

10 Cs of Food Safety - Section 11. Diary Sheets

Example Daily Food Hygiene Checks (1 of 2)

D1

DAY:

DATE:

OPENING CHECKS	x/√
Handover notes checked from last shift and action taken if needed	
Staff fit for work, wearing clean correct uniform, only allowable jewellery & cuts/wounds covered	
Staff changing and toilet facilities clean, tidy and suitably stocked	
Staff assigned cleaning duties as detailed in the cleaning schedule	
Hand wash basins are not obstructed and supplied with hot water, soap, disposable towels	
Plenty of cleaning cloths and blue paper roll	
Sufficient spray sanitiser available	
Food contact surfaces clean, sanitised and un-necessary non-food items removed from production areas	

INCOMING DELIVERIES – Between pack temperature should be 8°C or less (chilled) -15°C or less (frozen) Check at least 3 items per delivery and record the temp of the food with the HIGHEST between pack temp			
Supplier name	Food type	In date & good condition x/√	Temp
	Ambient / chill / frozen		
	Ambient / chill / frozen		
	Ambient / chill / frozen		

FRIDGES AND FREEZERS – Air temperature should be 5°C or less (chilled) -18°C or less (frozen)									
	AM	AM	PM	PM		AM	AM	PM	PM
Unit	Temp	Time	Temp	Time	Unit	Temp	Time	Temp	Time
1					7				
2					8				
3					9				
4					10				
5					11				
6					12				

COLD HOLD – Food temp should be 8°C or less (probe food at start & end of service and at least every 2 hrs) - Record the temperature of the food item with the HIGHEST core temperature							
Unit	Food	Temp	Time	Food	Time	Temp	Time used by or discarded

THROW AWAY ANY HIGH RISK FOODS WITHIN 4 HOURS OF LAST SATISFACTORY CHECK!!

HOT HOLD – Food temp should be 63°C or above (probe food at start & end of service and at least every 2 hrs) - Record the temperature of the food item with the LOWEST core temperature							
Unit	Food	Temp	Time	Food	Time	Temp	Time used by or discarded

THROW AWAY ANY HIGH RISK FOODS WITHIN 2 HOURS OF LAST SATISFACTORY CHECK!!

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Example Daily Food Hygiene Checks (2 of 2)

D1

DAY: _____

DATE: _____

COOKING (probe one item per batch) Food temp should be 75°C or more for 30 seconds			COOLING (probe one item per batch) Food should be at 20°C or below within 2 hours		
Food item	Temp	Time	Time – end of cook	Temp – refrigerated	Time - refrigerated

DELIVERIES – Air temp should be 5°C or below (chilled) -18°C or below (frozen) before loading							
Vehicle Reg	Chill/Frozen	Air Temp	Time	Vehicle Reg	Chill/Frozen	Air Temp	Time

CLOSING CHECKS	x/√
All food covered, date labelled correctly, rotated and discarded if unfit or out of date	
Today's cleaning schedule completed all hand contact surfaces sanitised	
Waste removed to outside bins (with closed lids), new bin bags inserted and floor swept and mopped	
Dirty cloths have been removed (and discarded if disposable) and replaced with clean ones	

WRITE DOWN HERE IF THERE WERE ANY PROBLEMS AND WHAT WAS DONE TO PUT THEM RIGHT
<p>I am the person responsible for supervising food safety and I confirm that these daily checks were completed.</p> <p>Signed: _____ Name in capitals _____</p>

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Example Weekly Food Hygiene Checks (1 of 2)

D2

WEEK COMMENCING DATE:

(DON'T DO ALL WEEKLY CHECKS ON ONE DAY)

MANAGER'S CHECKS	*/√	DATE	SIGNED
Daily checks - available, correctly completed & checked.			
Cleaning schedule - displayed, duties being assigned & checked. No outstanding actions.			
Staff changing and toilet facilities - clean, tidy and suitably stocked			

DELIVERY	*/√	DATE	SIGNED
Spot check delivery van – clean, raw and ready to eat foods separated			

AMBIENT FOOD STORAGE	*/√	DATE	SIGNED
Clean, tidy, pest proof, in good repair and food stored off floor			
Opened food sealed in containers, food labelled, good condition & in-date			
No signs of mice, rats, pets, birds or insects			

FRIDGES	*/√	DATE	SIGNED
Clean & sanitised, tidy, in good repair, hand contact points clean & sanitised			
Food covered and containers clean and in good condition			
Food date labelled, correct shelf-life, in good condition & in-date			
Raw meat/unwashed fruit and veg below or clearly separate from ready-to-eat food			

FRIDGES – Food temperature should be 8°C or less									
Date	Unit	Temp	Time	Unit	Temp	Time	Unit	Temp	Time
	1			5			9		
	2			6			10		
	3			7			11		
	4			8			12		

FREEZERS	*/√	DATE	SIGNED
Clean, tidy, in good repair, not badly frosted up, handles clean & sanitised			
Food covered, correctly date labelled, good condition & in-date			
Between pack temperature at or below -18°C			
Fresh foods frozen at least two days prior to use by date			

PRODUCTION	*/√	DATE	SIGNED
Hand basins not obstructed, supplied with hot water, soap and disposable towels			
Plenty of clean cloths, sufficient spray sanitiser, labelled container for dirty cloths			
Disposable cloths discarded at end of the day, other cloths washed at high temps			
No glass items, outdoor clothing or personal effects in production areas			
No signs of mice, rats, pets, birds or insects in the production areas			
Windows and outside doors kept shut unless insect screened			
Staff fit for work, clean uniform, only allowable jewellery & cuts/wounds covered			
Thorough and regular hand washing observed			
Sink cleaned and sanitised prior to food use, salad vegetables thoroughly washed			
Foods not left out longer than 30 minutes during production & covered once prepared			

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Example Weekly Food Hygiene Checks (2 of 2)

D2

WEEK COMMENCING DATE:

(DON'T DO ALL WEEKLY CHECKS ON ONE DAY)

DEFROSTING, BAKING AND COOLING	x/√	DATE	SIGNED
No high risk foods defrosting at room temperature for longer than 30 minutes			
Defrosting meat, poultry or fish below or separate from ready to eat foods			
Foods thoroughly defrosted prior to cooking unless meant to be cooked from frozen			
High risk foods probed to ensure they are cooked/reheated to 75°C for 30 seconds			
High risk foods cooled & in fridge within 2 hours, protected from contamination			

COLD HOLDING	x/√	DATE	SIGNED
Clean & sanitised, tidy, in good repair, hand contact points clean & sanitised			
Probed food temperature at or below 8°C, containers clean and in good condition			
Displayed leftovers only re-used if checked and at or below 8°C			

HOT HOLDING	x/√	DATE	SIGNED
Clean & sanitised, tidy, in good repair, hand contact points clean & sanitised			
Probed food temperature at or above 63°C, containers clean and in good condition			
Displayed leftovers only re-used if checked and at or above 63°C			

WASTE	x/√	DATE	SIGNED
Refuse removed from food areas frequently and collected regularly			
External bins/skips and waste oil containers have lids and are kept closed			

WRITE DOWN HERE IF THERE WERE ANY PROBLEMS AND WHAT WAS DONE TO PUT THEM RIGHT
<p>I am the person responsible for supervising food safety and confirm that these weekly checks were completed.</p> <p>Signed: _____ Name in capitals _____</p>

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Example Monthly Food Hygiene Checks

D3

MONTH COMMENCING DATE:

(DON'T DO ALL MONTHLY CHECKS ON ONE DAY)

MANAGER'S CHECKS	* / ✓	DATE	SIGNED
Weekly checks available, being correctly completed & checked. No outstanding actions.			
Dishwasher clean and no limescale build ups, recommended chemicals used			
Plenty of suitable cleaning products stored away from or below production surfaces			
First aid kit well stocked including with blue waterproof plasters			
Allergy advice notice displayed for customers			
Allergy information correct and available for all menu items			
Only lion brand (or demonstrably equivalent scheme) eggs used			
Utensils, equipment, crockery etc. clean and in good condition			
Walls, floors, ceilings and fixtures clean and in good condition			
Any new staff have Medical Questionnaires & Food Hygiene Induction Forms			
Any new staff instructed in safe methods and being supervised closely			
Staff trained to the correct level within target times and training records complete			
Spot check staff knowledge of food safety controls relevant to job			
Spot check staff knowledge of 'foods that need extra care'			
Spot check staff knowledge of acrylamide and relevant products			
Any new or different equipment or processes have not affected safe methods			
Any food safety related complaints recorded and appropriate action taken			
Any enforcement officer reported and no outstanding actions			
Any pest control contractor visits reported and no outstanding actions			
Supplier list up-to-date – no foods being purchased elsewhere			
Supplier questionnaires complete for suppliers of high risk foods			
Business customer list up-to-date (if relevant)			

PROBES, INFRA-RED AND OVEN THERMOMETERS - should be 99-101°C in boiling water and -1 to 1°C in melting ice							
Date	Unit	Boiling water	Melting ice	Date	Unit	Boiling water	Melting ice
	1				3		
	2				4		

WRITE DOWN HERE IF THERE WERE ANY PROBLEMS AND WHAT WAS DONE TO PUT THEM RIGHT

I am the person responsible for supervising food safety and confirm that these monthly checks were completed.

Signed: _____ Name in capitals _____

