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
RECEIPT subclause 5(3) 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
STORAGE paragraph 6(2)(a) 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
PROCESSING paragraph 7(1)(b)(ii) 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. • temperature of cooked food • pH of acidified/ fermented food • time & temperature of pasteurised or sous vide food • water activity (a_w) of dried foods.	Per batch or as often as instructed in a standard operating procedure (SOP)
PROCESSING subclause 7(2) 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
COOLING subclause 7(3) 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
REHEATING subclause 7(4) 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
DISPLAY paragraph 8(5)(a) 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
TRANSPORT paragraph 10(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, date.	Daily or as often as instructed in a SOP
CLEANING AND SANITISING clause 20 (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

AUSTRALIA NEW ZEALAND FOOD STANDARDS CODE *CHAPTER 3 (AUSTRALIA ONLY)*