# **Appendix 8: Template examples**

The following templates are provided for information and can be adapted or combined to suit specific business needs.

Examples of what you might record are provided in each template, and blank templates are also provided.

|  |  |
| --- | --- |
| **Template** | **Description** |
| 1 – Supplier details  | Used to record your suppliers’ details and the products they supply. |
| 2 – Food receipt | Used to record the condition of received goods. |
| 3 – Cooking and cooling food | Used to monitor the cooking and cooling times and temperatures. |
| 4 – Temperature record sheet: e.g. for food display | Used to monitor the temperature of foods, for example, being displayed. |
| 5 – Log for 2-hour/4-hour rule | Used to monitor food temperatures while they are in the ‘danger zone’. |
| 6 – Cleaning and sanitising procedure | Used to show what needs to be cleaned, the method, and who is responsible for cleaning and sanitising.  |
| 7 – Cleaning and sanitising record | Used to record your cleaning schedule (2 weeks). It may be useful to adapt this template for daily, weekly, fortnightly and/or annual cleaning and sanitising schedules and checklists. |
| 8 – General temperature record | Can be adapted for multiple activities to record food temperatures (reheating, cooking, transport).  |

## Template 1 – Supplier details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier name** | **Contact details** | **Address** | **Foods supplied** | **Notes**  |
| **FS Food Delivery** | **(02) 6271 2222****AH 0444 12345** | **4/15 Lancaster Pl, Majura Park, ACT** | **Cheese, Sourdough** | **Supplier agreement in place, check delivery truck 1 x / month** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ✔ Maintain up-to-date records of your suppliers and the products they supply you with.✔ Consider setting up supplier agreements or an approved supplier program to ensure you receive safe and suitable products.✔ Reject suppliers that do not supply food that meets safety and suitability requirements. |

##

## Template 2 – Food receipt

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Supplier** | **Product (name and lot)** | **Condition/Temp** | **Corrective action / Notes** | **Checked by** |
| e.g. **3/11/22** | **08:00** | **FS Food Delivery**  | **Cheese – 007****Frozen spinach - P0P13** | **Package intact, 5°C****Frozen hard** | **Truck inspected – clean, temperature ok** | **MR** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| ***Check:*** ✔ Goods received under agreed conditions. Frozen food must feel hard frozen with no evidence of thawing.(e.g. clean, packaging intact, correctly labelled, correct temperature, date markings within ‘Use by’ or ‘Best Before’ date).✔ Cold foods should be kept at 5°C or below (unless validated alternative).✔ Hot foods should be kept at 60°C or above (unless validated alternative).✔ Supplier’s details included in shipment. ✔ Product name and lot identified.✔ Determine if the received goods should be accepted (then stored correctly), returned, or disposed. |

##  Template 3 – Cooking and cooling food (examples)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Food** | **Cooked food core temp** (≥75°C or equiv.) | **Cooling start time** (when food temp is 60°C) | **Timewithin 2 hrs****Temp** | **≤** **21°C****within2 hrs?** (Yes — continue cooling) | **Time**  **Temp** | **Time**  **Temp** | **5°C or below within 4 hrs?** (6 hrs after start) | **Corrective action/ note** | **Staff initials** |
| **3/11/22** | **Spinach and cheese pies** | **80.9 oC** |  **8:30am****60oC** |  **10:30am**  **19°C** | **Yes** | **12:30pm**  **5°C** |  | **Yes** | **<5°C in 4 hrs, no 6 hr test required****-** |  **MR** |
| **3/11/22**  | **Tuna Mornay** | **96 oC** | **11:00am**  **60 oC**  | **1:00pm**  **20oC**  | **Yes** |  **3.00pm**  **17 oC** |  **5:00pm**  **3.8 oC** | **Yes** |  |  **AC** |
| **3/11/22** | **Roast chickens** | **90.4 oC** | **11.30am** **62 oC** | **1.30pm** **21 oC** | **Yes** | **3.30pm** **16 oC** | **5.30pm** **8oC** | **No** | **Discard product, reviewed cooling process, chop up chicken before cooling.** |  **SN** |
| **4/11/22** |  **Rice** | **Boiling** | **10:10am**   **61oC** | **12.10pm****35.2oC**  | **No** |  |  |  | **2 hr limit not met, discarded.**  **Reviewed SOP. Cool under cold running water or portion to small containers to cool.** |   **KF** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| ✔ Use a clean, sanitised probe thermometer. ✔ Ensure food is thoroughly cooked to ≥75°C (or equiv.) by checking the thickest part.✔ Potentially hazardous food must be cooled **from 60°C to 21°C within 2 hours**, then cooled **from 21°C to 5°C within the next 4 hours**.✔ Some tips to rapidly cool food include: dividing big batches into smaller portions, using blast chillers, and using ice water baths. |

## Template 3 – Cooking and cooling food

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Food** | **Cooked food core temp** (≥75°C or equiv.) | **Cooling start time** (when food temp is 60°C) | **Timewithin 2 hrs****Temp** | **≤** **21°C****within2 hrs?** (Yes — continue cooling) | **Time**  **Temp** | **Time**  **Temp** | **5°C or below within 4 hrs?** (6 hrs after start) | **Corrective action/ note** | **Staff initials** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| ✔ Use a clean, sanitised probe thermometer. ✔ Ensure food is thoroughly cooked to ≥75°C (or equiv.) by checking the thickest part.✔ Potentially hazardous food must be cooled **from 60°C to 21°C within 2 hours**, then cooled **from 21°C to 5°C within the next 4 hours**.✔ Some tips to rapidly cool food include: dividing big batches into smaller portions, using blast chillers, and using ice water baths. |

## Template 4 – Food temperature record sheet: e.g. for food display (examples)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **3/11/22** |  |  |  |  |  |  | **Notes** |
| Time | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |  |
| Cold unit 1e.g. **Fridge 1** | **4.5°C** | **4.8°C** |  |  |  |  |  |  |  |  |  |  |  |  | **Pies were ‘probed’ – temperature good but fridge is making a funny noise\*** |
| Cold unit 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cold unit 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot unit 1e.g. **Bain marie 1** |  **off** | **60oC** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot unit 2e.g. **pie warmer** | **62oC** | **61oC** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot unit 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Staff initials | **MR** | **WH** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date | Corrective action taken (e.g. bain marie temperature turned up, refrigeration unit checked by technician, food discarded, etc.) | Signed |
| **3/11** | **\* Called fridge technician to check Fridge 1** | **MR** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| ✔ Use a clean, sanitised probe thermometer to check food temperature (or e.g. a jar of water, if checking refrigeration).✔ Cold foods should be kept at 5°C or below (unless validated alternative).✔ Hot foods should be kept at 60°C or above (unless validated alternative).✔ If food is not at correct temperature, add notes on corrective actions taken. |

## Template 4 – Food temperature record sheet: e.g. for food display

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** |  |  |  |  |  |  |  | **Notes** |
| Time | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |  |
| Cold unit 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cold unit 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cold unit 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot unit 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot unit 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot unit 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Staff initials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date | Corrective action taken (e.g. bain marie temperature turned up, refrigeration unit checked by technician, food discarded, etc.) | Signed |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| ✔ Use a clean, sanitised probe thermometer to check food temperature (or e.g. a jar of water, if checking refrigeration).✔ Cold foods should be kept at 5°C or below (unless validated alternative).✔ Hot foods should be kept at 60°C or above (unless validated alternative).✔ If food is not at correct temperature, add notes on corrective actions taken. |

## Template 5 – Log for 2-hour/ 4-hour rule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Food** | **Date** | **Time out of refrigeration (above 5°C)** | **Activity****(e.g. food prep, display, transport.)** | **Time back in temp control (≤5°C)** | **Total time out** | **2-hr/4-hr action (re-refrigerate/ use/ or discard****— see below)** | **Staff initials** |
|  **Meat & salad sandwiches** | **3/11/22** | **10:30am** | **Sandwich prep** | **11:00am** | **30 min** | **Back in fridge 1** | **MR** |
|  |  | **12 noon** | **Display for lunch on top of lunch counter** | **1:30pm** | **1hr 30 + 30 prep** **= 2hr** | **Put 10 sandwiches back in fridge 1** | **DC** |
|  |  | **3:30pm** | **Remain on display on top of lunch counter** |  | **3hr 30 + 30 prep****= 4hr** | **4 hr limit, discarded leftovers** | **DC** |
|  |  | **4:00pm** | **10 saved from lunch, display for quick sale at end of day – placed on top of counter** | **6:00pm** | **2 hr + 2 hr****= 4 hours** | **Only one left, discarded** | **DC** |
| **Fresh cream filled buns** | **4/11/22** | **11:00am** | **Buns from fridge to display table front of shop for quick sale** | **3:00 pm** | **4 hours** | **Discarded remaining** | **AC** |
| **Sliced ham for croissants** | **5/11/22** | **8:00am** | **Placed ham on bench for use for breakfast croissants** | **10:00am** | **2 hr** | **Wrapped portion left, marked with today’s date & noted 2 hours left for tomorrow, put back in cool room** | **SN** |
| **Sliced ham for croissants** | **6/11/22** | **8:00am** | **Placed ham on bench for use for breakfast croissants – day 2** | **10:00am** |  **2hr (yesterday) +** **2 hr = 4 hr** | **Discarded remaining** | **SN** |
| ✔ If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.✔ Each time period that food is kept between 5°C and 60°C, add up to reach a total time.✔ Potentially hazardous food that has been kept between 5°C and 60°C for **less than two hours must be refrigerated or used immediately**.✔ Potentially hazardous food that has been kept between 5°C and 60°C **for longer than two hours but less than four hours must be used immediately and not put back in the refrigerator.**✔ Potentially hazardous food that has been kept between 5°C and 60°C for **longer than four hours must be discarded**. |

## Template 5 – Log for 2-hour/ 4-hour rule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Food** | **Date** | **Time out of refrigeration (above 5°C)** | **Activity** **(e.g. food prep, display, transport.)** | **Time back in temp control (≤5°C)** | **Total time out** | **2-hr/4-hr action (re-refrigerate/ use/ or discard****— see below)** | **Staff initials** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ✔ If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.✔ Each time period that food is kept between 5°C and 60°C, add up to reach a total time.✔ Potentially hazardous food that has been kept between 5°C and 60°C for **less than two hours must be refrigerated or used immediately**.✔ Potentially hazardous food that has been kept between 5°C and 60°C **for longer than two hours but less than four hours must be used immediately and not put back in the refrigerator.**✔ Potentially hazardous food that has been kept between 5°C and 60°C for **longer than four hours must be discarded**. |

## Template 6 – Cleaning and sanitising procedure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item/ equipment** | **How often** | **Cleaning method** | **Sanitising method** | **Responsibility** | **Comments** |
| e.g. **Bain marie** | **Daily** | **Turn off power, drain out water, discard food left in trays.****Remove trays and grids and pre-rinse them with warm water.****Wash in warm soapy water (use “Supersoap” detergent and scrubber).** **Rinse in clean hot water.****Wipe inside of bain marie.** | **Mix 5ml concentrated bleach in 10L warm water in sink (use gloves).** **Soak trays in sink for 5 mins.****Wet a clean cloth in bleach solution and wipe inside of bain marie.****Place trays on clean tea towel on bench to air dry.** | **Kitchen hand - MR** | **Chemicals, cloths, and gloves in cupboard under sink.****Make fresh bleach solution daily**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ✔ Use warm to hot water to help remove grease etc. ✔ Use an effective detergent for your application (depends on residue/equipment).✔ Ensure that the surface looks, feels, and smells clean.✔ Use a sanitiser after cleaning, for all food contact surfaces. ✔ Follow the manufacturer’s instructions for all chemicals. ✔ Take care to not re-contaminate surfaces and equipment after cleaning and sanitising. |

## Template 6 – Cleaning and sanitising procedure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item/ equipment** | **How often** | **Cleaning method** | **Sanitising method** | **Responsibility** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ✔ Use warm to hot water to help remove grease etc. ✔ Use an effective detergent for your application (depends on residue/equipment).✔ Ensure that the surface looks, feels, and smells clean.✔ Use a sanitiser after cleaning, for all food contact surfaces. ✔ Follow the manufacturer’s instructions for all chemicals. ✔ Take care to not re-contaminate surfaces and equipment after cleaning and sanitising. |

## Template 7 – Cleaning and sanitising record (2 weeks) (examples)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area/ equipment** | **Frequency** | **Person(s) responsible** | **Week starting date: 14/11/22** | **Week starting date: 21/11/22** |
|  | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| e.g.**Meat slicer** | **Daily or after each use** | **WH, LK** | **LK** | **WH** | **LK** | **LK** | **WH** | **WH** | **LK** | **LK** | **LK** | **LK** | **LK** | **WH** | **WH** | **WH** |
| **Bain marie** | **Weekly** |  **AC** |  |  |  | **AC**  |  |  |  |  |  |  |  |  **AC** |  |  |
| **Stick blender** | **After each use** |  **KF** |  **KF** |  **X** |  **KF** |  **X** |  **KF** |  **KF** |  **X** |  **KF** |  **X** |  **KF** |  **X** |  **KF** |  **X** |  **KF** |
| **Benches** | **Daily** |  **LK** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Food processor** | **Daily when used** | **KF, WH** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supervisor to initial when task completed to satisfaction. Use X when not used. | **NG** | **NG** |  |  |  |  |  |  |  |  |  |  |  |  |
| ✔ Ensure that food preparation areas/ equipment are free from food waste, dirt, grease, and odours.✔ Follow the manufacturer’s instructions when cleaning specific equipment.✔ Ensure staff have the knowledge and skills to effectively clean and sanitise.✔ Don’t forget less obvious areas like extraction filters, cool room ceilings, plastic door strips, toilet doors, ceiling fans, and light switches.  |

## Template 7 – Cleaning and sanitising record (2 weeks)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area/ equipment** | **Frequency** | **Person(s) responsible** | **Week starting date:**  | **Week starting date:**  |
|  | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supervisor to initial when task completed to satisfaction. Use X when not used. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ✔ Ensure that food preparation areas/ equipment are free from food waste, dirt, grease, and odours.✔ Follow the manufacturer’s instructions when cleaning specific equipment.✔ Ensure staff have the knowledge and skills to effectively clean and sanitise.✔ Don’t forget less obvious areas like extraction filters, cool room ceilings, plastic door strips, toilet doors, ceiling fans, and light switches.  |

## Template 8 – General temperature record (multi-use) e.g. cooking, reheating, refrigeration

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Activity / Food / Appliance** | **Food temp. °C** | **Corrective action / Notes** | **Checked by** |
| **2/11/22** | **9:00** | **Fridge 1 check**  | **5** |  - | **MR** |
| **“ “** | **9:30** | **Cook small quiches (200oC, 20 mins)** | **79** |  - | **MR** |
| **“ “** | **11:00**  | **Reheat meat pies to hot hold** | **53\*****63** | **Didn’t reach 60°C after reheating 40 mins – turned oven up by 10oC and will recheck in 20 mins…****ok at 11:20** | **MR** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Temperature checks**✔ Cold foods should be kept at 5°C or below (unless validated alternative).✔ Hot foods should be kept at 60°C or above (unless validated alternative).✔ Frozen foods are ‘frozen hard’.✔ Cook to internal temperature of ≥75 (or equivalent).✔ If food is not at correct temperature, add notes on corrective actions. |

## Template 8 – General temperature record (multi-use) e.g. cooking, reheating, refrigeration

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Activity / Food / Appliance** | **Food temp. °C** | **Corrective action / Notes** | **Checked by** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Temperature checks**✔ Cold foods should be kept at 5°C or below (unless validated alternative).✔ Hot foods should be kept at 60°C or above (unless validated alternative).✔ Frozen foods are ‘frozen hard’.✔ Cook to internal temperature of ≥75 (or equivalent).✔ If food is not at correct temperature, add notes on corrective actions. |