

Class 3 minimum records – Sheet D

Community group events for more than 2 days

A proprietor of a food business operating a class 3 food premises is required under the Food Act 1984 to:

- maintain the declared class 3 minimum records and keep them at the premises;
- retain the records for one year from receipt or creation;
- provide the council with a copy of the records if requested to do so by the council.¹

This record sheet is only to be used by a community group (or a not for profit body) where -

- the majority of persons involved in the handling of the food are volunteers; **and**
- the food handling activity takes place at the premises for more than two days at any one time.

A **community group** is:

- (a) a not for profit body; or
- (b) a person or unincorporated group of persons undertaking a food handling activity solely for the purposes of raising funds for charitable purposes or for a not for profit body.

The following are examples of community groups:

Local sporting clubs, senior citizens groups, church groups, and fundraising activities for charities or other not for profit bodies.

This record sheet applies regardless of where the community group conducts its event- it can be at a market stall, a food van, or at a building that it owns, leases or which it has permission to use from time to time (such as a community hall). It applies whether the food handling activity is infrequent, or occurs on a regular basis (such as every weekend during a sporting season).

Pre-packaged food is food that has been sealed within a package prior to entering the business, and remains in that package until sale.

A range of food handling activities may be conducted at a class 3 food premises to which this sheet applies.² These activities can include:

- the handling of low risk food; and
- the sale of *pre-packaged* potentially hazardous (high risk) food; such as:
 - the sale of pre-packaged raw and cooked meat (including poultry and game) or other packaged foods containing raw or cooked meat such as casseroles, curries and lasagne;
 - the sale of pre-packaged smallgoods such as strasbourg, ham and chicken loaf;
 - the sale of pre-packaged meals such as fresh pasta;
 - the sale of pre-packaged cakes containing cream;
 - the sale pre-packaged desserts such as cheesecakes and custard tarts;
 - the sale of pre-packaged fruit salads;
 - the sale of pre-packaged sandwiches; or
 - sale of shell eggs; or
 - the sale of pre-packaged pies or sausage rolls - including heating them before sale.

It also includes the sale of sausages that have been cooked and served immediately, with or without onions, bread and sauce at –

- a temporary food premises; or
- a fixed food premises or mobile food premises operated by a not for profit body.

If this sheet does not apply to your food premises, read the checklist on class 3 minimum records to decide which record sheet applies, or contact your council.

¹Section 19CB and clause 5 of the declaration on minimum records (“the declaration”). The declaration is available at <http://www.gazette.vic.gov.au/gazette/Gazettes2010/GG2010S241.pdf>

² A food premises is classified under the Act according to the highest risk activity undertaken at the premises. Many of the activities listed in this record sheet make a premises a “class 3 food premises”. However, a class 3 food premises can also engage in lower risk activities (that apply to class 4 premises). In such a case the premises falls within class 3- not 4. The cooking and sale of sausages is such an activity.
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The specific records in this document are those that have been declared as the minimum records that must be kept to demonstrate compliance with some essential food safety practices, taking into account the type of activities that will be conducted at your food premises.

There are 3 records on the following sheet. Record 1 always applies. The introduction to each other record describes whether you need to complete that record. Different records apply to different activities.

The following page also contains some tips for how to make the most of the random checks of food temperature and heating processes.

There are also other aspects of food safety that you may need to consider. All food businesses and community groups are required by law to ensure that food that is sold is safe to eat.

For further advice about how to complete the records or about food safety please contact your council.

The Department of Health also makes available a free online food handler learning program, 'Do Food Safely', which is designed to improve basic knowledge of food safety. It is another tool that you can use to maintain safe food handling practices at your events. It is available at:

<http://dofoodsafely.health.vic.gov.au/>

Cold Storage Record 2

Please make additional copies if required

This record must only be kept if **potentially hazardous food is to be kept in cold storage** at food premises, if that premises operates for a period of more than 2 consecutive days at any one time.⁵

It is **mandatory** to record the results of a random check of each cold storage unit in use that is conducted **once** in each week in which the food premises operates.

In the case of a temporary food premises (such as a market stall or have permission to use a community hall), it is **mandatory** to record the results of a random check of each cold storage unit in use, conducted as follows:

- once in each week that the premises is operating; and
- for a stall or other activity that is operated for less than one week at any one time, once during each such period. (For example, if the stall is operated for blocks of 3 days with one cold storage unit, and this occurs 10 times a year, there would be 10 records for the year, with a record for each 3 day period.)

The temperature check will be relevant to pre-packaged potentially hazardous food including where it is intended that it will be heated and held hot prior to sale.⁶

Temperature rules

- Frozen foods should always be kept frozen hard (unless being defrosted);
- For food kept in cold storage, maintain the temperature at 5°C or below.

Date	Description of each Cold Storage Unit For example, LG fridge or esky	Operating Temperature set for each Cold Storage Unit	Temperature of food item chosen Randomly select an item of food and measure the temperature	Corrective Action If selected food item does not meet the above temperature rules what did you do to ensure it complies? For example change fridge settings, or move food to another fridge or discard food.

⁵ Clause 2, items 1 and 3 of schedule 2 of the declaration.

⁶ It would also be relevant to sausages that are stored (which are to be cooked and served immediately). The random check can be of any potentially hazardous food stored.

Hot Storage Record 3

This record must only be kept if **pre-packaged potentially hazardous food is to be kept heated in hot storage** prior to sale **at a food premises**, if that premises operates for a period of more than 2 consecutive days at any one time.⁷

For example, it applies to food such as heated packaged pies or sausage rolls.

It is **mandatory** to record the results of a random check of a hot storage unit in use that is conducted **once** in each week in which the food premises operates.

In the case of a temporary food premises (such as a market stall or have permission to use a community hall), it is **mandatory** to record the results of a random check of a hot storage unit in use, conducted as follows:

- once in each week that the premises is operating; and
- for a stall or other activity that is operated for less than one week at any one time, once during each such period. (For example, if the stall is operated for blocks of 3 days, and this occurs 10 times a year, there would be 10 records for the year, with a record for each 3 day period.)

Temperature rule

- Pre-packaged potentially hazardous food is to be kept in hot storage at 60°C or higher.
- You **must** record the results of the random check to verify that pre-packaged potentially hazardous food is being kept at 60°C or higher prior to sale. This is the correct temperature. A lower temperature means that the food may not be safe to eat.

Date	Description of the Hot Storage Unit For example, pie warmer	Operating Temperature set for the Hot Storage Unit	Temperature of food item chosen Randomly select an item of food and measure the temperature	Corrective Action If selected food item does not meet the above temperature rule what did you do to ensure it complies? For example change pie warmer settings, or move food to another warmer or discard food.

Tips:

- Using a pie warmer or other hot holding equipment to heat pre-packaged potentially hazardous food to the required 'sale' temperature of 60°C or higher is not recommended as it is likely to take a very long time for the food to reach 60°C and there is a risk of the food being sold at a cooler temperature.
- It is recommended that the random check be conducted as soon as possible on the first day so that any problems can be addressed early on, to avoid the risk of food being sold that is not safe to eat.
- It is also recommended that the random check be used as an opportunity to verify how long it takes to heat pre-packaged potentially hazardous food (such as a pre-packaged pie) to the required hot holding temperature of 60°C or higher. This will enable you to standardise how you heat food after it is removed from cold storage. (A variety of methods maybe used to heat the food, examples include microwave, electric or gas oven.)

⁷ Clause 2, items 2 and 3 of schedule 2 of the declaration.
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Check about temperature control of potentially hazardous food deliveries Record 4

This record must only be kept if -

- (a) the food being handled is **potentially hazardous food**; and
- (b) is **delivered from a supplier to the food premises** in the month.⁸

This is to ensure that the food delivered has been kept at the correct temperature.

If this is the case, read the following description to decide whether a record is required.

The record is about deliveries from a supplier.

However, the record does not need to be kept if the delivery of food is -

- to your **temporary food premises** (such as a market stall or occasional use of a community hall) or a **mobile food premises** (such as a van)
- from another food premises that is operated by your community group (i.e. both have the same proprietor).

If food is delivered to these premises from any other supplier in a month, you will need to keep the deliveries record.

If you operate any other kind of food premises (such as a kiosk that you own or lease at fixed premises, or a food van) and receive deliveries at those premises in the month, you will need to keep the deliveries record.

There are different ways to keep this record.⁹

The simplest record to keep is to record the results of certain checks of the temperature of potentially hazardous food delivered. This is outlined below.

Instruction: If **potentially hazardous food is delivered to the food premises from a supplier in any month**, record the results of a temperature check carried out in that month of one item of potentially hazardous food received from that supplier.

If food is not delivered from a supplier in every month, the record must only be kept **in each month** in which food is actually delivered.

Temperature rules

- Frozen foods should always be kept frozen hard (unless being defrosted);
- For food kept in cold storage, maintain the temperature at 5°C or below;
- For food delivered hot it must be at 60°C or hotter.

Date	Trading Name of Supplier Store Location or Warehouse	Description of Condition of Goods such as 'good', 'damaged', or 'packaging broken'	Temperature of food item chosen Randomly select an item of food and measure the temperature	Corrective Action Taken if Required If selected food item does not meet the above temperature rules what did you do? For example not accept the delivery, or verify with the supplier that the food was not in the temperature danger zone for 2 hours or more (and if it was, the action that you have taken such as ensuring that the food was not sold by your business).

⁸ Clause 2, items 4 to 6 of schedule 2 of the declaration. (Items 4 and 6 apply to the record on this page.)

⁹ This is explained further in *Record Sheet A* for fixed premises or mobile food premises (and can be adapted for use at your food premises if desired.)

