



Food Safety Program Template

Version 3 Records

Record keeping

This document has been designed to assist businesses, using the Version 3 Food Safety Program Template, to comply with the Food Act.

As required by the Food Act 1984, all Class 1 and Class 2 businesses are required to:

- Have a food safety program for the business
- Maintain the food safety program onsite
- Ensure the food safety program records are kept up to date by the business demonstrating compliance with the food safety program.

Failing to maintain the food safety program and records onsite at the business is a breach of section 19F of the Food Act and may result in a penalty infringement notice being issued.

The following records are required to be maintained by businesses using the Version 3 Food Safety Program Template:

1) Record 1 : My Food Suppliers

You are required to list the trading name, business address and contact phone numbers for all of your food suppliers. It is important that suppliers of raw materials, such as bulk oil, flour or rice are also included.

2) Record 2: My temperature checks of food in cold or hot storage

You are required to monitor and record the temperature of at least one high risk food in each refrigeration, freezer and hot holding units within your business once per day. You can choose the way you keep the information by using the template record form or your own form that records the date, unit, and food temperature and any corrective action taken.

3) Record 3: My cooking temperature checks

You are required to monitor and record that the temperature of one menu item reaches 75°C or above at least once per month.

4) Record 4: How I use the 2 hour/4hour rule for high-risk food

You are required to write down your usual practice for using the 2hour/4hour rule and make sure you and your staff understand it. This record needs to be updated if your practices change.

5) Record 5: My probe thermometer accuracy checks

You are required to calibrate each thermometer at least once per year. Thermometers must be accurate to $\pm 1^{\circ}\text{C}$ and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

Premises Name: _____

Record 1: My food suppliers			
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Premises Name: _____

Month: _____ Year: _____

Record 2: My temperature checks of food in cold or hot storage
Check one high risk food in all units once per day

Safe Temperatures:		Cold Storage: 5°C or less			Frozen storage: -15°C or colder				Hot storage 60°C or hotter		Corrective Action
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Record 3: My cooking temperature checks – Check at least once per month.

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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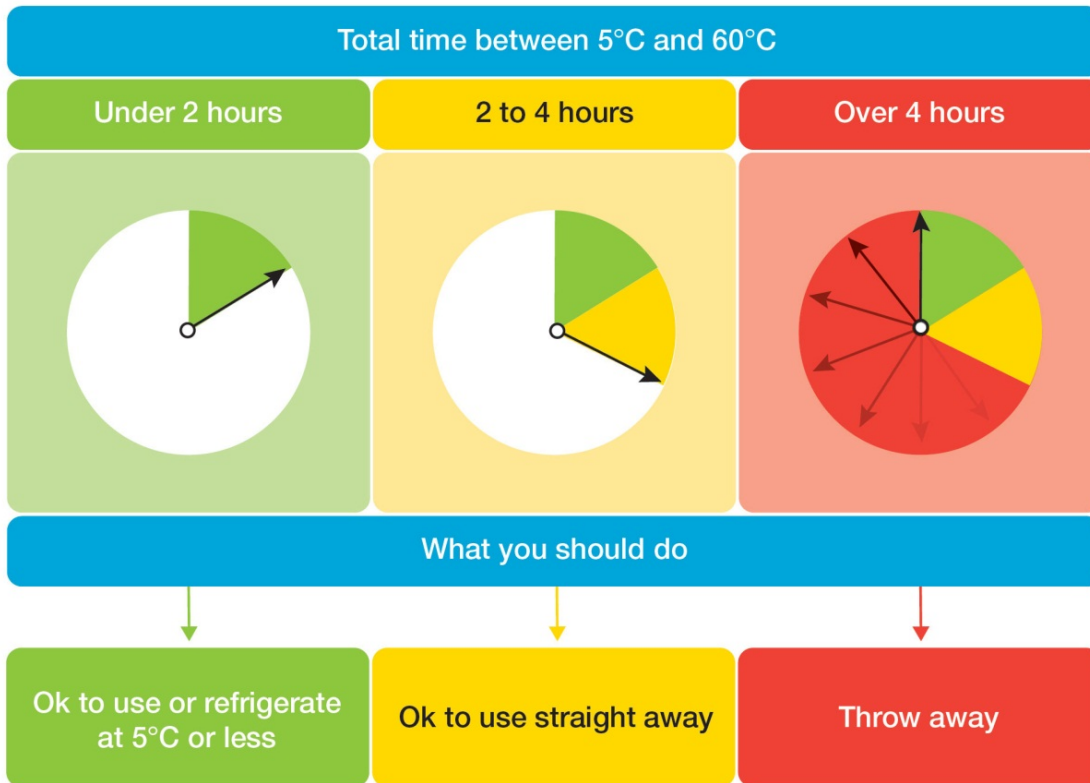
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If ✗ any changes to cooking practice to reach greater than 75°C? _____

Record 4: How I use the 2hour/4hour rule for high risk food



Write down your usual practice here for using the 2 hour/4 hour rule. Update it if your practice changes.

Record 5: My probe thermometer accuracy checks – Check at least once per year

Date	Thermometer ID	Temperature °C ice water (Should be between -1.0 and 1.0°C)	Temperature °C boiling water (Should be between 99°C and 101°C)

Corrective Action if temperature wrong: _____



Step 1



Step 2



Step 3



Step 4

Ice water check

1. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0°C.
2. Insert the thermometer for at least 10 seconds until the reading is stable.
3. An accurate thermometer will show a temperature between -1°C and +1°C.
4. If it shows a temperature greater or less than -1°C and + 1°C, the thermometer is inaccurate and needs to be replaced immediately.

Boiling water check

1. Boil some water.
2. Carefully insert the thermometer for at least 10 seconds until the reading is stable.
3. An accurate thermometer will show a temperature between 99°C and 101°C.
4. If it shows a temperature greater or less than 99°C and 101°C, the thermometer is inaccurate and needs to be replaced immediately.