	Record 1- Approved Food Suppliers List											
Supplier No.	Details of Supplier (Name, address, contact details)	Product Description	Approved Supplier	Date approved								
	Corrective Action – Reject suppliers that do not	supply food in the approved manner (see record	12)									

Record 2 – Approved Food Supplier Agreement Form

Supplier:
Supplier: Address:
Phone:Fax:
Goods Supplied:
Frequency of delivery: daily / weekly / fortnightly / monthly / irregularly

General requirements for the products:

All food products are to be supplied in good, fresh condition, free from any odour, discolouration or signs of spoilage or contamination and under temperature control (ie below 5°C or above 60°C).

Package and labelling requirements:

All food products are to be delivered in food grade containers that are free from chemical or physical contaminants. Labelling shall comply with the requirements of the Food Standards Code.

Transport requirements:

All food products are to be transported in clean food transport vehicles. The foods are not to be transported in direct contact with meat, animals, plants, pests or chemicals or exposed to sunlight. All potentially hazardous foods (dairy foods, meat, fish, & smallgoods) must be transported under refrigeration at or below 5°C for cold food and at or above 60°C for hot food. Frozen food is to be delivered frozen hard (not partially thawed). If food is transported between 5°C and 60°C, it must be demonstrated that the temperature of the food, having regard to the time taken to transport the food, will not adversely affect the microbiological safety of the food.

Conditions for supply:

It is required that all foods supplied comply with the Food Standards Code at all times. Failure to do so will result in refusal of the goods.

Suppliers' acceptance:
Name:
Date:
Signature:
Business acceptance:
Name:
Position:
Date:
Signature:

	Record 3 – Incoming Goods											
Date	Time	Supplier No. *	Product	Temp ℃	Visual check	Accepted/ Rejected	Designated storage area	Corrective Action	Checked by			
	Co	rrective Act	ion – Reject food	that does	not pass t	he visual chec	k or is not delive	red at the required temperature	ţ.			

* Refer to Record 1 – Approved Food Suppliers List

Temperature Information

- Cold foods at or below 5°C
- Frozen foods Frozen hard (does not include partially thawed)
- Hot foods at or above 60°C

Designated Storage Areas

- The incoming goods should be stored in the relevant areas as soon as possible, these include:
- Refrigerators/freezers/coolrooms
- Dry storage
- Hot holding equipment

Visual Check

- Use by date (foods past this date are prohibited from being sold)
- Best before date (foods past this date can be sold provided the food is not damaged, deteriorated or perished)
- Packaging (damaged, deteriorated, perished or appropriate material)
- Labelling (name of food, name and address of supplier, lot identification)
- Pest contamination (droppings, eggs, webs, feathers etc)
- Foreign objects (dirt, metal, hair)
- Delivery truck (clean, not carrying chemicals or other contaminants in the same area as food

Note: If you receive bulk orders that already have an itemised receipt, you may wish to attach the receipt (or a copy) to this record sheet and then complete only summary details in this record.

Name of Business_____

Record 4 – Food Recall												
Supplier/ Manufacturer details	Reason for recall	Product name	Batch No.	Use by date	No. of units in stock	Corrective action	Checked by					

		Reco	ord 5 – Customer (Complaints		
Date	Time	Complainant's Name and Contact Details	Details of Complaint	Investigation details #	Corrective Action	Checked by

Note: You may wish to attach further details of the incident and actions taken.

		Record 6 – Tem	peratur	e Control Log	
Date/ Time	Unit / Food Description	Visual Check	Temp °C	Corrective Action	Checked by

Temperature Information

- Cold foods at or below 5°C
- Frozen foods Frozen hard (does not include partially thawed)
 Hot foods at or above 60°C

Visual Check

- Use by date (foods past this date are prohibited from being sold)
- Best before date (foods past this date can be sold provided the food is not damaged, deteriorated or perished)
 Packaging (damaged, deteriorated or perished)
- Pest contamination (droppings, eggs, webs, feathers etc)

- Ensure raw foods are stored below ready to eat or cooked foods (cross contamination)
 Foreign objects (dirt, metal, hair)

	Record 7 – The 4 Hour/ 2 Hour Guide									
Food Description	Date	Time taken out of Temp Control	Activity	Time placed back in Temp Control	Total time	Corrective Action				

Temperature Control

- Maintain potentially hazardous food at a temperature of 5°C or below or 60°C and above. If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.
- Remember when using the 4-hour/2-hour guide, that time periods are cumulative each time period that food is kept between 5°C and 60°C has to be added up to reach a total time.

Corrective Actions

- 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.
- Potentially hazardous food that has been kept between 5°C and 60°C for longer than four hours must be thrown out.

Record 8 – Cleaning and Sanitising											
Daily Cleaning and Sanitising		Week starting/									
Area/Equipment	Responsible person	Completed									
		М	Т	W	Т	F	S	S			
Please list areas or equipment to be cleaned on a daily basis.	Checked by:										

Weekly Clea	Weekly Cleaning and Sanitising Week starting _/											
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday						
Checked by:	Checked by:	Checked by:	Checked by:	Checked by:	Checked by:	Checked by:						

Note: Please list all areas, equipment, etc to be cleaned once a week (or more regularly than daily) and identify the person responsible.

Monthly Cleanin	Monthly Cleaning and Sanitising Month									
Week starting//		Week starting//		Week starting//		Week starting//				
Monthly Task (see note)	Resp. Person	Monthly Task	Resp. Person	Monthly Task	Resp. Person	Monthly Task	Resp. Person			
Checked by:		Checked by		Checked by		Checked by				
Checked by:		Checked by:		Checked by:		Checked by:				

Note: Please list all areas, equipment, etc to be cleaned once a month (or more regularly than weekly)

Quarterly/Yearly Cleaning and Sanitising	Y	Year		
Quarterly/Yearly Cleaning Task	Resp. Person	Date scheduled	Date	Checked by

Note: Please list all areas, equipment, etc to be cleaned yearly (or more regularly than monthly)

	Record 9 – Equipment Maintenance and Calibration of Thermometers							
Date	Area/Equipment checked	Result (Repair or service required)	Corrective Action	Checked by				

Note: Record areas or equipment checked for defects. For example floors, walls and ceilings could be checked monthly for any cracks or crevices. Thermometers must be accurate to within + 1 or - 1 °C.

Record 10 – Pest Control							
Date	Area checked/Treated (see note)	Result (pests found)	Action Taken	Checked by			
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Note: Record internal inspections conducted by your business for example once every 4 – 6 weeks. Record external inspections/treatments conducted by your pest control operator for example once every 3 months.

Name of Business_____

Record 11 - Staff Illness/Accidents					
Staff member's name	Date	Type of Illness	Checked by		

Note: Staff should not return to handling food until they have received clearance from a medical practitioner.

Record 12 - Staff Instruction / Training					
Staff member's name Date Description / details of ins		Description / details of instruction / training undertaken	Checked by		

Food handling - skills and knowledge

Food Safety Standard 3.2.2 requires that a food business must ensure that persons undertaking or supervising food handling operations have appropriate skills and knowledge in food safety and food hygiene matters for their level of food handling.

This standard does not require mandatory training to demonstrate appropriate skills and knowledge, but recognises that skills and knowledge can be obtained in different ways.

Examples for obtaining the skills and knowledge required include:

- In-house training by business employees or the proprietor;
- Distribution of relevant documentation to employees;
- Having operating procedures in place that clarify the responsibilities of food handlers and supervisors;
- Attendance at food safety courses run by local councils or other bodies such as industry associations;
- Hiring a consultant to present a course to business employees; and
- Formal training courses.