks each time the shared space is used

If the shared place is a domestic kitchen, when anyone who normally uses the kitchen for family food is sick, no processing and handling of unwrapped food for the business (commercial food) must take place.

Opening checks

The following checks must be done each time the shared place is used for commercial food preparation:

- The place has been cleared of all animals and everything used for/by animals e.g. bedding, food/drinking bowls.
- Other food that may be present (e.g. food used by other businesses, home kill and recreational catch, family food, food containing allergens) has been stored so that it cannot be used as ingredients in commercial food.
- Everyone who will be processing and handling food is fit for work, clean and presentable.
- Food preparation areas are clean (surfaces, equipment, utensils, etc).
- Plenty of hand washing and cleaning materials (soap, paper towels, cloths etc) are available.
- Packaging materials to be used are clean and haven't been contaminated.
- When children are present an adult is available to supervise them.

Other checks made	
Closing checks	
The following checks r	nust be done each time the home kitchen has been used for commercial food preparation:
Commercial foodFood past its 'UsCleaning has be	d is stored separate from other food and at the required temperature. d can't become contaminated by other food or activities at the place. e by' date has been thrown away. en completed (see Cleaning schedule). removed and disposed of or hygienically stored until disposal.
Temperature checks	
The following food tem	perature checks must be done each day:
The temperature	of potentially hazardous commercial food is checked and written down.

Other checks

There are a number of other checks that must be made when places are used for commercial food preparation. These are indicated as weekly or fortnightly checks in the Diary.

Examples include:

- Checking for signs of pest activity (once a week).
- Completing cleaning tasks (identified from the Cleaning schedule).
- Completing maintenance tasks (identified from the Maintenance schedule).

In addition, regular checks need to be made that stored commercial food is being kept separate from family food.

Any problems or changes

If anything goes wrong it must be written in the Diary along with details about what was done to correct the problem and prevent it happening again. This is proof that you are meeting the requirements of your plan.

The section "What if there is a problem?" in each procedure provides information on what to do when things go wrong and how to stop it happening again.

Thermometer Calibration

Thermometer calibration is like a WOF for your thermometer – it's a chance to make sure everything is working correctly.

Unfit car = unsafe car

Unfit thermometer = unsafe food

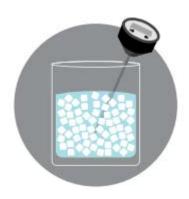
We suggest your thermometer be checked every 12 weeks/3 months.

You can check your thermometer by:

Check the temperature of ice-slush (slurry)*. It should read between - 1°C and 1°C

Check the temperature of boiling water*. It should read between 99°C and 101°C

Check the temperature at the same time as using another calibrated thermometer*. It should give you the same temperature







* Make sure the thermometer doesn't touch the sides/bottom of the container and hold for 10 seconds before reading the temperature

Thermom	Thermometer calibration record									
Date of calibration	Thermometer	Reading in iced water °C	Reading in boiled water °C	Checked by	Action taken					

Diary Week 1 commencing

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Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
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	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
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	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
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	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
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	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
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	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food								
		Time it took to cooling		MAXIMUM OF 6 HOURS				
Date	Food Item		Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling			
				°C	°C			
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Diary Week 2 commencing

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Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
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Wednesday (any problem or changes – what were they and what did you do?)	Supplier
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Thursday (any problem or changes – what were they and what did you do?)	Supplier
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Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	this week.
Name: Signed:	

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Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

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Everytime Cooling freshly cooked food							
			Time started cooling	MAXIMUM OF 6 HOURS			
Date	Food Item			Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
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Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
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Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
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Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
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Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
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Date	Item	s detailed in your cooking coven method –		1 st probe*		oe	Action taken if temperature not reached
	proven method – yellow section SSS)			O		O	reaction

Everytime Cooling freshly cooked food							
			Time started cooling	MAXIMUM OF 6 HOURS			
Date	Food Item			Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
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Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
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Friday (any problem or changes – what were they and what did you do?)	Supplier
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Saturday (any problem or changes – what were they and what did you do?)	Supplier
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Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	d this week.
Name: Signed:	

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
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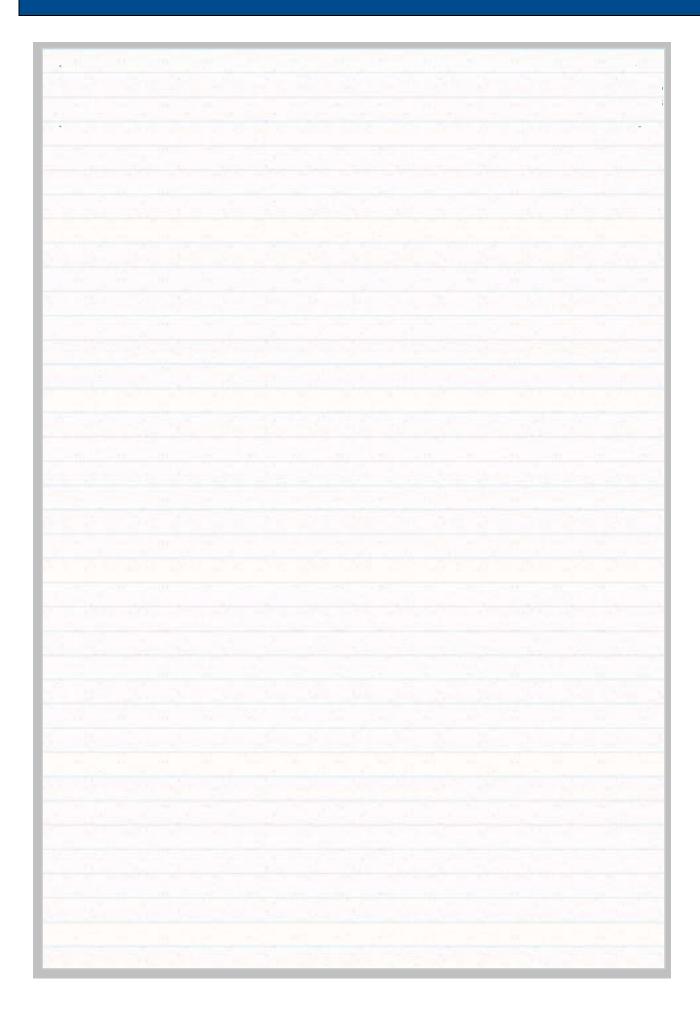
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Date	Item (as detailed in your proven method – yellow section SSS)	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
				O		O	reaction

Everytime Cooling freshly cooked food										
				MAXIMUM OF 6 HOURS						
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling					
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Notes



Diary

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

What's garage	- w w O								
What's gone wro									
Are any of these a recurr	ing issue?								
Were there any custome Details:	r complaints?								
Was it resolved in a satisfactory manner and what action was taken?									
New workers?									
If so, have they been train	nandlers (including front of house) ned and records completed? See <i>Training a</i>	nd compe	Yes etency Yes	No 🗌 No 🗍					
If training has not been re	eceived, what action has been taken?								
Have there been	any changes?								
Do you have any new su Are you using any new o Have there been any oth	r different equipment?		Yes	No					
	ny of the above, write down the changes ma	de:	100 🗀						
	require Council approval?	uc.	Yes	No 🗆					
Have you calibra	ated your thermometers this i	month	?						
	Temperature in icy cold water		Temperature in boiling water						
Thermometer 1			-						
Thermometer 2									
Signed:		Dated:							

Diary Week 1 commencing

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Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
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The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
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Once a week poultry/minced meat checks using a proven method

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Everytime Cooling freshly cooked food										
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Diary Week 2 commencing

Day of the week	Delivery temperatures of chilled
	goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
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	Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
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	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
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Friday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
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Sunday (any problem or changes – what were they and what did you do?)	
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	Supplier
	Receiving temperature
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 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did above) 	☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervi	sed this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
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Diary Week 3 commencing

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	Supplier
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The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
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Date	Food Item			Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
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	Receiving temperature
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	Supplier
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	Supplier
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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
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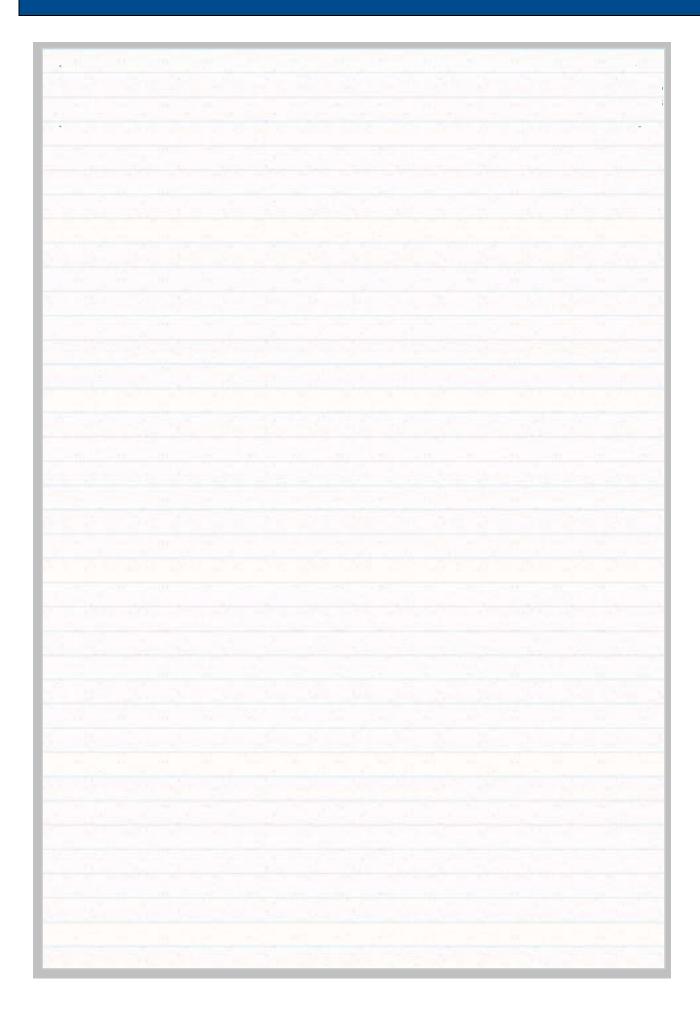
Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your proven method – yellow section SSS)	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
				O		O	reaction

Everytime Cooling freshly cooked food										
				MAXIMUM OF 6 HOURS						
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					

Notes



Diary

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

What's garage	- w w O								
What's gone wro									
Are any of these a recurr	ing issue?								
Were there any custome Details:	r complaints?								
Was it resolved in a satisfactory manner and what action was taken?									
New workers?									
If so, have they been train	nandlers (including front of house) ned and records completed? See <i>Training a</i>	nd compe	Yes etency Yes	No 🗌 No 🗍					
If training has not been re	eceived, what action has been taken?								
Have there been	any changes?								
Do you have any new su Are you using any new o Have there been any oth	r different equipment?		Yes	No					
	ny of the above, write down the changes ma	de:	100 🗀						
	require Council approval?	uc.	Yes	No 🗆					
Have you calibra	ated your thermometers this i	month	?						
	Temperature in icy cold water		Temperature in boiling water						
Thermometer 1			-						
Thermometer 2									
Signed:		Dated:							

Diary Week 1 commencing

/	/	

Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
, , , ,	Receiving temperature
	Supplier
	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
1.														
2.														
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5.														
6.														

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food										
				MAXIMUM OF 6 HOURS						
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					
				°C	°C					

Diary Week 2 commencing

Day of the week	Delivery temperatures of chilled
	goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Saturday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	
Sunday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did above) 	☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervi	sed this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
	()		(()		()		(()		()
	Mon &												

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	e*	2 nd prob	oe	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O	1	0	- I cao i ca

Everytime Cooling freshly cooked food							
		Time it took to cool	Time started cooling	MAXIMUM OF 6 HOURS			
Date	Food Item			Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Thursday (any problem or changes – what were they and what di	Supplier
	Supplier
Friday (any problem or changes – what were they and what did yo	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did	you do?) Supplier
	Supplier
Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
1.														
2.														
3.														
4.														
5.														
6.														

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started ur cooking		1 st probe*		oe	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food							
		Time it took to cool	Time started cooling	MAXIMUM OF 6 HOURS			
Date	Food Item			Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	d this week.
Name: Signed:	

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		•		()		()		()		(()		•
1.														
2.														
3.														
4.														
5.														
6.														

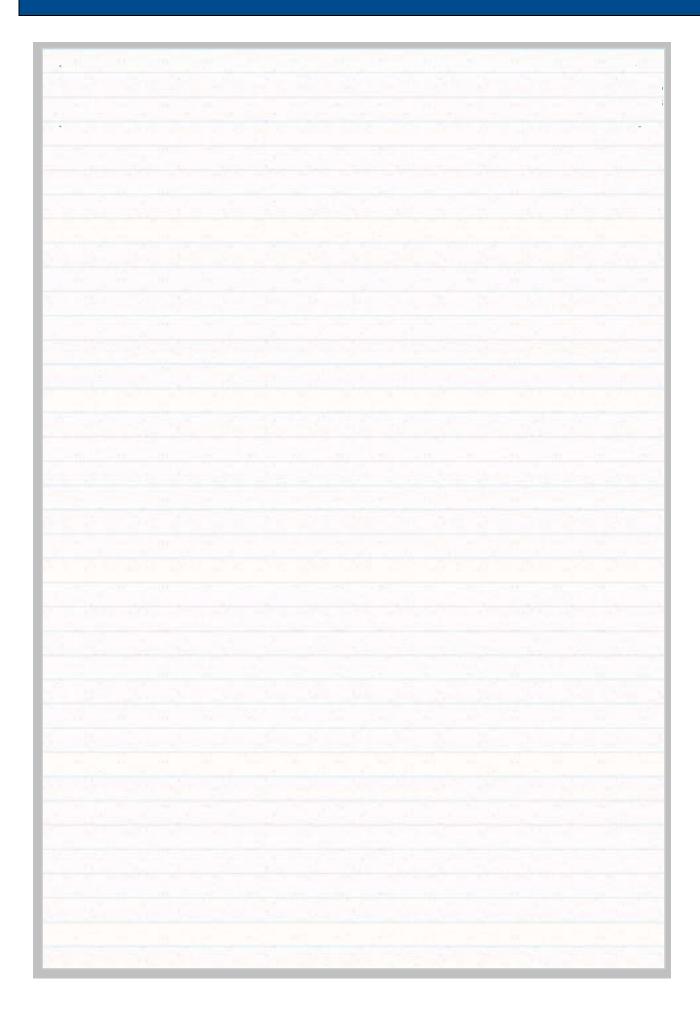
Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your proven method – yellow section SSS)	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached	
				O		O	reaction	

Everytime Cooling freshly cooked food									
Date		Time it took to cool	Time started cooling	MAXIMUM OF 6 HOURS					
	Food Item			Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Notes



Diary

Signed:

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

100 - 11	0						
What's gone wro	ong?						
Are any of these a recurring issue?							
Were there any custome	r complaints?						
Details:							
NA/ it was also as a sti-	f-st-s						
vvas it resolved in a satis	factory manner and what action was taken?						
New workers?							
Are there any new food h	nandlers (including front of house)	Yes	No 🗌				
	ned and records completed? See Training and comp	etency Yes	No 🗌				
If training has not been re	eceived, what action has been taken?						
ii traii iii g riao riot boori re	sooroa, what adiomna soom altom.						
Have there been	any changes?						
Have there been	any changes?						
	r selling any new types of food?	Yes 🔲	No 🗆				
Are you now preparing on Do you have any new su	r selling any new types of food? ppliers?	Yes	No 🗌 No 🔲				
Are you now preparing of Do you have any new su Are you using any new o	r selling any new types of food? ppliers? r different equipment?	Yes	No No				
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth	r selling any new types of food? ppliers? r different equipment? er significant changes?	Yes	No No No No				
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth	r selling any new types of food? ppliers? r different equipment?	Yes	No No				
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes?	Yes	No No No No				
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No				
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No				
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No				
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Pland If you answered yes to an	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made:	Yes	No				
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: s require Council approval?	Yes	No				
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No				
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: s require Council approval?	Yes	No				
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No				
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes. Have you calibrate.	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No				

Dated:

Diary Week 1 commencing

/	/	

Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
, , , ,	Receiving temperature
	Supplier
	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		(()		•		()		(()		(
1.														
2.														
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	e*	2 nd prob	е	Action taken if temperature not reached
	proven method – yellow section SSS)	LOOKING		O		O	reaction

Everytime Cooling freshly cooked food								
				MAXIMUM OF 6 HOURS				
Date	Food Item Time it took to cool cooling	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C			
				°C	°C			
				°C	°C			
				°C	°C			
				°C	°C			
				°C	°C			
				°C	°C			
				°C	°C			
				°C	°C			
				°C	°C			

Diary Week 2 commencing

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•/				

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
	()		(()		()		(()		()
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	e*	2 nd prob	oe	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O	1	0	- Isaaciisa

Everytime Cooling freshly cooked food									
	Food Item	Time it took to cool	Time started cooling	MAXIMUM OF 6 HOURS					
Date				Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Thursday (any problem or changes – what were they and what di	Supplier
	Supplier
Friday (any problem or changes – what were they and what did yo	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did	you do?) Supplier
	Supplier
Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	()		•	<u>.</u>	•		O		()		(P)
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4.														
5.														
6.														

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your proven method – yellow section SSS)	Time started cooking	1 st prob	e*	2 nd probe		Action taken if temperature not reached
				O		O	reaction

Everytime Cooling freshly cooked food									
	Food Item	Time it took to cool	Time started cooling	MAXIMUM OF 6 HOURS					
Date				Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature		
Thursday (any problem or changes – what were they and what did you do?)	Supplier		
	Supplier		
Friday (any problem or changes – what were they and what did you do?)	Supplier		
	Supplier		
Saturday (any problem or changes – what were they and what did you do?)	Supplier		
	Supplier		
Sunday (any problem or changes – what were they and what did you do?)	Supplier		
	Supplier		
Once a week checks			
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding		
The procedures in our Food Control Plan were followed and effectively supervised	d this week.		
Name: Signed:			

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		•		()		()		•		(()		O
1.														
2.														
3.														
4.														
5.														
6.														

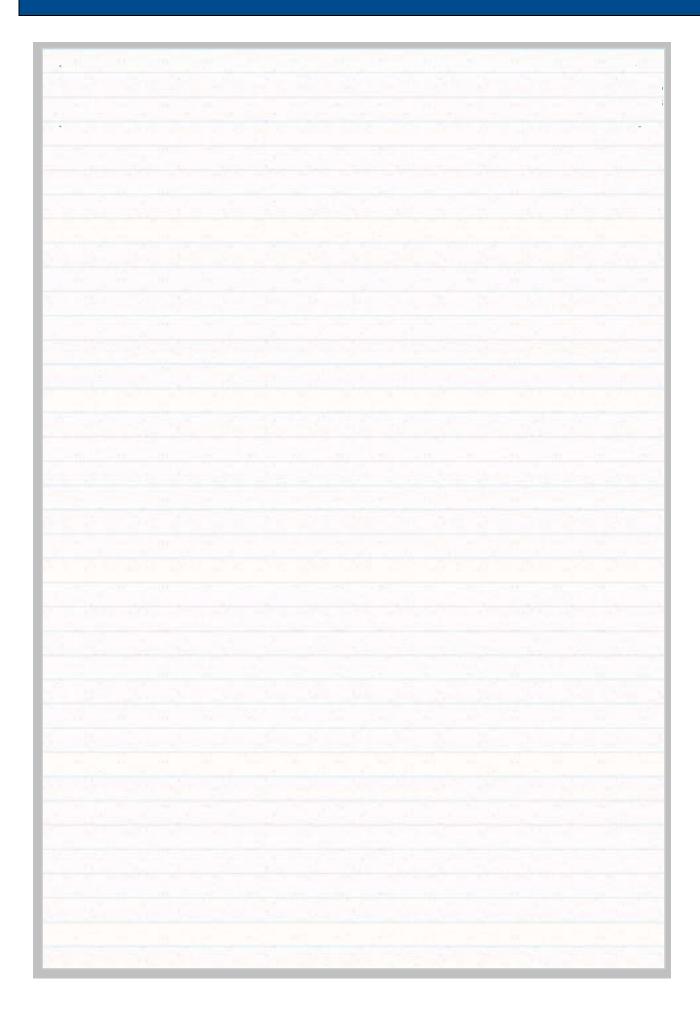
Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)			O		O	reaction

Everytime Cooling freshly cooked food									
	Food Item	Time it took to cool	Time started cooling	MAXIMUM OF 6 HOURS					
Date				Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Notes



Diary

Signed:

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

100 - 11	0							
What's gone wro	ong?							
Are any of these a recurr	ing issue?							
Were there any customer complaints?								
Details:								
NA/ it was also as a sti-	f-st-s							
vvas it resolved in a satis	factory manner and what action was taken?							
New workers?								
Are there any new food h	nandlers (including front of house)	Yes	No 🗌					
	ned and records completed? See Training and comp	etency Yes	No 🗌					
If training has not been re	eceived, what action has been taken?							
ii traii iii g riao riot boori re	sooroa, what adiomna soom altom.							
Have there been	any changes?							
Have there been	any changes?							
	r selling any new types of food?	Yes 🔲	No 🗆					
Are you now preparing on Do you have any new su	r selling any new types of food? ppliers?	Yes	No 🗌 No 🔲					
Are you now preparing of Do you have any new su Are you using any new o	r selling any new types of food? ppliers? r different equipment?	Yes	No No					
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth	r selling any new types of food? ppliers? r different equipment? er significant changes?	Yes	No No No No					
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth	r selling any new types of food? ppliers? r different equipment?	Yes	No No					
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes?	Yes	No No No No					
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No					
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No					
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No					
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Pland If you answered yes to an	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made:	Yes	No					
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: s require Council approval?	Yes	No					
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No					
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: s require Council approval?	Yes	No					
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No					
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes. Have you calibrate.	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No					

Dated:

Diary Week 1 commencing

/	/	

Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
, , , ,	Receiving temperature
	Supplier
	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	()		•	<u>.</u>	•		O		()		(P)
1.														
2.														
3.														
4.														
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	e*	2 nd prob	е	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food									
				MAXIMUM OF 6 HO	MAXIMUM OF 6 HOURS				
Date	e Food Item		Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Diary Week 2 commencing

Day of the week	Delivery temperatures of chilled
	goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Saturday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	
Sunday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did above) 	☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervi	sed this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	e*	2 nd prob	oe	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O	1	0	- Isaaciisa

Everytime Cooling freshly cooked food									
	Food Item	Time it took to cool		MAXIMUM OF 6 HOURS					
Date			Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Thursday (any problem or changes – what were they and what di	Supplier
	Supplier
Friday (any problem or changes – what were they and what did yo	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did	you do?) Supplier
	Supplier
Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	()		•	<u>.</u>	•		O		()		(P)
1.														
2.														
3.														
4.														
5.														
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your proven method – yellow section SSS)	Time started cooking	1 st prob	e*	2 nd prob	oe	Action taken if temperature not reached
				O		O	reaction

Everytime Cooling freshly cooked food									
	Food Item	Time it took to cool		MAXIMUM OF 6 HOURS					
Date			Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	d this week.
Name: Signed:	

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		•		()		()		•		(()		O
1.														
2.														
3.														
4.														
5.														
6.														

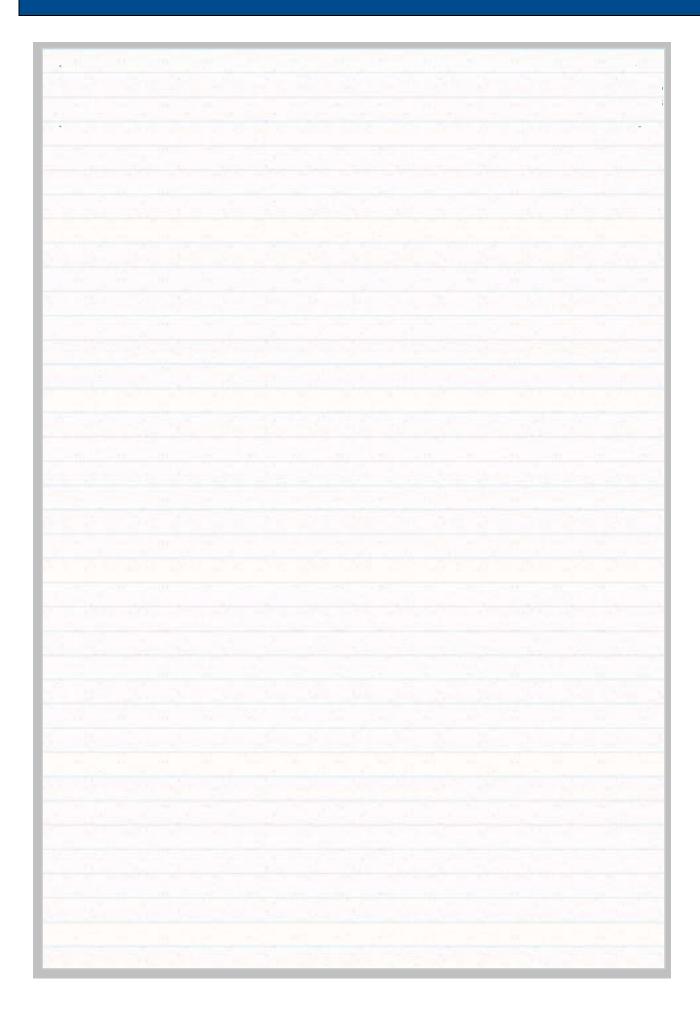
Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	e*	2 nd prob	е	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food									
	Food Item	Time it took to cool		MAXIMUM OF 6 HOURS					
Date			Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Notes



Diary

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

What's garage	- w w O								
What's gone wro									
Are any of these a recurr	Are any of these a recurring issue?								
Were there any customer complaints? Details:									
Was it resolved in a satisfactory manner and what action was taken?									
New workers?									
If so, have they been train	nandlers (including front of house) ned and records completed? See <i>Training a</i>	nd compe	Yes etency Yes	No 🗌 No 🗍					
If training has not been re	eceived, what action has been taken?								
Have there been	any changes?								
Do you have any new su Are you using any new o Have there been any oth	r different equipment?		Yes	No					
		de:	100 🗀						
If you answered yes to any of the above, write down the changes made: Do any of these changes require Council approval? Yes No									
Have you calibra	ated your thermometers this i	month	?						
	Temperature in icy cold water		Temperature in boiling water						
Thermometer 1			-						
Thermometer 2									
Signed:		Dated:							

Diary Week 1 commencing

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Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
, , , ,	Receiving temperature
	Supplier
	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	()		•	<u>.</u>	•		O		()		(P)
1.														
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4.														
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached	
	proven method – yellow section SSS)	Cooking		O		O	reaction	

Everytime Cooling freshly cooked food									
				MAXIMUM OF 6 HO	MAXIMUM OF 6 HOURS				
Date	e Food Item Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling					
				°C	°C				
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				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Diary Week 2 commencing

Day of the week	Delivery temperatures of chilled
	goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Saturday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	
Sunday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did above) 	☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervi	sed this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	e*	2 nd prob	oe	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O	1	0	- Isaaciisa

Everytime Cooling freshly cooked food									
	Food Item	Time it took to cool		MAXIMUM OF 6 HOURS					
Date			Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Thursday (any problem or changes – what were they and what di	Supplier
	Supplier
Friday (any problem or changes – what were they and what did yo	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did	you do?) Supplier
	Supplier
Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	()		•	<u>.</u>	•		O		()		(P)
1.														
2.														
3.														
4.														
5.														
6.														

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your proven method – yellow section SSS)	Time started cooking	1 st prob	e*	2 nd prob	oe	Action taken if temperature not reached
				O		O	reaction

Everytime Cooling freshly cooked food									
	Food Item	Time it took to cool		MAXIMUM OF 6 HOURS					
Date			Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	d this week.
Name: Signed:	

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		•		()		()		•		(()		O
1.														
2.														
3.														
4.														
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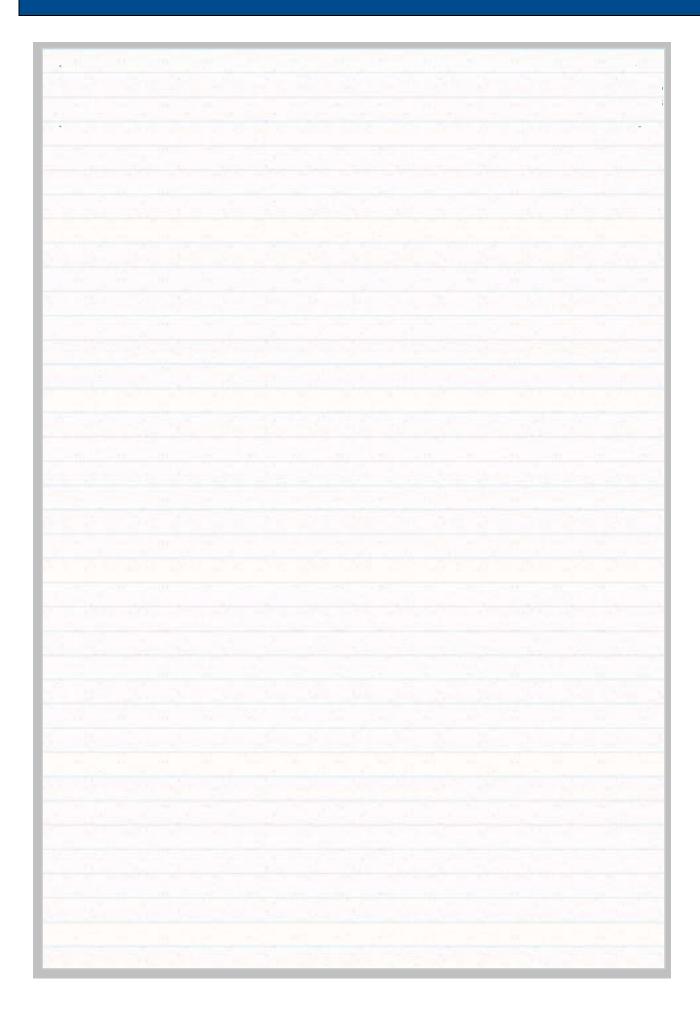
Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	e*	2 nd prob	е	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food									
	Food Item	Time it took to cool		MAXIMUM OF 6 HOURS					
Date			Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Notes



Diary

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

What's garage	- w w O								
What's gone wro									
Are any of these a recurr	Are any of these a recurring issue?								
Were there any customer complaints? Details:									
Was it resolved in a satisfactory manner and what action was taken?									
New workers?									
If so, have they been train	nandlers (including front of house) ned and records completed? See <i>Training a</i>	nd compe	Yes etency Yes	No 🗌 No 🗍					
If training has not been re	eceived, what action has been taken?								
Have there been	any changes?								
Do you have any new su Are you using any new o Have there been any oth	r different equipment?		Yes	No					
		de:	100 🗀						
If you answered yes to any of the above, write down the changes made: Do any of these changes require Council approval? Yes No									
Have you calibra	ated your thermometers this i	month	?						
	Temperature in icy cold water		Temperature in boiling water						
Thermometer 1			-						
Thermometer 2									
Signed:		Dated:							

Diary Week 1 commencing

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Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
, , , ,	Receiving temperature
	Supplier
	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	()		•	<u>.</u>	•		O		()		(P)
1.														
2.														
3.														
4.														
5.														
6.														

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached	
	proven method – yellow section SSS)	Cooking		O		O	reaction	

Everytime Cooling freshly cooked food									
				MAXIMUM OF 6 HO	MAXIMUM OF 6 HOURS				
Date	e Food Item Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling					
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				
				°C	°C				

Diary Week 2 commencing

Day of the week	Delivery temperatures of chilled
	goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Saturday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	
Sunday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did above) 	☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervi	sed this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
	()		(()		()		(()		()
	Mon &												

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	e*	2 nd prob	oe	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O	1	0	- Isaaciisa

Everytime Cooling freshly cooked food							
Date	Food Item	Time it took to cool	Time started cooling	MAXIMUM OF 6 HOURS			
				Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Thursday (any problem or changes – what were they and what di	Supplier
	Supplier
Friday (any problem or changes – what were they and what did ye	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
1.														
2.														
3.														
4.														
5.														
6.														

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item	(as detailed in your cooking proven method –		1 st probe*		oe	Action taken if temperature not reached
	proven method – yellow section SSS)			O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	d this week.
Name: Signed:	

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		•		()		()		•		(()		O
1.														
2.														
3.														
4.														
5.														
6.														

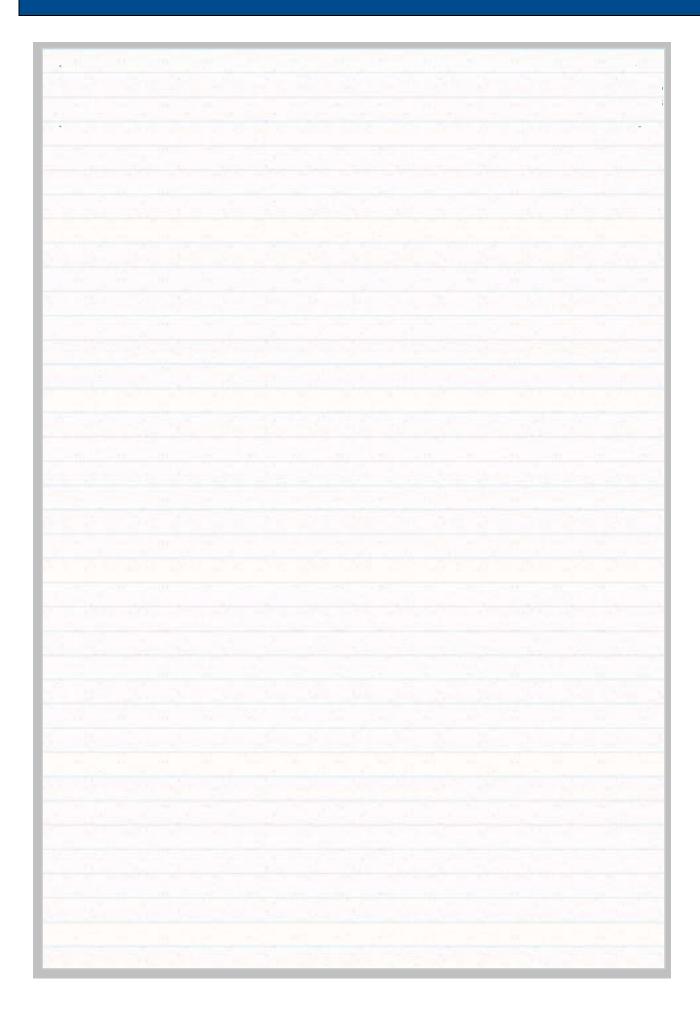
Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item	tem Time started cooking		1 st probe*		е	Action taken if temperature not reached
	proven method – yellow section SSS)			O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Notes



Diary

Signed:

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

100 - 11	0		
What's gone wro	ong?		
Are any of these a recurr	ing issue?		
Were there any custome	r complaints?		
Details:			
NA/ it was also as a sti-	f-st-s		
vvas it resolved in a satis	factory manner and what action was taken?		
New workers?			
Are there any new food h	nandlers (including front of house)	Yes	No 🗌
	ned and records completed? See Training and comp	etency Yes	No 🗌
If training has not been re	eceived, what action has been taken?		
ii traii iii g riao riot boori re	sooroa, what adiomna soom altom.		
Have there been	any changes?		
Have there been	any changes?		
	r selling any new types of food?	Yes 🔲	No 🗆
Are you now preparing or Do you have any new su	r selling any new types of food? ppliers?	Yes	No No No No No No No No No No
Are you now preparing of Do you have any new su Are you using any new o	r selling any new types of food? ppliers? r different equipment?	Yes	No No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth	r selling any new types of food? ppliers? r different equipment? er significant changes?	Yes	No No No No
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth	r selling any new types of food? ppliers? r different equipment?	Yes	No No
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes?	Yes	No No No No
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Pland If you answered yes to an	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made:	Yes	No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: s require Council approval?	Yes	No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: s require Council approval?	Yes	No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes. Have you calibrate.	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No

Dated:

Diary Week 1 commencing

/	/	

Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
, , , , , , , , , , , , , , , , , , , ,	Receiving temperature
	Supplier
	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		(()		•		()		(()		(
1.														
2.														
3.														
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Date Food Item Time it took to cool		Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 2 commencing

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Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
	()		(()		()		(()		()
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	1 st probe*		oe	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O	1	0	- Isaaciisa

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Date Food Item Time it took to cool		Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Thursday (any problem or changes – what were they and what di	Supplier
	Supplier
Friday (any problem or changes – what were they and what did yo	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did	you do?) Supplier
	Supplier
Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
1.														
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3.														
4.														
5.														
6.														

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	d this week.
Name: Signed:	

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		•		()		()		•		(()		O
1.														
2.														
3.														
4.														
5.														
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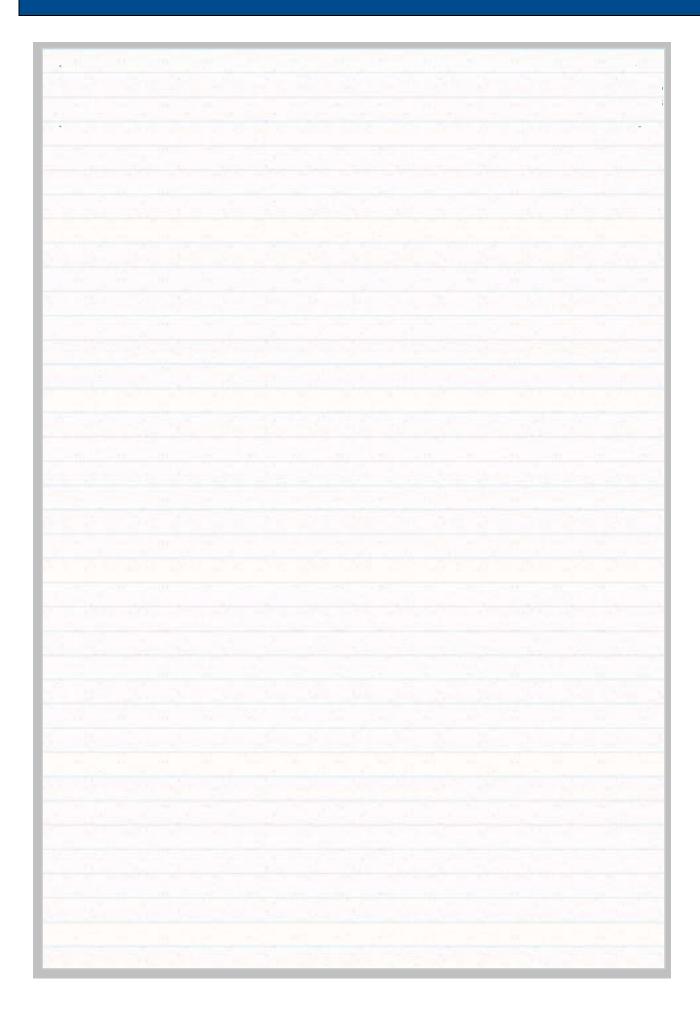
Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached	
	proven method – yellow section SSS)	S)		O		O	reaction	

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Notes



Diary

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

What's garage	- w w O					
What's gone wro						
Are any of these a recurr	ing issue?					
Were there any custome Details:	r complaints?					
Was it resolved in a satisfactory manner and what action was taken?						
New workers?						
If so, have they been train	nandlers (including front of house) ned and records completed? See <i>Training a</i>	nd compe	Yes etency Yes	No 🗌 No 🗍		
If training has not been re	eceived, what action has been taken?					
Have there been	any changes?					
Do you have any new su Are you using any new o Have there been any oth	r different equipment?		Yes	No		
	ny of the above, write down the changes ma	de:	100 🗀			
	require Council approval?	uc.	Yes	No 🗆		
Have you calibra	ated your thermometers this i	month	?			
	Temperature in icy cold water		Temperature in boiling water			
Thermometer 1			-			
Thermometer 2						
Signed:		Dated:				

Diary Week 1 commencing

/	/	

Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
, , , , , , , , , , , , , , , , , , , ,	Receiving temperature
	Supplier
	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
1.														
2.														
3.														
4.														
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	te Food Item Time it took to cool		Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 2 commencing

Day of the week	Delivery temperatures of chilled
	goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Saturday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	
Sunday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did above) 	☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervi	sed this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O	1	0	- Isaaciisa

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	te Food Item Time it took to cool		Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Thursday (any problem or changes – what were they and what di	Supplier
	Supplier
Friday (any problem or changes – what were they and what did yo	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did	you do?) Supplier
	Supplier
Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
1.														
2.														
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4.														
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	d this week.
Name: Signed:	

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		•		()		()		•		(()		O
1.														
2.														
3.														
4.														
5.														
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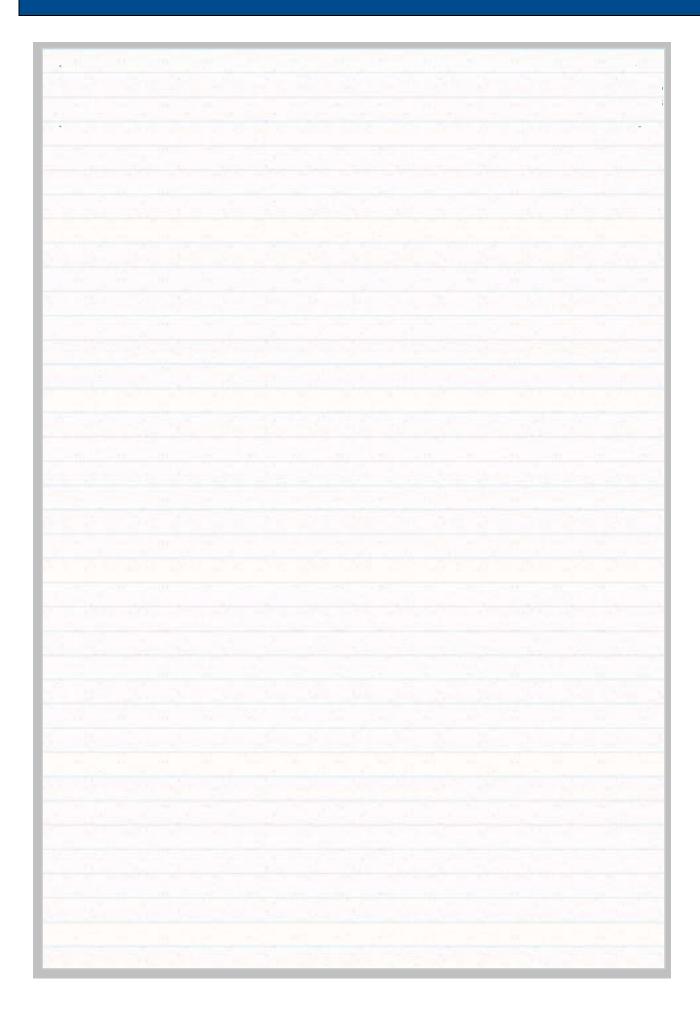
Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached	
	proven method – yellow section SSS)	S)		O		O	reaction	

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Notes



Diary

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

What's garage	- w w O					
What's gone wro						
Are any of these a recurr	ing issue?					
Were there any custome Details:	r complaints?					
Was it resolved in a satisfactory manner and what action was taken?						
New workers?						
If so, have they been train	nandlers (including front of house) ned and records completed? See <i>Training a</i>	nd compe	Yes etency Yes	No 🗌 No 🗍		
If training has not been re	eceived, what action has been taken?					
Have there been	any changes?					
Do you have any new su Are you using any new o Have there been any oth	r different equipment?		Yes	No		
	ny of the above, write down the changes ma	de:	100 🗀			
	require Council approval?	uc.	Yes	No 🗆		
Have you calibra	ated your thermometers this i	month	?			
	Temperature in icy cold water		Temperature in boiling water			
Thermometer 1			-			
Thermometer 2						
Signed:		Dated:				

Diary Week 1 commencing

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Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
, , , ,	Receiving temperature
	Supplier
	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
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2.														
3.														
4.														
5.														
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	te Food Item Time it took to cool		Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 2 commencing

Day of the week	Delivery temperatures of chilled
	goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Saturday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	
Sunday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did above) 	☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervi	sed this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
	()		(()		()		(()		()
	Mon &												

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O	1	0	- Isaaciisa

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	te Food Item Time it took to cool		Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
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				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Thursday (any problem or changes – what were they and what di	Supplier
	Supplier
Friday (any problem or changes – what were they and what did yo	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did	you do?) Supplier
	Supplier
Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	d this week.
Name: Signed:	

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		•		()		()		•		(()		O
1.														
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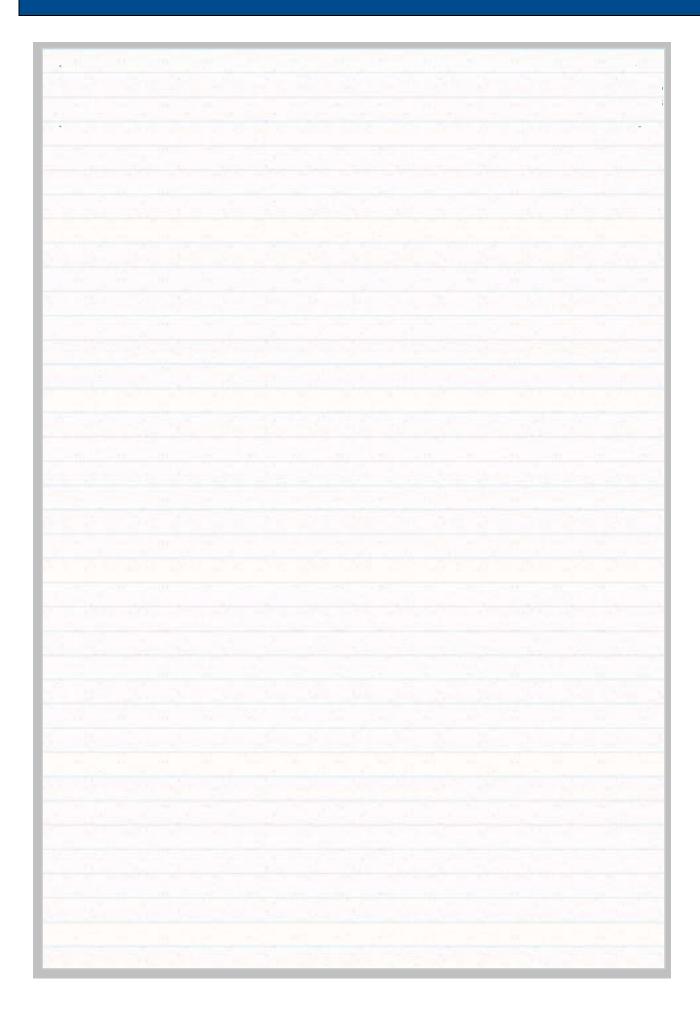
Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached	
	proven method – yellow section SSS)	S)		O		O	reaction	

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
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				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Notes



Diary

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

What's garage	- w w O					
What's gone wro						
Are any of these a recurr	ing issue?					
Were there any custome Details:	r complaints?					
Was it resolved in a satisfactory manner and what action was taken?						
New workers?						
If so, have they been train	nandlers (including front of house) ned and records completed? See <i>Training a</i>	nd compe	Yes etency Yes	No 🗌 No 🗍		
If training has not been re	eceived, what action has been taken?					
Have there been	any changes?					
Do you have any new su Are you using any new o Have there been any oth	r different equipment?		Yes	No		
	ny of the above, write down the changes ma	de:	100 🗀			
	require Council approval?	uc.	Yes	No 🗆		
Have you calibra	ated your thermometers this i	month	?			
	Temperature in icy cold water		Temperature in boiling water			
Thermometer 1			-			
Thermometer 2						
Signed:		Dated:				

Diary Week 1 commencing

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Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
, , , ,	Receiving temperature
	Supplier
	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		(()		•		()		(()		(
1.														
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4.														
5.														
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Date Food Item Time it took to cool		Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 2 commencing

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Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
	()		(()		()		(()		()
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	1 st probe*		oe	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O	1	0	- I Guerre

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Date Food Item Time it took to cool		Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Thursday (any problem or changes – what were they and what di	Supplier
	Supplier
Friday (any problem or changes – what were they and what did yo	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did	you do?) Supplier
	Supplier
Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
1.														
2.														
3.														
4.														
5.														
6.														

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item	(as detailed in your cooking proven method –		1 st probe*		oe	Action taken if temperature not reached
	proven method – yellow section SSS)			O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	d this week.
Name: Signed:	

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		•		()		()		•		(()		O
1.														
2.														
3.														
4.														
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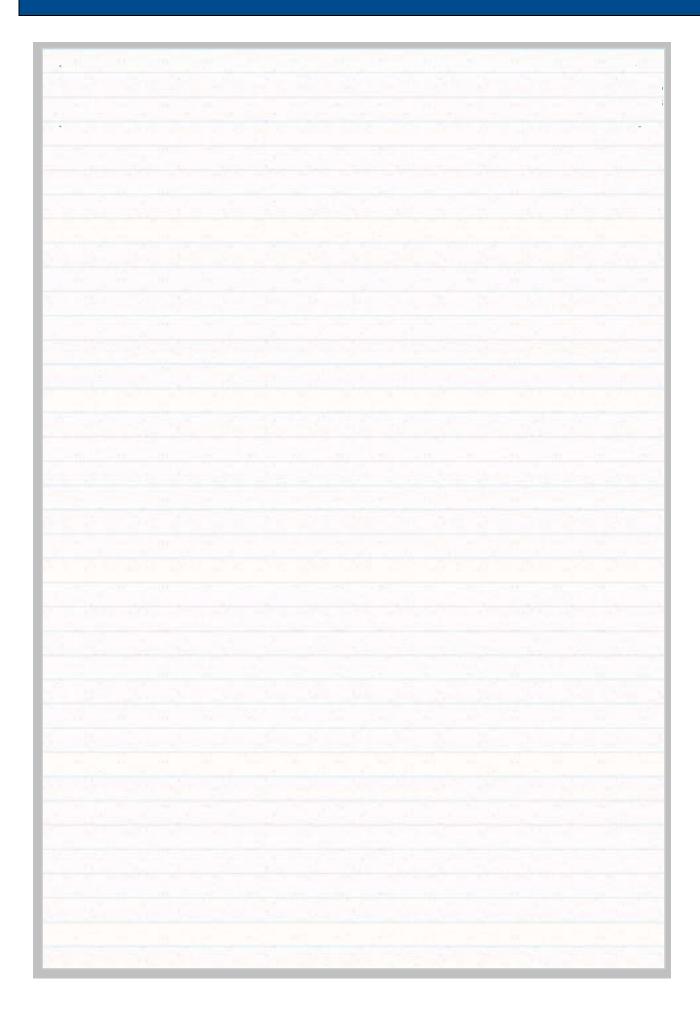
Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item	tem Time started cooking		1 st probe*		е	Action taken if temperature not reached
	proven method – yellow section SSS)			O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
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				°C	°C		
				°C	°C		
				°C	°C		

Notes



Diary

Signed:

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

100 - 11	0		
What's gone wro	ong?		
Are any of these a recurr	ing issue?		
Were there any custome	r complaints?		
Details:			
NA/ it was also as a sti-	ft		
vvas it resolved in a satis	factory manner and what action was taken?		
New workers?			
Are there any new food h	nandlers (including front of house)	Yes	No 🗌
	ned and records completed? See Training and comp	etency Yes	No 🗌
If training has not been re	eceived, what action has been taken?		
ii traii iii g riao riot boori re	sooroa, what adiomna soom altom.		
Have there been	any changes?		
Have there been	any changes?		
	r selling any new types of food?	Yes 🔲	No 🗆
Are you now preparing or Do you have any new su	r selling any new types of food? ppliers?	Yes	No 🗌 No 🔲
Are you now preparing of Do you have any new su Are you using any new o	r selling any new types of food? ppliers? r different equipment?	Yes	No No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth	r selling any new types of food? ppliers? r different equipment? er significant changes?	Yes	No No No No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth	r selling any new types of food? ppliers? r different equipment?	Yes	No No
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes?	Yes	No No No No
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No
Are you now preparing of Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required?	Yes	No No No No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Pland If you answered yes to an	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made:	Yes	No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: s require Council approval?	Yes	No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: s require Council approval?	Yes	No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No
Are you now preparing of Do you have any new su Are you using any new of Have there been any oth Has the Food Control Plate If you answered yes to an Do any of these changes. Have you calibrate.	r selling any new types of food? ppliers? r different equipment? er significant changes? an been updated as required? ny of the above, write down the changes made: e require Council approval?	Yes	No

Dated:

Diary Week 1 commencing

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Day of the week	Delivery temperatures of skilled
Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier Receiving temperature
	Supplier Receiving temperature
Tuesday (any problem or changes – what were they and what did you do?	
ruesday (any problem of changes – what were they and what did you do?	Supplier
	Supplier
	Receiving temperature
Wednesday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Thursday (any problem or changes – what were they and what did you do'	?) Supplier
, , , ,	Receiving temperature
	Supplier
	Receiving temperature
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Saturday (any problem or changes – what were they and what did you do?	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Receiving temperature
	Supplier
	Receiving temperature
Once a week checks	
☐ Weekly and fortnightly cleaning tasks completed	☐ Reheating items to 75°C
 ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you did about a completed) 	ve)
The procedures in our Food Control Plan were followed and effectively sup	pervised this week.
Name: Signed:	

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Week 1 commencing

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Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		(()		•		()		(()		(
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd prob	е	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O		O	reaction

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date Food Item	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
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				°C	°C		
				°C	°C		

Diary Week 2 commencing

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Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Tuesday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Wednesday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	this week.
Name: Signed:	

Diary V

Week 2 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
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Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your	Time started cooking	1 st prob	e*	2 nd prob	oe	Action taken if temperature not reached
	proven method – yellow section SSS)	Cooking		O	1	0	- Isaaciisa

Everytime Cooling freshly cooked food							
				MAXIMUM OF 6 HOURS			
Date Food Item	Food Item	Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		
				°C	°C		

Diary Week 3 commencing

Day of the week	Delivery temperatures of chilled goods
Monday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Tuesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Wednesday (any problem or changes – what were they and what did	you do?) Supplier Receiving temperature
	Supplier
Thursday (any problem or changes – what were they and what di	Supplier
	Supplier
Friday (any problem or changes – what were they and what did yo	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did	you do?) Supplier
	Supplier
Once a week checks	
 ☐ Weekly and fortnightly cleaning tasks completed ☐ Weekly and fortnightly maintenance tasks completed Signs of pest activity ☐ No ☐ Yes (if yes, write down what you 	☐ Reheating items to 75°C ☐ Hot holding u did above)
The procedures in our Food Control Plan were followed and effect	tively supervised this week.
Name: Signo	ed:

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Week 3 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	<u>.</u>	(P)	<u>.</u>	•		•	<u>.</u>	•		O		()		(P)
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3.														
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5.														
6.														

Once a week poultry/minced meat checks using a proven method

You need to show: The temperature the food reached and how long it stayed at this temperature. Please refer to "cooking poultry/minced meat and chicken liver" section in your **SSS** guide for the time/temperature combinations.

Date	Item (as detailed in your proven method – yellow section SSS)	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached
		ŭ		O		O	reaction

Everytime Cooling freshly cooked food								
				MAXIMUM OF 6 HOURS				
Date	Food Item	Food Item Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling			
				°C	°C			
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				°C	°C			
				°C	°C			
				°C	°C			
				°C	°C			

Week 4 commencing **Diary** Day of the week **Delivery temperatures of chilled** goods Monday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Receiving temperature Tuesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier Receiving temperature Wednesday (any problem or changes – what were they and what did you do?) Supplier Receiving temperature Supplier

	Receiving temperature
Thursday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Friday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Saturday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Sunday (any problem or changes – what were they and what did you do?)	Supplier
	Supplier
Once a week checks	
 □ Weekly and fortnightly cleaning tasks completed □ Weekly and fortnightly maintenance tasks completed Signs of pest activity □ No □ Yes (if yes, write down what you did above) 	☐ Reheating items to 75°C☐ Hot holding
The procedures in our Food Control Plan were followed and effectively supervised	d this week.
Name: Signed:	

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Week 4 commencing



Fridge Temperatures (Check daily that the food in your fridge is being kept at 5°C or lower)

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		•		•		•	<u>.</u>	•		©		()		O
1.														
2.														
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5.														
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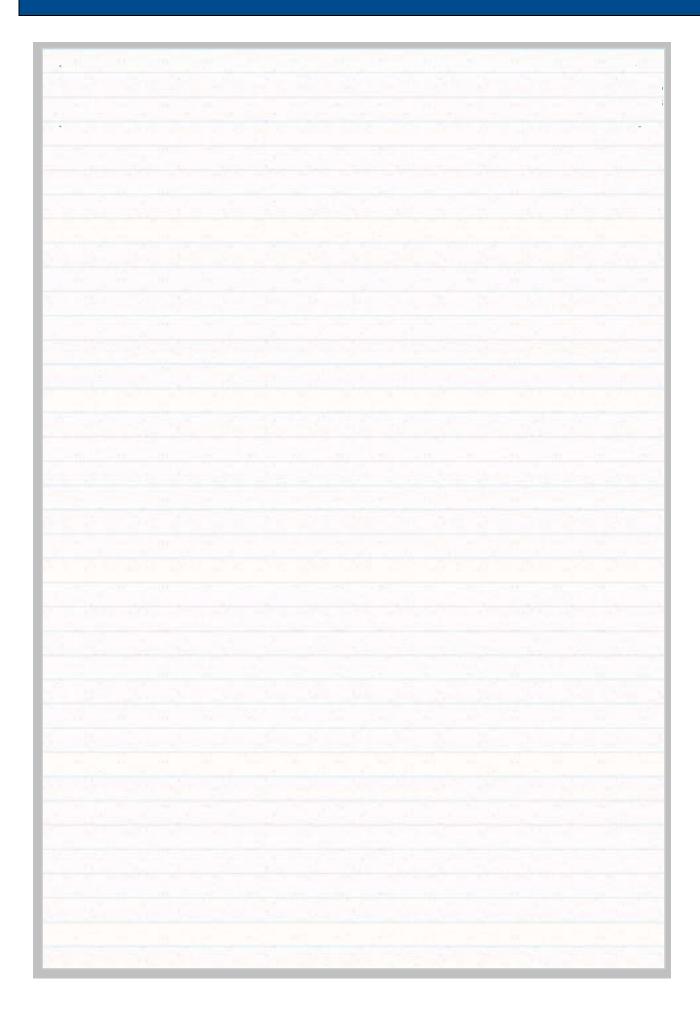
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Date	Item (as detailed in your	Time started cooking	1 st probe*		2 nd probe		Action taken if temperature not reached	
	proven method – yellow section SSS)	nethod – ection SSS)		O		O	reaction	

Everytime Cooling freshly cooked food								
				MAXIMUM OF 6 HOURS				
Date	Food Item	Food Item Time it took to cool	Time started cooling	Temp after 2 hours of cooling	Temp after an extra 4 hours of cooling			
				°C	°C			
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				°C	°C			
				°C	°C			
				°C	°C			
				°C	°C			

Notes



Diary

Four-week Review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

What's garage	- w w O							
What's gone wro								
Are any of these a recurr	ing issue?							
Were there any custome Details:	r complaints?							
Was it resolved in a satis	factory manner and what action was taken?							
New workers?								
If so, have they been train	nandlers (including front of house) ned and records completed? See <i>Training a</i> eceived, what action has been taken?	nd compe	Yes etency Yes	No 🗌 No 🗍				
Have there been	any changes?							
Do you have any new su Are you using any new o Have there been any oth Has the Food Control Pla	r different equipment?	de:	Yes	No				
Do any of these changes	Do any of these changes require Council approval? Yes No							
Have you calibra	ated your thermometers this I	month	?					
	Temperature in icy cold water		Temperature in boiling water					
Thermometer 1			_					
Thermometer 2								
Signed:		Dated:						