Contents

Record 1: My food suppliers (Example) 2
Record 1: My food suppliers 3
Record 1B: Food receipt (Example) 4
Record 1B: Food receipt 5
Record 2A: Temperature checks of food in cold or hot storage (examples) 6
Record 2A: Temperature checks of food in cold or hot storage 7
Record 2B: Temperature checks of food in cold or hot storage 8
Record 3: My cooking temperature checks (example) 9
Record 3: My cooking temperature checks 10
Record 4: Cooking and cooling food (Example) 11
Record 4: Cooking and cooling food 12
Record 5: My probe thermometer 13
Record 6: Sushi preparation 14
Record 7: Sushi display time log 15
Record 8: Drying log (Chinese-style roast meats only) 16
Record 9: Meat display time log (Chinese-style roast meats only) 17
Record 10: Cooking method 18
Record 11: Batch information 20
Record 12A: Measuring pH to validate your acidification process 21
Record 12B – Monthly ongoing pH measurement to confirm your process is still working 22
Record 13: Alcohol strength in my brewed soft drinks by batch 23
Record 14: Alcohol strength in my brewed soft drinks for the duration of shelf life 24
Record 14: Alcohol strength in my brewed soft drinks for the duration of shelf life 25
Record 15: How I measure the alcohol strength in my brewed soft drinks 26
Record 16: My ebulliometer accuracy checks for measuring alcohol strength in brewed soft drinks 27
Record 16: My ebulliometer accuracy checks for measuring alcohol strength in brewed soft drinks 28
Record sheet 17: Internal review checklist (manufacturing) 29
Template 18 – Cleaning and sanitising procedure (Example) 33
Template 18 – Cleaning and sanitising procedure 34
Template 19 – Cleaning and sanitising record (2 weeks) (Example) 35
Template 19 – Cleaning and sanitising record (2 weeks) 36

Record 1: My food suppliers (Example)

Supplier name	Contact details	Address	Food supplied	Notes
Horsham Fresh Fruits and Veg	03 5382 9777 Warren: 03 5382 9778	18 Roberts Avenue, Horsham	Fruits and veg	Delivers weekly on Tuesdays
Horsham Fresh Chicken	03 5382 9889 Jordan: 0401 234 5678	80 Wilson Street, Horsham	Chicken	Delivers weekly on Wednesdays

✓ Maintain up-to-date records of your suppliers and the products they supply you with.
✓ Consider setting up supplier agreements or an approved supplier program to ensure you receive safe and suitable products.
✓ Reject suppliers that do not supply food that meets safety and suitability requirements.

Record 1: My food suppliers

Supplier name	Contact details	Address	Food supplied	Notes

✓ Maintain up-to-date records of your suppliers and the products they supply you with.
✓ Consider setting up supplier agreements or an approved supplier program to ensure you receive safe and suitable products.
✓ Reject suppliers that do not supply food that meets safety and suitability requirements.

Record 1B: Food receipt (Example)

Date	Time	Supplier	Product (name and lot)	Condition/Temp	Corrective Action / Notes	Checked by
11/01/2026	08:00	Horsham Fresh F&V	Cos lettuce – HF285B Yoghurt – Best before 11/02/2026	Fresh, clean – 5°C Undamaged, seal intact – 5°C	Truck inspected – clean, temperature OK	TOS

Check:

✓ Goods received under agreed conditions. Frozen food must feel hard frozen with no evidence of thawing.
(e.g. clean, packaging intact, correctly labelled, correct temperature, date markings within 'Use by' or 'Best Before' date).

✓ Cold foods should be kept at 5°C or below (unless validated alternative).

✓ Hot foods should be kept at 60°C or above (unless validated alternative).

✓ Supplier's details included in shipment.

✓ Product name and lot identified.

✓ Determine if the received goods should be accepted (then stored correctly), returned, or disposed.

Record 1B: Food receipt

Date	Time	Supplier	Product (name and lot)	Condition/Temp	Corrective Action / Notes	Checked by

Check:

✓ Goods received under agreed conditions. Frozen food must feel hard frozen with no evidence of thawing.
(e.g. clean, packaging intact, correctly labelled, correct temperature, date markings within 'Use by' or 'Best Before' date).

✓ Cold foods should be kept at 5°C or below (unless validated alternative).

✓ Hot foods should be kept at 60°C or above (unless validated alternative).

✓ Supplier's details included in shipment.

✓ Product name and lot identified.

✓ Determine if the received goods should be accepted (then stored correctly), returned, or disposed.

Record 2A: Temperature checks of food in cold or hot storage (examples)

High-risk food must be kept at safe temperatures. Cold food must be kept at 5 °C or less, frozen food at -15 °C or colder, and hot food at 60 °C or hotter.

Date	11/01/26														Notes
Time	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Cold unit 1 e.g. Fridge 1	4.5°C	4.8°C													Pies were 'probed' – temperature good but fridge is making a funny noise*
Cold unit 2 e.g. Coolroom	4.3°C	4.9°C													
Cold unit 3 e.g. Bench freezer	-20C	-18C													
Hot unit 1 e.g. Bain marie 1	off	60°C													
Hot unit 2 e.g. pie warmer	62°C	61°C													
Hot unit 3															
Staff initials	MR	WH													

Date	Corrective action taken (e.g. bain marie temperature turned up, refrigeration unit checked by technician, food discarded, etc.)	Signed
3/11	* Called fridge technician to check Fridge 1	AE

✓ Use a clean, sanitised probe thermometer to check food temperature (or e.g. a jar of water, if checking refrigeration).
✓ Cold foods should be kept at 5°C or below (unless validated alternative).
✓ Hot foods should be kept at 60°C or above (unless validated alternative).
✓ If food is not at correct temperature, add notes on corrective actions taken.

Record 2A: Temperature checks of food in cold or hot storage

High-risk food must be kept at safe temperatures. Cold food must be kept at 5 °C or less, frozen food at -15 °C or colder, and hot food at 60 °C or hotter.

Date															Notes
Time	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Cold unit 1															
Cold unit 2															
Cold unit 3															
Hot unit 1															
Hot unit 2															
Hot unit 3															
Staff initials															

Date	Corrective action taken (e.g. bain marie temperature turned up, refrigeration unit checked by technician, food discarded, etc.)	Signed

✓ Use a clean, sanitised probe thermometer to check food temperature (or e.g. a jar of water, if checking refrigeration).
✓ Cold foods should be kept at 5°C or below (unless validated alternative).
✓ Hot foods should be kept at 60°C or above (unless validated alternative).
✓ If food is not at correct temperature, add notes on corrective actions taken.

Record 2B: Temperature checks of food in cold or hot storage

High-risk food must be kept at safe temperatures. Cold food must be kept at 5 °C or less, frozen food at -15 °C or colder, and hot food at 60 °C or hotter.

Unit name:		
Date	**Temperature of food (1 x item)**	**Corrective action taken if temperature is wrong. Cold food must be kept at 5 °C or less and hot food at 60 °C or hotter.**
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

✓ Use a clean, sanitised probe thermometer to check food temperature (or e.g. a jar of water, if checking refrigeration).
✓ Cold foods should be kept at 5°C or below (unless validated alternative).
✓ Hot foods should be kept at 60°C or above (unless validated alternative).
✓ If food is not at correct temperature, add notes on corrective actions taken.
✓ If food is not at correct temperature, add notes on corrective actions taken.

Record 3: My cooking temperature checks (example)

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75 °C (Yes or no)	Any changes to cooking practice to reach greater than 75 °C	Initials
11/01/2026	Lemon cheesecake	89°C	N/A	SM
11/01/2026	Lemon meringue pie	92°C	N/A	SM
12/01/2026	Mince pie	69°C	Heat for another 10 minutes	SM
	Mince pie	76°C	Heat as per recipe + 10 minutes	SM

Record 3: My cooking temperature checks

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75 °C (Yes or no)	Any changes to cooking practice to reach greater than 75 °C	Initials

Record 4: Cooking and cooling food (Example)

Date	Food	Cooked food core temp (≥75°C or equiv.)	Cooling start time (when food temp is 60°C)	Time within 2 hrs / Temp	≤ 21°C within 2 hrs? (Yes — continue cooling)	Time / Temp	Time / Temp	5°C or below within 4 hrs? (6 hrs after start)	Corrective action/ note	Staff initials
3/11/22	Spinach and cheese pies	80.9°C	8:30am / 60°C	10:30am / 19°C	Yes	12:30pm / 5°C		Yes	<5°C in 4 hrs, no 6 hr test required	JA
3/11/22	Tuna mornay	96°C	11:00am / 60°C	1:00pm / 20°C	Yes	3.00pm / 17°C	5:00pm / 3.8°C	Yes		SF
3/11/22	Roast chickens	90.4°C	11.30am / 62°C	1.30pm / 21°C	Yes	3.30pm / 16°C	5.30pm / 8°C	No	Discarded product, reviewed cooling process, chop up chicken before cooling.	VC
4/11/22	Rice	Boiling	10:10am / 61°C	12.10pm / 35.2°C	No				2 hr limit not met, discarded. Reviewed SOP. Cool under cold running water or portion to small containers to cool.	KM

✓ Use a clean, sanitised probe thermometer.
✓ Ensure food is thoroughly cooked to ≥75°C (or equiv.) by checking the thickest part.
✓ Potentially hazardous food must be cooled from 60°C to 21°C within 2 hours, then cooled from 21°C to 5°C within the next 4 hours.
✓ Some tips to rapidly cool food include: dividing big batches into smaller portions, using blast chillers, and using ice water baths.

Record 4: Cooking and cooling food

Date	Food	Cooked food core temp (≥75°C or equiv.)	Cooling start time (when food temp is 60°C)	Time within 2 hrs / Temp	≤ 21°C within 2 hrs? (Yes — continue cooling)	Time / Temp	Time / Temp	5°C or below within 4 hrs? (6 hrs after start)	Corrective action/ note	Staff initials

✓ Use a clean, sanitised probe thermometer.
✓ Ensure food is thoroughly cooked to ≥75°C (or equiv.) by checking the centre or thickest part.
✓ Potentially hazardous food must be cooled from 60°C to 21°C within 2 hours, then cooled from 21°C to 5°C within the next 4 hours.
✓ Some tips to rapidly cool food include: dividing big batches into smaller portions, using blast chillers, and using ice water baths.

Record 5: My probe thermometer

Date	**Thermometer ID** If you have more than one, name it, e.g. T1, T2, T3, and label it	**Temperature °C ice water** Temperature that the thermometer displays	**Temperature °C boiling water** Temperature that the thermometer displays	**Corrective action** (if temperature wrong) Record the action taken to fix problem

✓ Check the cold range of the thermometer by putting it in an ice bath (50/50 ice and water) and allowing the thermometer to stabilise.
✓ Check the hot range of the thermometer by putting it in boiling water and allowing the thermometer to stabilise.
✓ If the thermometer is not accurate to +/- 1°C, replace the thermometer with one that is accurate to +/- 1°C

Record 6: Sushi preparation

PART 1: Rice preparation				
Date	**Temperature of rice slurry**	**pH of rice slurry (rice + vinegar + salt/sugar)** **Check pH**	**Date used / Date discarded**	**Corrective action taken (if pH or temperature wrong)**

PART 2: Sushi assembly/preparation			
Date and time made	**Rice temperature and pH**	**Types fillings/name**	**Temperature of fillings**

PART 3: Completed sushi			
Time finished assembly/preparation	**Temperature of completed sushi rolls**	**Delivery/transport (Temperature of the sushi and the time the transport vehicle left the manufacturing site)**	
		Time	**Temperature**

Record 7: Sushi display time log

Date	Type of sushi/ supplier name	Time and temperature of sushi when delivered		Time put on display	Temperature of the display unit		Corrective action	Time taken from display
		Time	Temp		Time	Temp		

Record 8: Drying log (Chinese-style roast meats only)

Date	Meat: duck/chicken/pork	Drying time		Corrective action	Time taken to cook (hours)
		Time started	Time finished		

Record 9: Meat display time log (Chinese-style roast meats only)

Date	Meat: duck/chicken/pork	Time put on display	Date taken from display	Time taken from display

Record 10: Cooking method

Complete this record as you add or remove items or modify procedures for food on your menu.

Menu Item	Food Category (1 or 2- see page 12)	Cooking temperature (55-75°C)	Maximum thickness of food		Heating time to core temperature for Category 1 foods		Cooking time based on cooking temperature (Table 3)		Total time required		Cooling time to reach 5 °C or below*	Food will be reheated (Yes/No) Reheat food rapidly to at least 55 °C and do not exceed 4 hours reheating between 55-60 °C
						+		=				
						+		=				
						+		=				
						+		=				

*The cooling step is critical to keeping the food safe. Spores of bacteria can grow during this stage and produce toxins that are not destroyed by reheating and may cause food poisoning.

All food must be cooled from 60 °C (or less) to 21 °C within 2 hours, and from 21 °C to 5 °C within a further four hours; a total of 6 hours.

Procedure	
Menu item	**Procedure (include any finishing-off of the food, such as sear in pan)**

Record 11: Batch information

Use this record to check monthly the cooking method for at least two menu items to demonstrate how you keep food safe.

Date	Food item	Food thickness (Category 1 food only)	Time taken to heat up	Cook temperature and time (Category 1 food – measure the core temperature, Category 2 food – measure the water bath temperature)	Cooling – time taken to reach less than 5 °C* Chill food rapidly	If any adjustments or actions are required, write down what these are. Make sure Record 1 is up to date if you make changes to the cooking method.
				Category: Temp: Cook time: Time total:		
				Category: Temp: Cook time: Time total:		
				Category: Temp: Cook time: Time total:		
				Category: Temp: Cook time: Time total:		

***All food must be cooled as a minimum from 60 °C (or less) to 21 °C within 2 hours, and from 21 °C to 5 °C within a further four hours; a total of 6 hours.**

Record 12A: Measuring pH to validate your acidification process

Use this record to validate your process. Validation must be repeated if your process or formulation changes, and for new flavours

Product name (flavour):	
pH drop timeframe?	

Test #	**Batch ID**	**Date and time fermentation initiated**	**pH meter calibration – daily**		**pH check after pH drop**				**pH of finished product**	
			Reading for pH 4.0 buffer	**Reading for pH 7.0 buffer**	**Date and time of pH check**	**Check pH**	**Time between initiation and 1 pH check?**	**Corrective action (if pH is above 4.6)**	**Final check pH**	**Corrective action (if pH is above 4.6)**
1										
2										
3										
4										
5										

Have you achieved compliant results for five concurrent batches of your product?

Yes, or no? If no, you will need to repeat the validation process.

Record 12B – Monthly ongoing pH measurement to confirm your process is still working

Repeat your pH testing at least once a month, testing is to be undertaken for each flavour variant

Product name/flavour	

Batch ID	Date and time fermentation initiated	pH meter calibration — daily		pH check after pH drop				pH of finished product	
		Reading for pH 4.0 buffer	Reading for pH 7.0 buffer	Date and time of pH check	pH of sample	Time between initiation and pH check?	Corrective action (if pH is above 4.6)	pH of sample	Corrective action (if pH is above 4.6)

Record 13: Alcohol strength in my brewed soft drinks by batch

Use your approved testing method to test one sample from every finished batch (per flavour)

Product name/flavour:	
My testing method and variance (refer record 15):	

Date	Batch ID	Result: Alcohol strength (% ABV)	Is your alcohol strength (tick the correct column):		Corrective action, if above 1.15%
			1.15% ABV or less?	Greater than 1.15% ABV?	

Record 14: Alcohol strength in my brewed soft drinks for the duration of shelf life

Measure three samples from three concurrent batches (for each flavour you produce), at the end of their stated shelf life for alcohol strength. You must provide certificates of analysis stating how much alcohol*, including the variance, is present in your product at the end of its shelf life. Certificates must be from a laboratory accredited with the National Association of Testing Authorities.

The instruments and processes used to measure the alcoholic strength must be able to produce a result with a tolerance of up to plus or minus 0.3% points of the actual alcoholic strength.

A brewed soft drink may contain no more than 1.15% alcohol by volume for the duration of the shelf life.

Please note: If you are distributing product within the state of Victoria, and your product exceeds **0.5% alcohol by volume (ABV)**, it is considered a liquor and falls under the *Victorian Liquor Control Reform Act 1998,* and you will be required to hold a liquor license. For more information contact the Victorian Commission for Gambling and Liquor Regulation <www.vcglr.vic.gov.au>.

*The term ‘alcohol’ is a reference to ethyl alcohol or ethanol.

Record 14: Alcohol strength in my brewed soft drinks for the duration of shelf life

Use this record to validate your process. Validation must be repeated annually or if your process or formulation changes, and for new flavours.

Product name/flavour:		**Which year are these results for?**	
Shelf life (in days):			

Test #	Date tested	Batch ID	Date marked on packaging (end of shelf life)	Result: Alcohol strength determined by a NATA accredited laboratory (%)*		Tolerance of test (%)	Is the alcohol strength compliant at the end of shelf life? Yes, or no?
1				**Sample 1**			
				Sample 2			
				Sample 3			
2				**Sample 1**			
				Sample 2			
				Sample 3			
3				**Sample 1**			
				Sample 2			
				Sample 3			

Have you achieved compliant results for three samples from three concurrent batches of your product (that is, nine tests in total)?
Yes, or no? If no, you will need to repeat the validation process to determine the shelf life of your product.
* Your certificates of analysis must be attached to this record.

Record 15: How I measure the alcohol strength in my brewed soft drinks

Permissible methods to test the alcoholic* strength of your products, corrected to 20 ºC are:

- gas chromatography
- near infra-red spectrometry
- distillation followed by the gravimetric measurement of the distillate or by measurement in a density meter
- any other method that consistently produces a similar result by a documented testing process where you have compared your results to those from a laboratory accredited with the National Association of Testing Authorities. (If you produce less than 100,000 litres of brewed soft drink per year you may use an ebulliometer to measure alcohol strength, use **Record 16** to validate your process. This record must be repeated annually.)

The instruments and processes used to measure the alcoholic strength must be able to produce a result with a tolerance of plus or minus 0.3% points of the actual alcoholic strength.

*The term 'alcohol' is a reference to ethyl alcohol or ethanol.

Tick the method you use to test the alcohol strength of your product	
☐ Gas chromatography	☐ Near infra-red spectrometry
☐ Distillation followed by the gravimetric measurement of the distillate	☐ Ebulliometer: complete **Record 16**
☐ Other: complete table below and attach certificates of analysis to this record	
What is the tolerance of your measurement?	
If you use any other method, provide details here to document your testing process.	

Record 16: My ebulliometer accuracy checks for measuring alcohol strength in brewed soft drinks

If you produce less than 100,000 litres of brewed soft drink in a calendar year, it is permissible to use an ebulliometer and a formula to measure the alcoholic strength of your brewed soft drink, provided it is supported by the testing process set out below.

The steps to follow to test your ebulliometer accuracy are:

1. Write down your practice and any calculations and formulas you use here for calculating the alcohol strength of your product using a hydrometer and formula.
2. Provide certificates of analysis (COA) stating the alcohol strength of your products, including the variance, in three samples from three concurrent batches of your product (that is, nine tests in total). Certificates must be from a NATA accredited laboratory.
3. Compare your ebulliometer results to lab COAs of the same batch, to validate your testing procedure.
4. Validate your results annually.

Write down your practice and any calculations and formulas you use here for calculating the alcohol strength of your product using an ebulliometer and formula.

Record 16: My ebulliometer accuracy checks for measuring alcohol strength in brewed soft drinks

Use this record to validate testing method, repeat annually. Three samples from three concurrent batches of your product (that is, nine tests in total) must be tested.

Which year are these results for?								
Test #	**Date**	**Batch ID**	**Result A: Alcohol strength determined by ebulliometer and formula (%)**		**Result B: Alcohol strength determined by a NATA accredited laboratory (%)***		**Variance: Difference between result A & B**	**Is the variance greater than 0.3%? Yes, or no?**
1			**Sample 1**		**Sample 1**			
			Sample 2		**Sample 2**			
			Sample 3		**Sample 3**			
2			**Sample 1**		**Sample 1**			
			Sample 2		**Sample 2**			
			Sample 3		**Sample 3**			
3			**Sample 1**		**Sample 1**			
			Sample 2		**Sample 2**			
			Sample 3		**Sample 3**			

Is the variance greater than 0.3% for any of the nine samples in this table?

Yes, or no? If yes, you will need to repeat the validation process.

* Your certificates of analysis must be attached to this record.

Record sheet 17: Internal review checklist (manufacturing)

- This internal review checklist is a tool to help you focus on areas that need attention and to ensure staff are following your food safety program.
- The questions must be answered 'Yes' or 'No'.
- Describe what needs to be done/fixed in the observations column.
- corrective action is the action taken to overcome the problem.
- Signed and dated when the corrective action was completed.
- Your food safety supervisor should use this checklist every 2–3 months.

Some elements of these processes will not apply to your business. Simply mark N/A if the question is not applicable to your business.

1. Harvesting	**Yes**	**No**	**Observations**
Are processes in place for the removal of excess soil and other debris?			
Are the chemical levels used on the fruit, vegetables or other produce within Agricultural Code limits?			
Are fruit, vegetables or other produce washed with potable water?			
Are batch numbers /lot numbers in place?			
2. Ordering/delivering	**Yes**	**No**	**Observations**
Are all the suppliers that you use on your approved Suppliers List?			
Are product temperatures monitored when received?			
After products are received, are they stored appropriately?			
Are all transport vehicles checked regularly?			
Are staff aware of what they need to check for when receiving products?			
Is the delivery record sheet completed?			
Are batch numbers recorded on delivery records?			
3. Storage	**Yes**	**No**	**Observations**
Are all foods stored off the ground and not overstocked?			
Are storage areas in the correct temperature range and records completed?			
Is there a risk of cross contamination in the storage area from raw to cooked, or raw to ready-to-eat, foods?			
Are all food packaged adequately?			
Are all storage containers labelled and covered appropriately?			

Are food stocks stored and rotated to ensure products do not go out of date?				
4. Preparation		**Yes**	**No**	**Observations**
Has the activity time log been completed?				
Is there a risk of cross-contamination in the preparation area?				
Are staff aware of safe food handling practices and how to avoid food contamination?				
Are staff personal belonging stored out of food preparation areas?				
Is preparation equipment well-maintained and clean?				
Is food waste disposed of appropriately and regularly removed from preparation areas?				
5. Process controls		**Yes**	**No**	**Observations**
Is processing equipment clean and well-maintained?				
Do your records list the batch number/ lot number used in processing batches?				
Has there been a visual check to ensure that all filters and sieves are intact?				
Is there a method to ensure additives and processing aids do not exceed permitted levels?				
6. Post-production handling		**Yes**	**No**	**Observations**
Has the activity time log been completed?				
Has corrective action been taken when problems were identified?				
Is there a risk of post-cooking cross-contamination?	Raw to cooked foods			
	Physical			
	Chemical			
Is temperature measuring equipment accurate?				
Is food cooled for later use, cooled in line with correct temperature control practices?				
Is food protected from contamination during cooling and when on display?	Hot — above 60 °C			
	Cold — below 5 °C			
	Frozen — below -15 °C			
Are sufficient utensils available for use in display units?				
7. Packaging and labelling		**Yes**	**No**	**Observations**
Is packaging material stored appropriately?				
Is packaging and labelling suitable for the foods being used?				

Have suppliers of glass packaging been recorded and are deliveries inspected?				
Does labelling comply with national food standards?				
To assist with food recalls, are there batch or lot numbers on the labels which identify production batches?				
8. Transport		**Yes**	**No**	**Observations**
Are transport vehicles clean and in good condition?				
Is food transported at appropriate temperatures and stored to avoid contamination?				
Are transport staff aware of appropriate food safety practices, including the use of protective clothing?				
9. Customer complaints		**Yes**	**No**	**Observations**
Are customer complaints and your businesses response recorded?				
Are staff aware of what to do if they receive a customer complaint?				
Does your business provide sufficient information to customers with allergies?				
10. Personal health and hygiene		**Yes**	**No**	**Observations**
Are staff aware of safe food practices and their responsibilities to ensure the food they handle is safe?				
Do staff wear suitable clothing when handling food?				
Do staff wash their hands at appropriate times, and have clean hands at all times when handling food?				
Are staff aware that they must not be at work if suffering from any gastroenteritis illness or food-borne illness?				
11.Cleaning		**Yes**	**No**	**Observations**
Does the cleaning schedule include all relevant information and regularly completed?				
Is there adequate equipment to undertake cleaning effectively?				
Are all cleaning chemicals clearly labelled and stored appropriately?				
12.Premises, Equipment, pests and waste		**Yes**	**No**	**Observations**
Is the premises in good condition and are pests prevented from entering?	Storage area			
	Preparation			
	Cooking			
	Serving/display			
	Transport vehicle			

Has the pest control record been completed?			
Has appropriate action been taken when evidence of pests has been recorded?			
Are externally stored waste disposal bins covered?			
Are bins and the waste storage area cleaned regularly?			
Are waste bins in the preparation area emptied regularly?			
If non-potable water is used, can you demonstrate that the safety of the food is not affected?			

Template 18 – Cleaning and sanitising procedure (Example)

Item/ equipment	How often	Cleaning method	Sanitising method	Responsibility	Comments
e.g. Bain marie	Daily	Turn off power, drain water, discard food left in trays. Remove trays and grids and pre-rinse them with warm water. Wash in warm soapy water (use "Supersoap" detergent and scrubber). Rinse in clean hot water. Wipe inside of bain marie.	Mix 5ml concentrated bleach in 10L warm water in sink (use gloves). Soak trays in sink for 5 mins. Wet a clean cloth in bleach solution and wipe inside of bain marie. Place trays on clean tea towel on bench to air dry.	Kitchen hand - WS	Chemicals, cloths, and gloves in cupboard under sink. Make fresh bleach solution daily

✓ Use warm to hot water to help remove grease etc.
✓ Use an effective detergent for your application (depends on residue/equipment).
✓ Ensure that the surface looks, feels, and smells clean.
✓ Use a sanitiser after cleaning, for all food contact surfaces.
✓ Follow the manufacturer's instructions for all chemicals.
✓ Take care to not re-contaminate surfaces and equipment after cleaning and sanitising.

Template 18 – Cleaning and sanitising procedure

Item/ equipment	How often	Cleaning method	Sanitising method	Responsibility	Comments

✓ Use warm to hot water to help remove grease etc.
✓ Use an effective detergent for your application (depends on residue/equipment).
✓ Ensure that the surface looks, feels, and smells clean.
✓ Use a sanitiser after cleaning, for all food contact surfaces.
✓ Follow the manufacturer's instructions for all chemicals.
✓ Take care to not re-contaminate surfaces and equipment after cleaning and sanitising.

Template 19 – Cleaning and sanitising record (2 weeks) (Example)

Area/ equipment	Frequency	Person(s) responsible	Week starting date: 14/11/22							Week starting date: 21/11/22						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
e.g. Meat slicer	Daily or after each use	WS, LB	LB	WS	LB	LB	WS	WS	LB	LB	LB	LB	LB	WS	WS	WS
Bain marie	Weekly	JF				JF								JF		
Stick blender	After each use	KM	KM	X	KM	X	KM	KM	X	KM	X	KM	X	KM	X	KM
Benches	Daily	VC, JA	JA	VC	VC	VC	JA	JA	VC	JA	VC	VC	VC	JA	JA	VC
Food processor	Daily when used	KM, JF	KM			KM			JF		KM	KM		JF	JF	
Bins	Daily	TM, BC	TM	BC	TM	BC	TM	BC	TM	BC	TM	BC	TM	BC	TM	BC
Supervisor to initial when task completed to satisfaction. Use X when not used.			SF	SF												

✓ Ensure that food preparation areas/ equipment are free from food waste, dirt, grease, and odours.
✓ Follow the manufacturer's instructions when cleaning specific equipment.
✓ Ensure staff have the knowledge and skills to effectively clean and sanitise.
✓ Don't forget less obvious areas like extraction filters, cool room ceilings, plastic door strips, toilet doors, ceiling fans, and light switches.

Template 19 – Cleaning and sanitising record (2 weeks)

Area/ equipment	Frequency	Person(s) responsible	Week starting date: ___/___/___							Week starting date: ___/___/___						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Supervisor to initial when task completed to satisfaction. Use X when not used.																

✓ Ensure that food preparation areas/ equipment are free from food waste, dirt, grease, and odours.
✓ Follow the manufacturer's instructions when cleaning specific equipment.
✓ Ensure staff have the knowledge and skills to effectively clean and sanitise.
✓ Don't forget less obvious areas like extraction filters, cool room ceilings, plastic door strips, toilet doors, ceiling fans, and light switches.