



Record Blanks

There are many ways to keep records, these record blanks are just one way, **you do not need to use them.**

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

There is a list of all the records you will need to keep on pages 57–59. Some parts of these record blanks, such as initials or some pages, are not required under a Food Control Plan, but can be useful to have. These are marked with an **asterisk (*)**.

The record blanks in this pack work best with the Simply Safe & Suitable Template Food Control Plan. Examples have been provided for most records with blank records for you to use and copy.

Some ideas for other ways you might keep your records:



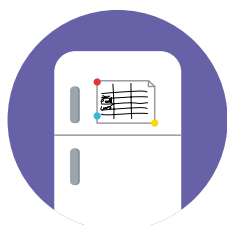
Notebooks



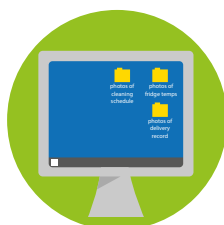
Email folders



Your own
spreadsheets



Paper filed or
photographed
later



Folders of
photos of
whiteboards/
other records



Whiteboards
that are
photographed/
recorded later

Contents

Dark Blue Cards: Setup

- 3 Staff training records
- 5 Water supply: registered supplier

Blue Cards: Starting

- 7 Staff sickness
- 9 Fridge/chiller temperature checks

Green Cards: Preparation

- 11 Allergens in your food*
- 13 My approved suppliers
- 15 Supplier deliveries

Yellow Cards: Making + Cooking

- 17 Cooking poultry, minced meat and chicken liver
- 19 Proving the method you use to kill bugs works every time
- 21 Proving that a time/temperature cooks poultry, minced meat and chicken liver
- 23 Cooling freshly cooked food
- 25 Hot smoking to impart flavour to your food
- 27 Hot smoking to cook your food – batch records

Orange Cards: Serving

- 29 Transported food temperature checks

Purple Cards: Closing

- 31 Cleaning record
- 33 Cleaning plan*
- 35 Maintenance record
- 37 Maintenance plan*

Red Cards: Troubleshooting

- 39 When something goes wrong
- 41 Customer complaints information
- 43 Traceability – importing food

Teal Cards: Specialist

- 45 Sushi rice pH record
- 47 Proving sushi rice pH
- 49 Drying records for Chinese style roast duck
- 51 Proving a drying method for Chinese style roast duck
- 53 Sous vide control sheet
- 55 Proving a cooking method for sous vide

Record list

- 57 Record list



Staff training records

Tim Jones

's training record

Position*	Kitchen hand	Start date*	12 / 04 / 17
Email*	tim.jones@email.com	Phone number*	022 0123 456

Topic (Part of the plan that has been covered)	Employee signed	Supervisor signed	Date
Wash hands (wash with soap, 20 sec rule, dry thoroughly, know when to wash them)	TJ	GW	12/04/17
Protecting food from contamination by staff (managing sickness, clean clothing)	TJ	GW	12/04/17
Separating Food (raw vs cooked, allergy awareness, managing chemicals)	TJ	GW	12/04/17
Cleaning up (what to clean, when and how)	TJ	GW	12/04/17



Staff training records

_____ 's training record

Position*	Start date*
Email*	Phone number*

Topic (Part of the plan that has been covered)	Employee signed	Supervisor signed	Date



Water supply: registered supplier

See page 15-16 in SS&S

See page 75-78 in SS&S

Date	Task	By who	Maintenance or inspection (tick)	
			M	I
25/11/16	Plumber carried out routine check on pipes	Jim Sterling Plumbing	✓	✓



Water supply: registered supplier

See page 15-16 in SS&S

See page 75 -78 in SS&S

Date	Task	By who	Maintenance or inspection (tick)	
			M	I

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



Staff sickness

See page 23-25 in SS&S



Staff sickness

See page 23-25 in SS&S

Name	Symptoms*	Date	Action taken*



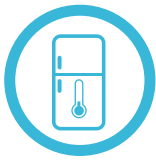
Fridge/chiller temperature checks

Date week starts:		03/04/17					
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	5°C	4°C	5°C	4°C	3°C	3°C	--
2	3°C	3°C	4°C	3°C	3°C	3°C	--
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C



Fridge/chiller temperature checks

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C



Allergens in your food*

See page 33-35 in SS&S

See page 67-68 in SS&S

This record is **optional** to help you or your staff know what is in your food so that you can tell your customers.

Dish name*	Ingredients*	Allergens*
<i>Cookies</i>	<i>Flour, eggs, butter, milk, sugar, chocolate chips</i>	<i>Milk, Cereals containing gluten, eggs</i>



Allergens in your food*

See page 33-35 in SS&S

See page 67-68 in SS&S

This record is **optional** to help you or your staff know what is in your food so that you can tell your customers.

Dish name*	Ingredients*	Allergens*



My approved suppliers

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

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	



My approved suppliers

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



Supplier deliveries

See page 39-42 in SS&S

See page 83-85 in SS&S

This record can also be used for tracing your food.

Date*	Batch number / Lot ID*	Name and contact details of supplier	Type of food	Quantity	Temp (if applicable)
4/4/17	4251708	far ods, south farm townsville	fresh chicken breast	5kg	4°C
					°C
					°C
					°C
					°C
					°C
					°C
					°C
					°C
					°C
					°C
					°C



Supplier deliveries

See page 39-42 in SS&S

See page 83-85 in SS&S

This record can also be used for tracing your food.

Date*	Batch number / Lot ID*	Name and contact details of supplier	Type of food	Quantity	Temp (if applicable)
					°C
					°C
					°C
					°C
					°C
					°C
					°C
					°C
					°C
					°C
					°C
					°C



Cooking poultry, minced meat and chicken liver

See page 45-46 in SS&S

See page 99-101 in SS&S

You can also use this record blank to record:

- your weekly batch checks if you have proved your method; and
- when making donor kebabs.

Date	Time	Food	Type of check			Temp °C cooked to	How long at this temp	Initial
			Individual	One of a batch	Weekly batch check			
01/04/17	1:20pm	baked chicken breast		✓		65°C	15 mins	JW
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		



See page 99-101 in SS&S

- your weekly batch checks if you have proved your method; and
- when making donor kebabs.

18



Proving the method you use to kill bugs works every time

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

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

Item (type, size, weight) Peach kombucha					
Method Standard kombucha ferment, 7 days, 25°C 20L water, 4kg sugar					
Batch	Date* Start	Date Finish	pH start	pH finish	Initial*
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*				Initial*
1st					
2nd					
3rd					



Proving the method you use to kill bugs works every time

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*				Initial*
1st					
2nd					
3rd					

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



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

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

Item (type, size, weight) 2kg chicken roast x4				
Method 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				
Batch	Date*	Internal temp °C at thickest part	Time at this temp	Initial*
1st	05/06/17	75°C	1min	SM
2nd	08/06/17	77°C	1min	SM
3rd	11/06/17	76°C	3 mins	SM

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



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

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	Initial*
1st		°C		
2nd		°C		
3rd		°C		

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

[illegible]

[illegible]

[illegible]



Hot smoking to cook your food – batch records

See page 55-60 in SS&S

Product/Food Type	Smoke house air temperature	Time batch started in smoker	Time batch finished	Food core temp	Further time needed? ✓/✗	If Y, what was done to ensure food was cooked*	Signed*
ham leg (3kg)	180°C	09:00	13:00	78°C	No	n / a	SM
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			



Hot smoking to cook your food – batch records

See page 55-60 in SS&S

Product/Food Type	Smoke house air temperature	Time batch started in smoker	Time batch finished	Food core temp	Further time needed? ✓/✗	If Y, what was done to ensure food was cooked*	Signed*
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			



Transported food temperature checks

You only need to use this sheet if your food is out of temperature control for more than 4 hours.

Date*	Type of food	Temp (taken +4 hrs out of temp control)	Checked by*
4/10/16	milk	8°C	JW
7/06/17	yogurt	4°C	JW
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	



Transported food temperature checks

You only need to use this sheet if your food is out of temperature control for more than 4 hours.

Date*	Type of food	Temp (taken +4 hrs out of temp control)	Checked by*
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	

[illegible]

[illegible]



Cleaning plan*

You can use this record blank to write out your cleaning plan. This record is **optional**.

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



Cleaning plan*

See page 71-74 in SS&S

You can use this record blank to write out your cleaning plan. This record is **optional**.

Items and areas to be cleaned*	Frequency*	Method of cleaning*	Who cleans it*



Maintenance record

Date	Task completed	By who
2/01/17	Fridge serviced	Fridge servicing Wellington
2/04/17	Extractor fan checked	Tim Robbins





Maintenance plan*

See page 75-78 in SS&S

You can use this record blank to write out your maintenance plan. This record is **optional**.

Equipment item*	Frequency*	Who does the maintenance*	Description of maintenance*
Grease Trap	6 monthly - Feb and Aug	Greg's Grease Trap Services	Full service and clean out of passive grease trap



Maintenance plan*

See page 75-78 in SS&S

You can use this record blank to write out your maintenance plan. This record is **optional**.

Equipment item*	Frequency*	Who does the maintenance*	Description of maintenance*



When something goes wrong

Date: 17 / 02 / 17

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,



When something goes wrong

Date: / /

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 or unsuitable food was sold



Customer complaints information

Customer name and contact details
Fred Smith
Date and time of purchase
Monday 15th July Lunch time @ 12:30 Mince and cheese pie
Affected food (batch/lot number)
Batch made that morning (monday) – new week; new food
Complaint
Claims pie made them sick
(The following can also be filled in on the <i>When something goes wrong</i> template) Cause of the problem
See investigation below. Does not appear to be caused by us
Action taken immediately and action taken to stop it happening again
I showed Mr Smith our cooking records for Mondays batch of pies. I also showed him our hot holding record. I suggested he speaks to the local council EHO about the matter and if he was still ill his doctor would be able to help as well. Mr Smith did not have the receipt for the pie. I have since checked with the baker about how this batch of pies was made and the checks for cooking them.



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



Traceability

— importing food

Tracing your imported food (this record is required if you are importing food).

Name of supplier and contact details		
Ying Yang Manufacturing Co +86 23445657		
Manufacturer of the food and contact details		
Ying Yang Manufacturing Co, Shanghai Mr Alan Lee, owner tel +86 23445657 Email: alanlee@yingyang.co.cn		
Product type	Brand	Batch/Lot Information
Dumpling wrapper	Ying Yang	SGH117801
Other information		
Ying Yang has provided certificates of registration with Shanghai food authority – reg no 12345 The product is transported using a registered food distributor in Shanghai (World Wide Food Distribution) Received product specifications from Ying Yang. Cross referenced specs with Food Standards Code to ensure it meets NZ Standards		



Traceability — importing food

See page 83-86 in SS&S

Tracing your imported food (this record is required if you are importing food).

Name of supplier and contact details		
Manufacturer of the food and contact details		
Product type	Brand	Batch/Lot Information
Other information		

[illegible]



You can also use this record blank for your weekly batch checks if you have proved your method.

[illegible]



Proving Sushi rice pH

See page 91-94 in SS&S

See page 47-48 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 acidified rice every week.

Type of rice*				
White sushi rice				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
8/7/17	1st	500g	130ml	3.8
8/7/17	2nd	500g	130ml	3.6
9/7/17	3rd	500g	130ml	3.7

Type of rice*				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
	1st			
	2nd			
	3rd			

Type of rice*				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
	1st			
	2nd			
	3rd			



Proving Sushi rice pH

See page 91-94 in SS&S

See page 47-48 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 acidified rice every week.

Type of rice*				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
	1st			
	2nd			
	3rd			

Type of rice*				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
	1st			
	2nd			
	3rd			

Type of rice*				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
	1st			
	2nd			
	3rd			



See page 47-48 in SS&S

49



Drying records for Chinese style roast duck

See page 95-97 in SS&S

See page 47-48 in SS&S

Cooking details						
Date*	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Initials*
		Start	Half-way			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
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		°C	°C			
		°C	°C			
		°C	°C			



See page 95-97 in SS&S

See page 47-48 in SS&S

Proving a drying method for Chinese style roast duck

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 duck every week. These can be recorded using the record blank on page 49.

Food item and method						
1.75 kg duck. Dip in boiling water with 2 tsp five-spice, 2 tsp sugar, 2 tps salt, 3 tsp vinegar. Hang duck in cooler part of kitchen for 3 hours. Check temp at start and after 1.5 hrs						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Initials*
		Start	Half-way			
1st	3pm	20°C	20°C	3 hours	n / a	JM
2nd	4pm	20°C	19°C	3 hours	n / a	JM
3rd	3pm	19°C	19°C	3 hours	n / a	JM

Food item and method						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Initials*
		Start	Half-way			
1st		°C	°C			
2nd		°C	°C			
3rd		°C	°C			



See page 95-97 in SS&S

See page 47-48 in SS&S

Proving a drying method for Chinese style roast duck

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 duck every week. These can be recorded using the record blank on page 49.

Food item and method						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Initials*
		Start	Half-way			
1st		°C	°C			
2nd		°C	°C			
3rd		°C	°C			

Food item and method						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Initials*
		Start	Half-way			
1st		°C	°C			
2nd		°C	°C			
3rd		°C	°C			



Sous vide control sheet

See page 103-108 in SS&S

You can use this record blank for;

- recording your weekly batch checks if you have proved your method; or
- recording your sous vide time and temperatures.

Date*	Item description*	Cooking						Served immediately*	Chilled storage*
		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		
24/06/17	Chicken breast	63°C	30 mins	62°C	2 hours	65°C	n / a	✓	
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			



Sous vide control sheet

See page 103-108 in SS&S

You can use this record blank for;

- recording your weekly batch checks if you have proved your method; or
- recording your sous vide time and temperatures.

Date*	Item description*	Cooking						Served immediately*	Chilled storage*
		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		
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			
		°C		°C		°C			



Proving a cooking method for sous vide

See page 103-108 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 record blank on page 53.

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

- 1 chicken breast (200-220g)
- Season with salt and pepper
- Use vacuum bag (small), put chicken breast into bag and seal according to manufacturers instructions.
- Water bath >60°C before bag is immersed

What equipment was used (water bath loading)?

- Vacuum bag small
- water bath
- needle probe

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
1st 5/8/17	62°C	30 mins	6°C	2hrs	65°C	n / a	✓	n / a
2nd 8/8/17	62°C	30 mins	6°C	2hrs	65°C	n / a	✓	n / a
3rd 9/8/17	62°C	30 mins	6°C	2hrs	65°C	n / a	✓	n / a



Proving a cooking method for sous vide

See page 103-108 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 record blank on page 53.

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
1st	°C		°C		°C			
2nd	°C		°C		°C			
3rd	°C		°C		°C			



Record list

If you do the following activities you will need to keep records for them. The list below outlines which sections require records and what needs to be on them. You can either use the record blanks in this pack or create your own.

Simply safe & suitable cards	Record
Staff training	Who was trained Date Parts of plan covered Signatures from trainee and trainer
Registered water supply	Who inspected Date Completed tasks
Ground/ roof water supply	Water test results initial/annual All nearby activities
Sickness record	Who was sick Date
Keeping food cold	Daily temperature checks Date
Sourcing, receiving and storing food	Approved supplier lists and assurances Name & contact details of Type and quantity of food your supplier Temperature at time received (if applicable)
Cooking poultry, minced meat and chicken liver	Food type Date Temperature cook to and how long it stayed at temperature
Proving the method you use to kill bugs works every time - Cooking poultry, minced meat and chicken liver - Pickling and brining meat/vegetables - Hot smoking - Sushi - Chinese duck - Sous vide	Method Weekly batch checks
Cooling freshly cooked food	Food type Date Time it took to cool down



Record list

Type of record	Record
Water activity testing	Lab test results / results from your own method Recipe for brining solutions Method for drying food
Reducing pH	Recipe for pickling solutions
Hot-smoking information	Cooking Air temperature Start time Smoking finish Core temperature at end of cooking period Additional time for cooking (if required) Flavouring Smoke house temperature Time
Transporting food	Temperature food was transported at (if not used in 4 hours)
Cleaning up	Tasks Who completed tasks Date
Maintaining equipment and facilities	Tasks Who completed tasks Repairs Date Water supply checks
When things go wrong	What went wrong How you fixed it Steps to prevent it happening again How you keep food safe or made sure no unsafe and unsuitable food was sold Date
Customer complaints	Customer contact details Date and time of purchase Cause of problem What the complaint was about Action taken immediately Food affected including batch/lot ID if applicable
Tracing your food	Importing food Name and contact details of supplier Name and contact details of the manufacturer of the food



Record list

Type of record	Record
Tracing your food (continued)	Any information that shows the food has been assessed as being safe and suitable Any information that shows the food is transported safely A description of the food including commodity, brand, lot / batch ID etc. Any info which allows food to be traced from supplier to importer, while under registered importers possession, to the next person the food was passed on to. Minimum information required when receiving food Name and contact details of the supplier Type of food Quantity of food Temperature at time received (if applicable)
Recalls	Recall hazard/risk analysis form Copy of Recall notice
Specialist records: • Sushi • Chinese roast duck • Doner kebab • Sous vide	Sushi pH measures of rice. Chinese roast duck Temperature of each duck at the time it was hung up to dry and the time the drying started Temperature of the duck half way through drying process and how you brought temperature down if higher than 25°C. The time the duck was taken from the drying area to be cooked. Doner kebab Food type Date Temperature food cooked to Time food stayed at temperature for Sous vide Water bath temperatures before adding food Time take for the food to reach the selected internal temperature Length of holding time once the food has reached the selected temperature Internal temperature of the food at the start and end of holding times Cooling time