Food Safety Assessment
Best Practice Guide

WHITEHORSE CITY COUNCIL

WHITEHORSE FOOD SAFE

Food Safety Assessment Best Practice Records

- Food suppliers list

- 6-monthly internal review record

- Allergen policy and matrix

- Staff training record

- Monthly Record A (Temperatures)

- Monthly Record B (Calibration, pest control, incidents)

- Cleaning Schedule (insert)

- Food Safety Documentation (Chapter 3 Food Standards Code, Food Safety Program or Food Safety Guide)

Additional copies of these records can be obtained from your Environmental Health Officer or downloaded from www.whitehorse.vic.gov.au/living-working/health-and-wellbeing/food-safety/5-star-whitehorse-food-safe-program

My Food Suppliers List

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 and foods such as soft drinks or spices are included.

Premises Name: _____

#	Trading name	Business address	Contact phone number
Food suppliers			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

6-MONTHLY INTERNAL REVIEW RECORD

The proprietor, manager or food safety supervisor should complete this record every six months. This record is designed to help you identify areas that need attention.

- All questions are to be answered yes, no or not applicable (N/A)
- Any observations, issues or corrective action must be recorded
- Record to be signed and dated

Name: _____

Position: _____   Date: _____

1. Purchasing/Delivery	Y	N	N/A	Observations/Corrective Action	Date Completed
Are all of the suppliers that you use on your My Food Suppliers list?					
Are product temperatures monitored when received?					
Are products stored correctly after they are received?					
Are all transport vehicles checked regularly?					
Are staff aware of what they need to check for when receiving products?					
Is the delivery record sheet completed?					
Is the incident record completed when damaged goods are received?					
2. Storage	**Y**	**N**	**N/A**	**Observations/Corrective Action**	**Date Completed**
Are all foods stored off the ground and not overstocked?					
Are foods in storage, stored in the correct temperature range?					
Is the temperature record completed daily?					
Is there a risk of cross contamination in the storage area from raw to					

cooked or raw to ready to eat foods?					
Are all storage containers labelled and covered appropriately?					
Are food stocks stored and rotated to ensure products do not go out of date? eg use older food first.					

3. Preparation	Y	N	N/A	Observations/Corrective Action	Date Completed
Is there a risk of cross contamination in the preparation area?					
Are staff aware of safe food handling practices and how to avoid food contamination?					
Are staff personal belongings stored out of food preparation areas?					
Is food waste disposed of appropriately and regularly removed from preparation areas?					

4. Processing	Y	N	N/A	Observations/Corrective Action	Date Completed
Is processing equipment well-maintained and clean?					
Has the activity log been completed?					
Are approved methods of thawing being used to defrost foods?					
Is there a risk of cross contamination during thawing?					
Are foods being cooked to at least 75° C?					
Is cross contamination being avoided during cooking?					
Is food being cooled within the recommended time frames?					
Is food being cooled quickly in small batches?					

Question	Y	N	N/A	Observations/Corrective Action	Date Completed
Is cross contamination being avoided during cooling?					
Are foods being reheated to at least 60°C?					
Is cross contamination being avoided during reheating?					
5. Display and Serving	**Y**	**N**	**N/A**	**Observations/Corrective Action**	**Date Completed**
Are the display units temperatures completed?					
Are cross contamination risks avoided during display and serving?					
6. Packaging and Labelling	**Y**	**N**	**N/A**	**Observations/Corrective Action**	**Date Completed**
Is packaging material stored appropriately?					
Does labelling comply with national food standards?					
To assist in food recalls, are there batch or lot numbers on labels?					
7. Transport	**Y**	**N**	**N/A**	**Observations/Corrective Action**	**Date Completed**
Are transport vehicles clean and in good condition?					
Is food transported at appropriate temperatures and stored to avoid contamination?					
Are transport staff aware of appropriate food safety practices, including the use of protective clothing?					
8. Customer Complaints	**Y**	**N**	**N/A**	**Observations/Corrective Action**	**Date Completed**
Are customer complaints and your corrective actions recorded on the incident record?					
Are staff aware of what to do if they					

	Y	N	N/A	Observations/Corrective Action	Date Completed
receive a customer complaint?					
Does your business provide sufficient information to customers with allergies?					

9. Personal Health and Hygiene	Y	N	N/A	Observations/Corrective Action	Date Completed
Are staff aware of safe food practices and their responsibilities to ensure they handle food safely?					
Do staff wear suitable clothing when handling food?					
Do staff wash their hands at appropriate times and have clean hands at all times when handling food?					

10. Illness	Y	N	N/A	Observations/Corrective Action	Date Completed
Are staff aware they must not be at work if they are suffering from any gastroenteritis illness or food borne disease?					
Are staff aware of their responsibilities in providing a clearance certificate upon returning to work after suffering any gastroenteritis illness or food borne disease?					

11. Cleaning and Sanitising	Y	N	N/A	Observations/Corrective Action	Date Completed
Does the cleaning schedule include all relevant information?					
Is there adequate equipment to undertake cleaning and sanitising effectively?					
Are all cleaning chemicals clearly labelled and stored appropriately?					

12. Pest Control and Waste	Y	N	N/A	Observations/Corrective Action	Date Completed
Has the Pest Control Record been completed?					

	Y	N	N/A	Observations/Corrective Action	Date Completed
Has appropriate action been taken when evidence of pest activity has been identified?					
Are internal and external rubbish bins provided with lids?					
Are internal and external rubbish bins cleaned regularly?					
Are waste bins in the preparation area emptied regularly?					
13. Maintenance	**Y**	**N**	**N/A**	**Observations/Corrective Action**	**Date Completed**
Are the following in good condition and working order?					
Floors					
Walls					
Ceilings					
Hand basins					
Sinks eg wash up sink and food preparation sink					
Cooking equipment eg ovens/stoves					
Preparation equipment eg chopping boards					
Pest proofing measures eg flyscreens					
Benches					
Refrigeration units					
Exhaust system – good working order					
Exhaust systems–internal surface clean					
Exhaust system – date filters cleaned					
Exhaust system – date ducts and flue cleaned					

	Y	N	N/A	Observations/Corrective Action	Date Completed
Lighting					
Shelving units					
Toilets/plumbing					
Garbage areas					
Grease trap – in good working order					
Grease trap – date last pumped out					
Internal grease interceptor – clean					
Internal grease interceptor – serviced every 6 months					
14. Business Responsibilities	**Y**	**N**	**N/A**	**Observations/Corrective Action**	**Date Completed**
Food Safety Supervisor has re-certified training within 5 years					
New staff members have been trained in food safety All food handlers who handle high risk food must have appropriate skills and knowledge					
Staff aware of allergen management					
Staff training record updated					

Exhaust System

It is important that food businesses maintain the mechanical exhaust systems (including ducts and flue) in a clean condition. Exhaust systems that are not maintained have a build-up of grease and residue that can result in a kitchen fire.

Remember to keep a copy of the invoice from the professional contractor to demonstrate when your mechanical exhaust system was last cleaned.

Grease Traps

Food businesses need to have a Trade Waste agreement with Yarra Valley Water and a maintained grease trap that is regularly emptied and cleaned. Remember to keep a copy of the invoice from the contractor to demonstrate when your grease trap was last cleaned.

If you are not sure if your business generates Trade Waste, please contact the Yarra Valley Water Trade Waste Team on 1300 771 865 or email twapplications@yvw.com.au

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Exhaust systems–internal surface clean					
Exhaust system – date filters cleaned					
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Shelving units					
Toilets/plumbing					
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Staff aware of allergen management					
Staff training record updated					

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ALLERGEN MANAGEMENT POLICY RECORD

All businesses must complete the Allergen Matrix. If an allergy free claim is being made, the allergen management policy must be completed in addition to the matrix.

Aim
To assist food service staff in the management of food allergies in their food service.

Risk
Supplying incorrect food or drink to customers with a food allergy can result in adverse and potentially life–threatening allergic reactions (anaphylaxis).

Definitions
Allergic reaction: occurs when someone develops symptoms following exposure to an allergen. Allergic reactions can range from mild to severe.

Allergy: when a person's immune system reacts to substances in the environment that are harmless for most people. These substances are known as allergens.

Allergy Chef Card: a resource provided by Allergy & Anaphylaxis Australia that outlines the foods an individual must avoid and designed to be given to food handlers See
https://allergyfacts.org.au/shop/food-preparation-tools/chef-cards-x10

Anaphylaxis: the most severe form of allergic reaction requiring urgent medical treatment. For the purposes of recognition and emergency treatment, anaphylaxis signs and symptoms as stated on the Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan include:

Mild or moderate reactions
- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting

Anaphylaxis
Watch for **any one** of the following signs of anaphylaxis:
- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

Food Allergy: when a person's immune system reacts to a food or drink, resulting in symptoms. Reactions can occur after eating a small amount, even trace amounts of food and drink.

Food Intolerance: the inability to digest a food which can cause discomfort and stress but is not life–threatening. Food intolerance does not involve the immune system.

Food service: comprises (but is not limited to) the provision of food to consumers by cafes, restaurants, hotels, pubs, airlines, other holiday transport, hospitals and other health care or aged care facilities, bakeries, patisseries, caterers, camp services and boarding facilities (schools, universities) and educational facilities (school canteens and child care).

Food handler: a person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food, for a food business. Food handlers include cooks and chefs.

Front of House staff: all wait staff, servers, hosts, food runners, bussers, bar staff, sommeliers and managers who are often out on the floor, meeting, greeting and interacting with customers.

Background

Ninety percent of food allergic reactions are caused by the common allergy causing foods.

These ten common food allergens in Australia as specified by Food Standards Australia New Zealand (FSANZ) are:

- Cereals containing Gluten (wheat, barley, rye, oats)
- Peanuts
- Cow's milk
- Fish
- Sesame
- Egg
- Tree nuts (ie walnut, cashew, almond etc)
- Soy
- Crustacea
- Lupin

Food labels are required by law to declare if the food or beverage contains any of the above ten common food allergens.

While these foods cause around 90% of food allergic reactions in Australia, **any** food can cause an allergic reaction and food service providers need to accommodate **all** declared food allergies.

Customers have a legal right to be able to access accurate information on food content. Food labels and product information forms (PIF's) are required by law to declare if the food or beverage contains any of these common food allergens, noting that gluten (and the source of gluten) needs to be declared not wheat, under the Food Standards Code.

When a food does not have to have a label (such as food made and packaged on the premises from which it is sold), then the Food Standards Code requires the seller to provide information about the common food allergens to customers on request.

> If your business does not make an allergy free claim, or you cannot guarantee your food has not been cross-contaminated during production or preparation when requested, you must tell the customer. You must still complete the Allergen Matrix.

Food business can be liable under the Food Act 1984 when food for sale does not comply with the purchaser's request or when a food is falsely described that creates a false impression to the nature or substance of the food (this includes advertisements).

Communication and documentation

What: Customers will be asked to disclose their food allergies or special dietary requirements when booking and ordering from the menu.

How: Menus and notice boards will contain a statement asking customers to advise front of house staff of any food allergies. In addition to verbally disclosing their food allergy, customers may ask a range of questions about ingredient and preparation methods and the food service will have processes in place for staff to be able to answer these.

What: Customer's allergy information will be accurately recorded by front of house staff on the order, and verbally confirmed with the food handler(s) preparing the food. If the customer has brought an Allergy Chef Card this will be provided to the food handler(s).

How: All staff are responsible for checking that the meals provided match the order and are delivered to the correct customer.

Food Allergen Management Policy

_____ [*Insert Business Trading Name*] will provide appropriate menu options for customers with food allergy.

All incidents, including near misses, related to food allergy are to be clearly documented and corrective actions taken. (Record this on Monthly Record B).

Information about the ingredients of the food or drink must be up to date and available to staff and provided to the customer on request.

Meal Preparation and Provision

- Meal preparation processes will be undertaken wearing non-latex (latex-free) gloves, if gloves are used.
- Food handlers and front of house staff are responsible for checking that the meals provided match the order and are delivered to the correct customer.
- _____(eg allergy flags in meals) will be used to identify standard meals and meals for customers with food allergy.
- Staff members will confirm the customer's identity and allergy when delivering their order, if an Allergy Chef Card was provided, this will be returned to the customer with the meal.
- A meal for a customer with a food allergy must not be left at their table if the customer is not present.
- All 'allergy meals and drinks' are delivered to the customer without the other meals in order to minimise the risk of providing the wrong meal to the customer with food allergy.
- Customer allergen information will be printed and provided with the meal.
- All 'allergy meals' should be prepared and plated by a food handler who has completed the required food allergen management training https://foodallergytraining.org.au/

- Menu items are prepared following standardised recipes approved by _____[*Insert relevant staff member*]. Any changes to standardised menu items or recipes must be authorised by _____[*Insert relevant staff member*].
- A food allergen menu matrix must be completed and should include <u>all</u> menu items and be updated regularly and particularly if suppliers have changed.
- _____[*Insert Business Trading Name*] is registered to receive [FSANZ Subscription Services](#)

Food Ordering and suppliers
- An ingredient list or Product Information Form (PIF) must be provided **with every order** from suppliers to be used for assessing safety regarding allergen management. A copy of this and/or a copy of the product's label should be kept in an easily accessible central place to:
  - Assist with identifying changes in brands between audits, and
  - Help making informed decisions regarding product substitution should this occur.
- A system must be in place to check changes to product formulation or processing (eg. Cross contamination risk).
- All products and ingredients used in the food service menu will be approved by _____[*insert relevant staff member*].
- All products are stored in sealed, labelled packages/containers to minimise the risk of cross contamination and ingredient labels are to be checked.
- _____ [*Insert Business Trading Name*] has a process for managing products decanted from original packaging; labelling with the product name, ingredients, allergen statements, use by dates and date decanted.
- Designated allergen free ingredients should be stored separately from allergen containing foods due to the risk of cross contamination (eg wheat free flour stored separately to wheat-based flour).

Cleaning and Sanitising
- All meal storage and preparation areas are required to be cleaned with hot soapy water and a clean cloth/disposable paper.
- Prior to preparing a meal for of a specific allergen, check that food items have been stored appropriately and ingredient labels are checked for the appropriate allergen.
- Where possible, to avoid cross-contamination, meals free of a specific allergen should be prepared immediately after cleaning, and before meals containing allergens are prepared. A separate cleaned bench for preparing meals free of specific allergens can be considered.
- If more than one allergy free meal is being prepared, processes are needed to prevent cross-contamination from one allergy meal to another, as customers may be allergic to different foods.
- All utensils, equipment and preparation areas must be cleaned thoroughly between preparation of different menu items and ingredients.

Education and Training

- _____ [*Insert Business Trading Name*] will ensure that appropriate information, education and training are available and implemented for all staff involved in the handling and preparation of food for individuals with food allergies and food intolerances.
  - All staff will be expected to have completed initial training relevant to their role, at least every 2 years. Specific training modules can be found here – https://nationalallergystrategy.org.au/resources/food-service/all-about-allergens-training
- Training records are kept, documenting which staff have completed training, what training they have completed and when they last completed their training.
- All relevant relief or casual staff complete a site induction which includes food allergen management training.

Front of House Staff

- All wait staff, servers, hosts/hostess, food runners, bussers, bartenders, sommeliers and managers will complete All About Allergens or equivalent in-house training which includes allergy awareness.
- In-house training regarding food allergy meal ordering, delivery and verifying food allergies with staff and customers at _____ [*Insert Business Trading Name*]
- National Allergy Strategy All About Allergens online training course, for anyone working in a food service is available free of charge: https://foodallergytraining.org.au/

References
[1]ASCIA. (2020). Information for patients, consumers and carers: Glossary of terms
[2]ASCIA. (2019). Information for patients, consumers and carers: What is allergy?
[3]ASCIA. (2020). Information for health professionals: Anaphylaxis resources
[4]ASCIA. (2020). Information for health professionals: First Aid Plan for Anaphylaxis
[5]ASCIA. (2019). Information for patients, consumers and carers: Food intolerance

Useful resources
All about Allergens Resource Hub - https://foodallergytraining.org.au/resources/
Food Allergy Aware - https://foodallergyaware.org.au/

Date First Issued:		Last Reviewed:		Review Date:	
Approved by:				Date:	

FOOD ALLERGEN MATRIX RECORD

Menu item	Milk (dairy)	Egg	Fish	Crustacean	Mollusc	Sesame	Lupin	Peanut	Soy, Soya, Soybean	Sulphites >10mg/kg	Almond	Brazil nut	Cashew	Hazelnut	Macadamia	Pecan	Pine nut	Pistachio	Walnut	Wheat	Gluten	Barley	Oats	Rye

(Columns Almond through Walnut grouped under **Tree nuts**; columns Wheat through Rye grouped under **Gluten containing cereals**)

STAFF TRAINING RECORD

Use this record to document the names of all food handlers and the training they have completed and review annually to update existing staff details and to include new staff.

- Food Safety Supervisors must re-certify their training every 5 years
- All Food handlers who handle high risk food must have appropriate skills and knowledge achieved by:
  - completing free online training available on the Department of Health and Human Services website www.dofoodsafely.health.vic.gov.au
  - completing vocational training courses
  - completing internal training which covers safe food handling, cross contamination risks, cleaning/sanitising and personal hygiene

Staff training should include:

- Formal training provided by registered training organisation – record the qualifications completed by staff (minimum of 3 staff formally qualified)
- Free online training 'All About Allergens' and resources available through the national Allergen Strategy website www.foodallergytraining.org.au

Name of staff member	Position of staff member	Formal qualifications	Free on line training	Internal training
Megan Smith	Food Handler	Use hygienic practices for food safety, 2020	Do Food Safely – Completed 2023	Cleaning and sanitising procedure

MONTHLY RECORD A – Month_____ Year_____
Temperature Checks

	Cold Storage: 5℃ or less				Frozen storage: –15℃ or colder				Hot storage 60℃ or hotter		
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.											
Date	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	Corrective Action
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
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28											
29											
30											
31											

Cooking temperature checks

Monitor and record that the temperature of one menu item reaches 75⁰C or above		
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? _____

MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

Calibrate each thermometer at least once per year. Thermometers must be accurate to +/-1°C and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

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. 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.

Date	Thermometer ID	Temperature °C ice water	Temperature °C boiling water

Pest control

To be completed each month by the proprietor, manager or food safety supervisor.
- **This record is designed to help you identify any pest infestation within the business.**
- **Check for any activity of pests including, ants and cockroaches.**
- **If pests are present, treat and record action taken.**

Note: Professional pest control records are accepted where the visits are scheduled every 6-10 weeks

Yes, I use a professional pest control company. Name of company _____

Area checked	Evidence (Y/N/NA)	Action taken	Responsible person
Dry storage area			
Main kitchen			
Rear Yard			

Incidents

The proprietor, manager or food safety supervisor must complete this record when there has been an incident reported. Incidents include when damaged foods being delivered from a supplier, customer complaint, staff illness

Date	Name of supplier/customer	Type of incident	Detail of incident	Corrective action	Signature
1/5/22	Cindy Lee	Complaint	Spoke to manager, explained soup was cold	FSS met with staff to discuss	C. Jones

MONTHLY RECORD A – Month_____ Year_____

Temperature Checks

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.										
	Cold Storage: 5℃ or less				Frozen storage: –15℃ or colder				Hot storage 60℃ or hotter		Corrective Action
Date	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	
1											
2											
3											
4											
5											
6											
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Cooking temperature checks

Monitor and record that the temperature of one menu item reaches 75⁰C or above		
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? _____

MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

Calibrate each thermometer at least once per year. Thermometers must be accurate to +/-1°C and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

Ice water check

5. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0 °C.
6. Insert the thermometer for at least 10 seconds until the reading is stable.
7. An accurate thermometer will show a temperature between -1 °C and +1 °C.
8. 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

5. Boil some water.
6. Insert the thermometer for at least 10 seconds until the reading is stable.
7. An accurate thermometer will show a temperature between 99 °C and 101 °C.
8. If it shows a temperature greater or less than 99 °C and 101 °C, the thermometer is inaccurate and needs to be replaced immediately.

Date	Thermometer ID	Temperature °C ice water	Temperature °C boiling water

Pest control

To be completed each month by the proprietor, manager or food safety supervisor.
- **This record is designed to help you identify any pest infestation within the business.**
- **Check for any activity of pests including, ants and cockroaches.**
- **If pests are present, treat and record action taken.**

Note: Professional pest control records are accepted where the visits are scheduled every 6-10 weeks

Yes, I use a professional pest control company. Name of company _____

Area checked	Evidence (Y/N/NA)	Action taken	Responsible person
Dry storage area			
Main kitchen			
Rear Yard			

Incidents

The proprietor, manager or food safety supervisor must complete this record when there has been an incident reported. Incidents include when damaged foods being delivered from a supplier, customer complaint, staff illness

Date	Name of supplier/customer	Type of incident	Detail of incident	Corrective action	Signature
1/5/22	Cindy Lee	Complaint	Spoke to manager, explained soup was cold	FSS met with staff to discuss	C. Jones

MONTHLY RECORD A – Month_____ Year_____

Temperature Checks

	Cold Storage: 5℃ or less				Frozen storage: –15℃ or colder				Hot storage 60℃ or hotter		
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.											
Date	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	**Corrective Action**
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Cooking temperature checks

Monitor and record that the temperature of one menu item reaches 75⁰C or above		
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? _____

MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

Ice water check

9. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0 °C.
10. Insert the thermometer for at least 10 seconds until the reading is stable.
11. An accurate thermometer will show a temperature between -1 °C and +1 °C.
12. 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

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

Date	Thermometer ID	Temperature °C ice water	Temperature °C boiling water

Pest control

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Area checked	Evidence (Y/N/NA)	Action taken	Responsible person
Dry storage area			
Main kitchen			
Rear Yard			

Incidents

Date	Name of supplier/customer	Type of incident	Detail of incident	Corrective action	Signature
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MONTHLY RECORD A – Month_____ Year_____

Temperature Checks

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.										
	Cold Storage: 5℃ or less				Frozen storage: –15℃ or colder				Hot storage 60℃ or hotter		
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Cooking temperature checks

Monitor and record that the temperature of one menu item reaches 75⁰C or above		
Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓or ✗)

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MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

Calibrate each thermometer at least once per year. Thermometers must be accurate to +/-1℃ and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

Ice water check

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

Boiling water check

13. Boil some water.
14. Insert the thermometer for at least 10 seconds until the reading is stable.
15. An accurate thermometer will show a temperature between 99 ℃ and 101 ℃.
16. If it shows a temperature greater or less than 99 ℃ and 101 ℃, the thermometer is inaccurate and needs to be replaced immediately.

Date	Thermometer ID	Temperature ℃ ice water	Temperature ℃ boiling water

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Area checked	Evidence (Y/N/NA)	Action taken	Responsible person
Dry storage area			
Main kitchen			
Rear Yard			

Incidents

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Date	Name of supplier/customer	Type of incident	Detail of incident	Corrective action	Signature
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MONTHLY RECORD A – Month_____ Year_____

Temperature Checks

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.										
	Cold Storage: 5℃ or less				Frozen storage: –15℃ or colder				Hot storage 60℃ or hotter		
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Cooking temperature checks

Monitor and record that the temperature of one menu item reaches 75ºC or above		
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? _____

MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

Ice water check

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

Boiling water check

17. Boil some water.
18. Insert the thermometer for at least 10 seconds until the reading is stable.
19. An accurate thermometer will show a temperature between 99 ℃ and 101 ℃.
20. If it shows a temperature greater or less than 99 ℃ and 101 ℃, the thermometer is inaccurate and needs to be replaced immediately.

Date	Thermometer ID	Temperature ℃ ice water	Temperature ℃ boiling water

Pest control

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Area checked	Evidence (Y/N/NA)	Action taken	Responsible person
Dry storage area			
Main kitchen			
Rear Yard			

Incidents

Date	Name of supplier/customer	Type of incident	Detail of incident	Corrective action	Signature
1/5/22	Cindy Lee	Complaint	Spoke to manager, explained soup was cold	FSS met with staff to discuss	C. Jones

MONTHLY RECORD A – Month_____ Year_____
Temperature Checks

Date	Cold Storage: 5℃ or less				Frozen storage: –15℃ or colder				Hot storage 60℃ or hotter		Corrective Action
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Cooking temperature checks

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? _____

MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

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Ice water check

21. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0 °C.
22. Insert the thermometer for at least 10 seconds until the reading is stable.
23. An accurate thermometer will show a temperature between -1 °C and +1 °C.
24. 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

21. Boil some water.
22. Insert the thermometer for at least 10 seconds until the reading is stable.
23. An accurate thermometer will show a temperature between 99 °C and 101 °C.
24. If it shows a temperature greater or less than 99 °C and 101 °C, the thermometer is inaccurate and needs to be replaced immediately.

Date	Thermometer ID	Temperature °C ice water	Temperature °C boiling water

Pest control

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Area checked	Evidence (Y/N/NA)	Action taken	Responsible person
Dry storage area			
Main kitchen			
Rear Yard			

Incidents

The proprietor, manager or food safety supervisor must complete this record when there has been an incident reported. Incidents include when damaged foods being delivered from a supplier, customer complaint, staff illness

Date	Name of supplier/customer	Type of incident	Detail of incident	Corrective action	Signature
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MONTHLY RECORD A – Month_____ Year_____

Temperature Checks

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.										
	Cold Storage: 5℃ or less				Frozen storage: −15℃ or colder				Hot storage 60℃ or hotter		
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Cooking temperature checks

Monitor and record that the temperature of one menu item reaches 75⁰C or above		
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? _____

MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

> Calibrate each thermometer at least once per year. Thermometers must be accurate to +/-1°C and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

Ice water check

25. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0 °C.
26. Insert the thermometer for at least 10 seconds until the reading is stable.
27. An accurate thermometer will show a temperature between -1 °C and +1 °C.
28. 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

25. Boil some water.
26. Insert the thermometer for at least 10 seconds until the reading is stable.
27. An accurate thermometer will show a temperature between 99 °C and 101 °C.
28. If it shows a temperature greater or less than 99 °C and 101 °C, the thermometer is inaccurate and needs to be replaced immediately.

Date	Thermometer ID	Temperature °C ice water	Temperature °C boiling water

Pest control

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Area checked	Evidence (Y/N/NA)	Action taken	Responsible person
Dry storage area			
Main kitchen			
Rear Yard			

Incidents

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MONTHLY RECORD A – Month_____ Year_____

Temperature Checks

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.										
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Cooking temperature checks

Monitor and record that the temperature of one menu item reaches 75ºC or above		
Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓or ✗)

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MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

Calibrate each thermometer at least once per year. Thermometers must be accurate to +/-1°C and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

Ice water check

29. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0 °C.
30. Insert the thermometer for at least 10 seconds until the reading is stable.
31. An accurate thermometer will show a temperature between -1 °C and +1 °C.
32. 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

29. Boil some water.
30. Insert the thermometer for at least 10 seconds until the reading is stable.
31. An accurate thermometer will show a temperature between 99 °C and 101 °C.
32. If it shows a temperature greater or less than 99 °C and 101 °C, the thermometer is inaccurate and needs to be replaced immediately.

Date	Thermometer ID	Temperature °C ice water	Temperature °C boiling water

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Area checked	Evidence (Y/N/NA)	Action taken	Responsible person
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Main kitchen			
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MONTHLY RECORD A – Month_____ Year_____
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Calibrate each thermometer at least once per year. Thermometers must be accurate to +/-1°C and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

Ice water check

33. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0 °C.
34. Insert the thermometer for at least 10 seconds until the reading is stable.
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36. 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

33. Boil some water.
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MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

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37. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0 °C.
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Pest control

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Cooking temperature checks

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Monitor and record that the temperature of one menu item reaches 75⁰C or above

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MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

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Ice water check

41. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0 °C.
42. Insert the thermometer for at least 10 seconds until the reading is stable.
43. An accurate thermometer will show a temperature between -1 °C and +1 °C.
44. 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

41. Boil some water.
42. Insert the thermometer for at least 10 seconds until the reading is stable.
43. An accurate thermometer will show a temperature between 99 °C and 101 °C.
44. If it shows a temperature greater or less than 99 °C and 101 °C, the thermometer is inaccurate and needs to be replaced immediately.

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The proprietor, manager or food safety supervisor must complete this record when there has been an incident reported. Incidents include when damaged foods being delivered from a supplier, customer complaint, staff illness

Date	Name of supplier/customer	Type of incident	Detail of incident	Corrective action	Signature
1/5/22	Cindy Lee	Complaint	Spoke to manager, explained soup was cold	FSS met with staff to discuss	C. Jones

MONTHLY RECORD A – Month_____ Year_____

Temperature Checks

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.										
	Cold Storage: 5℃ or less				Frozen storage: –15℃ or colder				Hot storage 60℃ or hotter		
Date	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	Corrective Action
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2											
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Cooking temperature checks

Monitor and record that the temperature of one menu item reaches 75⁰C or above		
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? _____

MONTHLY RECORD B – Month_____Year_____

Thermometer calibration

Calibrate each thermometer at least once per year. Thermometers must be accurate to +/-1°C and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

Ice water check

45. Mix ice and water in a container. Let it sit for a few minutes. This will chill the water to 0 °C.
46. Insert the thermometer for at least 10 seconds until the reading is stable.
47. An accurate thermometer will show a temperature between –1 °C and +1 °C.
48. 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

45. Boil some water.
46. Insert the thermometer for at least 10 seconds until the reading is stable.
47. An accurate thermometer will show a temperature between 99 °C and 101 °C.
48. If it shows a temperature greater or less than 99 °C and 101 °C, the thermometer is inaccurate and needs to be replaced immediately.

Date	Thermometer ID	Temperature °C ice water	Temperature °C boiling water

Pest control

To be completed each month by the proprietor, manager or food safety supervisor.
- This record is designed to help you identify any pest infestation within the business.
- Check for any activity of pests including, ants and cockroaches.
- If pests are present, treat and record action taken.

Note: Professional pest control records are accepted where the visits are scheduled every 6–10 weeks

Yes, I use a professional pest control company. Name of company _____

Area checked	Evidence (Y/N/NA)	Action taken	Responsible person
Dry storage area			
Main kitchen			
Rear Yard			

Incidents

The proprietor, manager or food safety supervisor must complete this record when there has been an incident reported. Incidents include when damaged foods being delivered from a supplier, customer complaint, staff illness

Date	Name of supplier/customer	Type of incident	Detail of incident	Corrective action	Signature
1/5/22	Cindy Lee	Complaint	Spoke to manager, explained soup was cold	FSS met with staff to discuss	C. Jones

ACKNOWLEDGEMENT OF COUNTRY

Whitehorse City Council acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the traditional owners of the land. We pay our respects to their Elders past, present and emerging.

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