

Dear Proprietor,

## Business Support Kit

### Introduction of Standard 3.2.2A — Food Safety Management Tools

As you may be aware a new Food Safety Standard will be in effect from December 2023 across Australia. Standard 3.2.2A — Food Safety Management Tools introduces new requirements for all food service, catering and retail businesses that handle unpackaged, ready-to-eat and potentially hazardous foods.

To assist businesses with implementation of these new requirements a Business Support Kit has been put together to help you comply which includes the following:

1. Infographic of Standard 3.2.2A requirements
2. Frequently Asked Questions
3. Template record sheets
4. Guide to how and when to keep records
5. List of Food Safety Supervisor training providers

Affected businesses must implement either two or three new food safety management tools, depending on the category of the business, which is based on the risk of the food handling activities of the business. The tools are:

- Mandatory food handler training (*Category 1 and 2*)
- Implementation of a food safety supervisor (*Category 1 and 2*)
- Evidence of key food handling activities (*Category 1 only*)

### When do I need to comply with these requirements

You must implement the new Standards **by 8 December 2023**. Our Environmental Health Officers will monitor your compliance during the food safety inspections that we conduct of your business. Penalties under the *Food Act 2001* can apply if you do not comply with the new Standards after 8 December 2023.

### Further Information

See below QR Code links to further information about the introduction of this Standard 3.2.2A.



SA Health Food Safety  
Management Tools –  
Resources and information



City of Port Adelaide Enfield -  
Food Safety page



Food Safety Supervisor course  
– Link to training providers

#### CIVIC CENTRE

163 St Vincent Street,  
Port Adelaide SA 5015  
PO Box 110,  
Port Adelaide SA 5015

#### COUNCIL OFFICES

Enfield Library  
1 Kensington Crescent, Enfield  
Greenacres Library  
2 Fosters Road, Greenacres

#### CONTACT

P (08) 8405 6600  
E [service@cityofpae.sa.gov.au](mailto:service@cityofpae.sa.gov.au)  
[www.cityofpae.sa.gov.au](http://www.cityofpae.sa.gov.au)

#### FOLLOW US



**Need information in other languages?**

City of PAE and SA Health have an accessibility feature built into the website which will allow you to translate information directly into other languages and access information based on individual needs.



Please don't hesitate to contact our Environmental Health Team on 8405 6940 or at [service@cityofpae.sa.gov.au](mailto:service@cityofpae.sa.gov.au) if you have any queries or concerns.

Kind regards,

**Environmental Health Team**



# FOOD SAFETY STANDARD 3.2.2A WHAT DO YOU NEED TO KNOW?

## FOOD HANDLER TRAINING

Food handlers must  
do a food safety training course in  
**OR**  
show that they understand:

- safe handling of food**
- food contamination**
- cleaning and sanitising equipment**
- personal hygiene**

Applies to **CATEGORY 1** and **CATEGORY 2** businesses

## FOOD SAFETY SUPERVISOR

A food business must have  
a food safety supervisor who:

- is qualified**
- has a supervisor's certificate**
- can give advice to people who make food**
- is reasonably available**

Applies to **CATEGORY 1** and **CATEGORY 2** businesses

## SHOWING THAT YOUR FOOD IS SAFE

A food business must show that  
they are making safe food by:

- keeping a record of important food safety controls/activities/processes**
- demonstrating safe food handling practices**

Applies to **CATEGORY 1** businesses **ONLY**

## BUSINESS CATEGORY TYPES

### CATEGORY 1

Businesses that make and serve  
food that is unpackaged.  
Examples may include:

- restaurants**
- bakeries**
- fast food outlets**
- caterers**

### CATEGORY 2

Businesses that sell ready-to-eat food that is  
unpackaged and not made by the business.  
Examples may include:

- delis**
- service stations**
- supermarkets**
- seafood and meat retailers**

	CATEGORY 1	CATEGORY 2
Food Handler Training	✓	✓
Food Safety Supervisor	✓	✓
Keeping or demonstrating evidence	✓	X



[www.sahealth.sa.gov.au/foodsafetymanagement](http://www.sahealth.sa.gov.au/foodsafetymanagement)



Government of South Australia  
SA Health



# FOOD SAFETY STANDARD 3.2.2A MANAGEMENT TOOLS CHECKLIST

## CATEGORY 1

Businesses that make and serve potentially hazardous, ready-to-eat food that is unpackaged.

## EXAMPLES MAY INCLUDE:



restaurants



bakeries



fast food outlets



caterers



## FOOD HANDLER TRAINING

- ☐ Food handlers in my business have completed a food safety training course or can show their food safety skills and knowledge.
- ☐ Our business has a process to make sure all new staff have the training, skills and knowledge they need.

## NOTE

Keeping a record of staff training is an easy way to know and show that food handlers have the required skills and knowledge.



## FOOD SAFETY SUPERVISOR

- ☐ Our business has at least one qualified Food Safety Supervisor (FSS).  
FSS name(s): \_\_\_\_\_
- ☐ FSS certification was gained from a Registered Training Organisation (RTO).
- ☐ FSS certification was completed within the last 5 years.
- ☐ Copies of FSS certificates are onsite.
- ☐ At least one FSS is available when food handling is occurring.

## NOTE

A list of RTOs that provide FSS certification, is available on the [SA Health website](#).



## EVIDENCE OF KEY CONTROLS

Our business keeps records to show (or can otherwise demonstrate):

- ☐ temperatures of potentially hazardous foods are controlled during:
  - ☐ receipt ☐ display ☐ storage ☐ transport
- ☐ we adequately process (cook, acidify, sous vide) potentially hazardous foods to reduce pathogens
- ☐ we minimise the time potentially hazardous foods are out of temperature control
- ☐ potentially hazardous foods are cooled from 60°C to 21°C in 2 hours, then from 21°C to 5°C in a further 4 hours or less
- ☐ potentially hazardous foods that are going to be hot held are rapidly reheated to 60°C or above
- ☐ we adequately clean and sanitise food contact surfaces and equipment.

## NOTE

You'll need to keep your thermometer accessible, working and accurate to show you're meeting these Standards.

Record templates are available on the [FSANZ website](#).

For more information, contact your local council  
Environmental Health Officer or visit  
[www.sahealth.sa.gov.au/foodsafetymanagement](http://www.sahealth.sa.gov.au/foodsafetymanagement)



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SA Health



# FOOD SAFETY STANDARD 3.2.2A MANAGEMENT TOOLS CHECKLIST

## CATEGORY 2

Businesses that do not make but sell potentially hazardous ready-to-eat food.

## EXAMPLES MAY INCLUDE:



delis



supermarkets



service stations



seafood and meat retailers



## FOOD HANDLER TRAINING

- ☐ Food handlers in my business have completed a food safety training course or can show their food safety skills and knowledge.
- ☐ Our business has a process to make sure all new staff have the training/skills and knowledge they need.

## NOTE

Keeping a record of staff training is an easy way to know and show that food handlers have the required skills and knowledge.



## FOOD SAFETY SUPERVISOR

- ☐ Our business has at least one qualified Food Safety Supervisor (FSS). FSS name(s): \_\_\_\_\_
- ☐ FSS certification was gained from from a Registered Training Organisation (RTO).
- ☐ FSS certification was completed within the last 5 years.
- ☐ Copies of FSS certificates are onsite.
- ☐ At least one FSS is available when food handling is occurring.

## NOTE

A list of RTOs who provide FSS certification, is available on the [SA Health website](#).

For more information, contact your local council  
Environmental Health Officer or visit  
[www.sahealth.sa.gov.au/foodsafetymanagement](http://www.sahealth.sa.gov.au/foodsafetymanagement)

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# Standard 3.2.2A – Food Safety Supervisor FAQs

## What certification does a Food Safety Supervisor need?

To be eligible to be a Food Safety Supervisor (FSS), food handlers must have completed at least one of the following skill sets **within the last five years**:

- [SITSS00069 - Food Safety Supervision Skill Set](#) (units SITXFSA005 and SITXFSA006)
- [SIRRFSA001 - Handle food safely in a retail environment unit](#)
- [HLTSS00061 - Food safety supervision skill set - for community services and health industries](#) (units HLTFS001, HLTFS005 and HLTFS007)

These units can be delivered as stand-alone short courses or within longer Vocational Education & Training (VET) courses.

Food Safety Supervisor certification can only be gained from a Registered Training Organisation (RTO).

## I've completed a VET course in hospitality, cooking or retail, can I be a FSS?

Some VET courses contain the FSS skill sets/units meaning if a food handler has completed a VET course in the food, hospitality, retail or community and health care sector they may have already completed the FSS units.

If someone has completed a VET course and are unsure whether they have completed the FSS units, they can check their study transcript or with their training provider. Current courses containing the two [Food Safety Supervision Skill Set](#) units include:

- [Certificate III in Asian Cookery](#)
- [Certificate IV in Asian Cookery](#)
- [Certificate III in Catering](#)
- [Certificate IV in Catering Management](#)
- [Certificate II in Cookery](#)
- [Certificate III in Commercial Cookery](#)
- [Certificate IV in Kitchen Management](#)
- [Certificate II in Hospitality](#)
- [Certificate III in Hospitality](#)
- [Certificate IV in Hospitality](#)
- [Diploma of Hospitality Management](#)
- [Advanced Diploma of Hospitality Management](#)
- [Certificate III in Patisserie](#)
- [Certificate IV in Patisserie](#)

Current courses containing the [Handle food safely in a retail environment](#) unit include:

- [Certificate IV in Artisan Fermented Products](#)
- [Certificate III in Retail](#)
- [Certificate IV in Food Science and Technology](#)
- [Certificate II in Retail Services](#)

The current course containing the three units for the [Food safety supervision skill set - for community services and health industries](#) is:

- [Certificate III in Health Services Assistance](#)

## **Where can I access FSS courses?**

The SA Health website contains a list of [Registered Training Organisations](#) (RTOs) who offer FSS certification either online or face to face in SA.

A complete list of RTOs that offer the FSS skill sets/units across Australia is available on the [training.gov.au](http://training.gov.au) website by searching the course unit names or codes.

## **Is the New South Wales Food Authority (NSWFA) FSS certificate recognised in South Australia?**

Yes.

## **If I have a degree in food science or I am a fully qualified chef with many years' experience, do I still need to gain a FSS certificate?**

Yes, the Standard requires the food handler to have gained certification as Food Safety Supervisor through a Registered Training Organisation within the last five years.

## **Does the FSS certificate expire?**

Yes. Under the Standard FSS certification must be completed at least every five years. Some RTOs may offer re-certification, otherwise the person will need to complete FSS certification course again.

## **Can superseded units still be used for FSS certification?**

Course unit names and requirements can be updated from time to time. If superseded units were completed within the last 5 years, they will still be recognised, and the person can be a FSS. If the superseded units were completed more than 5 years ago, the new units, or re-certification under the new units, will need to be completed.

## **Will presentation of an academic transcript or similar showing completion of the relevant units suffice as evidence?**

Yes, an academic transcript will suffice as evidence of having completed the required units of competency.

## **If I'm a sole operator, do I still need to appoint a FSS?**

Under clause 11 of Standard 3.2.2A the business must appoint a Food Safety Supervisor before engaging in a prescribed activity, and ensure that the Food Safety Supervisor is reasonably available to advise and supervise each food handler engaged in that prescribed activity. While a sole operator would not need to supervise any other food handlers, if they are undertaking prescribed activities they still need to appoint a Food Safety Supervisor. This aims to make sure the business or sole operator has the skills and knowledge to handle food safely.

## **If a FSS goes on a period of leave (e.g. annual, personal and long service leave) will another supervisor need to be appointed?**

If a Food Safety Supervisor is absent for 30 days or less then you don't need to appoint a replacement Food Safety Supervisor but you should ensure that appropriate processes & procedures are in place e.g. having a written guide for staff to use.

Where a Food Safety Supervisor is absent for more than 30 days a replacement food safety supervisor needs to be appointed.

**Does the FSS need to be on site for all opening hours? Can they be contacted by phone or email instead?**

The FSS only needs to be reasonably available when the handling of unpackaged potentially hazardous foods (prescribed activities) is taking place. This means being onsite for majority of the time to oversee the prescribed activities, and when not onsite being otherwise contactable and having procedures in place.

**Does the FSS need to be onsite when food is being prepared or can they be contacted by phone/email for advice?**

FSS's need to be reasonably available (mostly onsite) when prescribed activities are taking place, and at other times must be contactable via phone or email.



# Standard 3.2.2A - Food safety supervisor

Food service, caterer and related retail businesses in Australia need to meet new food safety requirements from December 2023.



Safe Food Australia  
InfoBite

## What are the requirements?

Under Standard 3.2.2A - 11, category one and two businesses must:

- appoint a certified food safety supervisor (FSS) before engaging in a 'prescribed activity'
  - the certificate must be from either a registered training organisation or an organisation recognised by the relevant food regulator
  - the certificate must have been obtained within the past 5 years
- ensure that the FSS is reasonably available to advise and supervise each food handler engaged in that prescribed activity.

Prescribed activities involve handling unpackaged potentially hazardous foods that are ready to eat, which are high risk.

## Who should be a FSS?

- The FSS should be in a position to oversee food handling and be involved in the day-to-day food handling operations of the food business.
- They must be 'reasonably available' as a point of contact for food handlers and authorised officers.
- 'Reasonably available' means the FSS works onsite and oversees food handling of high-risk unpackaged foods, or can be easily contacted (e.g. by phone).
- It is not considered reasonable for a business to appoint someone as a FSS who does not regularly handle food as part of their normal duties, or is never onsite at a food business.

## Role of the FSS

The FSS makes sure the business is handling food safely so if something goes wrong, food

that may be unsafe to eat is not processed further or served to consumers.

The role of the FSS is to:

- make sure food safety risks are managed and issues are prevented or corrected
- instruct staff, review and update business procedures, and inspect premises and food handling operations
- share their food safety knowledge with other food handlers
- foster a positive food safety culture, so food safety is a top priority in 'the way we do things here'.

The business needs to make sure the FSS is able to fulfil these duties.

## FSS certificate

- The certificate will show the participant has completed the required units for the FSS course.
- Details of FSS competency units are available on the national register of vocational education and training website at [training.gov.au](http://training.gov.au).
- Some training organisations may offer refresher courses for those who have received the qualification previously.
- Alternatively, the complete FSS course will need to be repeated every five years.
- The FSS should be able to provide their certificate to an authorised officer, if requested.

## Need more information?

See [Safe Food Australia](#) (our guide to food safety standards in the Food Standards Code), other [InfoBites](#) and translated fact sheets at [www.foodstandards.gov.au](http://www.foodstandards.gov.au) or email [information@foodstandards.gov.au](mailto:information@foodstandards.gov.au)

## Appendix 8: Template examples

The following templates are provided for information and can be adapted or combined to suit specific business needs.

Examples of what you might record are provided in each template, and blank templates are also provided.

Template	Description
1 – Supplier details	Used to record your suppliers' details and the products they supply.
2 – Food receipt	Used to record the condition of received goods.
3 – Cooking and cooling food	Used to monitor the cooking and cooling times and temperatures.
4 – Temperature record sheet: e.g. for food display	Used to monitor the temperature of foods, for example, being displayed.
5 – Log for 2-hour/4-hour rule	Used to monitor food temperatures while they are in the 'danger zone'.
6 – Cleaning and sanitising procedure	Used to show what needs to be cleaned, the method, and who is responsible for cleaning and sanitising.
7 – Cleaning and sanitising record	Used to record your cleaning schedule (2 weeks). It may be useful to adapt this template for daily, weekly, fortnightly and/or annual cleaning and sanitising schedules and checklists.
8 – General temperature record	Can be adapted for multiple activities to record food temperatures (reheating, cooking, transport).

## Template 1 – Supplier details

Supplier name	Contact details	Address	Foods supplied	Notes
FS Food Delivery	(02) 6271 2222 A/H 0444 12345	4/15 Lancaster Pl, Majura Park, ACT	Cheese, Sourdough	Supplier agreement in place, check delivery truck 1 x / month
<ul style="list-style-type: none"><li>✓ Maintain up-to-date records of your suppliers and the products they supply you with.</li><li>✓ Consider setting up supplier agreements or an approved supplier program to ensure you receive safe and suitable products.</li><li>✓ Reject suppliers that do not supply food that meets safety and suitability requirements.</li></ul>				

## Template 2 – Food receipt

Date	Time	Supplier	Product (name and lot)	Condition/Temp	Corrective action / Notes	Checked by
e.g. 3/11/22	08:00	FS Food Delivery	Cheese – 007 Frozen spinach – POP13	Package intact, 5°C Frozen hard	Truck inspected – clean, temperature ok	MR

### 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.

### Template 3 – Cooking and cooling food (examples)

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	10:30am 60°C / 19°C	Yes	12:30pm 5°C		Yes	<5°C in 4 hrs, no 6 hr test required	MR
3/11/22	Tuna Mornay	96°C	11:00am	1:00pm 60°C / 20°C	Yes	3:00pm 17°C	5:00pm 3.8°C	Yes		AC
3/11/22	Roast chickens	90.4°C	11:30am	1:30pm 62°C / 21°C	Yes	3:30pm 16°C	5:30pm 8°C	No	Discard product, reviewed cooling process, chop up chicken before cooling.	SN
4/11/22	Rice	Boiling	10:10am	12:10pm 61°C / 35.2°C	No				2 hr limit not met, discarded. Reviewed SOP. Cool under cold running water or portion to small containers to cool.	KF

- ✓ 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.

### Template 3 – Cooking and cooling food

Date	Food	Cooked food core temp ( $\geq 75^{\circ}\text{C}$ or equiv.)	Cooling start time (when food temp is $60^{\circ}\text{C}$ )	Time within 2 hrs Temp	$\leq 21^{\circ}\text{C}$ within 2 hrs? (Yes — continue cooling)	Time Temp	Time Temp	$5^{\circ}\text{C}$ 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  $\geq 75^{\circ}\text{C}$  (or equiv.) by checking the thickest part.
- ✓ Potentially hazardous food must be cooled **from  $60^{\circ}\text{C}$  to  $21^{\circ}\text{C}$  within 2 hours**, then cooled **from  $21^{\circ}\text{C}$  to  $5^{\circ}\text{C}$  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.

## Template 4 – Food temperature record sheet: e.g. for food display (examples)

Date	3/11/22															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																
Cold unit 3																
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															MR

✓ 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.

## Template 4 – Food temperature record sheet: e.g. for food display

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.



## Template 5 – Log for 2-hour/ 4-hour rule (examples)

Food	Date	Time out of refrigeration (above 5°C)	Activity (e.g. food prep, display, transport.)	Time back in temp control (≤5°C)	<u>Total</u> time out	2-hr/4-hr action (re-refrigerate/ use/ or discard — see below)	Staff initials
Meat & salad sandwiches	3/11/22	10:30am	Sandwich prep	11:00pm	30 min	Back in fridge 1	MR
		12 noon	Display for lunch on top of lunch counter	1:30pm	1 hr 30 + 30 prep = 2hr	Put 10 sandwiches back in fridge 1	DC
		3:30pm	Remain on display on top of lunch counter		3 hr 30 + 30 prep = 4hr	4 hr limit, discarded left overs	DC
		4pm	10 saved from lunch, display for quick sale at end of the day -placed on top of counter	6:00pm	2 hr + 2hr = 4 hours	Only one left, discarded	DC
Fresh cream filled buns	4/11/22	11am	Buns from fridge to display table front of shop for quick sale	3pm	4 hours	Discarded remaining	AC
Sliced ham for croissants	5/11/22	8:00am	Placed ham on bench for use for breakfast croissants	10:00am	2 hr	Wrapped portion left, marked with today's date & noted 2 hours left for tomorrow, put back in coolroom	SN
Sliced ham for croissants	6/11/22	8:00am	Placed ham on bench for use for breakfast croissants – day 2	10am	2 hr	Discarded remaining	SN

- ✓ If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.
- ✓ Each time period that food is kept between 5°C and 60°C, add up to reach a total time.
- ✓ Potentially hazardous food that has been kept between 5°C and 60°C for **less than two hours must be refrigerated or used immediately.**
- ✓ Potentially hazardous food that has been kept between 5°C and 60°C **for longer than two hours but less than four hours must be used immediately and not put back in the refrigerator.**
- ✓ Potentially hazardous food that has been kept between 5°C and 60°C for **longer than four hours must be discarded.**

## Template 5 – Log for 2-hour/ 4-hour rule

Food	Date	Time out of refrigeration (above 5°C)	Activity (e.g. food prep, display, transport.)	Time back in temp control (≤5°C)	<u>Total</u> time out	2-hr/4-hr action (re-refrigerate/ use/ or discard — see below)	Staff initials

- ✓ If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.
- ✓ Each time period that food is kept between 5°C and 60°C, add up to reach a total time.
- ✓ Potentially hazardous food that has been kept between 5°C and 60°C for **less than two hours must be refrigerated or used immediately.**
- ✓ Potentially hazardous food that has been kept between 5°C and 60°C **for longer than two hours but less than four hours must be used immediately and not put back in the refrigerator.**
- ✓ Potentially hazardous food that has been kept between 5°C and 60°C for **longer than four hours must be discarded.**

## Template 6 – Cleaning and sanitising procedure

Item/ equipment	How often	Cleaning method	Sanitising method	Responsibility	Comments
e.g. Bain marie	Daily	Turn off power, drain out 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 - MR	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 6 – Cleaning and sanitising procedure

Item/ equipment	How often	Cleaning method	Sanitising method	Responsibility	Comments
<ul style="list-style-type: none"><li>✓ Use warm to hot water to help remove grease etc.</li><li>✓ Use an effective detergent for your application (depends on residue/equipment).</li><li>✓ Ensure that the surface looks, feels, and smells clean.</li><li>✓ Use a sanitiser after cleaning, for all food contact surfaces.</li><li>✓ Follow the manufacturer's instructions for all chemicals.</li><li>✓ Take care to not re-contaminate surfaces and equipment after cleaning and sanitising.</li></ul>					

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	WH, LK	LK	WH	LK	LK	WH	WH	LK	LK	LK	LK	LK	WH	WH	WH
Bain marie	Weekly	AC				AC								AC		
Stick blender	After each use	KF	KF	X	KF	X	KF	KF	X	KF	X	KF	X	KF	X	KF
Benches	Daily	LK														
Food processor	Daily when used	KF, WH														
Supervisor to initial when task completed to satisfaction. Use X when not used.			NG	NG												
✓ 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.																

- ✓ 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 7 – 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.

## Template 8 – General temperature record (multi-use) e.g. cooking, reheating, refrigeration

Date	Time	Activity / Food / Appliance	Food temp. °C	Corrective action / Notes	Checked by
2/11/22	9:00	Fridge 1 check	5	-	WTR
" "	9:30	Cook small quiches (200°C, 20 mins)	79	-	WTR
" "	11:00	Reheat meat pies to hot hold	53* 63	Didn't reach 60°C after reheating 40 mins – turned oven up by 10°C and will recheck in 20 mins... ok at 11:20	WTR

### Temperature checks

- ✓ 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).
- ✓ Frozen foods are 'frozen hard'.
- ✓ Cook to internal temperature of ≥75 (or equivalent).
- ✓ If food is not at correct temperature, add notes on corrective actions.

## Template 8 – General temperature record (multi-use) e.g. cooking, reheating, refrigeration

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## **EXAMPLE ONLY – MUST BE ADAPTED FOR EACH BUSINESS**

### **2 hour / 4 hour rule procedure**

#### **Under two hours**

Food must be used or placed back under temperature control (5°C or less or 60°C or greater).

#### **Two to four hours**

Food must be used immediately – it cannot be re-refrigerated.

#### **Four hours plus**

Food must be discarded – it may have harmful levels of bacteria

1. [Food] is taken from the fridge at [Time] and placed into the oven to cook.
2. At [Time] the [Food] finishes cooking and is left in the oven turned off to keep warm.
  - a. A small portion of the [Food] is cut and placed into the fridge to cool for the next day.
3. Between [Time] and [Time] we take the [Food] from the oven and serve to customers as orders are received.
4. By [Time], any left over [Food] that is not sold/consumed is then discarded.
5. The maximum the [Food] is kept in the temperature danger zone (between 5°C or above and 60°C or less) is [Length of Time]

## EXAMPLE ONLY – MUST BE ADAPTED FOR EACH BUSINESS

### Six steps to effectively clean and sanitise

1. **Pre-Clean** Remove dirt and food by sweeping, scraping, wiping or rinsing with water.

2. **Wash** Use warm water and detergent. Soak if needed.

3. **Rinse** Rinse off detergent and any remaining food or dirt.

4. **Sanitise**. We apply the sanitiser to our equipment through the following ways

- a.
- b.
- c.

5. **Final Rinse** Rinse off sanitiser if needed.

6. **Dry** Air dry or use a single use towel or clean tea towel.

- ❖ To dilute the sanitiser for the sink you need \_\_\_\_ L of water and \_\_\_\_ of sanitiser.
- ❖ The contact time of the sanitiser we use is \_\_\_\_ minutes
- ❖ To dilute the sanitiser for the spray bottle you need \_\_\_\_ mls of water and \_\_\_\_ of sanitiser.
- ❖ The sanitiser solution is changed and replace every \_\_\_\_ days

Table 1 – Prescribed provisions and records

Prescribed provisions-Standard 3.2.2 clause	What needs to be shown?	What needs to be recorded?	Suggested frequency
<b>RECEIPT subclause 5(3)</b> A food business must, when receiving potentially hazardous food, take all practicable measures to ensure it only accepts potentially hazardous food that is at a temperature of: (a) 5°C or below; or (b) 60°C or above unless the food business transporting the food demonstrates that the temperature of the food, having regard to the time taken to transport the food, will not adversely affect the microbiological safety of the food.	The temperature of potentially hazardous food (PHF) when received OR The time arrangement with the supplier showing the food safety has not been adversely affected during food transport.	Date, food received and food temperature OR the time taken to deliver food.	Each delivery
<b>STORAGE paragraph 6(2)(a)</b> A food business must, when storing potentially hazardous food store it under temperature control.	The temperature of PHF during storage.	The temperature of PHF during storage, date.	Daily
<b>PROCESSING paragraph 7(1)(b)(ii)</b> A food business must, when processing food, where a process step is needed to reduce to safe levels any pathogens that may be present in the food – use a process step that is reasonably known to achieve the microbiological safety of the food.	That a pathogen reduction step (killing or reduction step) has been used on PHF to achieve safety of the food (i.e. destroying pathogens potentially present).	The date and outcome of the pathogen reduction step e.g. <ul style="list-style-type: none"> <li>temperature of cooked food</li> <li>pH of acidified/ fermented food</li> <li>time &amp; temperature of pasteurised or sous vide food</li> <li>water activity (<math>a_w</math>) of dried foods.</li> </ul>	Per batch or as often as instructed in a standard operating procedure (SOP)
<b>PROCESSING subclause 7(2)</b> A food business must, when processing potentially hazardous food that is not undergoing a pathogen control step, ensure that the time the food remains at temperatures that permit the growth of infectious or toxigenic microorganisms in the food is minimised.	The time that ready-to-eat PHF is in the temperature danger zone (between 5°C and 60°C) is minimised and does not make the food unsafe.	The time taken to prepare and then re-refrigerate ready-to-eat PHF or the method used to thaw ready-to-eat PHF, and date.	Per batch and/or as often as instructed in a SOP
<b>COOLING subclause 7(3)</b> A food business must, when cooling cooked potentially hazardous food, cool the food: (a) within two hours – from 60°C to 21°C; and (b) within a further four hours – from 21°C to 5°C unless the food business demonstrates that the cooling process used will not adversely affect the microbiological safety of the food.	That cooked PHF has cooled to prescribed temperatures within the required timeframes.	The time and temperatures of the food during the cooling process i.e. the length of time taken for food to cool from 60°C to 21°C, and the time then taken to cool food from 21°C to 5°C, and date.	Per batch and/or as often as instructed in a SOP

Prescribed provisions-Standard 3.2.2 clause	What needs to be shown?	What needs to be recorded?	Suggested frequency
<b>REHEATING subclause 7(4)</b> A food business must, when reheating previously cooked and cooled potentially hazardous food to hold it hot, use a heat process that rapidly heats the food to a temperature of 60°C or above, unless the food business demonstrates that the heating process used will not adversely affect the microbiological safety of the food.	That cooked and cooled PHF is reheated rapidly (within 2 hours) to 60°C or above.	The length of time taken to reheat the food and the temperature the food is reheated to, and date.	Per batch and/or as often as instructed in a SOP
<b>DISPLAY paragraph 8(5)(a)</b> A food business must, when displaying potentially hazardous food display it under temperature control.	That PHF is displayed at 5°C or below; or 60°C or above, or total time out of temperature control does not exceed 4 hours (2 hr/4 hr rule, see Appendix 2).	The temperature of PHF on display or the length of time foods are on display, and date.	Daily or as often as instructed in a SOP
<b>TRANSPORT paragraph 10(b)</b> A food business must, when transporting food transport potentially hazardous food under temperature control.	That PHF is transported at 5°C or below; or 60°C or above, or total time out of temperature control does not exceed 4 hours (2 hr/4 hr rule, see Appendix 2).	The temperature of PHF transported or the length of time food is transported for, and date.	Daily or as often as instructed in a SOP
<b>CLEANING AND SANITISING clause 20</b> (1) A food business must ensure the following equipment is in a clean and sanitary condition in the circumstances set out below- (a) eating and drinking utensils - immediately before each use; and (b) the food contact surfaces of equipment - whenever food that will come into contact with the surface is likely to be contaminated.	That eating and drinking utensils and food contact surfaces have been cleaned and sanitised when required.	If using heat, the temperature the water reaches to sanitise the surfaces, date. If using chemicals, how and when the chemicals are used to sanitise the food contact surfaces, date. If using a commercial dishwasher, the setting recommended by the manufacturer for sanitising.	Daily or as often as instructed in a SOP

## Training providers

Tue 19 September 2023 02:45pm

RTO	Phone	Course	Format	Recertification offered
<a href="#">1SDO Training</a>	1300 856 684	SITSS00069 - Food Safety Supervision Skill Set	Online & in person	Yes
<a href="#">Access All Areas Training</a>	1300 287 554	SITSS00069 - Food Safety Supervision Skill Set	Online	Yes
<a href="#">Adelaide Culinary Institute</a>	0401 741 018	SITSS00069 - Food Safety Supervision Skill Set	In person	Yes
<a href="#">Allara Learning</a>	1300 772 724	SITSS00069 - Food Safety Supervision Skill Set	Online & In Person	Yes
<a href="#">Allara Learning</a>	1301 772 724	SIRRFSA001 - Handle food safely in a retail environment	Online & In Person	Yes
<a href="#">Allara Learning</a>	1302 772 724	HLTSS00061 - Food safety supervision skill set - for community services and health industries	Online & In Person	Yes
<a href="#">Alliance College</a>	1300 665 065	SITSS00069 - Food Safety Supervision Skill Set	In person	No
<a href="#">Alpha Beta College Australia</a>	0434 999 123	SITSS00069 - Food Safety Supervision Skill Set	Online	Yes
<a href="#">Austrain Academy</a>	1300 204 020	SITSS00069 - Food Safety Supervision Skill Set	Online	Yes
<a href="#">Australian Food Training Centre</a>	(08) 8288 0288	SITSS00069 - Food Safety Supervision Skill Set	In person	Yes
<a href="#">Australian Food Training Centre</a>	(08) 8288 0288	SIRRFSA001 - Handle food safely in a retail environment	In person	Yes
<a href="#">Australian Food Training Centre</a>	(08) 8288 0288	HLTSS00061 - Food safety supervision skill set - for community services and health industries	In person	Yes
<a href="#">Aveling</a>	(08) 9379 9999	SITSS00069 - Food Safety Supervision Skill Set	Online	No
<a href="#">Centre for Training</a>	1300 661 205	SITSS00069 - Food Safety Supervision Skill Set	Online	Yes
<a href="#">CFT International</a>	1300 665 633	SITSS00069 - Food Safety Supervision Skill Set	Online	Yes
<a href="#">CFT International</a>	1300 665 633	HLTSS00061 - Food safety supervision skill set - for community services and health industries	Online	Yes
<a href="#">CTA Training Specialists</a>	(07) 3878 8977	SITSS00069 - Food Safety Supervision Skill Set	Online	Yes
<a href="#">CTA Training Specialists</a>	(07) 3878 8977	SIRRFSA001 - Handle food safely in a retail environment	Online	Yes
<a href="#">CTA Training Specialists</a>	(07) 3878 8977	HLTSS00061 - Food safety supervision skill set - for community services and health industries	Online	Yes
<a href="#">Edway Training</a>	(03) 8725 7320	SITSS00069 - Food Safety Supervision Skill Set	In person	No
<a href="#">Edway Training</a>	(03) 8725 7320	SIRRFSA001 - Handle food safely in a retail environment	In person	No
<a href="#">HiTsa</a>	(08) 8375 2800	SITSS00069 - Food Safety Supervision Skill Set	Online & In Person	Yes
<a href="#">HiTsa</a>	(08) 8375 2801	SIRRFSA001 - Handle food safely in a retail environment	Online & In Person	No

RTO	Phone	Course	Format	Recertification offered
<a href="#">Home Economics Victoria</a>	(03) 9642 1061	SITSS00069 - Food Safety Supervision Skill Set	Online	No
<a href="#">Independent Institute – IIFP</a>	(08) 8258 4042	SITSS00069 - Food Safety Supervision Skill Set	Online	No
<a href="#">Infocus Food Safety</a>	1300 818 408	SITSS00069 - Food Safety Supervision Skill Set	Online	Yes
<a href="#">Infocus Food Safety</a>	1300 818 408	HLTSS00061 - Food safety supervision skill set - for community services and health industries	Online	Yes
<a href="#">ITFE</a>	1300 659 557	SITSS00069 - Food Safety Supervision Skill Set	Online & In Person	Yes
<a href="#">Job Trainer Australia</a>	1300 020 615	SITSS00069 - Food Safety Supervision Skill Set	Online	Yes
<a href="#">Job Trainer Australia</a>	1300 020 615	SIRRFSA001 - Handle food safely in a retail environment	Online	Yes
<a href="#">Lexis Training</a>	(07) 3002 8588	SITSS00069 - Food Safety Supervision Skill Set	Online	No
<a href="#">Meridian Vocational College</a>	0432 421 482	SITSS00069 - Food Safety Supervision Skill Set	In person	Yes
<a href="#">Olinga Learning Institute</a>	1300 011 100	SITSS00069 - Food Safety Supervision Skill Set	Online	Yes
<a href="#">Phillips Institute</a>	1300 558 837	HLTSS00061 - Food safety supervision skill set - for community services and health industries	Online	Yes
<a href="#">QMS Audits Training</a>	1300 404 505	SITSS00069 - Food Safety Supervision Skill Set	Online & in person	Yes
<a href="#">QMS Audits Training</a>	1301 404 505	SIRRFSA001 - Handle food safely in a retail environment	Online & in person	Yes
<a href="#">QMS Audits Training</a>	1302 404 505	HLTSS00061 - Food safety supervision skill set - for community services and health industries	Online & in person	Yes
<a href="#">Quality College of Australia</a>	1300 511 888	SITSS00069 - Food Safety Supervision Skill Set	Online & in person	Yes
<a href="#">Quality College of Australia</a>	1300 511 888	SIRRFSA001 - Handle food safely in a retail environment	Online	Yes
<a href="#">Restaurant &amp; Catering Australia</a>	1300 722 878	SITSS00069 - Food Safety Supervision Skill Set	Online	No
<a href="#">Salford College</a>	(08) 8232 6190	SITSS00069 - Food Safety Supervision Skill Set	Online & in person	No
<a href="#">Salford College</a>	(08) 8232 6190	SIRRFSA001 - Handle food safely in a retail environment	Online	No
<a href="#">Southern Solutions</a>	1300 656 321	SITSS00069 - Food Safety Supervision Skill Set	In person	Yes
<a href="#">SYC</a>	(08) 8405 8500	SITSS00069 - Food Safety Supervision Skill Set	Online & in person	Yes
<a href="#">SYC</a>	(08) 8405 8500	SITSS00069 - Food Safety Supervision Skill Set	Online & in person	Yes
<a href="#">TAFE SA</a>	1800 882 661	SITSS00069 - Food Safety Supervision Skill Set	Online & in person	Yes
<a href="#">Wakefield International College</a>	0416 860 020	SITSS00069 - Food Safety Supervision Skill Set	In person	Yes