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 AH 0444 12345	4/15 Lancaster Pl, Majura Park, ACT	Cheese, Sourdough	Supplier agreement in place, check delivery truck 1 x / month

✔ 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.

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 / 60°C	10:30am / 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 / 60°C	1:00pm / 20°C	Yes	3.00pm / 17°C	5:00pm / 3.8°C	Yes		AC
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	Discard product, reviewed cooling process, chop up chicken before cooling.	SN
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.	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 (≥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 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 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 <u>food</u> 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 <u>food</u> 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

✓ 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 7 – Cleaning and sanitising record (2 weeks) (examples)

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.

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	-	MR
" "	9:30	Cook small quiches (200°C, 20 mins)	79	-	MR
" "	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	MR

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

Date	Time	Activity / Food / Appliance	Food temp. °C	Corrective action / Notes	Checked by

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.