



# Blank Record Forms

These blank record forms are designed to be used with the Simply Safe & Suitable Template Food Control Plan.

There are many ways to keep records. These record blanks are just one way. **You do not have to use these unless you choose to.**

The rules are indicated by a pink pencil and can be found the **Show** sections of your plan.

All records must:

- be accurate,
- easy to read,
- identify what was done,
- when it was done,
- who did it.

At the the back of the pack, there is a list of all of the information that needs to be recorded for cards in your plan.

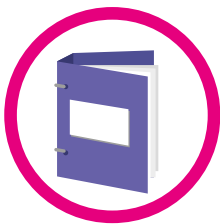
Some information on the record templates/forms are not required under a Food Control Plan, but can be useful to have. These are marked with an **asterisk (\*)**.

Examples of record templates/forms have been provided for you to copy and use.

These record forms align with version S39-00004 of the Simply Safe & Suitable template Food Control Plan

---

## Some ideas for other ways you might keep your records:



Notebooks



Email folders



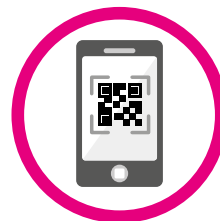
Paper copies that are filed / photographed



Spreadsheets. These can be kept in an online shared folder (a 'cloud') and accessed from your devices (e.g. smart phone or laptop).



Whiteboards that are photographed/ recorded later. These can be kept in an online shared folder (a 'cloud') and accessed from your devices (e.g. smart phone or laptop).



Create QR code that links to your online record storage. Print off the QR code, scan it to take you to the record web page.

# Contents

## Dark Blue Cards: Set-up

- 3 Staff training records

## Blue Cards: Starting

- 5 Managing personal hygiene and health – Staff sickness

## Green Cards: Preparation

- 7 Keeping food cold – Fridge/chiller temperature checks
- 9 Allergens in your food\*
- 11 My trusted suppliers
- 13 Trusted supplier deliveries

## Magenta Cards: Making + Cooking

- 15 Cooking poultry, minced meat and liver - batch checks
- 17 Proving the method you use works every time
- 19 Proving reheating method
- 21 Proving that a time/temperature cooks poultry, minced meat and liver
- 23 Proving your cooling method
- 25 Cooling freshly cooked food - batch checks
- 27 Hot smoking to cook your food – batch checks
- 29 Hot smoking to impart flavour to your food

## Orange Cards: Serving + Selling

- 31 Transported food temperature checks
- 33 Selling your food to other businesses

## Purple Cards: Cleaning up and closing

- 35 Cleaning up and closing\*
- 37 Maintaining equipment and facilities, includes water supply

## Red Cards: Troubleshooting

- 39 When something goes wrong
- 41 Customer complaints information
- 43 Traceability

## Teal Cards: Specialist

- 45 Sushi rice pH record
- 47 Proving sushi rice pH
- 49 Cooling sushi rice - batch checks
- 51 Drying records for Chinese style roast duck - batch checks
- 53 Proving a drying method for Chinese style roast duck
- 55 Sous vide control sheet
- 57 Proving a cooking method for sous vide

## Record list

- 59 Record list



# Staff training records

Tim Jones

's training record

See the 'Training and competency' [dark blue] card in SS&S

Staff could include volunteers, family, friends, owner/operators, and managers, who may carry out food related tasks in your business. If you are a sole operator you do not need to keep training records.

Position* <i>Kitchen hand</i>	Start date* <i>12 / 04 / 17</i>
Email* <i>tim.jones@email.com</i>	Phone number* <i>022 0123 456</i>

Topic (Part of the plan that has been covered)	Staff's name	Trainer initials	Date
<b>Wash hands</b> <i>(wash with soap, 20 sec rule, dry thoroughly, know when to wash them)</i>	TJ	GW	12/04/17
<b>Protecting food from contamination by staff</b> <i>(managing sickness, clean clothing)</i>	TJ	GW	12/04/17
<b>Separating Food</b> <i>(raw vs cooked, allergy awareness, managing chemicals)</i>	TJ	GW	12/04/17
<b>Cleaning up</b> <i>(what to clean, when and how)</i>	TJ	GW	12/04/17

any items marked with a \* are not required by law to record but you may find them useful



# Staff training records

See the 'Training and competency' [dark blue] card in SS&S

\_\_\_\_\_ 's training record

Staff could include volunteers, family, friends, owner/operators, and managers, who may carry out food related tasks in your business. If you are a sole operator you do not need to keep training records.

Position*	Start date*
Email*	Phone number*

Topic (Part of the plan that has been covered)	Staff's name	Trainer initials	Date

any items marked with a \* are not required by law to record but you may find them useful



# Managing personal hygiene and health – Staff sickness

See the 'Managing personal hygiene and health' [blue] card in SS&S

Name	Symptoms*	Date they became sick	Date returned to work	Action taken*	Checked by
Samuel Smith	Fever and vomiting	01/04/17	05/04/17	Stayed home. symptoms stopped 02/04/17.	TW

any items marked with a \* are not required by law to record but you may find them useful



# Managing personal hygiene and health – Staff sickness

See the 'Managing personal hygiene and health' [blue] card in SS&S

Name	Symptoms*	Date they became sick	Date returned to work	Action taken*	Checked by

any items marked with a \* are not required by law to record but you may find them useful



# Keeping food cold – Fridge/chiller temperature checks

See the 'Keeping food cold' [green] card in SS&S

This a record of the temperature of the food in your fridge/chiller

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	5°C	4°C	5°C	4°C	3°C	3°C	--
2	3°C	3°C	4°C	3°C	3°C	3°C	--
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Task done by:		JP					

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Task done by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Task done by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Task done by:							

any items marked with a \* are not required by law to record but you may find them useful



# Keeping food cold – Fridge/chiller temperature checks

See the 'Keeping food cold' [green] card in SS&S

This a record of the temperature of the food in your fridge/chiller

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Task done by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Task done by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Task done by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Task done by:							

any items marked with a \* are not required by law to record but you may find them useful





## Allergens in your food\*

See the 'Separating food'  
[green] card in SS&S

See the 'Knowing what's  
in your food' [orange] card  
in SS&S

It is optional to record this information. But it will help your staff know what is in your food so that you can tell your customers. If you do use this form, remember to keep this up to date when recipes are changed or updated.

Dish name*	Ingredients*	Allergens*
<i>Cookies</i>	<i>Flour, eggs, butter, milk, sugar, chocolate chips</i>	<i>Milk, Cereals containing gluten, eggs</i>





## My trusted suppliers

See the 'Sourcing, receiving & storing food' [green] card in SS&S

Trusted supplier	
<b>Business name</b>	<i>Cheesy Pete</i>
<b>Site registration number</b>	<i>MPI0000/0</i>
<b>Contact person</b>	<i>Peter Rowse</i>
<b>Phone</b>	<i>021 123 456</i>
<b>Email</b>	<i>orders@cheesypete.co.nz</i>
<b>Address</b>	<i>Cheesy Pete 44 Main Street Cityville</i>
<b>Day to place orders</b>	<b>Days to receive delivery</b>
(Mon) Tues Wed Thu Fri Sat Sun	Mon Tues (Wed) Thu Fri Sat Sun
<b>Goods supplied</b>	
<i>chedder brie mozzarella</i>	
<b>Comments*</b>	
<i>doesn't like last minute orders but can do next day delivery</i>  <i>closes at 2pm on thursdays</i>	

Approved supplier	
<b>Business name</b>	
<b>Site registration number</b>	
<b>Contact person</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Address</b>	
<b>Day to place orders</b>	<b>Days to receive delivery</b>
Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun
<b>Goods supplied</b>	
<b>Comments*</b>	



# My trusted suppliers

See the 'Sourcing, receiving & storing food' [green] card in SS&S

Trusted supplier	
<b>Business name</b>	
<b>Site registration number</b>	
<b>Contact person</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Address</b>	
<b>Day to place orders</b>	<b>Days to receive delivery</b>
Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun
<b>Goods supplied</b>	
<b>Comments*</b>	

Trusted supplier	
<b>Business name</b>	
<b>Site registration number</b>	
<b>Contact person</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Address</b>	
<b>Day to place orders</b>	<b>Days to receive delivery</b>
Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun
<b>Goods supplied</b>	
<b>Comments*</b>	

any items marked with a \* are not required by law to record but you may find them useful



## Trusted supplier deliveries

See the 'Sourcing, receiving & storing food' [green] card in SS&S

See the 'Tracing your food' [red] card in SS&S

This record can also be used for tracing your food.

Date	Batch number / Lot ID*	Name and contact details of supplier	Type of food	Quantity	Temperature (if applicable)	Task done by
4/4/17	4251708	farrods, south farm townsville	fresh chicken breast	5kg	4°C	Tony
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	

any items marked with a \* are not required by law to record but you may find them useful





# Cooking poultry, minced meat and liver - batch checks

See the 'Cooking poultry, minced meat and liver' [magenta] card in SS&S

See the 'Making doner kebabs' [teal] card in SS&S

You can use this record form/template to record:

- each batch temperature; or
- your weekly batch checks if you have proved your method; or
- to confirm your proven method is still working; or
- when making doner kebabs.

Date	Time*	Food	Type of check			Temp °C cooked to	How long at this temp	Task done by
			Individual (every item)	One item in each batch	Weekly batch check			
01/04/17	1:20pm	baked chicken breast		✓		65°C	15 mins	JW
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		

any items marked with a \* are not required by law to record but you may find them useful







# Proving the method you use works every time

See the 'Proving the method you use works everytime' [magenta] card in SS&S

See the 'Using water to control bugs' [magenta] card in SS&S

See the 'Using acid to control bugs' [magenta] card in SS&S

Use this record blank to prove your method works for:

- drying; or
- when using acid to control bugs (e.g. pickling, brining or salting).

<b>Item (type, size, weight)</b> <i>Chow chow (pickled relish)</i>					
<b>Method or recipe</b> <i>Ingredients = 5 cups of vinegar, 3 cups of sugar, 2 tablespoons of salt, spices, 4 tomatoes, 1 onion, 1/2 cabbage, 2 capsicums. Add vinegar, salt, sugar and spices to a saucepan and bring to a simmer until the sugar dissolves. Add the tomatoes, capsicums, onion and cabbage, bring to the boil, lower heat and let simmer for 15-20 mins. Remove from heat and bottle.</i>					
Batch	Date Start	Date Finish	pH start	pH finish	Task done by
1st	1/5/17	8/5/17	6.0	2.8	SH
2nd	10/5/17	17/5/17	6.1	2.7	SH
3rd	20/5/17	27/5/17	6.0	2.9	SH

<b>Item (type, size, weight)</b>					
<b>Method</b>					
Batch	Date Start	Date Finish	pH start	pH finish	Task done by
1st					
2nd					
3rd					



# Proving the method you use works every time

See the 'Proving the method you use works everytime' [magenta] card in SS&S

See the 'Using water to control bugs' [magenta] card in SS&S

See the 'Using acid to control bugs' [magenta] card in SS&S

Use this record blank to prove your method works for:

- drying; or
- when using acid to control bugs (e.g. pickling, brining or salting).

<b>Item (type, size, weight)</b>					
<b>Method or recipe</b>					
Batch	Date Start				Task done by
1st					
2nd					
3rd					

<b>Item (type, size, weight)</b>					
<b>Method</b>					
Batch	Date Start				Task done by
1st					
2nd					
3rd					



## Proving reheating method

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Reheating food' [magenta] card in SS&S

Use this record to prove your reheating method works by checking it 3 times with different batches of the same food (dish). If you prove your method, you must still check one batch of food weekly.

<b>Item (type, size, weight)</b> <i>5 litres vegetable soup</i>			
<b>Method</b> <i>Heat all 5 litres in a 10 litre pot on stove on med/high for 15 mintes until the center of the liquid is 75°C</i>			
Batch	Date	Internal temp °C the coolest part (if a liquid) or the middle (if solid)	Task done by
1st	<i>05/06/17</i>	<i>75°C</i>	<i>SM</i>
2nd	<i>08/06/17</i>	<i>77°C</i>	<i>SM</i>
3rd	<i>11/06/17</i>	<i>76°C</i>	<i>SM</i>

<b>Item (type, size, weight)</b>			
<b>Method</b>			
Batch	Date	Internal temp °C the coolest part (if a liquid) or the middle (if solid)	Task done by
1st			
2nd			
3rd			

any items marked with a \* are not required by law to record but you may find them useful



## Proving reheating method

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Reheating food' [magenta] card in SS&S

Use this record to prove your reheating method works by checking it 3 times with different batches of the same food (dish). If you prove your method, you must still check one batch of food weekly.

<b>Item (type, size, weight)</b>			
<b>Method</b>			
Batch	Date	Internal temp °C the coolest part (if a liquid) or the middle (if solid)	Task done by
1st			
2nd			
3rd			

<b>Item (type, size, weight)</b>			
<b>Method</b>			
Batch	Date	Internal temp °C the coolest part (if a liquid) or the middle (if solid)	Task done by
1st			
2nd			
3rd			



# Proving that a time/ temperature cooks poultry, minced meat and liver

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Cooking poultry, minced meat and liver' [magenta] card in SS&S.

Use this record to prove your method works by checking it 3 times with different batches of the same food (dish). If you prove your method, you must still check one batch of food weekly. These can be recorded using the 'Cooking poultry, minced meat and liver - batch checks' record blank.

<b>Item (type, size, weight)</b> <i>2kg chicken roast x4</i>				
<b>Method</b> <i>Put in pre-heated oven at 220°C for 2 hours intended that the thickest part of the meat reaches 75°C for 30 seconds</i>				
Batch	Date	Internal temp °C at thickest part	Time at this temp	Task done by
1st	05/06/17	75°C	1min	SM
2nd	08/06/17	77°C	1min	SM
3rd	11/06/17	76°C	3 mins	SM

<b>Item (type, size, weight)</b>				
<b>Method</b>				
Batch	Date	Internal temp °C at thickest part	Time at this temp	Task done by
1st		°C		
2nd		°C		
3rd		°C		

any items marked with a \* are not required by law to record but you may find them useful



# Proving that a time/ temperature cooks poultry, minced meat and liver

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Cooking poultry, minced meat and liver' [magenta] card in SS&S.

Use this record to prove your method works by checking it 3 times with different batches of the same food (dish). If you prove your method, you must still check one batch of food weekly. These can be recorded using the 'Cooking poultry, minced meat and liver - batch checks' record blank.

<b>Item (type, size, weight)</b>				
<b>Method</b>				
Batch	Date	Internal temp °C at thickest part	Time at this temp	Task done by
1st		°C		
2nd		°C		
3rd		°C		

<b>Item (type, size, weight)</b>				
<b>Method</b>				
Batch	Date	Internal temp °C at thickest part	Time at this temp	Task done by
1st		°C		
2nd		°C		
3rd		°C		

any items marked with a \* are not required by law to record but you may find them useful



# Proving your cooling method

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Cooling freshly cooked food' [magenta] card in SS&S

Use this blank record form to prove your cooling method works by checking it 3 times with different batches of the same food. If you prove your method, you must still check one batch of food weekly.. These can be recorded using the 'Cooling freshly cooked food - batch checks' record blank.

<b>Food item (type, size, weight etc)</b> <i>1 litre of butter chicken curry</i>								
<b>Method</b> <i>Curry was divided into five (5) 250mL containers and placed on cooling racks, then placed in the fridge at the second temperature check</i>								
Batch	Date	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C (or room temp, whichever is lower) in 2 hours or less		Food needs to get from 21°C to 5°C or lower in a further 4 hours or less		Task done by
		Start time	Start temp	Second (2nd) time check	Second (2nd) temp check	Third (3rd) time check	Third (3rd) temp check	
1st	21/05 /22	12:45pm	60.1 °C	2:31pm	20.0 °C	6:20pm	4.5 °C	SM
2nd			°C		°C		°C	
3rd			°C		°C		°C	



# Proving your cooling method

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Cooling freshly cooked food' [magenta] card in SS&S

Use this blank record form to prove your cooling method works by checking it 3 times with different batches of the same food. If you prove your method, you must still check one batch of food weekly.. These can be recorded using the 'Cooling freshly cooked food - batch checks' record blank.

Food item (type, size, weight etc)								
Method								
Batch	Date	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C (or room temp, whichever is lower) in 2 hours or less		Food needs to get from 21°C to 5°C or lower in a further 4 hours or less		Task done by
		Start time	Start temp	Second (2nd) time check	Second (2nd) temp check	Third (3rd) time check	Third (3rd) temp check	
1st			°C		°C		°C	
2nd			°C		°C		°C	
3rd			°C		°C		°C	





# Cooling freshly cooked food - batch checks

See the 'Cooling freshly cooked food' [magenta] card in SS&S

Food type	Date cooked	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C (or room temp, whichever is lower) in 2 hours or less		Food needs to get from 21°C to 5°C or lower in a further 4 hours or less		Cooling method	Task done by
		Start time	Start temperature	Second (2nd) time check	Second (2nd) temperature check	Third (3rd) time check	Third (3rd) temperature check		
Example: curry	21/5/22	12:45pm	60.1 °C	2:31pm	20.0 °C	6:20pm	4.5 °C	Curry was divided into smaller portions and placed on cooling racks, then placed in the fridge at the second temperature check	John Johnson
			°C		°C		°C		
			°C		°C		°C		
			°C		°C		°C		
			°C		°C		°C		
			°C		°C		°C		

any items marked with a \* are not required by law to record but you may find them useful



# Cooling freshly cooked food - batch checks

See the 'Cooling freshly cooked food' [magenta] card in SS&S

Food type	Date cooked	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C (or room temp, whichever is lower) in 2 hours or less		Food needs to get from 21°C to 5°C or lower in a further 4 hours or less		Cooling method	Task done by
		Start time	Start temperature	Second (2nd) time check	Second (2nd) temperature check	Third (3rd) time check	Third (3rd) temperature check		
			°C		°C		°C		
			°C		°C		°C		
			°C		°C		°C		
			°C		°C		°C		
			°C		°C		°C		
			°C		°C		°C		

any items marked with a \* are not required by law to record but you may find them useful



# Hot smoking to cook your food – batch checks

See the 'Using hot-smoking to control bugs' [magenta] card in SS&S

Date	Product/Food Type of the batch*	Smoke house/box air temperature	Time the batch started in smoker	Time batch finished in smoker	Food core temp at the end of cooking period	Further time needed? Y / N	If Y, what was done to ensure food was cooked*	Task done by
21/5/22	ham leg (3kg)	180°C	09:00	13:00	78 °C	No	n / a	SM
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			

any items marked with a \* are not required by law to record but you may find them useful



# Hot smoking to cook your food – batch checks

See the 'Using hot-smoking to control bugs' [magenta] card in SS&S

Date	Product/Food Type of the batch*	Smoke house/ box air temperature	Time the batch started in smoker	Time batch finished in smoker	Food core temp at the end of cooking period	Further time needed? Y / N	If Y, what was done to ensure food was cooked*	Task done by
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			
					°C			

any items marked with a \* are not required by law to record but you may find them useful













## Selling your food to other businesses

See the 'Selling your food to other businesses' [orange] card in SS&S

Business that you supply food to	Contact details*	Product supplied:	Quantity supplied:	Date you supplied them	Task done by
PJ's Burger Truck	123 Main Street, Auckland. 027 345 789	burger buns	200	21 June 2018	BL

any items marked with a \* are not required by law to record but you may find them useful



## Selling your food to other businesses

See the 'Selling your food to other businesses' [orange] card in SS&S

Business that you supply food to	Contact details*	Product supplied:	Quantity supplied:	Date you supplied them	Task done by

any items marked with a \* are not required by law to record but you may find them useful



# Cleaning up and closing\*

It is optional to record this information

See the 'Cleaning up and closing' [purple] card in SS&S

Items and areas to be cleaned (cleaning task)*	How often task is done/or date task was done*	Method of cleaning*	Who cleans it*	Notes*
<i>Preparation benches</i>	<i>after every use</i>	<i>clean debris, wipe with new or freshly cleaned cloth with hot soapy water, dry with paper towels, apply spray sanitiser (no rinse)</i>	<i>all staff</i>	

any items marked with a \* are not required by law to record but you may find them useful



# Cleaning up and closing\*

It is optional to record this information

See the 'Cleaning up and closing' [purple] card in SS&S

Items and areas to be cleaned (cleaning task)*	How often task is done/or date task was done*	Method of cleaning*	Who cleans it*	Notes*



# Maintaining equipment and facilities record, includes water supply

See the 'Maintaining equipment and facilities' [purple] card in SS&S

- This includes water supply checks
- When something goes wrong with your equipment / facilities (e.g broken fridges, flooding) use to the 'When something goes wrong record'

Item requiring maintenance checks/repairs	Checking frequency	Date of check or repair	Who does it	Description of maintenance check or repair	Notes*
<i>Grease Trap</i>	<i>6 monthly - Feb and Aug</i>		<i>Greg's Grease Trap Services</i>	<i>Full service and clean out of passive grease trap</i>	

any items marked with a \* are not required by law to record but you may find them useful



## Maintaining equipment and facilities record, includes water supply

See the 'Maintaining equipment and facilities' [purple] card in SS&S

- This includes water supply checks
- When something goes wrong with your equipment / facilities (e.g broken fridges, flooding) use to the **'When something goes wrong record'**

Item requiring maintenance checks/repairs	Checking frequency	Date of check or repair	Who does it	Description of maintenance check or repair	Notes*

any items marked with a \* are not required by law to record but you may find them useful



# When something goes wrong

Date: 17 / 02 / 17

Person responsible : Richard Thomas

Staff involved: Richard Thomas, John Johnson

<b>What went wrong?</b>
<i>Fridge 2 on permanent defrost</i>
<b>What did you do to fix it?</b>
<i>Called sparky</i>
<b>What did you do to stop it from happening again?</b>
<i>Caused by build up of dust around compressor - to regularly check/clean [on cleaning schedule]</i>
<b>How did you keep food safe or made sure that no unsafe or suitable food was sold?</b>
<i>Moved food to beer fridge - Checked temp for food: all still at 5°C - Used most of it today,</i>



# When something goes wrong

Date:        /        /

Person responsible :

Staff involved:

<b>What went wrong?</b>
<b>What did you do to fix it?</b>
<b>What did you do to stop it from happening again?</b>
<b>How did you keep food safe or made sure that no unsafe or suitable food was sold?</b>

any items marked with a \* are not required by law to record but you may find them useful





## Customer complaints information

<b>Customer name and contact details</b>
<i>Fred Smith, +64 23 456 789</i>
<b>Date and time of purchase</b>
<i>Monday 15th July Lunch time @ 12:30 Mince and cheese pie</i>
<b>Affected food (batch/lot number)</b>
<i>Batch made that morning (monday) - new week; new food</i>
<b>Complaint</b>
<i>Claims pie made them sick</i>
<b>(The following can also be filled in on the 'When something goes wrong' record blank/form) Cause of the problem</b>
<i>See investigation below. Does not appear to be caused by us</i>
<b>Action taken immediately and action taken to stop it happening again</b>
<i>I showed Mr Smith our cooking records for Mondays batch of pies. I also showed him our hot holding record. I suggested he speaks to the local council EHO about the matter and if he was still ill his doctor would be able to help as well.</i>
<b>Managed by or resolved by</b>
<i>Sam Mornings</i>



## Customer complaints information

<b>Customer name and contact details</b>
<b>Date and time of purchase</b>
<b>Affected food (batch/lot number)</b>
<b>Complaint</b>
<b>(The following can also be filled in on the 'When something goes wrong' record blank/form) Cause of the problem</b>
<b>Action taken immediately and action taken to stop it happening again</b>
<b>Managed by or resolved by</b>



# Traceability

See the 'Tracing your food' [red] card in SS&S

You can also use this to record traceability information if you import food.

Name of supplier and contact details		
Ying Yang Manufacturing Co +86 23445657		
Manufacturer of the food and contact details		
Ying Yang Manufacturing Co, Shanghai Mr Alan Lee, owner tel +86 23445657 Email: alanlee@yingyang.co.cn		
Product type	Brand	Batch / Lot Information
Dumpling wrapper	Ying Yang	SGH117801
Other information <sup>†</sup>		
<p>Ying Yang has provided certificates of registration with Shanghai food authority – reg no 12345</p> <p>The product is transported using a registered food distributor in Shanghai (World Wide Food Distribution)</p> <p>Received product specifications from Ying Yang. Cross referenced specs with Food Standards Code to ensure it meets NZ Standards</p>		
<p><sup>†</sup> if importing food, include any information which will allow food to be traced: from the supplier to the registered importer; while it is under the registered importer's possession; to the next person the food is passed onto (other than the final consumer).</p>		

any items marked with a \* are not required by law to record but you may find them useful









# Proving Sushi rice pH

See the 'Making sushi' [teal] card in SS&S

See the 'Proving the method you use works every time' [magenta] card in SS&S

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of food weekly. These can be recorded using the 'Sushi rice pH record' record blank.

Food item*					
<i>White sushi rice</i>					
Date	Batch	Amount of Rice	Amount of vinegar solution	pH of rice	Task done by
8/7/17	1st	500g	130ml	3.8	BM
8/7/17	2nd	500g	130ml	3.8	BM
9/7/17	3rd	500g	130ml	3.8	BM

Food item*					
Date	Batch	Amount of Rice	Amount of vinegar solution	pH of rice	Task done by
	1st				
	2nd				
	3rd				

Food item*					
Date	Batch	Amount of Rice	Amount of vinegar solution	pH of rice	Task done by
	1st				
	2nd				
	3rd				

any items marked with a \* are not required by law to record but you may find them useful



## Proving Sushi rice pH

See the 'Making sushi' [teal] card in SS&S

See the 'Proving the method you use works every time' [magenta] card in SS&S

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of food weekly. These can be recorded using the 'Sushi rice pH record' record blank.

Food item*					
Date	Batch	Amount of Rice	Amount of vinegar solution	pH of rice	Task done by
	1st				
	2nd				
	3rd				

Food item*					
Date	Batch	Amount of Rice	Amount of vinegar solution	pH of rice	Task done by
	1st				
	2nd				
	3rd				

Food item*					
Date	Batch	Amount of Rice	Amount of vinegar solution	pH of rice	Task done by
	1st				
	2nd				
	3rd				

any items marked with a \* are not required by law to record but you may find them useful





# Cooling sushi rice - batch checks

See the 'Cooling freshly cooked food' [magenta] card in SS&S

See the 'Making sushi' [teal] card in SS&S

Date cooked	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C (or room temp, whichever is lower) in 2 hours or less		Food needs to get from 21°C to 15°C or lower in a further 4 hours or less		Cooling method	Task done by
	Start time	Start temperature	Second (2nd) time check	Second (2nd) temperature check	Third (3rd) time check	Third (3rd) temperature check		
21/5/22	12:45pm	60.1 °C	2:31pm	20.0 °C	6:20pm	14.5 °C	8 cups of rice was divided into two 1 litre containers and placed on cooling racks until rice cooled to 21°C, then containers of rice are placed in the fridge	John Johnson
		°C		°C		°C		
		°C		°C		°C		
		°C		°C		°C		
		°C		°C		°C		
		°C		°C		°C		

any items marked with a \* are not required by law to record but you may find them useful



# Cooling sushi rice - batch checks

See the 'Cooling freshly cooked food' [magenta] card in SS&S

See the 'Making sushi' [teal] card in SS&S

Date cooked	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C (or room temp, whichever is lower) in 2 hours or less		Food needs to get from 21°C to 15°C or lower in a further 4 hours or less		Cooling method	Task done by
	Start time	Start temperature	Second (2nd) time check	Second (2nd) temperature check	Third (3rd) time check	Third (3rd) temperature check		
		°C		°C		°C		
		°C		°C		°C		
		°C		°C		°C		
		°C		°C		°C		
		°C		°C		°C		
		°C		°C		°C		

any items marked with a \* are not required by law to record but you may find them useful



# Drying records for Chinese style roast duck - batch checks

See the 'Making Chinese style roast duck' [teal] card in SS&S

Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Task done by
		Start	Half-way			
8/7/17	3pm	20°C	20°C	3hrs	n / a	JM
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			

any items marked with a \* are not required by law to record but you may find them useful



# Drying records for Chinese style roast duck - batch checks

Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Task done by
		Start	Half-way			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			
		°C	°C			

any items marked with a \* are not required by law to record but you may find them useful



# Proving a drying method for Chinese style roast duck

See the 'Making Chinese style roast duck' [teal] card in SS&S

See the 'Proving the method you use works every time' [magenta] card in SS&S

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of duck weekly. These can be recorded using the 'Making Chinese style roast duck - batch checks' record blank.

Method						
1.75 kg duck. Dip in boiling water with 2 tsp five-spice, 2 tsp sugar, 2 tps salt, 3 tsp vinegar. Hang duck in cooler part of kitchen for 3 hours. Check temp at start and after 1.5 hrs						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Task done by
		Start	Half-way			
1st	3pm	20°C	20°C	3 hours	n / a	JM
2nd	4pm	20°C	19°C	3 hours	n / a	JM
3rd	3pm	19°C	19°C	3 hours	n / a	JM

Method						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Task done by
		Start	Half-way			
1st		°C	°C			
2nd		°C	°C			
3rd		°C	°C			

any items marked with a \* are not required by law to record but you may find them useful



# Proving a drying method for Chinese style roast duck

See the 'Making Chinese style roast duck' [teal] card in SS&S

See the 'Proving the method you use works every time' [magenta] card in SS&S

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of duck weekly. These can be recorded using the 'Making Chinese style roast duck - batch checks' record blank.

Method						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Task done by
		Start	Half-way			
1st		°C	°C			
2nd		°C	°C			
3rd		°C	°C			

Method						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Task done by
		Start	Half-way			
1st		°C	°C			
2nd		°C	°C			
3rd		°C	°C			

any items marked with a \* are not required by law to record but you may find them useful



# Sous vide control sheet

You can use this record blank for:

- recording your batch checks if you have proved your method; or
- recording your sous vide time and temperatures.

Date	Item description*	Cooking						Served immediately*	Chilled storage*	Task done by
		Water bath temp before food was added	Time for food to reach internal temp	Internal temp of food at start of holding time	Length of holding time	Internal temp of food at end of holding time	Cooling time (food cooled and stored for later service)			
24/06/17	Chicken breast	65 °C	25 mins	62 °C	29 mins	63 °C	n / a	✓		EA
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				

any items marked with a \* are not required by law to record but you may find them useful



# Sous vide control sheet

You can use this record blank for:

- recording your batch checks if you have proved your method; or
- recording your sous vide time and temperatures.

Date	Item description*	Cooking						Served immediately*	Chilled storage*	Task done by
		Water bath temp before food was added	Time for food to reach internal temp	Internal temp of food at start of holding time	Length of holding time	Internal temp of food at end of holding time	Cooling time (food cooled and stored for later service)			
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				
		°C		°C		°C				

any items marked with a \* are not required by law to record but you may find them useful





# Proving a cooking method for sous vide

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of sous vide food weekly. These can be recorded using the 'Sous vide control sheet' record blank.

See the 'Cooking using sous vide' [teal] card in SS&S

See the 'Proving the method you use works every time' [magenta] card in SS&S

### Food item and details (i.e. weight, size, thickness of cut, ingredients etc.):

- 1 chicken breast (200-220g)
- Season with salt and pepper
- Use vacuum bag (small), put chicken breast into bag and seal according to manufacturers instructions.
- Water bath >60°C before bag is immersed

### What equipment was used (water bath loading)?

- Vacuum bag small
- water bath
- needle probe

Date	Water bath temp before food was added	Time for food to reach internal temp	Internal temp of food at start of holding time	Length of holding time	Internal temp of food at end of holding time	Cooling time (food cooled and stored for later service)	Served immediately*	Chilled storage	Task done by
1st 5/8/17	65°C	25 mins	62°C	29 mins	63°C	n/a	✓	n/a	FW
2nd 8/8/17	65°C	25 mins	62°C	30 mins	63°C	n/a	✓	n/a	GM
3rd 9/8/17	65°C	26 mins	62°C	29 mins	63°C	n/a	✓	n/a	GM

any items marked with a \* are not required by law to record but you may find them useful



# Proving a cooking method for sous vide

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of sous vide food weekly. These can be recorded using the 'Sous vide control sheet' record blank.

See the 'Cooking using sous vide' [teal] card in SS&S

See the 'Proving the method you use works every time' [magenta] card in SS&S

Food item and details (i.e. weight, size, thickness of cut, ingredients etc.):

What equipment was used (water bath loading)?

Date	Water bath temp before food was added	Time for food to reach internal temp	Internal temp of food at start of holding time	Length of holding time	Internal temp of food at end of holding time	Cooling time (food cooled and stored for later service)	Served immediately*	Chilled storage	Task done by
1st	°C		°C		°C				
2nd	°C		°C		°C				
3rd	°C		°C		°C				

any items marked with a \* are not required by law to record but you may find them useful



## Record list

- All records must be written in English and be easy to read.
- All records must include a date and the name of the person who did the task

If you do the following activities you will need to keep records for them. The list below outlines which sections require records and what needs to be on them. You can either use the record templates/forms in this pack, create your own, or you can change the record templates/forms to meet your business' needs. We have provided record blanks for these records except where stated below.

Simply Safe & Suitable cards	Information to record
<b>Taking responsibility</b>	Checks you have made
<b>Training and competency</b>	Who was trained      Training date Parts of the plan covered Signatures or initials from trainee and trainer
<b>Managing water supply provided by a registered drinking water supply (this is included in the maintaining equipment and facilities record blank)</b>	The name of your registered supplier (e.g. local council). (write/type into your plan) How often water system and tanks are checked/repaired Who did the checks/repairs Date checked/repaired
<b>Managing self supply water (this is included in the maintaining equipment and facilities record blank)</b>	Water test results (no record blank provided) All nearby activities (no record blank provided, enter info in plan) Where you get your water from (no record blank provided, enter info in plan) Water treatment system (no record blank provided, enter info in plan) How often you check/repair the water treatment system
<b>Managing personal hygiene and health (Sickness record)</b>	Who was sick      When they were sick
<b>Sourcing, receiving and storing food</b>	Suppliers list and supplier assurances Name & contact details of your supplier Type and quantity of food supplied Temp at time received (if applicable) If you import, also include: Importer registration certificate. Safety and suitability assessment of food you have imported (not a record blank)
<b>Keeping food cold</b>	Temperature of the food in your fridge      Date checked
<b>Cooking poultry, minced meat and liver</b>	Food type      Date cooked Temperature cooked to and how long it stayed at temperature



## Record list

Simply Safe & Suitable cards	Information to record
<p><b>Proving the method you use works every time</b></p> <ul style="list-style-type: none"> <li>• Cooking poultry, minced meat and liver</li> <li>• Using water to control bugs</li> <li>• Using acid to control bugs</li> <li>• Hot smoking to control bugs</li> <li>• Making sushi</li> <li>• Making Chinese style roast duck</li> <li>• Cooking using sous vide</li> <li>• Cooling freshly cooked food</li> <li>• Reheating food</li> </ul>	<p>Method      Batch checks</p>
<p><b>Cooling freshly cooked food</b></p>	<p>The food      Date the food was cooked The time it took to cool down</p>
<p><b>Using water activity control bugs</b></p>	<p><b>Water activity:</b> (no record blank as all a one off) Lab test results / results from your own method Method for drying food      Recipe for brining solutions Permitted additives</p>
<p><b>Using acid to control bugs</b></p>	<p><b>Using acid:</b> (no record blank as a one off) Recipe for pickling solutions</p>
<p><b>Using hot-smoking to control bugs</b></p>	<p><b>Hot-smoking:</b> Smoke house air temperatures      Smoking start time Smoking finish time      Food core temperature at end of cooking If additional time was needed. Hot-smoking (to flavour food only): Smoke house air temperatures      length of the process</p>
<p><b>Transporting food</b></p>	<p>The temperature of your food was chilled/frozen Food was transported at, if it was not used within 4 hours of entering the danger zone</p>
<p><b>Knowing what's in your food</b></p>	<p>Recipes</p>
<p><b>Selling food to other businesses</b></p>	<p>Business details that you supply food to Date you supplied them Products you supply to them      Amount supplied</p>



## Record list

Simply safe & suitable cards	Information to record
<b>Cleaning up and closing*</b>	Cleaning task    Who does it    Date    Frequency
<b>Maintaining equipment and facilities</b>	Regular maintenance checks and repairs (including water systems and tanks)    Who did it    Date
<b>When things go wrong</b>	<p>What went wrong    Date    How you fixed it</p> <p>Steps to prevent it happening again</p> <p>How you keep food safe or made sure no unsafe and unsuitable food was sold</p>
<b>Customer complaints</b>	<p>Customer contact details    Date and time of purchase</p> <p>Food affected including batch/lot ID if applicable</p> <p>What the complaint was about    Cause of problem</p> <p>Action taken immediately    Steps to prevent it happening again</p>
<b>Tracing your food (also see supplier deliver record)</b>	<p><b>Option 1 - Record all information (include this information below if importing)</b></p> <p>Name and contact details of supplier</p> <p>Name and contact details of the manufacturer of the food</p> <p>Any information that shows the food has been assessed as being safe and suitable</p> <p>Best Before and Use By dates (if required)</p> <p>Any information that shows the food is transported safely</p> <p>Description of the food (commodity, brand, lot / batch ID etc.)</p> <p>Any information which will allow food to be traced from the supplier to the registered importer, while it is under the registered importer's possession, to the next person the food is passed onto (other than the final consumer).</p> <p><b>Option 2 - Minimum information required when receiving food</b></p> <p>Name and contact details of supplier</p> <p>Type of food and quantity</p> <p>Temperature at time received (if applicable)</p>



## Record list

Simply Safe & Suitable cards	Information to record
<b>Recalling your food</b>	No record blank provided in pack Copy of Recall notice (forms can be found here: <a href="https://www.mpi.govt.nz/food-business/food-recalls/food-recall-documents/">https://www.mpi.govt.nz/food-business/food-recalls/food-recall-documents/</a> )
<b>Specialist records:</b> <ul style="list-style-type: none"><li>• Making sushi</li><li>• Making Chinese style roast duck</li><li>• Making doner kebab</li><li>• Cooking using sous vide</li></ul>	<b>Making sushi</b> pH measures of rice Cooling time of rice <b>Making Chinese style roast duck</b> Temperature of each duck at the time it was hung up to dry and the time the drying started Temperature of the duck half way through drying process and How you brought temperature down if higher than 25°C. The time the duck was taken from the drying area to be cooked. <b>Making doner kebabs</b> Food type Date food cooked Temperature food cooked to Time food stayed at temperature for <b>Cooking using sous vide</b> Water bath temperatures before adding food Time take for the food to reach the selected internal temperature Length of holding time once the food has reached the selected temperature Internal temperature of the food at the start and end of holding times Cooling time