



**MARLBOROUGH
DISTRICT COUNCIL**

Additional Record Blanks

Marlborough District Council
PO Box 443
Blenheim 7240

03 520 7400
environmentalhealth@marlborough.govt.nz





Record Blanks

Designed to be used with the Simply Safe & Suitable Template Food Control Plan and Food Diary.

There are many ways to keep records. These record blanks are just one way.
You do not need to use these unless you want to.

You may already have your own process for recording and won't need to make any changes, as long as you meet the requirements in your plan and you are able to show these to your verifier.

- These are only templates and you will need to photocopy them when needed.
- Where possible we have given examples in italics as a suggestion on how to fill the form out.
- The colours of the page correlate to the coloured cards in your Simple Safe and Suitable Food Control Plan

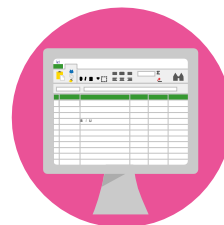
Some ideas for other ways you might keep your records:



Notebooks



Email folders



Spreadsheets



Paper copies
that are filed/
photographed



Photos of
whiteboards/
other records/
date readings



Whiteboards
that are
photographed/
recorded later

Contents

Dark Blue Cards: Set-up

- 1 Staff training records

Blue Cards: Starting

- 3 Protecting food from contamination by staff – Staff sickness

Green Cards: Preparation

- 5 My approved suppliers
- 7 Allergens in your food

Yellow Cards: Making + Cooking

- 9 Proving the method you use to kill bugs works every time
- 11 Proving that a time/temperature cooks poultry, minced meat and chicken liver

Purple Cards: Closing

- 13 Cleaning up
- 15 Maintaining equipment and facilities

Red Cards: Troubleshooting

- 17 When something goes wrong
- 19 Customer complaints information

Specialist

- 21 Transported food temperature checks
- 23 Hot smoking to cook your food – batch records
- 24 Hot smoking to import flavour to your food
- 25 Sushi rice pH record
- 26 Proving a cooking method for sous vide



Staff Training

Name*:	Telephone:	
Position*:	Start date*:	End date:
Address:		

*Must be completed

Topic	Relevant	Employee signed	Supervisor signed	Date
Sickness	<input type="checkbox"/>			
Hand hygiene	<input type="checkbox"/>			
Personal hygiene	<input type="checkbox"/>			
Cleaning	<input type="checkbox"/>			
Food allergens	<input type="checkbox"/>			
Potentially hazardous food	<input type="checkbox"/>			
Cooling temperatures	<input type="checkbox"/>			
Fridge temperatures	<input type="checkbox"/>			
Poultry temperature checks	<input type="checkbox"/>			
Minced meat temperature checks	<input type="checkbox"/>			
Preventing cross- contamination	<input type="checkbox"/>			
Water supply (if applicable)	<input type="checkbox"/>			
Waste management	<input type="checkbox"/>			
Pest and animal control	<input type="checkbox"/>			
Maintenance	<input type="checkbox"/>			
Calibrating thermometers	<input type="checkbox"/>			
Purchasing and receiving goods	<input type="checkbox"/>			
Perishable and shelf-stable food storage	<input type="checkbox"/>			
Chilled and frozen food storage (including defrosting)	<input type="checkbox"/>			
Fruit and vegetables	<input type="checkbox"/>			
Reheating food (75°C)	<input type="checkbox"/>			
Food composition	<input type="checkbox"/>			
Equipment, packaging and other items in contact with food	<input type="checkbox"/>			
Food labelling	<input type="checkbox"/>			
Transporting food	<input type="checkbox"/>			
Customer complaints	<input type="checkbox"/>			
Supplying (wholesaling) and tracing food	<input type="checkbox"/>			
Food borne illnesses	<input type="checkbox"/>			
Importing food	<input type="checkbox"/>			
Checking the plan is working well	<input type="checkbox"/>			
Food preparation	<input type="checkbox"/>			
Proving methods you use work every time	<input type="checkbox"/>			
Using water activity, acid or hot smoking	<input type="checkbox"/>			
Keeping food hot	<input type="checkbox"/>			
Displaying food	<input type="checkbox"/>			
Knowing what is in your food	<input type="checkbox"/>			
When something goes wrong	<input type="checkbox"/>			
Tracing	<input type="checkbox"/>			
Specialist :.....	<input type="checkbox"/>			



Staff Training

Other Training

Date	Details



Protecting food from contamination by staff – Staff sickness

See the 'Protecting food from contamination by staff' card in SS&S

Name	Symptoms*	Date	Action taken*	Checked by
Samuel Smith	Fever and vomiting	01/04/17	Stayed home. symptoms stopped 02/04/17. Back to work on 05/04/17	TW

any items marked with a * are not required by law to record but you may find them useful



Protecting food from contamination by staff – Staff sickness

See the 'Protecting food from contamination by staff' card in SS&S

Name	Symptoms*	Date	Action taken*	Checked by

any items marked with a * are not required by law to record but you may find them useful



My approved suppliers

See the 'Sourcing, receiving & storing food' card in SS&S

Approved supplier		Approved supplier	
Business name <i>Cheesy Pete</i>		Business name	
Contact person <i>Peter Rowse</i>		Contact person	
Phone <i>021 123 456</i>		Phone	
Email <i>orders@cheesypete.co.nz</i>		Email	
Address <i>Cheesy Pete 44 Main Street Cityville</i>		Address	
Day to place orders	Days to receive delivery	Day to place orders	Days to receive delivery
<i>(Mon)</i> Tues Wed Thu Fri Sat Sun	Mon Tues <i>(Wed)</i> Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun
Goods supplied <i>chedder brie mozzarella</i>		Goods supplied	
Comments <i>doesn't like last minute orders but can do next day delivery</i> <i>closes at 2pm on thursdays</i>		Comments	



My approved suppliers

See the 'Sourcing, receiving & storing food' card in SS&S

Approved supplier	
Business name	
Contact person	
Phone	
Email	
Address	
Day to place orders	Days to receive delivery
Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun
Goods supplied	
Comments	

Approved supplier	
Business name	
Contact person	
Phone	
Email	
Address	
Day to place orders	Days to receive delivery
Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun
Goods supplied	
Comments	



Proving the method you use to kill bugs works every time

See the 'Proving the method you use to kill bugs works everytime' card in SS&S

Use this to record blank to prove your method works for:

- drying; or
- pickling/brining meat and/or vegetables.

Item (type, size, weight) <i>Peach kombucha</i>					
Method <i>Standard kombucha ferment, 7 days, 25°C 20L water, 4kg sugar</i>					
Batch	Date* Start	Date Finish	pH start	pH finish	Checked by*
1st	1/5/17	8/5/17	6.0	2.8	SH
2nd	10/5/17	17/5/17	6.1	2.7	SH
3rd	20/5/17	27/5/17	6.0	2.8	SH

Item (type, size, weight)					
Method					
Batch	Date* Start	Date Finish	pH start	pH finish	Checked by*
1st					
2nd					
3rd					



Proving the method you use to kill bugs works every time

See the 'Proving the method you use to kill bugs works everytime' card in SS&S

Use this to record blank to prove your method works for:

- drying; or
- pickling/brining meat and/or vegetables.

Item (type, size, weight)					
Method					
Batch	Date*				Checked by*
1st					
2nd					
3rd					

Item (type, size, weight)					
Method					
Batch	Date*				Checked by*
1st					
2nd					
3rd					



Proving that a time/ temperature cooks poultry, minced meat and chicken liver

See the 'Proving the method you use to kill bugs works everytime' card in SS&S

Use this record to prove your method works by checking it 3 times with different batches of food.

Item (type, size, weight) <i>2kg chicken roast x4</i>				
Method <i>Put in pre-heated oven at 220°C for 2 hours intended that the thickest part of the meat reaches 75°C for 30 secs</i>				
Batch	Date*	Internal temp °C at thickest part	Time at this temp	Checked by*
1st	<i>05/06/17</i>	<i>75°C</i>	<i>1min</i>	<i>SM</i>
2nd	<i>08/06/17</i>	<i>77°C</i>	<i>1min</i>	<i>SM</i>
3rd	<i>11/06/17</i>	<i>76°C</i>	<i>3 mins</i>	<i>SM</i>

Item (type, size, weight)				
Method				
Batch	Date*	Internal temp °C at thickest part	Time at this temp	Checked by*
1st		°C		
2nd		°C		
3rd		°C		



Proving that a time/ temperature cooks poultry, minced meat and chicken liver

See the 'Proving the method you use to kill bugs works everytime' card in SS&S

Use this record to prove your method works by checking it 3 times with different batches of food.

Item (type, size, weight)				
Method				
Batch	Date*	Internal temp °C at thickest part	Time at this temp	Checked by*
1st		°C		
2nd		°C		
3rd		°C		

Item (type, size, weight)				
Method				
Batch	Date*	Internal temp °C at thickest part	Time at this temp	Checked by*
1st		°C		
2nd		°C		
3rd		°C		



Cleaning up

See the 'Cleaning up' card in SS&S

Items and areas to be cleaned (cleaning task)	Dates/Frequency	Method of cleaning*	Who cleans it	Notes*
<i>Preparation benches</i>	<i>after every use</i>	<i>clean debris, wipe with new or freshly cleaned cloth with hot soapy water, dry with paper towels, apply spray sanitiser (no rinse)</i>	<i>all staff</i>	

any items marked with a * are not required by law to record but you may find them useful



Cleaning up

See the 'Cleaning up' card in SS&S

Items and areas to be cleaned (cleaning task)	Dates/Frequency	Method of cleaning*	Who cleans it	Notes*

any items marked with a * are not required by law to record but you may find them useful



Maintaining equipment and facilities record

See the 'Maintaining equipment and facilities' card in SS&S

- This includes water supply checks
- When something goes wrong with your equipment / facilities (e.g broken fridges, flooding) use to the **'When something goes wrong record'**

Item requiring maintenance checks/repairs	Frequency	Date checked/ to be checked	Who does it	Description of maintenance	Notes*
<i>Grease Trap</i>	<i>6 monthly - Feb and Aug</i>		<i>Greg's Grease Trap Services</i>	<i>Full service and clean out of passive grease trap</i>	



Maintaining equipment and facilities record

See the 'Maintaining equipment and facilities' card in SS&S

- This includes water supply checks
- When something goes wrong with your equipment / facilities (e.g broken fridges, flooding) use to the **'When something goes wrong record'**

Item requiring maintenance checks/repairs	Frequency	Date checked/ to be checked	Who does it	Description of maintenance	Notes*

any items marked with a * are not required by law to record but you may find them useful



When something goes wrong

Date: 17 / 02 / 17

Signed by: Richard Thomas

What went wrong?

Fridge 2 on permanent defrost

What did you do to fix it?

Called sparky

What did you do to stop it from happening again?

Caused by build up of dust around compressor - to regularly check/clean [on cleaning schedule]

How you kept food safe or made sure no unsafe or unsuitable food was sold

Moved food to beer fridge
- Checked temp for food: all still at 5°C
- Used most of it today,



See the 'When something goes wrong' card in SS&S

When something goes wrong

Date: / /

Signed by:

What went wrong?

What did you do to fix it?

What did you do to stop it from happening again?

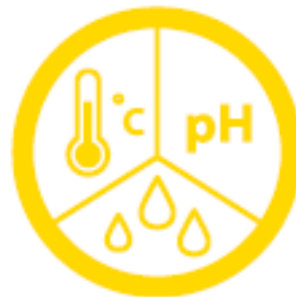
How you kept food safe or made sure no unsafe ore unsuitable food was sold

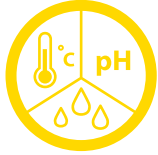


Customer complaints information

Customer name and contact details
Date and time of purchase
Affected food (batch/lot number)
Complaint
(The following can also be filled in on the <i>When something goes wrong</i> template) Cause of the problem
Action taken immediately and action taken to stop it happening again
Signed by

Specialist Blanks





Hot smoking to cook your food – batch records

See the 'Using water activity, acid or hot-smoking to control bugs' card in SS&S

Product/Food Type of the batch*	Smoke house air temperature	Time the batch started in smoker	Time batch finished in smoker	Food core temp at the end of cooking period	Further time needed? Y / N	If Y, what was done to ensure food was cooked*	Checked by*
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			

any items marked with a * are not required by law to record but you may find them useful



Proving a cooking method for sous vide

See the 'Cooking using sous vide' card in SS&S

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of sous vide food every week. (These can be recorded using the 'Sous vide control sheet' record blank)

Food item and details (i.e. weight, size, thickness of cut, ingredients etc.):

What equipment was used (water bath loading)?

Date*	Water bath temp before food was added	Time for food to reach internal temp	Temp at start of holding time	Length of holding time	Temp at end of holding time	Cooling time (food cooled and stored for later service)	Served immediately*	Chilled storage	Checked by
1st	°C		°C		°C				
2nd	°C		°C		°C				
3rd	°C		°C		°C				

any items marked with a * are not required by law to record but you may find them useful