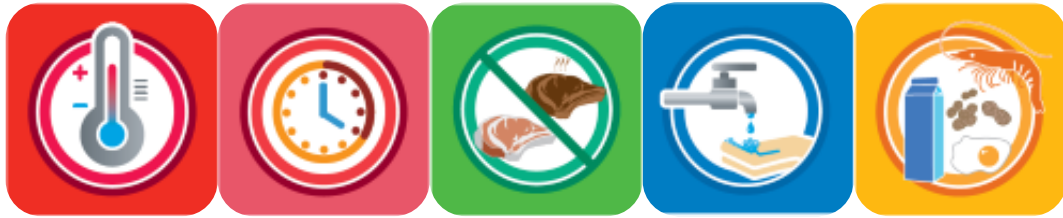


Food Safety



Food safety records for food businesses

Class 2

Record keeping

Premises trading name: _____

Full implementation of your food safety program, including the maintenance of specified records is a **minimum** legal requirement under section 19D of the *Food Act 1984*. Failure to maintain such records can be deemed grounds for suspension or revocation of your current Food Act Registration, which would in effect; cease you from trading legally.

You are required to maintain your Food Safety Program and the following records and ensure that they are kept on-site:

1) Record 1: My Food Suppliers

You are required to list the trading name, business address and contact phone numbers for all of your food suppliers (food is anything that is consumed, including drinks). It is important that suppliers of raw materials, such as bulk oil, flour or rice are also included.

2) Record 2: My temperature checks of food in cold or hot storage

You are required to monitor and record the temperature of at least one high risk food in each refrigeration, freezer and hot holding units within your business once per day, by using your calibrated probe thermometer to obtain a core temperature of food. You can choose the way you keep the information by using the template record form or your own form that records the date, unit, and food temperature and any corrective action taken.

3) Record 3: My cooking temperature checks

You are required to monitor and record that the core temperature of one menu item reaches 75°C or above at least once per month.

4) Record 4: How I use the 2 hour/4hour rule for high-risk food

You are required to write down your usual practice for using the 2hour/4hour rule and make sure you and your staff understand it. This record needs to be updated if your practices change.

5) Record 5: My probe thermometer accuracy checks

You are required to calibrate each thermometer at least once per year. Thermometers must be accurate to +/-1°C and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

Record 1: My food suppliers

(include all food and drinks suppliers)

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Record 1: My food suppliers (include all food and drinks suppliers)			
#	Trading name	Business address	Contact phone number
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Month: _____

Year: _____

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(Use your probe thermometer to probe an item of food in each cold or hot unit once per day)

Safe temperatures:	Cold Storage: 5°C or less	Frozen storage: -15°C or colder	Hot storage: 60°C or hotter
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Record 3: My cooking temperature checks – Check at least once per month

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Record 3: My cooking temperature checks – Check at least once per month		
Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

Month: _____

Year: _____

Record 2: My temperature checks of food in cold or hot storage (Use your probe thermometer to probe an item of food in each cold or hot unit once per day)											
Safe temperatures:		Cold Storage: 5°C or less			Frozen storage: -15°C or colder			Hot storage: 60°C or hotter			
DAY	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	Corrective Action
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Record 3: My cooking temperature checks – Check at least once per month		
Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

Month: _____

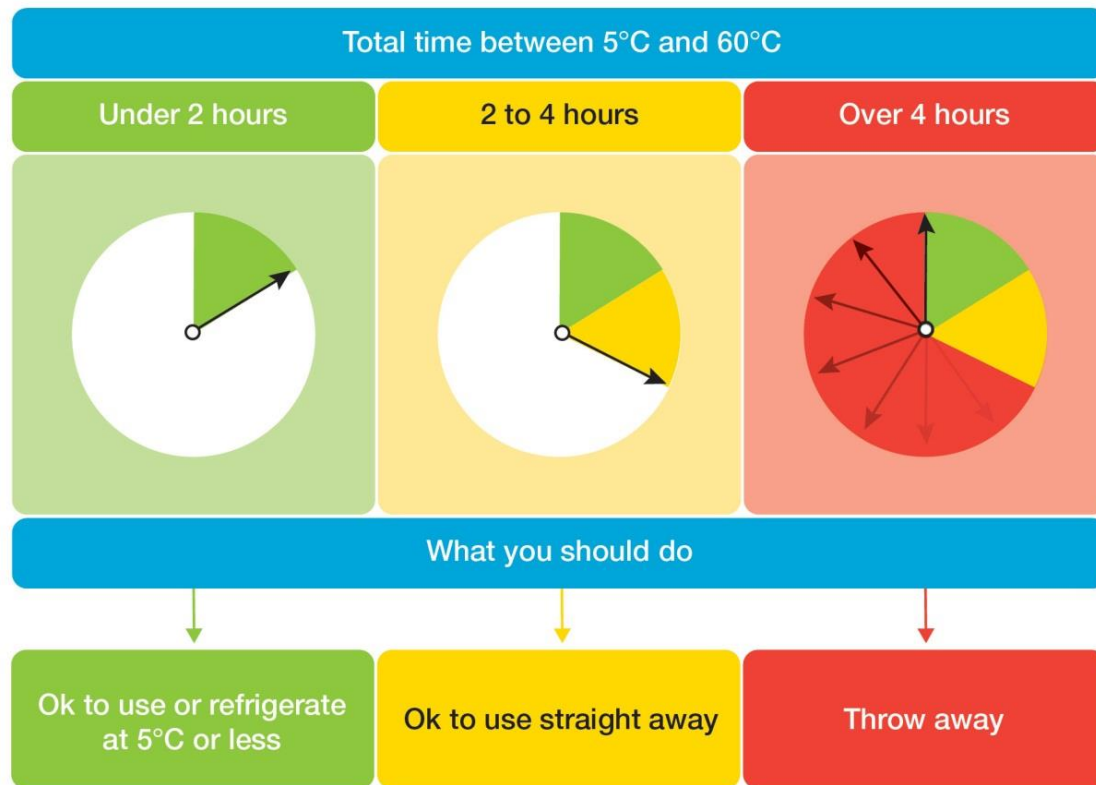
Year: _____

Record 2: My temperature checks of food in cold or hot storage (Use your probe thermometer to probe an item of food in each cold or hot unit once per day)											
Safe temperatures:		Cold Storage: 5°C or less			Frozen storage: -15°C or colder			Hot storage: 60°C or hotter			
DAY	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	Corrective Action
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Record 3: My cooking temperature checks – Check at least once per month		
Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

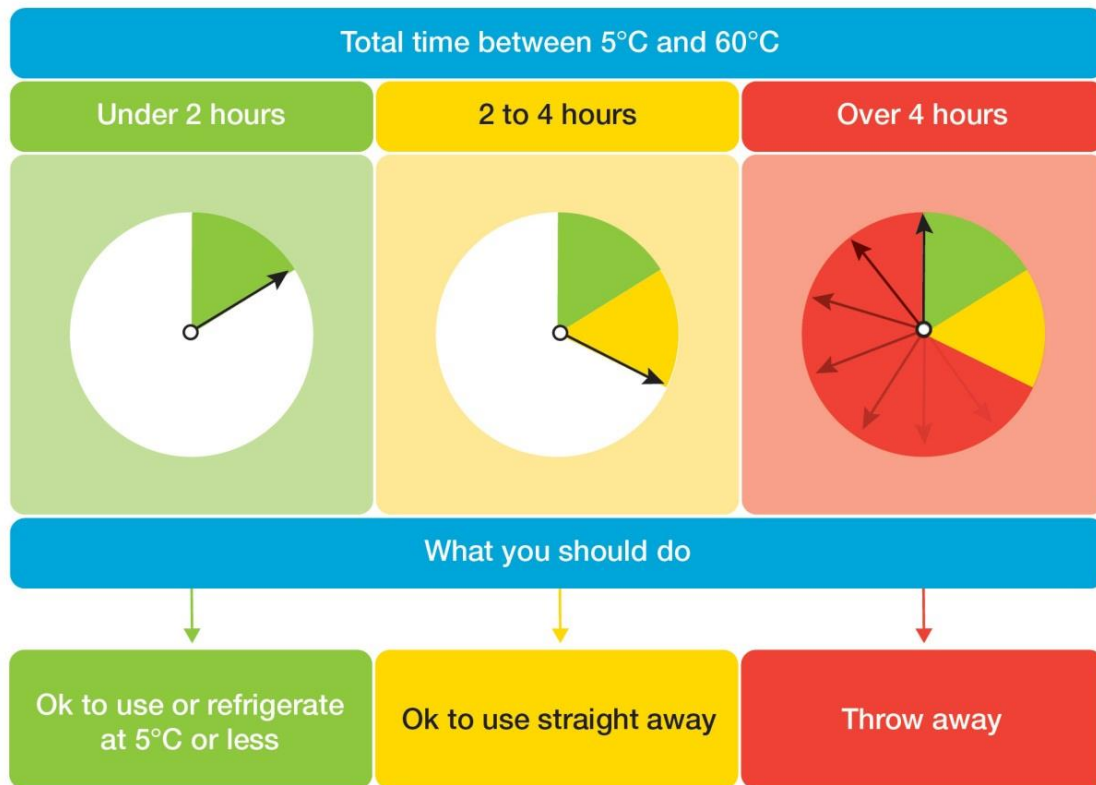
Record 4: How I use the 2hour/4hour rule for high risk food



Write down your usual practice here for using the 2 hour/4 hour rule. Update it if your practice changes.

[illegible]

Record 4: How I use the 2hour/4hour rule for high risk food



Write down your usual practice here for using the 2 hour/4 hour rule. Update it if your practice changes.

Record 5: My probe thermometer accuracy checks

(Check once per year)

Date	Thermometer ID	Temperature °C ice water (Should be between -1.0 and 1.0°C)	Temperature °C boiling water (Should be between 99°C and 101°C)

Corrective Action if temperature wrong: _____



Step 1



Step 2



Step 3



Step 4

Ice water check

1. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0°C.
2. Insert the thermometer for at least 10 seconds until the reading is stable.
3. An accurate thermometer will show a temperature between -1°C and +1°C.
4. If it shows a temperature greater or less than -1°C and +1°C, the thermometer is inaccurate and needs to be replaced immediately.

Boiling water check

1. Boil some water.
2. Carefully insert the thermometer for at least 10 seconds until the reading is stable.
3. An accurate thermometer will show a temperature between 99°C and 101°C.
4. If it shows a temperature greater or less than 99°C and 101°C, the thermometer is inaccurate and needs to be replaced immediately.