

# Food Control Plan Diary

A diary for keeping records  
of food safety checks

Site registration: MBD \_\_\_\_\_ / \_\_\_\_

Business Name:

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Marlborough District Council  
PO Box 443  
Blenheim 7240  
New Zealand

03 520 7400  
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# 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 pre-printed 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.

## Chiller and hot holding units

Unit 1

Unit 8

Unit 2

Unit 9

Unit 3

Unit 10

Unit 4

Unit 11

Unit 5

Unit 12

Unit 6

Unit 13

Unit 7

Unit 14

# 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 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

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### Closing checks

The following checks must be done each time the home kitchen has been used for commercial food preparation:

- Commercial food is stored separate from other food and at the required temperature.
- Commercial food can't become contaminated by other food or activities at the place.
- Food past its 'Use by' date has been thrown away .
- Cleaning has been completed (see Cleaning schedule).
- Waste has been removed and disposed of or hygienically stored until disposal.

### Other checks made:

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### Temperature checks

The following food temperature 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.





# Diary

# Week 1 commencing

.../.../...

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<p>The procedures in our Food Control Plan were followed and effectively supervised this week.</p> <p>Name: _____ Signed: _____</p>	





# Diary

# Week 2 commencing



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# Diary

# Week 3 commencing

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# Diary

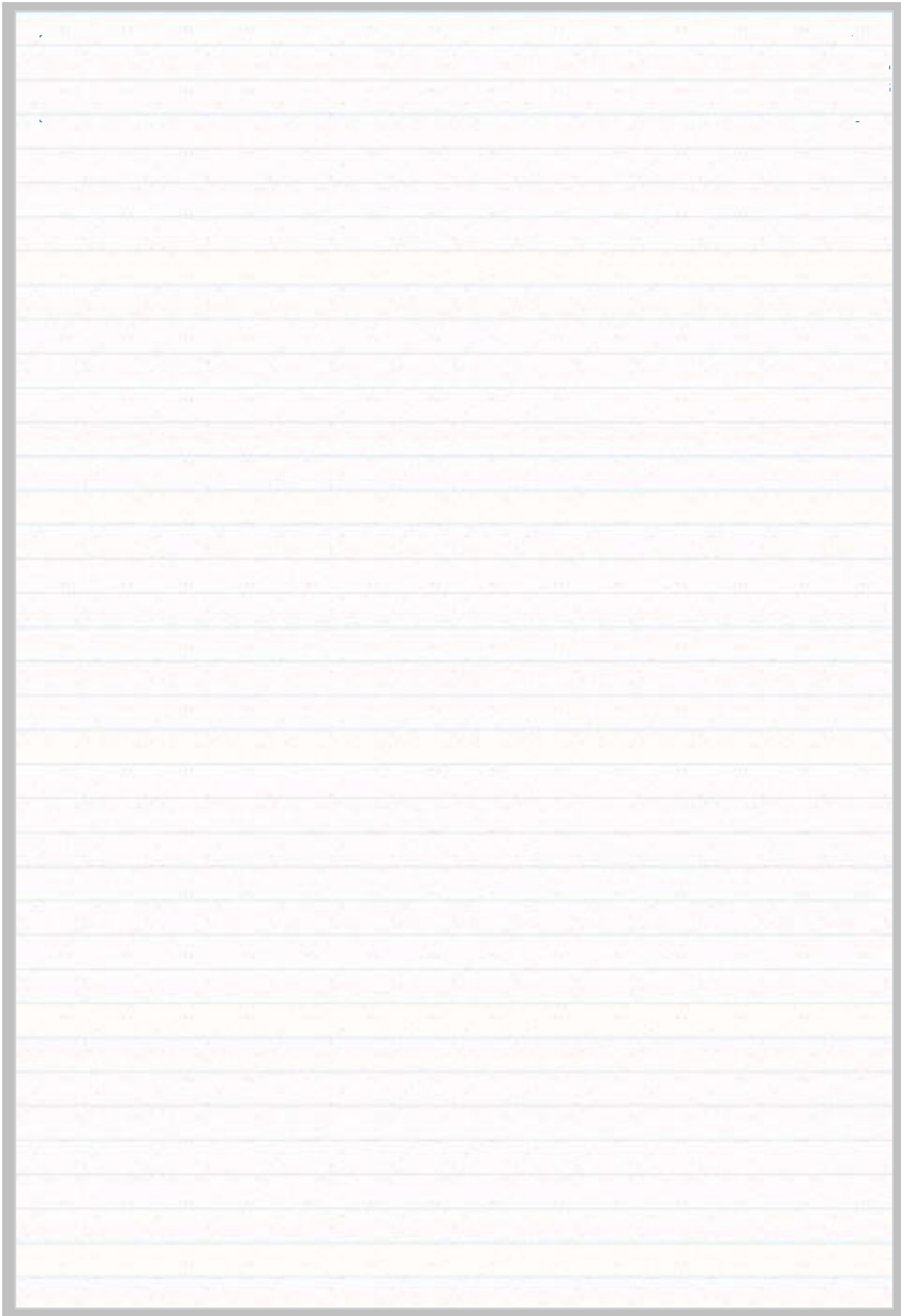
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.../.../...

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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 gone wrong?

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?

Are there any new food handlers (including front of house)

Yes

No

If so, have they been trained and records completed? See *Training and competency*

Yes

No

If training has not been received, what action has been taken?

## Have there been any changes?

Are you now preparing or selling any new types of food?

Yes

No

Do you have any new suppliers?

Yes

No

Are you using any new or different equipment?

Yes

No

Have there been any other significant changes?

Yes

No

Has the Food Control Plan been updated as required?

Yes

No

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 calibrated your thermometers this month?

	Temperature in icy cold water	Temperature in boiling water
Thermometer 1		
Thermometer 2		

Signed:

Dated:

# Diary

# Week 1 commencing

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# Diary

# Week 2 commencing



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# Week 3 commencing

.../.../...

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# Diary

# Week 4 commencing

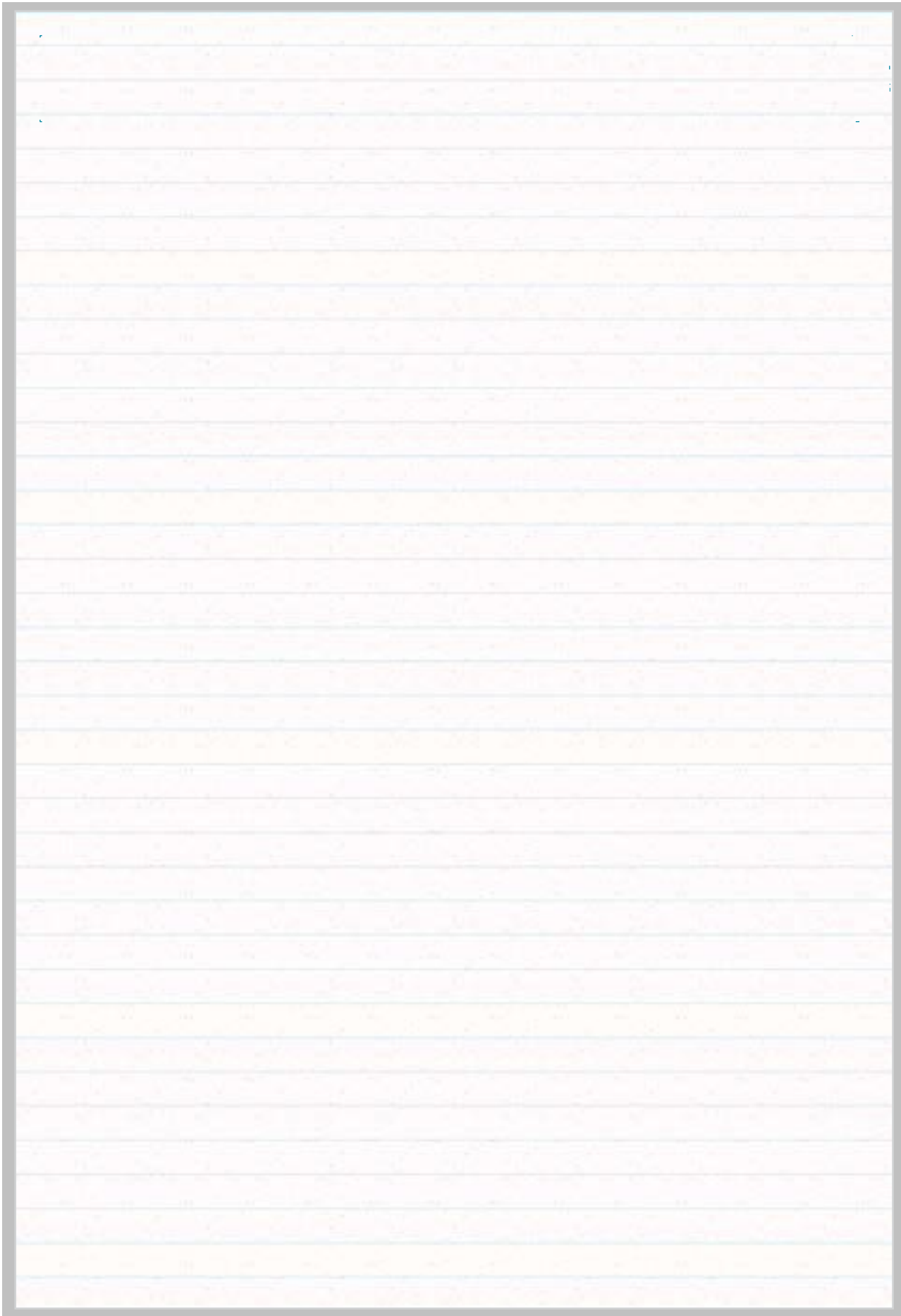
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# Notes



# 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 gone wrong?

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?

Are there any new food handlers (including front of house)

Yes

No

If so, have they been trained and records completed? See *Training and competency*

Yes

No

If training has not been received, what action has been taken?

## Have there been any changes?

Are you now preparing or selling any new types of food?

Yes

No

Do you have any new suppliers?

Yes

No

Are you using any new or different equipment?

Yes

No

Have there been any other significant changes?

Yes

No

Has the Food Control Plan been updated as required?

Yes

No

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 calibrated your thermometers this month?

	Temperature in icy cold water	Temperature in boiling water
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Thermometer 2		

Signed:

Dated:

# Diary

# Week 1 commencing

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# Diary

# Week 2 commencing



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# Week 3 commencing

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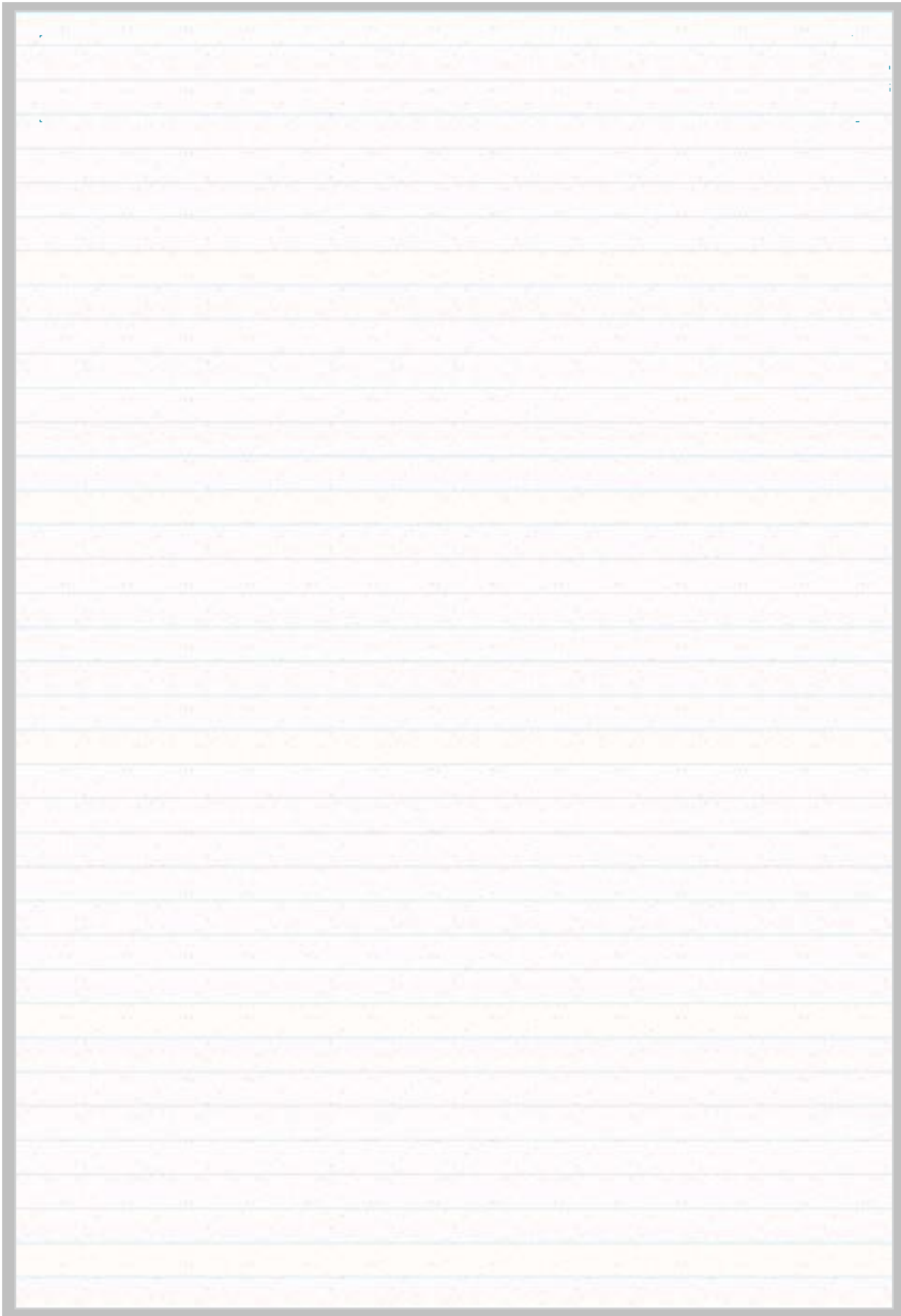
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Sunday (any problem or changes – what were they and what did you do?)	Supplier ..... Receiving temperature .....
	Supplier ..... Receiving temperature .....
<p><b>Once a week checks</b></p> <p><input type="checkbox"/> Weekly and fortnightly cleaning tasks completed</p> <p><input type="checkbox"/> Weekly and fortnightly maintenance tasks completed</p> <p>Signs of pest activity    <input type="checkbox"/> No    <input type="checkbox"/> Yes (if yes, write down what you did above)</p>	<p><input type="checkbox"/> Reheating items to 75°C</p> <p><input type="checkbox"/> Hot holding</p>
<p>The procedures in our Food Control Plan were followed and effectively supervised this week.</p> <p>Name: _____ Signed: _____</p>	



# 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 gone wrong?

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?

Are there any new food handlers (including front of house)

Yes

No

If so, have they been trained and records completed? See *Training and competency*

Yes

No

If training has not been received, what action has been taken?

## Have there been any changes?

Are you now preparing or selling any new types of food?

Yes

No

Do you have any new suppliers?

Yes

No

Are you using any new or different equipment?

Yes

No

Have there been any other significant changes?

Yes

No

Has the Food Control Plan been updated as required?

Yes

No

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 calibrated your thermometers this 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 chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier ..... Receiving temperature .....
	Supplier ..... Receiving temperature .....
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<p>The procedures in our Food Control Plan were followed and effectively supervised this week.</p> <p>Name: _____ Signed: _____</p>	



# 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 .....
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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 .....
	Supplier ..... Receiving temperature .....
Tuesday (any problem or changes – what were they and what did you do?)	Supplier ..... Receiving temperature .....
	Supplier ..... Receiving temperature .....
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# Diary

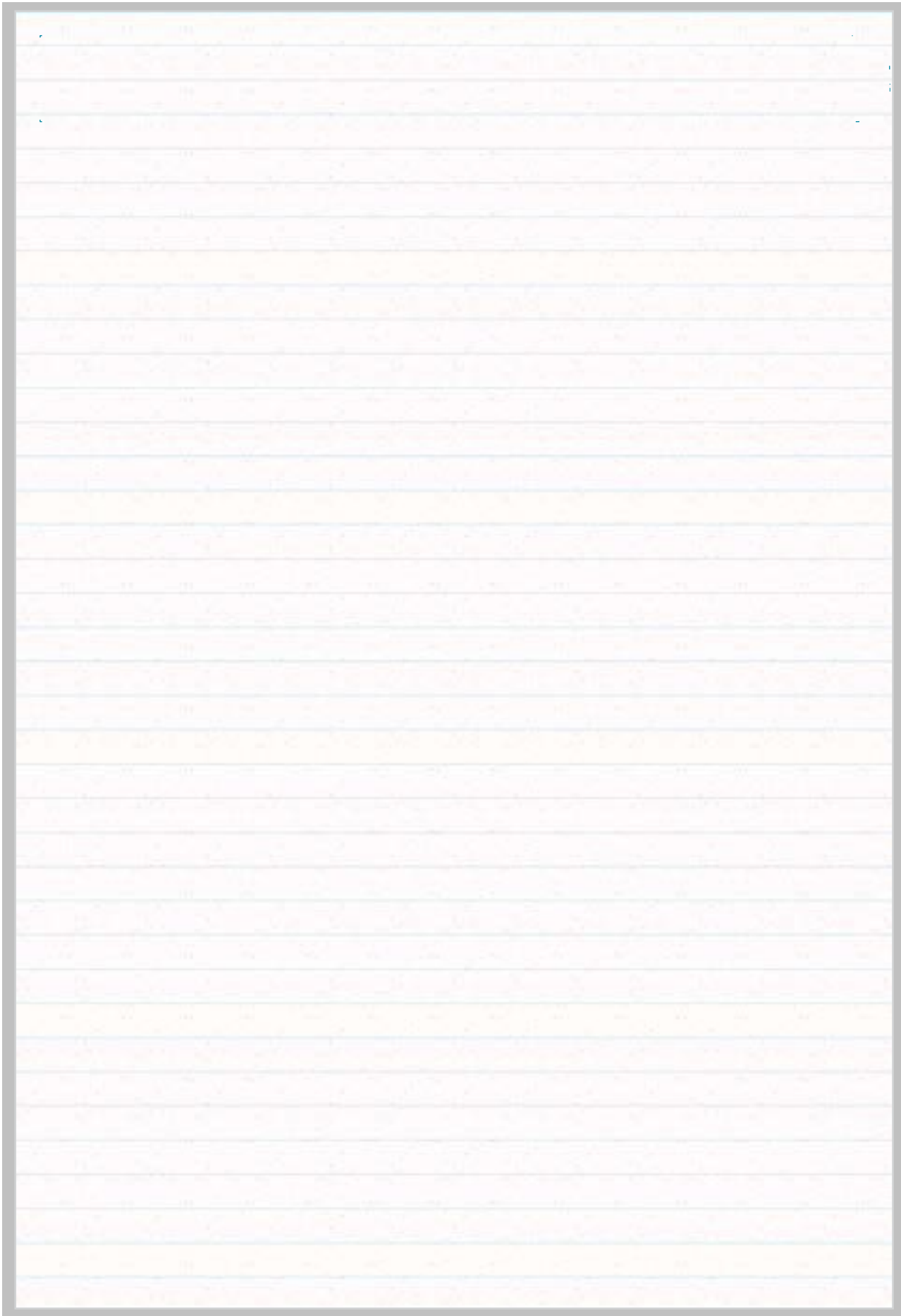
# Week 4 commencing

.../.../...

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 .....
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	Supplier ..... Receiving temperature .....
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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 gone wrong?

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?

Are there any new food handlers (including front of house)

Yes

No

If so, have they been trained and records completed? See *Training and competency*

Yes

No

If training has not been received, what action has been taken?

## Have there been any changes?

Are you now preparing or selling any new types of food?

Yes

No

Do you have any new suppliers?

Yes

No

Are you using any new or different equipment?

Yes

No

Have there been any other significant changes?

Yes

No

Has the Food Control Plan been updated as required?

Yes

No

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 calibrated your thermometers this 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 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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# 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 .....
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	Supplier ..... Receiving temperature .....
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<p>The procedures in our Food Control Plan were followed and effectively supervised this week.</p> <p>Name: _____ Signed: _____</p>	



# 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 ..... 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 .....
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# Diary

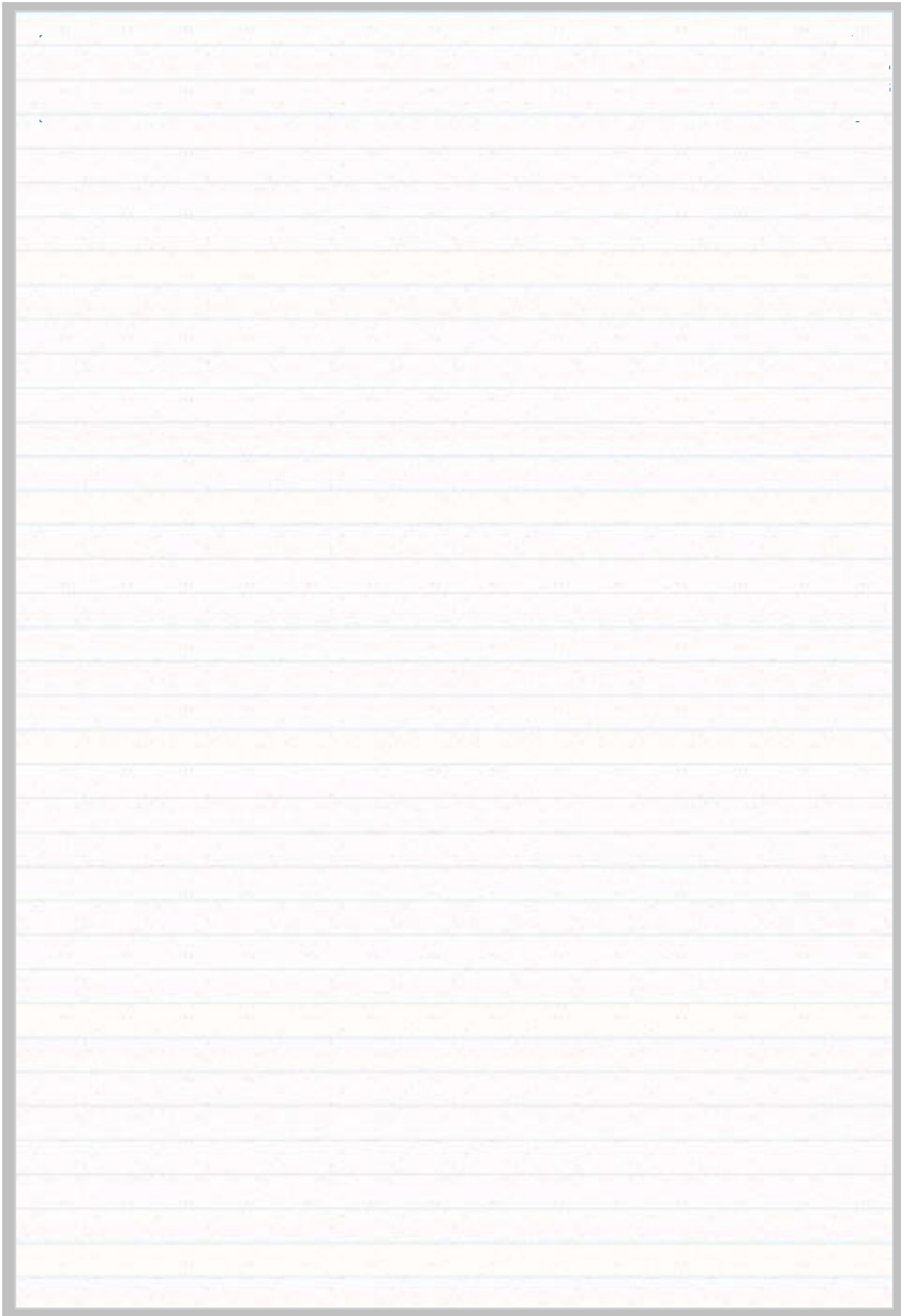
# Week 4 commencing

.../.../...

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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# 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 gone wrong?

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?

Are there any new food handlers (including front of house)

Yes

No

If so, have they been trained and records completed? See *Training and competency*

Yes

No

If training has not been received, what action has been taken?

## Have there been any changes?

Are you now preparing or selling any new types of food?

Yes

No

Do you have any new suppliers?

Yes

No

Are you using any new or different equipment?

Yes

No

Have there been any other significant changes?

Yes

No

Has the Food Control Plan been updated as required?

Yes

No

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 calibrated your thermometers this 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 chilled goods
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The procedures in our Food Control Plan were followed and effectively supervised this week. Name: _____ Signed: _____	



# 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 .....
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	Supplier ..... Receiving temperature .....
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<p>The procedures in our Food Control Plan were followed and effectively supervised this week.</p> <p>Name: _____ Signed: _____</p>	



# 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 ..... Receiving temperature .....
Tuesday (any problem or changes – what were they and what did you do?)	Supplier ..... Receiving temperature .....
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# Diary

# Week 4 commencing

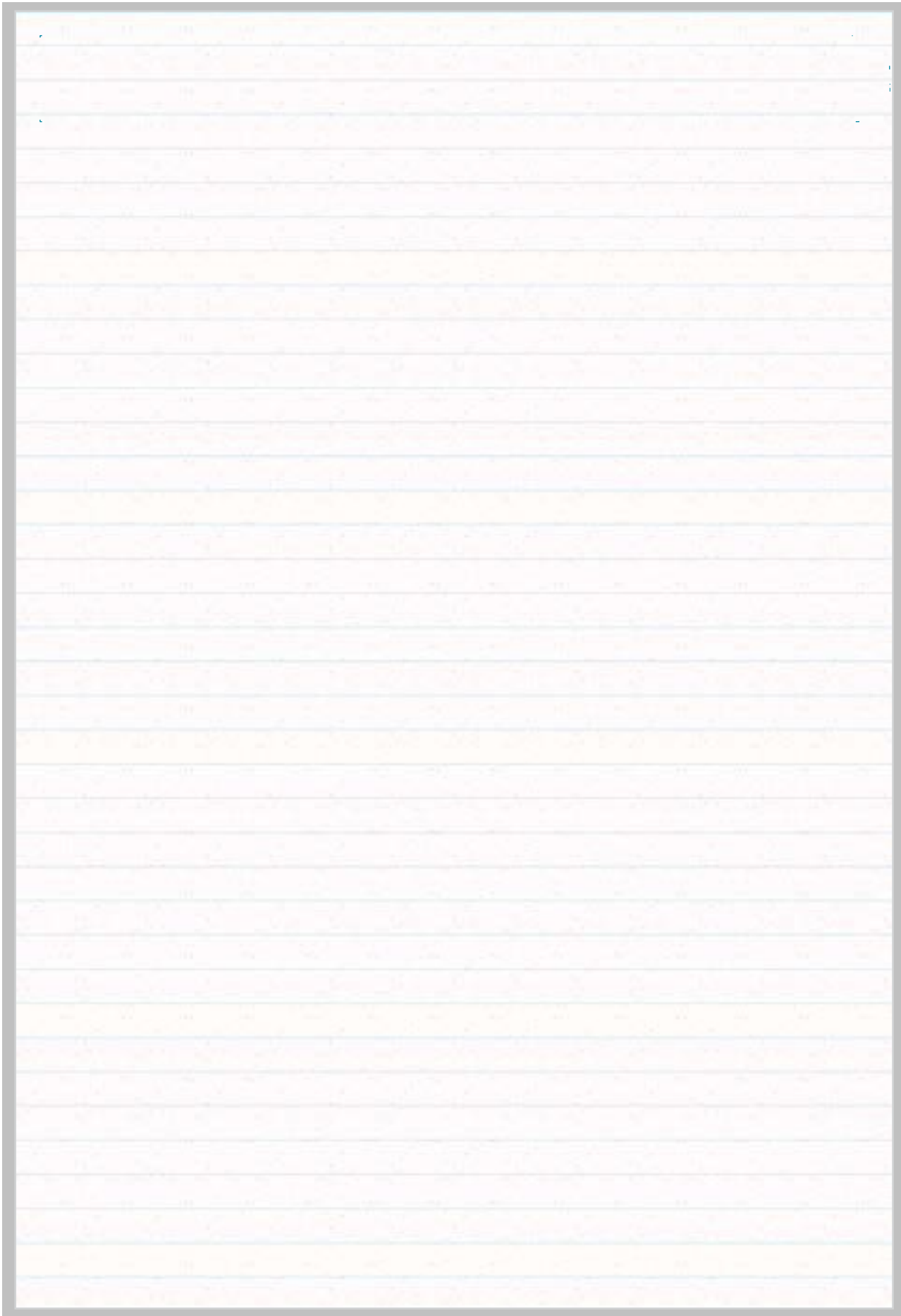
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# Notes



# 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 gone wrong?

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?

Are there any new food handlers (including front of house)

Yes

No

If so, have they been trained and records completed? See *Training and competency*

Yes

No

If training has not been received, what action has been taken?

## Have there been any changes?

Are you now preparing or selling any new types of food?

Yes

No

Do you have any new suppliers?

Yes

No

Are you using any new or different equipment?

Yes

No

Have there been any other significant changes?

Yes

No

Has the Food Control Plan been updated as required?

Yes

No

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 calibrated your thermometers this 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 chilled goods
Monday (any problem or changes – what were they and what did you do?)	Supplier ..... Receiving temperature .....
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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 .....
	Supplier ..... Receiving temperature .....
Tuesday (any problem or changes – what were they and what did you do?)	Supplier ..... Receiving temperature .....
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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 .....
	Supplier ..... Receiving temperature .....
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# Diary

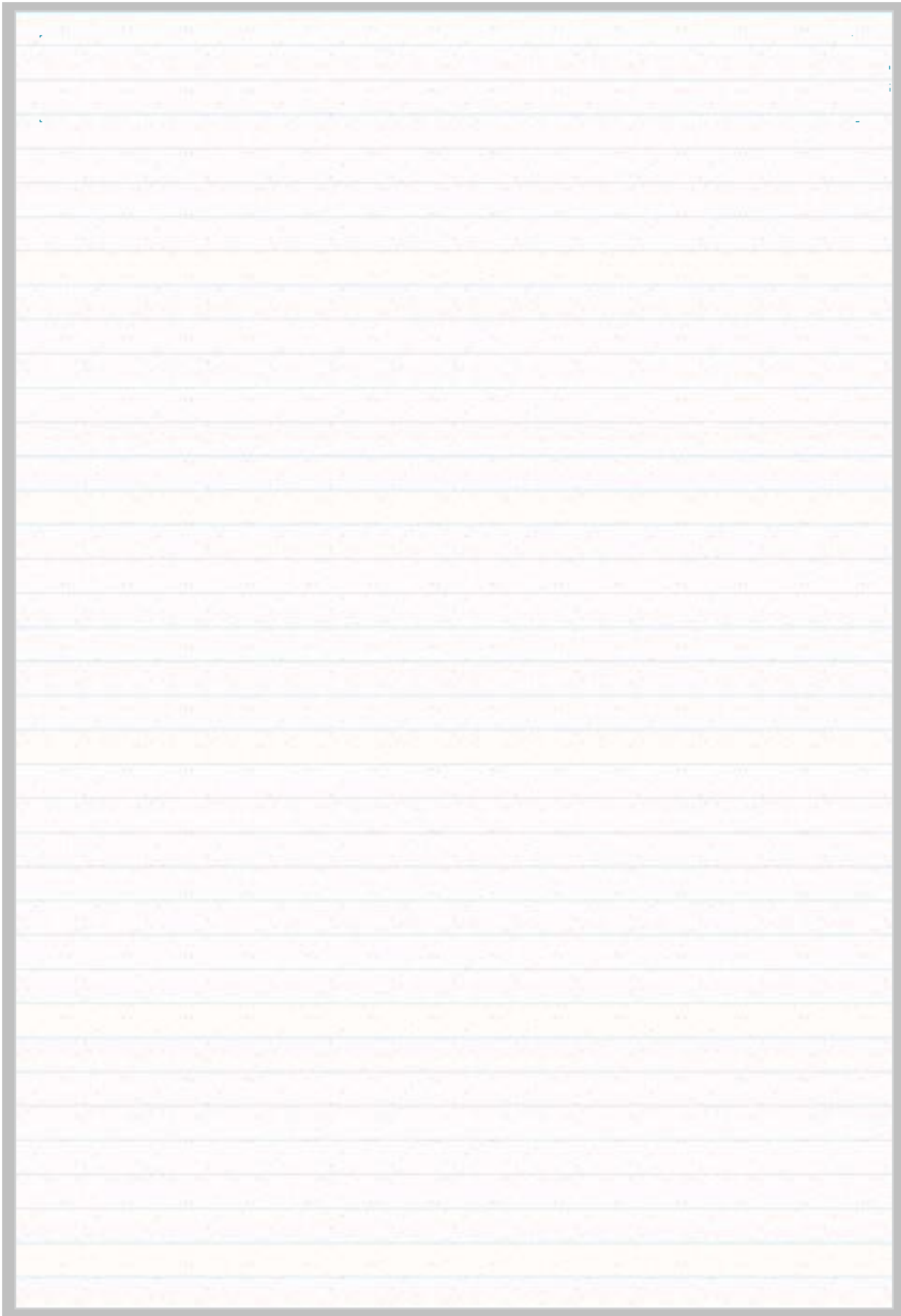
# Week 4 commencing

.../.../...

Day of the week	Delivery temperatures of chilled goods
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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 gone wrong?

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?

Are there any new food handlers (including front of house)

Yes

No

If so, have they been trained and records completed? See *Training and competency*

Yes

No

If training has not been received, what action has been taken?

## Have there been any changes?

Are you now preparing or selling any new types of food?

Yes

No

Do you have any new suppliers?

Yes

No

Are you using any new or different equipment?

Yes

No

Have there been any other significant changes?

Yes

No

Has the Food Control Plan been updated as required?

Yes

No

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 calibrated your thermometers this month?

	Temperature in icy cold water	Temperature in boiling water
Thermometer 1		
Thermometer 2		

Signed:

Dated:

# Diary

# Week 1 commencing

.../.../...

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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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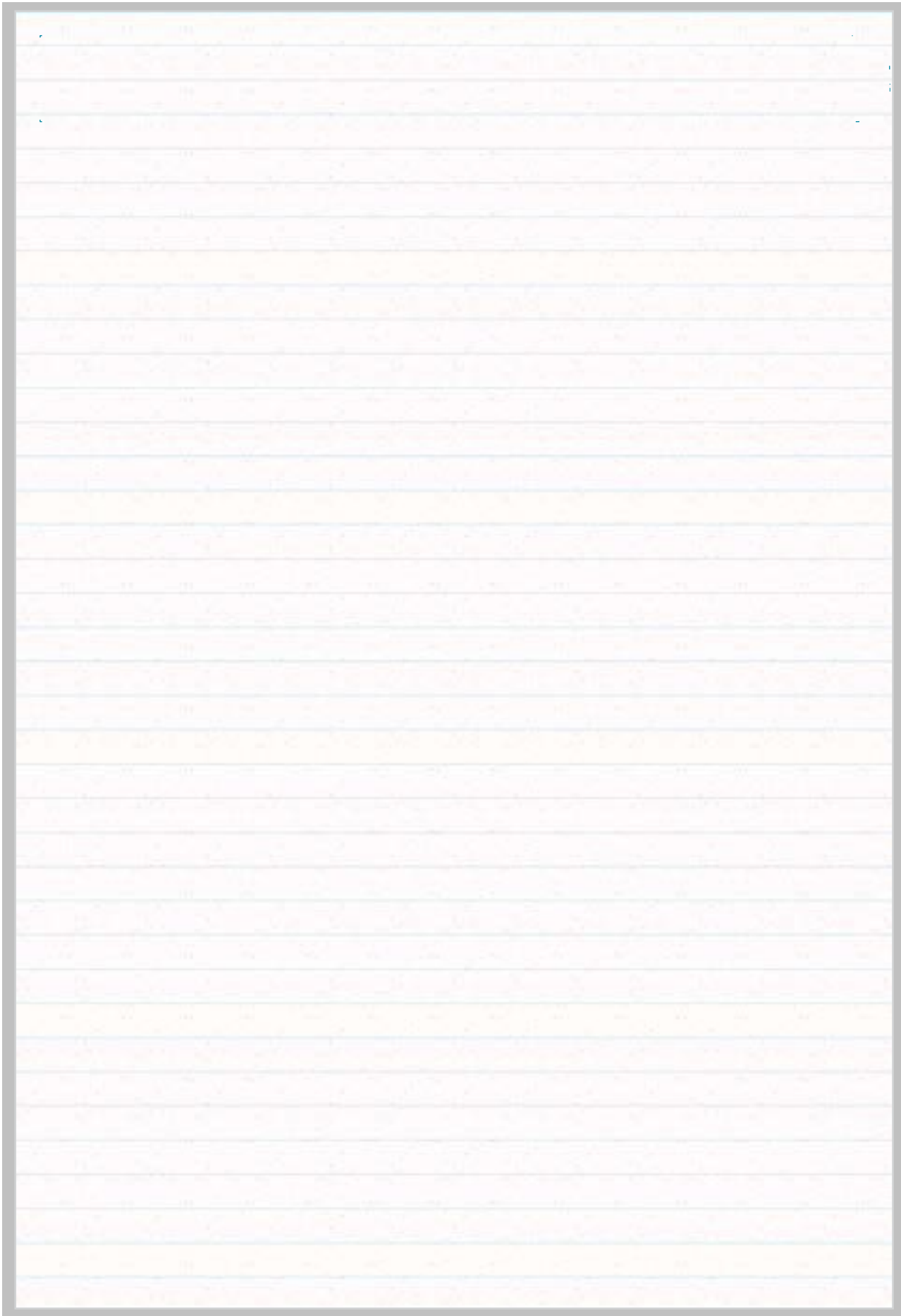
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.../.../...

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# Notes



# Diary

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If so, have they been trained and records completed? See *Training and competency*

Yes

No

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Yes

No

Do you have any new suppliers?

Yes

No

Are you using any new or different equipment?

Yes

No

Have there been any other significant changes?

Yes

No

Has the Food Control Plan been updated as required?

Yes

No

If you answered yes to any of the above, write down the changes made:

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Yes

No

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	Temperature in icy cold water	Temperature in boiling water
Thermometer 1		
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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 supervised this week. Name: _____ Signed: _____	





# 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 .....
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# Diary

# Week 3 commencing

.../.../...

Day of the week	Delivery temperatures of chilled goods
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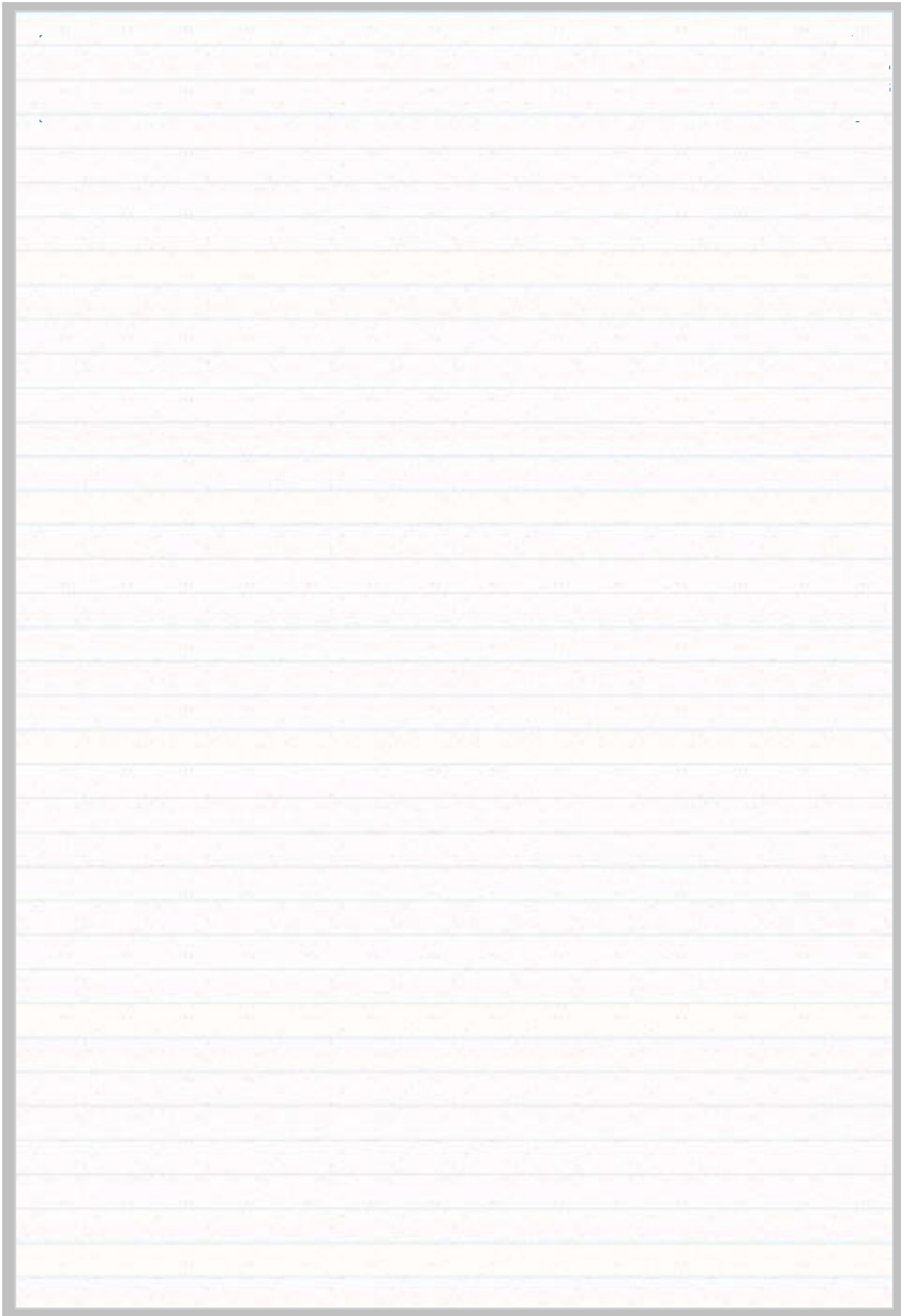
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# Notes





# Diary

# Four-week Review

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# Diary

# Week 1 commencing

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# Diary

# Week 2 commencing



Day of the week	Delivery temperatures of chilled goods
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Tuesday (any problem or changes – what were they and what did you do?)	Supplier ..... Receiving temperature .....
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# Diary

# Week 3 commencing

.../.../...

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# Diary

# Week 4 commencing

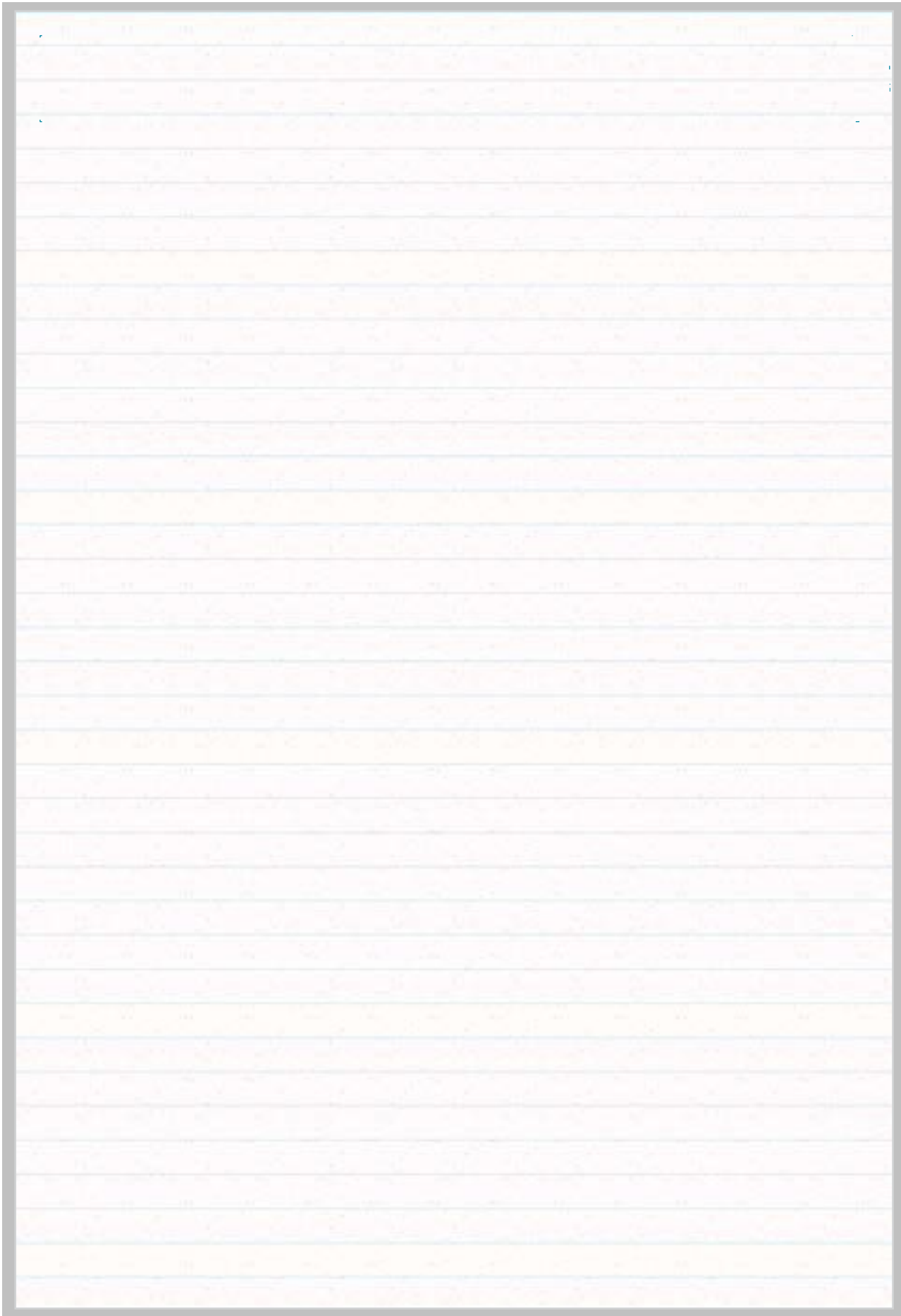
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# Notes



# Diary

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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?

Are there any new food handlers (including front of house)

Yes

No

If so, have they been trained and records completed? See *Training and competency*

Yes

No

If training has not been received, what action has been taken?

## Have there been any changes?

Are you now preparing or selling any new types of food?

Yes

No

Do you have any new suppliers?

Yes

No

Are you using any new or different equipment?

Yes

No

Have there been any other significant changes?

Yes

No

Has the Food Control Plan been updated as required?

Yes

No

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 calibrated your thermometers this 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 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?)	Supplier ..... Receiving temperature .....
	Supplier ..... Receiving temperature .....
<b>Once a week checks</b> <input type="checkbox"/> Weekly and fortnightly cleaning tasks completed <input type="checkbox"/> Weekly and fortnightly maintenance tasks completed Signs of pest activity <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, write down what you did above)	<input type="checkbox"/> Reheating items to 75°C <input type="checkbox"/> Hot holding
The procedures in our Food Control Plan were followed and effectively supervised this week. Name: _____ Signed: _____	



# 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?)	Supplier ..... Receiving temperature .....
	Supplier ..... Receiving temperature .....
<p><b>Once a week checks</b></p> <p><input type="checkbox"/> Weekly and fortnightly cleaning tasks completed</p> <p><input type="checkbox"/> Weekly and fortnightly maintenance tasks completed</p> <p>Signs of pest activity    <input type="checkbox"/> No    <input type="checkbox"/> Yes (if yes, write down what you did above)</p>	<p><input type="checkbox"/> Reheating items to 75°C</p> <p><input type="checkbox"/> Hot holding</p>
<p>The procedures in our Food Control Plan were followed and effectively supervised this week.</p> <p>Name: _____ Signed: _____</p>	



# 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 ..... 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?)	Supplier ..... Receiving temperature .....
	Supplier ..... Receiving temperature .....
<p><b>Once a week checks</b></p> <p><input type="checkbox"/> Weekly and fortnightly cleaning tasks completed</p> <p><input type="checkbox"/> Weekly and fortnightly maintenance tasks completed</p> <p>Signs of pest activity    <input type="checkbox"/> No    <input type="checkbox"/> Yes (if yes, write down what you did above)</p>	<p><input type="checkbox"/> Reheating items to 75°C</p> <p><input type="checkbox"/> Hot holding</p>
<p>The procedures in our Food Control Plan were followed and effectively supervised this week.</p> <p>Name: _____ Signed: _____</p>	





# Diary

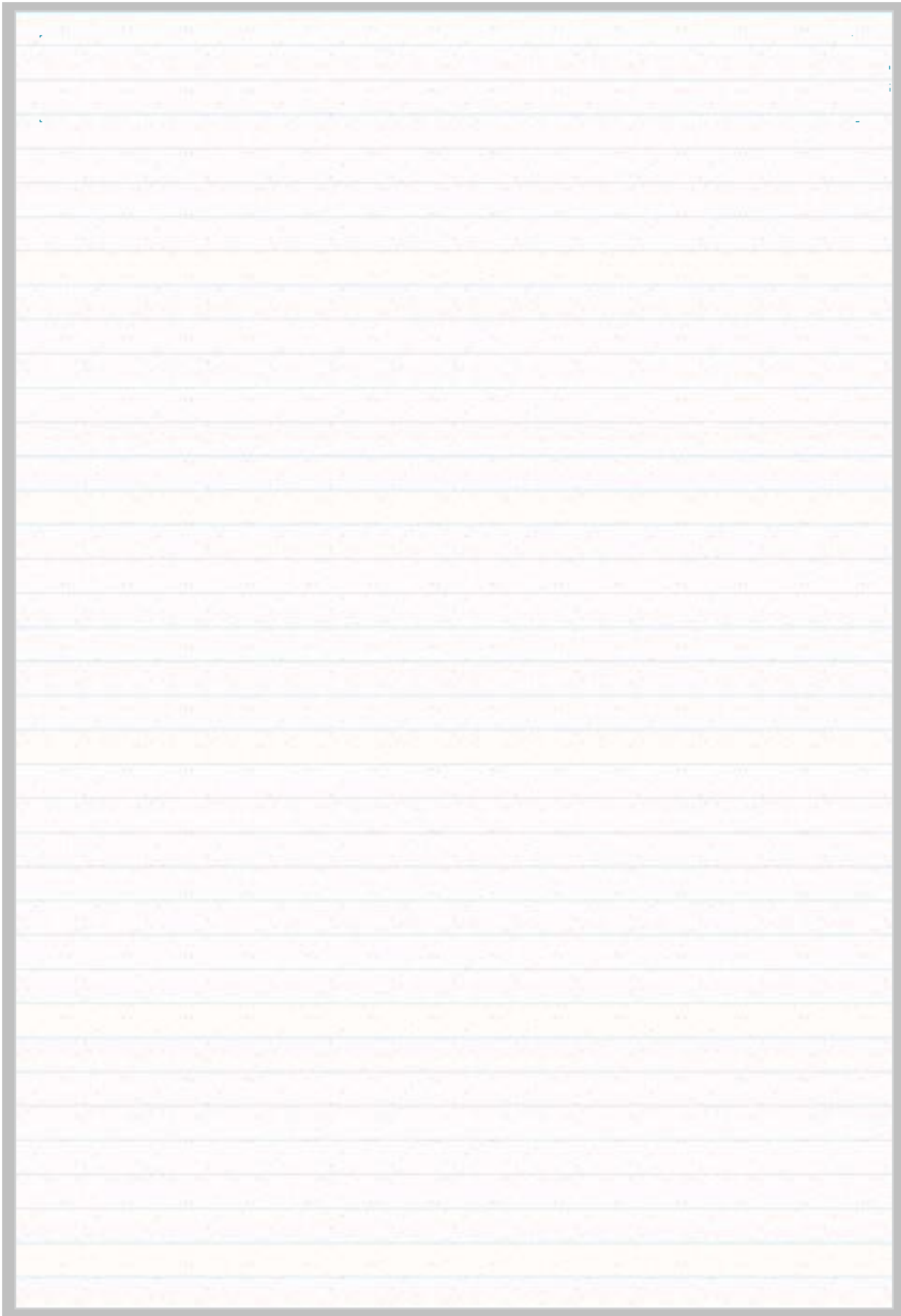
# Week 4 commencing

.../.../...

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 .....
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<p>The procedures in our Food Control Plan were followed and effectively supervised this week.</p> <p>Name: _____ Signed: _____</p>	



# 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 gone wrong?

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?

Are there any new food handlers (including front of house)

Yes

No

If so, have they been trained and records completed? See *Training and competency*

Yes

No

If training has not been received, what action has been taken?

## Have there been any changes?

Are you now preparing or selling any new types of food?

Yes

No

Do you have any new suppliers?

Yes

No

Are you using any new or different equipment?

Yes

No

Have there been any other significant changes?

Yes

No

Has the Food Control Plan been updated as required?

Yes

No

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 calibrated your thermometers this 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 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 .....
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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 .....
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<p>The procedures in our Food Control Plan were followed and effectively supervised this week.</p> <p>Name: _____ Signed: _____</p>	



# 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 .....
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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 .....
	Supplier ..... Receiving temperature .....
Tuesday (any problem or changes – what were they and what did you do?)	Supplier ..... Receiving temperature .....
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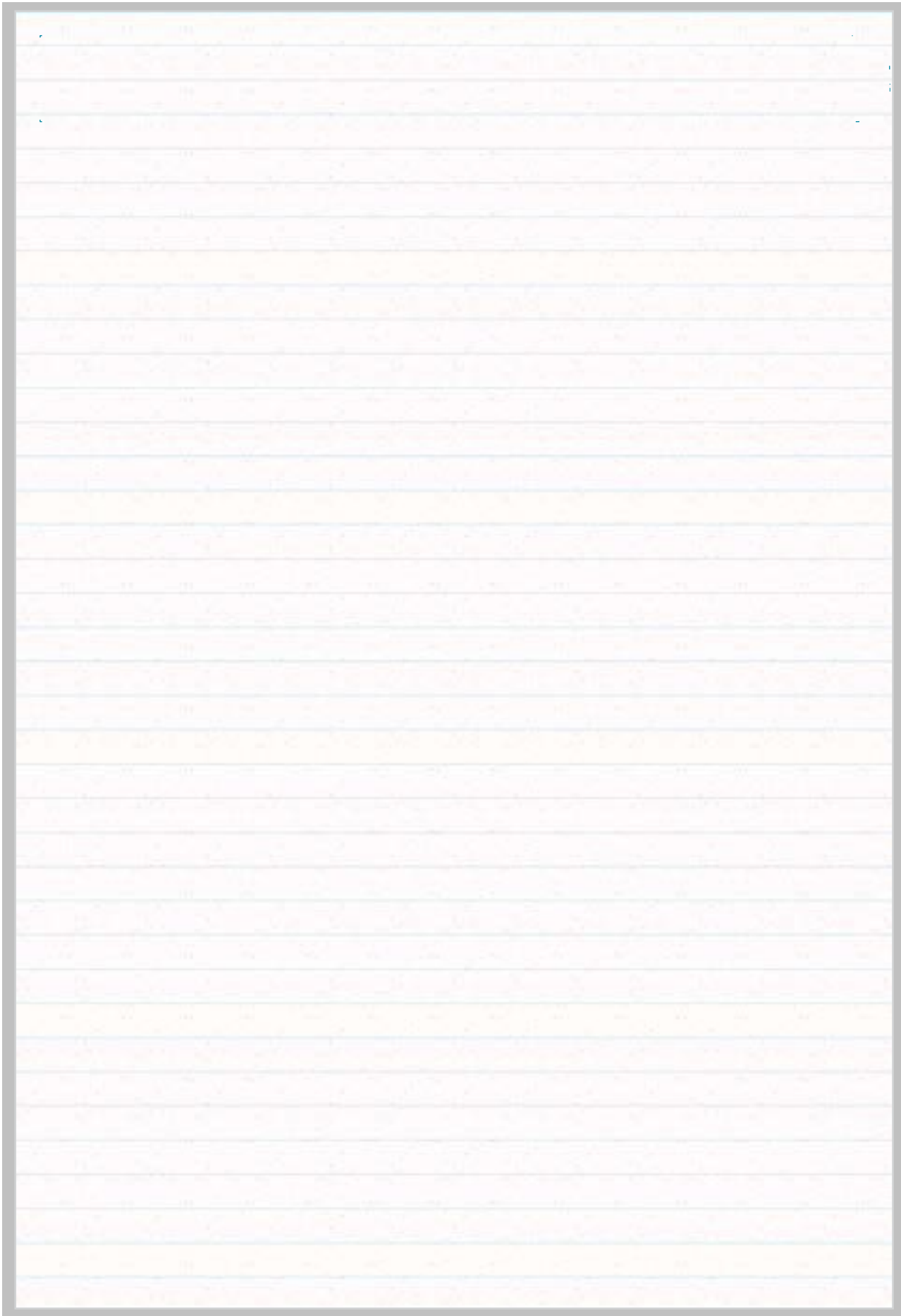
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.../.../...

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# Notes



# Diary

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Thermometer 2		

Signed:

Dated:

