

Name of Business _____

Record 2 – Approved Food Supplier Agreement Form

Supplier:.....
Address:.....
Phone:..... Fax:
Goods Supplied:
Frequency of delivery: daily / weekly / fortnightly / monthly / irregularly

General requirements for the products:

All food products are to be supplied in good, fresh condition, free from any odour, discolouration or signs of spoilage or contamination and under temperature control (ie below 5°C or above 60°C).

Package and labelling requirements:

All food products are to be delivered in food grade containers that are free from chemical or physical contaminants. Labelling shall comply with the requirements of the Food Standards Code.

Transport requirements:

All food products are to be transported in clean food transport vehicles. The foods are not to be transported in direct contact with meat, animals, plants, pests or chemicals or exposed to sunlight. All potentially hazardous foods (dairy foods, meat, fish, & smallgoods) must be transported under refrigeration at or below 5°C for cold food and at or above 60°C for hot food. Frozen food is to be delivered frozen hard (not partially thawed). If food is transported between 5°C and 60°C, it must be demonstrated 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.

Conditions for supply:

It is required that all foods supplied comply with the Food Standards Code at all times. Failure to do so will result in refusal of the goods.

Suppliers' acceptance:

Name: _____

Date: _____

Signature: _____

Business acceptance:

Name: _____

Position: _____

Date: _____

Signature: _____

Name of Business _____

Record 7 – The 4 Hour/ 2 Hour Guide						
Food Description	Date	Time taken out of Temp Control	Activity	Time placed back in Temp Control	Total time	Corrective Action

Temperature Control

- Maintain potentially hazardous food at a temperature of 5°C or below or 60°C and above. If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.
- Remember when using the 4-hour/2-hour guide, that time periods are cumulative – each time period that food is kept between 5°C and 60°C has to be added up to reach a total time.

Corrective Actions

- 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.
- Potentially hazardous food that has been kept between 5°C and 60°C for longer than four hours must be thrown out.

Name of Business _____

Record 8 – Cleaning and Sanitising								
Daily Cleaning and Sanitising						Week starting __/__/__		
Area/Equipment	Responsible person	Completed						
		M	T	W	T	F	S	S
Please list areas or equipment to be cleaned on a daily basis.	Checked by:							

Weekly Cleaning and Sanitising							Week starting __/__/__
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Checked by:	Checked by:	Checked by:	Checked by:	Checked by:	Checked by:	Checked by:	

Note: Please list all areas, equipment, etc to be cleaned once a week (or more regularly than daily) and identify the person responsible.

Name of Business _____

Monthly Cleaning and Sanitising						Month _____	
Week starting ___/___/___		Week starting ___/___/___		Week starting ___/___/___		Week starting ___/___/___	
Monthly Task (see note)	Resp. Person	Monthly Task	Resp. Person	Monthly Task	Resp. Person	Monthly Task	Resp. Person
Checked by:		Checked by:		Checked by:		Checked by:	

Note: Please list all areas, equipment, etc to be cleaned once a month (or more regularly than weekly)

Quarterly/Yearly Cleaning and Sanitising				Year _____	
Quarterly/Yearly Cleaning Task	Resp. Person	Date scheduled	Date completed	Checked by	

Note: Please list all areas, equipment, etc to be cleaned yearly (or more regularly than monthly)

Name, Location and Date of Event _____

Record 13 - Off Site Events			
Part 1 – Before the event checklist	Yes	No	Corrective Action
Does the site have adequate facilities for food storage, preparation, cooking, reheating and hot holding and display?			
Have arrangements been made for equipment to be made available if not already at the site?			
Have transport arrangements been made to get the food to the site, for cold, frozen and hot foods? (refer to activity 13)			
Are temperatures of chilled, frozen and hot foods monitored on arrival? (refer to activity 2)			
Are products checked on arrival for contamination? (refer to activity 2)			
Is all food protected from contamination?			
Are products in appropriate packaging and labelled correctly? (refer to activity 12)			
Are all the food suppliers included in your Approved Food Suppliers List? If not please record additional suppliers on approved suppliers list			
Have arrangements been made to collect waste during and after the event? (refer to support program 6)			
Have all staff been trained to follow the Food Safety Program and have the appropriate skills and knowledge to produce safe and suitable food? (refer to support program 9)			
Are hand washing facilities, cleaning facilities and cleaning materials available at the site? (refer to support program 2 and 3)			
Is potable water used for all food handling activities? If non-potable water is used, the food business must demonstrate that non-potable water will not adversely affect the safety of food.			
Check that all equipment and utensils are clean and ready for use (refer to support program 2)			
Are there any signs of pest infestation at the site? (refer to support program 5)			
Are transport coolers or storage coolers stocked with sufficient ice blocks?			
Are cooked and raw foods separated in storage? (refer to activity 3, 4 & 5)			
Are all foods stored off the ground?			

Part 2 - During the event checklist
This record must be completed on a daily basis.

Date ___ / ___ / ___

Checklist	Yes	No	Corrective Action
Are there any potentially hazardous foods not stored under temperature control?			
Record the temperature of food not stored under temperature control <i>(refer to support program 4)</i>			
Check temperatures of cold foods in storage/ on display <i>(refer to support program 4)</i>			
Check temperatures of frozen foods in storage/ on display <i>(refer to support program 4)</i>			
Check temperatures of hot foods in storage/ on display <i>(refer to support program 4)</i>			
Is there any risk of cross contamination from raw food to ready to eat foods?			
Are separate utensils being used for different foods?			
Are staff checking cooked foods to make sure they are fully cooked?			
Are all foods on display protected from contamination?			
Are cooked hot foods displayed in adequate hot holding equipment?			
Are staff following good hygiene practices? <i>(refer to support program 3)</i>			
Is food waste disposed of appropriately? <i>(refer to support program 6)</i>			
Have all equipment and utensils been cleaned? <i>(refer to support program 2)</i>			
Has potentially hazardous food been kept between 5°C and 60°C for less than two hours? If yes the food must be refrigerated or used immediately <i>(refer to support program 4)</i>			
Has potentially hazardous food been kept between 5°C and 60°C for more than two hours but less than four hours? If yes the food must be used immediately. <i>(refer to support program 4)</i>			
Has potentially hazardous food been kept between 5°C and 60°C for more than four hours? If yes the food must be disposed of immediately <i>(refer to support program 4)</i>			
Has all waste been removed from the site?			

Name of Business _____

Record 14 – Food Safety Program Review

Weekly Food Safety Program Review

Date of Review: _____

Reviewed By: _____

Activity (To be checked by manager, supervisor etc)	✓	X	Observations/Corrective Action
1. Purchasing and receiving goods ✓ Are staff following the checks contained in Activity 1 & 2? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 1 - Approved Food Suppliers List • Record No. 2 – Approved Food Supplier Agreement Form • Record No. 3 – Incoming Goods • Record No. 7 – The 4 Hour/2 Hour Guide 			
2. Dry Storage ✓ Are staff following the checks contained in Activity 3? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 8 – Cleaning and Sanitising • Record No. 10 – Pest Control 			
3. Cold Storage ✓ Are staff following the checks contained in Activity 4? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 6 – Temperature Control Log • Record No. 7 – The 4 Hour/2 Hour Guide 			
4. Frozen Storage ✓ Are staff following the checks contained in Activity 5? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 6 – Temperature Control Log • Record No. 7 – The 4 Hour/2 Hour Guide 			
5. Thawing frozen food ✓ Are staff following the checks contained in Activity 6? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 6 – Temperature Control Log • Record No. 7 – The 4 Hour/2 Hour Guide 			
6. Preparation ✓ Are staff following the checks contained in Activity 7? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 6 – Temperature Control Log • Record No. 7 – The 4 Hour/2 Hour Guide 			
7. Cooking food ✓ Are staff following the checks contained in Activity 8? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 6 – Temperature Control Log • Record No. 7 – The 4 Hour/2 Hour Guide 			
8. Cooling food ✓ Are staff following the checks contained in Activity 9? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 6 – Temperature Control Log • Record No. 7 – The 4 Hour/2 Hour Guide 			
9. Reheating and hot holding food ✓ Are staff following the checks contained in Activity 10? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 6 – Temperature Control Log • Record No. 10 – The 4 Hour/2 Hour Guide 			
10. Serving, self service and displaying food ✓ Are staff following the checks contained in Activity 11? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 6 - Temperature Control Log • Record No. 7 – The 4 Hour/2 Hour Guide • Record No. 8 – Cleaning and Sanitising 			

<p>11. Food packaging and labelling</p> <ul style="list-style-type: none"> ✓ Are staff following the checks contained in Activity 12? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 4 – Food Recall Record • Record No. 5 – Customer Complaints • Record No. 8 – Cleaning and Sanitising • Record No. 9 – Equipment Maintenance and Calibration of Thermometers • Record No. 10 – Pest Control 			
<p>12. Transporting food</p> <ul style="list-style-type: none"> ✓ Are staff following the checks contained in Activity 13? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 6 - Temperature Control Log • Record No. 7 – The 4 Hour/2 Hour Guide • Record No. 8 – Cleaning and Sanitising 			
<p>13. Off site events</p> <ul style="list-style-type: none"> ✓ Has the Off Site Events checklist been followed and completed? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 7 – The 4 Hour/2 Hour Guide • Record No. 13- Off Site Events 			
<p>14. Other</p> <ul style="list-style-type: none"> ✓ Have there been any changes in staff, processes or activities? ✓ If so, have the necessary amendments to the food safety program, records and task allocations been made? ✓ Are any new or replacement utensils/appliances/equipment needed? ✓ Have there been any changes to the cleaning schedules? ✓ Have there been any problems with waste disposal? ✓ Have any of the staff been ill, particularly with a food-borne illness? ✓ Were there any food complaints/incidents/recalls? ✓ Have the following records been completed? <ul style="list-style-type: none"> • Record No. 4 - Food Recall • Record No. 5 – Customer Complaints • Record No. 11 - Staff Illness/Accidents • Record No. 12 - Staff Instruction/Training 			

Please record the details of any other issues identified and the corrective action undertaken

Activity (To be checked by manager, supervisor etc)	✓	X	Observations/Corrective Action

Name of Business _____

Monthly Food Safety Program Review			
Date of Review: _____			
Reviewed By: _____			
Program Component	✓	X	Observations/Corrective Action
1. Facility and Equipment Maintenance ✓ Has all equipment been checked? ✓ Is all equipment operating correctly? ✓ Has the entire food premises been thoroughly checked for structural problems? ✓ Are there any structural problems? ✓ Has the following record been completed? • Record No. 9 – Equipment Maintenance and Calibration of Thermometers			
2. Temperature measuring devices ✓ Have all temperature-measuring devices been checked for calibration? ✓ Are temperature measuring devices calibrated to standard procedures? ✓ Do all staff know how to take accurate temperatures with each temperature-measuring device? ✓ Has the following record been completed? • Record No. 9 – Equipment Maintenance and Calibration of Thermometers			
3. Pest Control ✓ Are all activities and support programs followed that identify where pests may breed or enter? ✓ Are all areas clean and free from food particles and other waste that may attract pests? ✓ Has your premises been treated by your pest control operator at the correct intervals as in your support program? ✓ Have the following records been completed? • Record No. 8 – Cleaning and Sanitising • Record No. 10 – Pest Control			
4. Staff Instruction/Training ✓ Have all staff been instructed/trained so that they have the appropriate skills and knowledge in food hygiene and handling for the tasks they do? ✓ Do staff understand their food safety responsibilities? ✓ Has the following record been completed? • Record No. 12 – Staff Instruction and Training			
5. Customer Complaints ✓ Are customer complaints addressed? ✓ Are there any recurring problems identified as a result of customer complaints? ✓ Has the following record been completed? • Record No. 5 – Customer Complaints			

