### FOOD SAFETY MONITORING RECORDS

## WEEK COMMENCING:

This form should be completed **each day** by trained staff and verified at the end of the week by the manager who should confirm that the checks have been carried out effectively. The checks recorded on this sheet will form an important part of your company's Food Safety Management System (also called HACCP) which is a legal requirement of the food hygiene regulations.

## FOOD DELIVERY CHECKS

All deliveries should be checked immediately, and details recorded. Chilled foods should be below +8°C. Frozen food should be below -18°C.

Delivery Day / Date	Supplier	Invoice / Delivery Note No.	Temp. on Delivery	Date Code Check √/x	Condition food /pack. √/x	Comments (e.g. Food Rejected)	Signed
			°C				
			°C				
			°C				
			°C				
			°C				
			°C				
			°C				
			0°				

## FOOD STORAGE TEMPERATURE CHECKS

High risk perishable foods must be stored below +8°C. Best practice is between 0°C and +4°C. Frozen Food should be stored below -18°C.

	Chill	Temp	eratur	е				Freezer Temperature						Sigr	Signed	
	1	2	3	4	5	6		1	2	3	4	5	6			
Mon																
Tue																
Wed																
Thurs																
Fri																
Sat																
Sun																

 Faults to Report:
 Reported to:
 Report Date:

# COOKING AND REHEATING TEMPERATURE CHECKS

Centre Temperature: 75°C or above. All High Risk Cooked / Reheated food must be checked but you only need to record about 3 checks per day.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1. Temp.	°C	°C	°C	°C	°C	0°	°C
Food Checked							
2. Temp.	℃	℃	°C	°C	°C	0°	°C
Food Checked							
3. Temp.	°C	°C	°C	°C	°C	°C	°C
Food Checked							

# HOT HOLDING TEMPERATURE CHECKS

Food which is kept hot ( e.g. sauces, pies, cooked meats and soup ) must be held above +63°C.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1. Temp.	°C	°C	°C	℃	°C	°C	°C
Food Checked							
2. Temp.	°C	°C	°C	℃	°C	°C	°C
Food Checked							
3. Temp.	°C	°C	°C	°C	°C	°C	°C
Food Checked							

**MONTHLY THERMOMETER / PROBE CHECK (CALIBRATION)** – Temperature monitoring equipment should be checked regularly (e.g. monthly) to ensure accuracy. Reading in iced water should be -1°C to +1°C and in boiling water between 99°C to 101°C.

Calibration Date: Probe Reading in Iced Water: C Reading in Boiling Water:	C Manager to be notified ? √/x:	Signed:
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### FOOD DATE CODE CHECKS

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Is Food Suitably							
Stored, Covered							
and Dated ?							

#### **CLEANING CHECKS - DAILY**

Clean as you go! Initial the columns when you have checked that the area is cleaned and/or disinfected. Ensure the areas/ equipment listed below is clean before you leave.

Area / Equipment	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Sanitiser available?							
Clean cloths?							
Floors							
Splashbacks							
Refrigerators/Freezers							
Work Surfaces							
Ovens & fryers							
Grills & Canopy							
Microwave oven(s)							
Internal bins & Lids							
Dish Washers							
Sinks and Basins							

## **CLEANING CHECKS- WEEKLY**

Check each area/equipment once a week. Now sign on the day you checked.

Area / Equipment	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Walls (High Level & behind equipment)							
Light covers							
Ceiling							
Doors / Windows							
Extractor Filters							
Shelving							
Freezers							
External bin store							
Store Rooms							

# PEST CONTROL

Any signs of pest activity (e.g. droppings, gnawed packets, holes in wall) should be reported to management immediately.

Pest Activity noted:	
Reported to:	Date Reported:

#### WEEKLY MANAGEMENT VERIFICATION

At the end of the week the manager or other senior member of staff should verify that all above checks have been adequately carried out.

Managers Name:	Signature:	Date: