

Name of Business _____

Record 2 – Approved Food Supplier Agreement Form

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: _____

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Record 3 – Incoming Goods

Date	Time	Supplier No. *	Product	Temp °C	Visual check	Accepted/ Rejected	Designated storage area	Corrective Action	Checked by

Corrective Action – Reject food that does not pass the visual check or is not delivered at the required temperature

* Refer to Record 1 – Approved Food Suppliers List

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.

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)

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Record 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.

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Record 6 – Temperature 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)

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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.

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

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

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Record 10 – Pest Control				
Date	Area checked/Treated (see note)	Result (pests found)	Action Taken	Checked by

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.

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

