

FOOD SAFETY RECORD BOOKLET

Meeting the Requirements of Food Safety Standard 3.2.2A



This booklet has been produced by Whitsunday Regional Council (Council) to assist food businesses in meeting the requirements of Food Safety Standard 3.2.2A which requires certain businesses to substantiate food safety management of prescribed activities. This means that records of critical food safety risks must be maintained, or management of food safety activities must be demonstrated through other suitable means to an Environmental Health Officer. Council strongly recommends that affected businesses demonstrate compliance through the keeping of records as this is the easiest solution to demonstrate compliance. The prescribed activities in Standard 3.2.2A relate to:

- receipt, storage, display and transport (if applicable) of potentially hazardous foods under temperature control
- adequate processing (e.g. cooking, acidifying, fermenting) of potentially hazardous foods
- minimisation of the time potentially hazardous foods are out of temperature control during processing
- cooling of potentially hazardous foods within the specified time and temperature limits
- reheating of potentially hazardous foods rapidly to the required temperature
- adequate cleaning and sanitisation of food surfaces and equipment.

Businesses are also required to demonstrate evidence that all persons involved with the handling of food have undertaken some form of food safety training. Council offers free online food safety training via <u>www.whitsunday.imalert.com.au</u>. Please note that this training is not suitable for Food Safety Supervisors who are required to complete the necessary course modules through a Registered Training Organisation. Details on qualifications required for Food Safety Supervisors can be found on the <u>Queensland Health Website</u>.

Please note that the example templates provided in this booklet are examples only and should be contextualised to individual business needs. Businesses are welcome to use their own recording forms, there is no onus on businesses to use the templates provided in this booklet.

If your business has an Accredited Food Safety Program with Whitsunday Regional Council, you are not required to complete these records in addition to the records you are already completing as part of your Food Safety Program.

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Record Sheet	How to Complete
Daily Food Production Log	This log is presented as a Daily Production Log. If you would rather have dedicated record sheets for each of the activities on this Log, individual templates are also available for download.
	Incoming Goods – randomly select three different items of potentially hazardous foods. If you don't have a delivery on the day, this table can be marked as N/A for that day.
	Cooked Foods – randomly selected three (3) different items of potentially hazardous foods over the course of the day to record.
	Reheated Foods – this is for foods that have been cooled and then reheated for serving, for example, a roast may be cooked Wednesday morning and is then sliced and placed in the cold room. It is then reheated and served in a roast gravy roll on Thursday. Note that this may not be applicable for every business.
	Cooling Foods – this is for foods that are cooked and then cooled to be served cold or for reheating. Note that this may not be applicable for every business. Follow the directions on the record sheet to aid with completion.
	Daily Temperature Log – this is to be completed twice a day (AM and PM) for each unit that holds potentially hazardous foods. Follow directions on the record sheet to aid with completion.
2hr/4hr Time Monitoring Record	This is be completed each time an item of potentially hazardous food is taken out of temperature control. Follow the directions on the record sheet to aid with completion.
Transporting Food Record	Note that this is only applicable to businesses who transport potentially hazardous food (i.e. offer delivery to clients, transport food from one kitchen to another, etc). This will not be applicable to all food businesses. Please disregard if your business does not transport food.
Daily/Weekly/Monthly Cleaning Schedule	Businesses are to complete this table themselves adding in all major items in the kitchen area which are required to be cleaned, who is responsible and when this is to occur. Please add more rows as required if more space is required to add all items to be cleaned. Don't forget walls, floors, ceilings, exhaust canopies, cold rooms, window sills, cooking equipment, blenders, meat slicers, fridges, freezers, dry storage area, shelving, utensils, chopping boards, containers holding food, cutlery, dishwasher filters and all other items which are to be cleaned.
Thermometer Calibration Recording Sheet	This is to be completed at least once every quarter (for larger businesses, this should be once per month) to demonstrate thermometers in use are accurate. Follow the calibration guide in this document for details on how to calibrate and ensure that both the ice point and boiling point calibrations are performed.
Food Handler Skills and Knowledge Checklist	This is a checklist businesses may use as part of their induction process for new employees and as an annual verification that staff have received adequate training and are aware of their food safety obligations.
Food Handler Group Education Attendance Sheet	This is to be completed if food businesses run in-house or external training where a number of staff attend at once.
Staff Training Register	This is to be completed for each and every staff member who has received food safety training (minimum annual basis) to verify that staff continue to have adequate skills and knowledge. All staff involved in the handling or serving of food are required to receive training on a minimum annual basis.
Food Safety Supervisor Internal Verification Checklist	This is to be completed at least once every quarter by the nominated Food Safety Supervisor and/or Manager. This record acts as verification to ensure the business continues to comply with the requirements of Food Safety Standard 3.2.2A and identify any areas of improvement.

Daily Food Production Record

Incoming Goods – record a sample of a potentially hazardous food off each delivery

Supplier	Food Item	Temp <5.0°C	Frozen Hard? Y or N	Used by Date OK? Y or N	Packaging and Label Intact? Y or N	Visual Check OK? Y or N	Corrective Actions (if necessary)	Staff Initials

Date:

Cooked Foods - foods must reach a minimum core temp of 60.0°C

Reheated Foods – food must reach minimum core temp of 60°C within max. 2hrs

End Cook Time	Cooked Food Item	Temp >60.0°C	Corrective Actions (if necessary)	Staff Initials	Reheated Food Item	Start RH Time	End RH Time	Temp >60.0°C	Corrective Actions (if necessary)	Staff Initials

Cooling Foods - Food must fall from 60.0°C to below 21°C within the first 2hrs, and then from 21.0°C (or below) to 5.0°C (or below) within a further 4hrs (max 6hrs total)

Food Item being cooled	Time food is at 60.0°c	Temp of food after 2hrs <21.0 °c	Corrective Actions (if necessary)	Time 4hrs later	Temp of food 4hrs later (must be <5.0°c)	Corrective Actions <i>(if necessary)</i>	Staff Initials

Daily Temperature Log

Cold Storage Units should be operating at 5.0° c or below to keep foods inside at or below 5.0° C – A selected food item in each fridge is to be recorded at a minimum each day, recommended twice daily, and each to be a minimum 6hrs apart, then signed off with initials of the person taking the recording. If you have a dishwasher, temperature is to be taken during the rinse cycle – not the wash cycle – and should be above 80° C.

Food in #	_	Food in #	ridge 2	Temj Freeze			np of zer #2	Co	d in old olay		in Hot olay		vasher (>80°C)	Corrective Actions <i>(if necessary)</i>	Staff Initials
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		

2hr / 4hr Time Monitoring Record

Business Name:

Temperature Control

Maintain potentially hazardous food at a temperature of 5°C or below, or, 60°C and above. However, if food is kept between 5°C and 60°C, the duration of this time must be monitored and recorded. It is important to remember that when using the 2hr / 4hr guidelines, time periods are cumulative – ie. each time period that food is kept between 5°C and 60°C has to be added up to reach a total time and limits below cannot be exceeded prior to the consumption of the food item otherwise it may be biologically unsafe to eat.

Corrective Actions

- Potentially hazardous food that has been kept between 5°C and 60°C for less than two hours **must** be refrigerated or used immediately.
- Potentially hazardous food that has been kept between 5°C and 60°C for longer than two hours but less than four hours **must** be used immediately.
- Potentially hazardous food that has been kept between 5°C and 60°C for longer than four hours <u>MUST</u> be thrown out.

Food Item being Handled / prepared	Date	Start Time – food taken out of Fridge	Activity you are conducting with the food (ie. preparation, display, etc)	End Time - when you placed food back in	Total time out of Temp Control	Corrective Action	Staff Initials
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Transporting Food Record

This record is to be maintained to demonstrate that potentially hazardous cold foods are transported at 5.0°C or below; or 60.0°C or above for hot foods, or, that the total time out of temperature control does not exceed 4 hours (see 2 hour/4 hour rule).

2hr / 4hr Rule as follows:

Potentially hazardous food that has been kept between 5°C and 60°C for less than two hours **must** be refrigerated or used immediately.

Potentially hazardous food that has been kept between 5°C and 60°C for longer than two hours - but less than four hours - **must** be used immediately.

Date	Description of Food	Time left Business	Core Temp < 5.0°c or > 60.0°c	Time Arrived at Destination	Core Temp < 5.0°c or > 60.0°c	Corrective Action	Staff Initials

Daily / Weekly / Monthly Cleaning Schedule

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Business Name:

Daily Tasks- each task initialled each day / Weekly Tasks- each task initialled minimum once per week / Monthly & Quarterly Tasks- each task initialled minimum once per month / quarter.

Area/Equipment	Person Responsible	Frequency	We	ek S	Starti	ng:				We	ek S	Starti	ng:				We	ek S	Starti	ng:				We	ek S	Starti	ng:			
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Corrective Actions / Notes:

Food safety supervisor to review and sign: _____

Date:



It is a requirement of the food standards codes that each business has at least one probe thermometer accurate to +/-1°C for the control temperature (i.e. 0.0°C for cold and 100.0°C for hot) available for use at all times. It is recommended to always hold a spare device in case the primary device is damaged or is not working. For larger businesses, multiple probe thermometers may be required.

It is important to conduct regular calibration checks of all temp measuring devices to ensure this equipment is accurately measuring your temperatures. As a guide, all thermometers should be calibrated at least once <u>every</u> <u>three months</u> using both the hot and cold process detailed below, or if a device is accidently dropped. Ensure that any brand-new devices are calibrated prior to their first use also.

Thermometers used to measure the temperature of both cold and hot potentially hazardous foods are calibrated using both the 'Ice Point Check' and a 'Boiling Point Check' methods. Make sure that the thermometer is at ambient room temperature prior to comencing each process.

Thermometer Calibration Methods:

Ice Point Check - To calibrate a thermometer using the ice point calibration method, follow these steps:

- 1. Fill a plastic container with 4 parts crushed ice and 1-part cold water; Stir the slurry vigorously.
- 2. Insert the metal probe of the thermometer into the iced slurry; Wait for at least three minutes or until the device reading stabilises.
- Check the reading is within ±1.0°C of 0.0°C. For example, a reading of 0.4°C would be considered satisfactory, whilst a reading of 1.4°C would be unsatisfactory. If the result is outside of ±1.0°C of 0.0°C, replace the battery and calibrate again or replace the thermometer.
- 4. Record the readings including the decimal point on the designated calibration recording form.

Boiling Point Check - To calibrate a thermometer using the boiling point calibration method, follow these steps:

- 1. Heat a saucepan (approx. 2ltr) of water on the stove; wait for the water to come to a continuous rolling hard boil,
- 2. Insert the metal probe of the thermometer into the boiling water; use tongs or a slotted spoon to hold the device to minimum risk of a steam burn.
- 3. Wait for at least three minutes or until the device reading stabilises;
- 4. Check the reading is within ±1.0°C of 100.0°C. For example, a reading of 99.4°C would be considered satisfactory, whilst a reading of 101.4°C would be unsatisfactory. If the result is outside of ±1.0°C of 0.0°C, replace the battery and calibrate again or replace the thermometer.
- 5. Record the readings including the decimal point on the designated calibration recording form.

Thermometer Calibration Recording Sheet

Business Name:

As a guide, all thermometers should be calibrated at least once <u>every three months</u> using both the hot and cold process detailed below, or if a device is accidently dropped. Ensure that any brand-new devices are calibrated prior to their first use also.

Thermometers used to measure the temperature of both cold and hot potentially hazardous foods are calibrated using <u>both</u> the 'Ice Point Check' and a 'Boiling Point Check' methods. Make sure that the thermometer is at ambient room temperature prior to comencing each process.

Date	Thermometer Description or Serial Number	Ice Point Temp Check 0.0°C (+/- 1.0°C)	Boiling Point Temp Check 100.0°C (+/- 1.0°C)	Calibration is Satisfactory/ Unsatisfactory S or U?	Corrective Action (required only if the result is Unsatisfactory)	Staff Initials

Food Handler Skills and Knowledge Checklist

Staff Members Name:

Under food standard 3.2.2A, all food handlers have certain legal obligations to help protect both the customers and colleagues from food borne illness.

All staff are to read each section, tick the checkbox if understood and then sign each section in the right-hand column.

It is important that you understand each of these obligations or ask for clarification if you require assistance.

All staff are to complete one copy each of this form annually as part of their food safety training requirement. Staff should also complete the free online "I'm Alert" training each year via <u>www.whitsunday.imalert.com.au</u>

Staff Obligations:	Food Handler Signature:
Personal Hygiene As a food handler, I must and will inform my supervisor, at any time whether I am at work or offsite, if I have a condition or a symptom that indicates that I may be either: □ Suffering from a food borne disease, or □ That I am a carrier of a food borne disease, or □ If I know or suspect that I may have contaminated any food that I have handled.	
 If I am suffering from or carrying a food borne illness, I must: Not engage in any handling of food where there is a likelihood that I might contaminate food as a result of the disease or condition, and/or Take all practicable measures to prevent food from being contaminated as a result of the disease or condition if my supervisor allows me to do other work related tasks in the food premises. 	
 As a food handler, when engaging in any food handling operation, I must and will; □ Not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food □ Not spit, smoke or use tobacco or similar preparations in areas in which food is handled; and always use the designated onsite toilet facilities. 	
 Hand Washing As a food handler, I must and will regularly wash my hands when engaging in a food handling activity that involves unprotected food, and food contact surfaces and equipment likely to come into contact with food. 	
 I must and will wash my hands: Whenever they are likely to be a source of contamination of food, and Using only the designated hand wash facilities within the food processing areas, and With warm running water, soap, and will use paper towel to dry my hands, and Immediately upon commencing my duties or after handling raw food, and Immediately after using the toilet – ie. prior to leaving the bathroom and when re-entering the kitchen, and Before commencing or re-commencing any handling of different kinds of foods, and Immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking, touching my hair, scalp or a body opening. 	

Food Handler Skills and Knowledge Checklist

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 Food Handling As a food handler, when engaging in any food handling operation, I must and will; Take all reasonable measures not to handle food or food contact surfaces likely to come into contact with food in any way that is likely to compromise the safety and suitability of food. Examples may include using cleaned and sanitised serving tools, food service gloves and/or minimising contact with foods as much as possible. 	
 As a food handler, when engaging in any food handling operation, I must and will; Take all practicable measures to ensure my body, anything from my body, and anything I am wearing does not contaminate food or surfaces likely to come into contact with food, and Take all practicable measures to prevent unnecessary and excessive contact with ready-to-eat food, and Ensure my outer clothing is of a level of cleanliness that is appropriate for the SAFE handling of food, and Cover any exposed wounds with bandages and dressings and cover these with highly visible waterproof coverings (blue band aids and blue food service gloves recommended) Not eat over unprotected food or food preparation surfaces likely to come into contact with food. I will remove myself from the food processing areas when eating. Minimise the wearing of jewellery including watches, rings, earrings and bracelets. 	
As a food handler, I understand all my requirements in terms of safe food handling practices and principles, including: the temperature danger zone, and 2hr/4hr method (cooling foods), and 2hr/4hr guide (preparation/handling), appropriate food storage temperatures and corrective actions to take in the event of a non-conformance.	
Food Monitoring Records As a food handler, I understand that it is a requirement of my employment under Food Standards Code 3.2.2A that I ensure I am maintaining my required monitoring record forms in the moment, whilst I am on duty.	
I acknowledge that falsifying compliance on a record form is considered an offence under the QLD <i>Food Act 2006</i> (section 268(3) (NB. Max penalty = 100 penalty units).	
Additional Comments	
The nominated food safety supervisor for your business is	
If you are the nominated Food Safety Supervisor (FSS) for the business, write the date that this achieved here (NB. Under standard 3.2.2A, a food safety supervisor qualification must be current within 5 years	-
nominated FSS for your business)	
Name of Staff Member:	
Signed By Staff Member: Date:	
Name of Food Safety Supervisor:	
Signed By Food Safety Supervisor Date:	

Food Handler Group Education Attendance Sheet

Business name:

Food Safety Standard 3.2.2 requires that a food business must ensure that persons undertaking, or supervising food handling operations have appropriate skills and knowledge in food safety and food hygiene matters for their level of food handling.

Food Safety Standard 3.2.2A requires businesses to maintain records or demonstrate through other suitable means to authorised officers that specific requirements in Standard 3.2.2 are being met. The intended outcome is that a category one business actively monitors and manages key food safety risks related to food temperature control, food processing activities such as cooking, cooling and reheating, and cleaning and sanitising.

Recordings will be requested in routine inspections by an authorised person to demonstrate required education / training that is provided to staff to ensure that they have ongoing and appropriate skills and knowledge.

All food business staff are encouraged to complete the free online training offered via Whitsunday Regional Council at www.whitsunday.imalert.com.au

Date Training Conducted: _____

Training Provided By: _____

Write a brief description of the instruction / training undertaken including details on topics or content

Staff members name

each person receiving the above education / training to write and sign their name

Write Name:	Signature:	Write Name:	Signature:

Food Standard 3.2.2A requires that all food handlers undertaking food handling activities must have completed a food safety training course or have appropriate skills and knowledge for their duties.

For each calendar year, the food safety supervisor is to detail each staff member's name and document the food safety / handling related training they have received for that year. As a minimum, it is recommended that staff complete the free online "I'm Alert" training offered via Whitsunday Regional Council at <u>www.whitsunday.imalert.com.au</u>

Completing food handler training ensures that food handlers have the knowledge to handle high risk foods safely. A food safety training course must include information on (but not limited to):

- Safe handling of food: Which includes temperature control measures for potentially hazardous food and the danger zone;
- Food contamination: Which includes strategies to keep raw and cooked food separate, allergen management, storage, and using separate utensils and chopping boards;
- Cleaning and sanitising of food premises and equipment: Which includes correct procedure for cleaning, then sanitising using food safe cleaning and sanitising chemicals and using heat as a sanitiser; and
- Personal hygiene: Which includes obligations for sick employees as well as handwashing, uniforms and grooming.

Staff members name	Date	Description / details of instruction / training undertaken	Supervisor Sign Off

Business Name:

Food Standard 3.2.2A requires that all food business classified as a category one business to maintain records or other evidence to substantiate that specific food handling activities are being properly managed to demonstrate safe food handling practices are being maintained.

Businesses must maintain records or demonstrate through other suitable means to authorised officers that specific requirements in Standard 3.2.2 are being met. The intended outcome is that a category one business actively monitors and manages key food safety risks related to food temperature control, food processing, and cleaning and sanitising.

This checklist is to be completed periodically - at a timeframe determined by each business - recommended to be completed at least once per guarter - to ensure the business is completing all required food monitoring records in full, to ensure cleaning and sanitising records are being maintained and that all staff have received education and training and that all three components can be easily demonstrated to council authorised officers at time of your routine food business inspections.

This review commenced by: _____ Date Review Commenced: _____

Food Handling Process Re	Food Handling Process Review		
Receiving Goods	 Correct temperature of potentially hazardous food being received is recorded Corrective actions are recorded when required Frozen food is recorded as frozen hard when received Packaging is recorded to be intact when received Date marking & labelling is recorded to be evident Receivals record is fully completed and signed by the staff member Records are available to be reviewed by an authorised council officer 		
	Conduct a visual inspection of all storage areas		
Storage Areas: • Dry Storage • Cold Storage • Frozen Storage	 Dry Storage No signs of any pest activity or infestation All areas are clean and tidy All packaging is intact Stock rotation & date marking is evident No chemicals are being stored near food All food is stored off the floor 		
	Cold Storage Food temps are below 5.0°c Operating temps are recorded twice daily, all recordings are at 5.0°c or below, staff are signing the record form. Records are available to be reviewed by an authorised council officer Corrective actions are recorded when required Units are clean and tidy All food is stored off the floor Raw foods are stored below cooked / ready to eat foods. All packaging is intact Date marking & product identification is labelled		

Food Safety Supervisor Internal Verification Checklist

	Frozen Storage □ Foods are being stored frozen hard □ Operating temps are recorded twice daily, all recordings are at minimum -15.0°c or below, staff are signing the record form. □ Records are available to be reviewed by an authorised council officer □ Corrective actions are recorded when required □ All packaging is intact □ Date marking, product identification & stock rotation is evident □ Freezers are clean and tidy
Preparation of Food Food Preparation Areas Staff Personal Hygiene	 Conduct a visual inspection of all food handling areas Are clean uniforms being worn in the food handling area? A suitable food grade sanitiser is correctly diluted and available Thawing is conducted in the cold-room or microwave, or on the bottom shelf of the fridge Foods are fully thawed before being processed further Food preparation surfaces, food processing equipment & utensils are clean and sanitised before use Personal hygiene of food handlers is observed to be satisfactory Adequate and designated hand washing facilities are available, including warm water, commercial grade hand soap and single use paper towels Staff are washing their hands regularly and satisfactorily (if not actually observed, check that the sink is wet to the touch to indicate recent use)
Cooking	 Foods cooked to correct internal core temps. listed on the recording form (potentially hazardous food to either 60 °c or 75°c) Probe thermometer is available and is being used to check internal core temperatures of food All equipment & utensils used are clean and sanitised before use Cooking record is fully completed and signed by the staff member When cooling foods, the end point cook temperature is being recorded before cooling commences Records are available to be reviewed by an authorised council officer
Cooling	 Probe thermometer used to check internal temperatures of food Leftovers not mixed with new batch Is food protected from contamination Review Cooling Foods Records – ensure foods are cooled below 21°c within 2hrs & below 5°c within a further 4 hours Cooling record is fully completed and signed by the staff member Records are available to be reviewed by an authorised council officer

Business Name:

Food Safety Supervisor	Internal Verification Checklist
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Reheating	 Probe thermometer is being used to check internal core temperatures of food All equipment & utensils used are clean and sanitised before use Foods are recorded to have been reheated to internal temps of 60°C or more within two hours of the time started Reheating record is fully completed and signed by the staff member Records are available to be reviewed by an authorised council officer
Cleaning and Sanitation	Comments: Note any visual observations of the kitchen area (including positive and negative observations)
Calibration of Devices	 Temperature measuring devices Has each temperature measuring device been recorded to have been calibrated using the hot AND the cold method within the last three months. Has the designated recording form been completed and signed by the staff member conducting the calibrations. Do all staff know how to take accurate temperatures with each temperature-measuring device? Records are available to be reviewed by an authorised council officer
Record Keeping	Comments:
 Are all records being filled out correctly? 	Record any comments in relation to how forms are being completed and/or any staff education issues noted following this review.
 Are corrective actions being recorded when and where required? 	

Food Safety Supervisor Internal Verification Checklist

Business Name:

 Staff Training Have all food handling staff been instructed/trained so that they have the appropriate skills and knowledge in food hygiene and handling for the tasks they do? Do all staff understand their food safety obligations? Record to the right any planned or required training to be conducted Does the Food Safety Supervisor have the relevant 	Comments:
qualifications within the last 5 years? If not, the FSS will be required to renew their qualifications. See Whitsunday Regional Council's website for further information.	
Other Record any additional observational data and / or comments here. If none then mark simply as N/A	Comments:
Internal Inspection Conducto	
Name:	
Position:	
Signature:	
Date Review Completed:	
If there are any corrective actions required following this review, record the name of the person responsible for completing these actions and the date these were completed in the relevant section of this review record.	