# **NSW COLD STORE** DIARY



#### **FOREWORD**

This Cold Store Diary has been developed by the NSW Food Authority to assist cold store facilities in satisfying regulatory requirements.

NSW Biosecurity and Food Safety auditors will request to see these records as evidence that the food safety program is effectively implemented.

This Cold Store Diary provides sufficient weekly checklists and monitoring forms to assist you with record keeping for twelve months. Each week complete the following monitoring forms on a daily basis:

- · Pre-operational hygiene checklist
- · Receival and dispatch temperature monitoring
- · Storage temperature monitoring form

These records must be completed every day the business operates.

The monitoring forms in this diary do not have to be used if the facility has other systems of monitoring in place.

Every six months, the following forms must be completed and verified:

- · Internal audit and maintenance checklist
- Calibration records

This food safety diary should be kept on the premises at all times and be available to NSW Biosecurity and Food Safety auditors on request.



## SIX-MONTHLY INTERNAL AUDIT AND MAINTENANCE CHECKLIST

Date:///		Checklist completed by
Satisfactory (✓) Unsatisfactory (✗) and com  Item	plete corr	Corrective action/Notes
Ceilings and walls free from cracks, peeling paint, tiles securely fixed		
Floors of premises/cool rooms/ freezers maintained without cracks/damage		
Doors, door seals, jambs and handles in good repair		
Lights covered		
Benches and cupboards free from damage and deterioration		
Equipment and fittings free from rust, corrosion and peeling paint		
Cooling unit free from dust, rust, corrosion, peeling paint and drainage contained		
Hand wash basins are accessible and in working order		
Chemicals, cleaning equipment, dry ingredients and packaging stored to prevent cross contamination		
Premises construction and stored materials not providing harbourage for pests. External doors/openings prevent entry of pests		
Food safety program		
<ul> <li>Food safety program on site and available</li> </ul>		
Procedures implemented in practice		
Monitoring records forms kept updated		
Training records available for staff		
Pest treatment service records		
Licensing requirements  NSWFA notified of correct business entity; licence permissions and displayed		
orrective action:		



Six Monthly Vehicle Maintenance Checklist									
Vehicle Rego.	Internal surfaces in free of damage and in good	Door seals intact and free of damage?	Refrigeration unit clean and operating effectively?	Internal surfaces of vehicle clean and free from visible	Corrective action / Notes	Initials			
	condition?	1714	Y/N	matter? Y/N					

Corrective action:_			



## **SIX MONTHLY CALIBRATIONS**

This monitoring form is to be completed at least once every six months, and for every thermometer/ temperature measuring device and the equipment used for temperature control of food product (e.g. Cool rooms, Freezers etc.)

Record the temperature of the device after calibration as it is displayed (e.g. 0.3°C)

Additional information on calibration can be found under **OUTCOME 12** of the NSW Cold Store Food Safety Program

### WEEK 1

Thermometer #	Calih	ration (0°C)				Thermometer #		Calibration (0°C)
Temperature:				Calibrate at 0°C		Temperature:		
Date:				using the process outlined in section 11 of the Food Safety Program  Date: Signature:				
Signature:			110					
Thermometer #	Calibra	tion (0°C)				Thermometer #		Calibration (0°C)
Temperature:						Temperature:		
Date:			1			Date:		
Signature:						Signature:		
			-	1				
Cool Room	#1	# 2		_ (	Cool Ro	oom	# 3	# 4
Temperature:				1	Tempe	rature:		
Date:				Ι.	Date:			
Signature:				9	Signatu	ıre:		
Cool Room	# 5	# 6		 	Freezei	r	# 1	# 2
Temperature:				7	Tempe	rature:		
Date:				Γ	Date:			
Signature:				9	Signatu	ıre:		
Freezer	# 3	# 4						
Temperature:				7	Tempe	rature:		
Date:				_	Date:			
Signature:				_	Signatu	ıro		



Notes:			

Notes:			



WEEK 1	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete	at the	start	οf	each	shift	/dav
Complete	at the	stai t	UΙ	Cacii	SHIII L/	uav

Week starting.	/	
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Item	М	т	w	т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 1	STC	RAGE				NG FORM			
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	1		RECEIVAL AND	DISDATC	н темр	FRATIIRE	MONITORING	
Date	Receival	Carrier/	Product	Visual	Temp	Accept/	Corrective action /	Initials
	or	Supplier	Description	Check	(°C)	Reject	Notes	
	Dispatch			(Yes/No)				
						<u> </u>		<u> </u>



WEEK 2	PRE-OPERATIONAL HYGIENE CHECKLIST
WEEK Z	PRE-OPERATIONAL HYGIENE CHECKLIS

Week starting		/ <sub>/</sub>	<sup>/</sup>
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Item	М	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 2	STC	STORAGE TEMPERATURE MONITORING FORM									
Area		Temperature (°C)					Corrective action / Notes	Initials			
	M	Т	W	Т	F	S	S				
Coolroom											
Coolroom											
Coolroom											
Coolroom											
Freezer											
Freezer											



WEEK	2		RECEIVAL AND	DISPATO	н темр	ERATURE	MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



MICEL 2	DDE ODEDATIONAL LIVEIENE CHECKLIST
WEEK 3	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting	/	/ <sub>/</sub>	<i>/</i>
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Item	М	т	w	т	F	s	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 3	STC	STORAGE TEMPERATURE MONITORING FORM										
Area		Temperature (°C)						Corrective action / Notes	Initials			
	М	Т	W	Т	F	S	S					
Coolroom												
Coolroom												
Coolroom												
Coolroom												
Freezer												
Freezer												



WEEK	3		RECEIVAL AND	DISPATO	н темр	FRATURE	MONITORING	
Date	Receival	Carrier/	Product	Visual	Temp	Accept/	Corrective action /	Initials
	or	Supplier	Description	Check	(°C)	Reject	Notes	
	Dispatch			(Yes/No)				



WEEK 4	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the	start of	each	shift/	'day
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Week starting.	//	<b>′</b>
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Item	М	Т	w	Т	F	s	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 4	STC	STORAGE TEMPERATURE MONITORING FORM										
Area			Temp	oeratur	e (°C)	Corrective action / Notes In	Initials					
	M	Т	W	Т	F	S	S					
Coolroom												
Coolroom												
Coolroom												
Coolroom												
Freezer												
Freezer												



WEEK 4	4		RECEIVAL AND	DISPATO	н темр	FRATURE	MONITORING	
Date	Receival	Carrier/	Product	Visual	Temp	Accept/	Corrective action /	Initials
	or	Supplier	Description	Check	(°C)	Reject	Notes	
	Dispatch			(Yes/No)	, ,			



WEEK 5	PRE-OPERATIONAL HYGIENE CHECKLIST
WLLING	FILE-OF ENATIONAL ITT GILLING CITECKLIST

Week starting	./	<i>!</i>
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Item	М	т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 5	STC	STORAGE TEMPERATURE MONITORING FORM								
Area		Temperature (°C)						Corrective action / Notes	Initials	
	М	Т	W	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK	5		DECEIVAL AND	DISDATC	L TEMP	EDATIIDE	MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials
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WEEK 6	PRE-OPERATIONAL HYGIENE CHECKLIST
WLLKU	FILE-OF ENATIONAL ITTOILINE CITECKLIST

Week starting	/	//	<i>'</i>
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Item	М	т	w	т	F	s	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 6	STC	STORAGE TEMPERATURE MONITORING FORM									
Area		Temperature (°C)						Corrective action / Notes	Initials		
	M	Т	W	Т	F	S	S				
Coolroom											
Coolroom											
Coolroom											
Coolroom											
Freezer											
Freezer											



Medical   Carrier   Product   Carrier   Product   Carrier   Product   Carrier   Product   Carrier   Product   Carrier   Carr	WEEK	6		DECEIVAL AND	DISDATC	L TEMP	EDATIIDE	MONITOPING	
		Receival or	Carrier/	Product	Visual Check	Temp	Accept/	Corrective action /	Initials



WEEK 7	PRE-OPERATIONAL HYGIENE CHECKL	IS

Complete	at the	ctart	οf	each	chift	/dav
Complete	at the	stai t	UΙ	cacii	SHILL	uav

Week starting	/	/
WEEK Starting	 /	/

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Item	М	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 7	STC	STORAGE TEMPERATURE MONITORING FORM										
Area			Temp	oeratur	e (°C)			Corrective action / Notes	Initials			
	M	Т	w	Т	F	S	S					
Coolroom												
Coolroom												
Coolroom												
Coolroom												
Freezer												
Freezer												



WEEK	7		RECEIVAL AND	DISPATO	н темр	FRATURE	MONITORING	
Date	Receival	Carrier/	Product	Visual	Temp	Accept/	Corrective action /	Initials
	or	Supplier	Description	Check	(°C)	Reject	Notes	
	Dispatch			(Yes/No)	, ,			
	<u> </u>							<u> </u>
								<u> </u>
								$\vdash$
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WEEK 8 PRE-OPERATIONAL HYGIENE CHEC	CKLIST

Week starting	/	′/	'
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Satisfactory (  $\checkmark$  ) Unsatisfactory ( \* ) and complete corrective action/notes column

Item	М	Т	w	т	F	s	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 8	STORAGE TEMPERATURE MONITORING FORM								
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	M	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	8		RECEIVAL AND	DISPATO	н темр	ERATURE	MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 9	PRE-OPERATIONAL HYGIENE CHECKLIS

Complete	at the	start	of	each	shift/	'day
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Week starting ....../....../......

Satisfactory (  $\checkmark$  ) Unsatisfactory (  $\mathbf{x}$  ) and complete corrective action/notes column

Item	М	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
<ol> <li>Amenities, loading and storage areas clean and in good repair</li> </ol>								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 9	STORAGE TEMPERATURE MONITORING FORM									
Area		Temperature (°C)						Corrective action / Notes	Initials	
	М	Т	W	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



Receival or Dispatch	Carrier/ Supplier	Product	Visual	Temp	Accept/	MONITORING	
		Description	Check (Yes/No)	(°C)	Reject	Corrective action / Notes	Initials



WEEK 10	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete	at the	start o	f each	chift	/dav
Complete	at the	Start 0	i eacii	SHILL	uav

Week starting ....../....../......

Satisfactory (  $\checkmark$  ) Unsatisfactory (  $\mathbf{x}$  ) and complete corrective action/notes column

Item	М	Т	w	Т	F	s	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 10	STORAGE TEMPERATURE MONITORING FORM								
Area			Temp	oeratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	w	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	10		RECEIVAL AN	ID DISPAT	СН ТЕМ	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 11	PRE-OPERATIONAL HYGIENE CHECKLIST
AA EEV TT	PRE-UPERATIONAL RYGIENE CHECKLIST

Complete	a a t t	-ha	ctart	٥f	aach	chift	/day	,
Complete	al I	me	Start	OI	eacn	SHILL	udy	1

Week starting	 <i>!</i>	/

Item	М	Т	w	Т	F	S	S	Corrective action/ Notes
<ol> <li>Hand basins clean; accessible with warm running water, hand drying facilities and soap available</li> </ol>								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
<ol><li>Unsuitable/recalled materials stored in proper identified areas</li></ol>								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 11	STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	oeratur	e (°C)			Corrective action / Notes	Initials	
	М	Т	w	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK	11		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 12	PRE-OPERATIONAL HYGIENE CHECKLIST
WEEK 12	PRE-UPERATIONAL DYGIENE CHECKLIST

Complete	at the	start	of	each	shift/	'day
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Week starting		/	/
VVCCR Starting	/		

Item	М	т	w	Т	F	s	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 12	ST	STORAGE TEMPERATURE MONITORING FORM										
Area			Temp	oeratur	e (°C)	Corrective action / Notes	Initials					
	М	Т	w	Т	F	S	S					
Coolroom												
Coolroom												
Coolroom												
Coolroom												
Freezer												
Freezer												



WEEK	12		PECEIVAL AN	ID DISDAT	CH TEM	DEDATIID	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials
	Бізрассії			(103/110)				



WEEK 13	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting	/	′/	′
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Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 13	ST	ORAG	E TEN	/IPER/	ATURI	Е МОІ	NITOR	RING FORM	
Area			Temp	oeratur	e (°C)			Corrective action / Notes	Initials
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	13		RECEIVAL AN	ID DISPAT	CH TEM	PFRATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials
			<u> </u>		<u> </u>			



Week starting	/	′ <sub>/</sub>	<i>/</i> .
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Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	Т	w	т	F	s	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 14	ST	ORAG	E TEN	/IPER/	ATURI	Е МОІ	NITOR	RING FORM	
Area			Temp	eratur	e (°C)			Corrective action / Notes	Initials
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	14		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 15	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting ....../....../......

Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	т	w	Т	F	s	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 15	STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials			
	M	Т	w	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK	15		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WFFK 16	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting	/	/
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ltem	М	Т	w	Т	F	s	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 16	ST	ORAC	ING FORM						
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	w	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	16		RECEIVAL AN	ID DISPAT	CH TEMI	PERATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 17		HYGIENE CHECKLIST
VV LLIX 1/	FILL-OF LIVATIONAL	III GILIAL CHILCKLIST

Week starting		/	/
vveek Starting	/	/	

Item	М	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 17	ST	STORAGE TEMPERATURE MONITORING FORM								
Area			Temp	oeratur	e (°C)	Corrective action / Notes	Initials			
	M	Т	w	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK	17		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WFFK 18	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting		,	/
VVEEK Starting	/	/	

Item	М	Т	w	Т	F	s	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								,
2. Thermometer in working order								
Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 18	ST	ORAG	E TEN	/IPER/	ATURI	MOI	NITOF	ING FORM			
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials				
	М	Т	w	Т	F	S	S				
Coolroom											
Coolroom											
Coolroom											
Coolroom											
Freezer											
Freezer											



WEEK	1 Q		PECEIVAL AN	ID DISDAT	CH TEM	DEDATIID	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 19	PRE-OPERATIONAL HYGIENE CHECKLIST
WEEKIG	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting	/	′ <i>/</i>	<sup>/</sup>
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Item	М	Т	w	Т	F	s	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 19	ST	ORAG	SE TEN	/IPER/	ATURI	NITOR	ING FORM			
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials			
	М	Т	W	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK	10		DECEIVAL AN	ID DISDAT	CH TEM	DEDATIID	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials
	Disputei.			(100)110)				



MEEK OO	DDE ODEDATIONAL	LIVELENIE CHECKLICE
WEEK 20	PRE-OPERATIONAL	HYGIENE CHECKLIST

Week starting	//	<i>!</i>
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Item	М	Т	w	т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm     running water, hand drying facilities and     soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 20	ST	STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials				
	М	Т	W	Т	F	S	S				
Coolroom											
Coolroom											
Coolroom											
Coolroom											
Freezer											
Freezer											



WEEK 2	20		RECEIVAL AN	ID DISPAT	CH TFM	PFRATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



Complete	a a t t	-ha	ctart	٥f	aach	chift	/day	,
Complete	al I	me	Start	OI	eacn	SHILL	udy	1

Week starting		/	/
VVCCR Starting	/		

Item	М	т	w	т	F	s	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 21	ST	STORAGE TEMPERATURE MONITORING FORM										
Area		Temperature (°C)						Corrective action / Notes In				
	М	Т	W	Т	F	S	S					
Coolroom												
Coolroom												
Coolroom												
Coolroom												
Freezer												
Freezer												



WEEK	21		RECEIVAL AN	ID DISPAT	СН ТЕМ	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials
								<u> </u>



WFFK 22	PRF-(

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting ....../....../......

Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

	l	l _	l	I _	Ι_			
Item	M	Т	W	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 22	ST	ORAC	SE TEN	/IPER/	ATURI	RING FORM			
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	22		RECEIVAL AN	דאם צוח חו	CH TEM	DERATIIR	RE MONITORING	
Date	Receival or	Carrier/ Supplier	Product Description	Visual Check	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials
	Dispatch			(Yes/No)				



W	ľE	СV	222

## PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting	/,	/
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Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	т	w	т	F	s	s	Corrective action/ Notes
	IVI	<u>'</u>	VV	'		3	3	Corrective action/ Notes
Hand basins clean; accessible with warm     running water, hand drying facilities and     soap available								
2. Thermometer in working order								
Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 23	ST	ORAG	E TEN	/IPER/	ATURI	Ε ΜΟΙ	NITOR	ING FORM	
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	23		RECEIVAL AN	ID DISPAT	СН ТЕМ	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WFFK 24	PRE-OPERATIONAL HYGIENE CHECKLIST

		,	,
Week starting	/	' <i>l</i>	′

Item	М	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 24	STORAGE TEMPERATURE MONITORING FORM								
Area			Temp	eratur	e (°C)			Corrective action / Notes	Initials
	М	Т	w	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	24		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 25	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting	/	/
WVCCK Starting	/ /	

Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	Т	w	Т	F	s	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 25 Area				eratur				RING FORM  Corrective action / Notes	Initials
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	25		RECEIVAL AN	ID DISPAT	CH TEM	DERATUR	E MONITORING	
Date	Receival	Carrier/	Product Description	Visual Check	Temp	Accept/	Corrective action / Notes	Initials
	or Dispatch	Supplier	Description	(Yes/No)	(°C)	Reject	Notes	
_								
	_							



WFFK 26 PRF-OPER	ATIONAL HYGIENE CHECKLIST

Complete	at the	start of	each	shift/	day
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WEEK Starting	Week starting	/	<sup>/</sup> ,	<i>/</i>
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Satisfactory (* ) onsatisfactory (*) and complete correct			1				1	Competition action / Natura
Item	M	Т	W	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 26	ST	STORAGE TEMPERATURE MONITORING FORM							
Area		Temperature (°C)				Corrective action / Notes	Initials		
	М	Т	w	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	26		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



## SIX-MONTHLY INTERNAL AUDIT AND MAINTENANCE CHECKLIST Checklist completed by ..... Date: ...../...../...../ Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column Item **Corrective action/Notes** × Ceilings and walls free from cracks, peeling paint, tiles securely fixed Floors of premises/cool rooms/ freezers maintained without cracks/damage Doors, door seals, jambs and handles in good repair Lights covered Benches and cupboards free from damage and deterioration Equipment and fittings free from rust, corrosion and peeling paint Cooling unit free from dust, rust, corrosion, peeling paint and drainage contained Hand wash basins are accessible and in working order Chemicals, cleaning equipment, dry ingredients and packaging stored to prevent cross contamination Premises construction and stored materials not providing harbourage for pests. External doors/openings prevent entry of pests Food safety program Food safety program on site and • Procedures implemented in practice • Monitoring records forms kept updated Training records available for staff Pest treatment service records **Licensing requirements** NSWFA notified of correct business

Corrective action:_	 	 	 



entity; licence permissions and displayed

Six Monthly Vehicle Maintenance Checklist						
Vehicle Rego.	Internal surfaces in good condition? Y/N	Door seals all intact? Y/N	Refrigeration unit clean and operating to maintain food at 5° C or less/hard frozen? Y/N	Internal surfaces of vehicle clean and free from visible matter? Y/N	Corrective action / Notes	Initials
	1	l		<u> </u>	I	ı

Corrective action:	 	 	 



## **SIX MONTHLY CALIBRATIONS**

This monitoring form is to be completed at least once every six months, and for every thermometer/ temperature measuring device and the equipment used for temperature control of food product (e.g. Cool rooms, Freezers etc.)

Record the temperature of the device after calibration as it is displayed (e.g. 0.3°C)

Additional information on calibration can be found under **OUTCOME 11** of the NSW Cold Store Food Safety Program

	0.111	(000)	ı		T			0 111 11 (202)
Thermometer #	Calib	ration (0°C)		Calibrate at <b>0°C</b>	ŀ	Thermometer #		Calibration (0°C)
Temperature:			ucina t	the process outlined in secti	ion	Temperature:		
Date:				of the Food Safety Program		Date:		
Signature:				or the rood sarety rrogram		Signature:		
Thermometer #	Calibrat	tion (0°C)			ſ	Thermometer #		Calibration (0°C)
Temperature:					Ī	Temperature:		
Date:					Ī	Date:		
Signature:						Signature:		
	1	ı						-
Cool Room	# 1	# 2		Cod	ol Ro	om	# 3	# 4
Temperature:				Ter	mper	ature:		
Date:				Dat	ite:			
Signature:				Sign	gnatui	re:		
Cool Room	# 5	# 6		Fre	eezer		# 1	# 2
Temperature:				Ter	mper	rature:		
Date:				Dat	ite:			
Signature:				Sign	gnatui	re:		
Freezer	# 3	# 4	•				-	
Temperature:				Ter	mper	rature:		
Date:					ite:			
Signature:				Sign	gnatui	re:		



Notes:			

Notes:			

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MICEL OF	DDE ODERATIONAL LIVOIENE CHECKLIST
WEEK 27	PRE-OPERATIONAL HYGIENE CHECKLIST

Week sta	rting	/	/
VV CCIN Sto		/	/

Item	М	Т	w	Т	F	s	s	Corrective action/ Notes
Hand basins clean; accessible with warm     running water, hand drying facilities and     soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 27 STORAGE TEMPERATURE MONITORING FORM									
Area	Area Temperature (°C)				Corrective action / Notes	Initials			
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	27		RECEIVAL AN	ID DISPAT	СН ТЕМ	PERATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 28	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete	at the	start	of 6	each	shift/	'day
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Week starting	 /	/

Item	М	Т	W	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 28 STORAGE TEMPERATURE MONITORING FORM										
Area			Temp	eratur	e (°C)			Corrective action / Notes	Initials	
	М	Т	W	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK	28		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials
								-



## PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting	/	/
Week Starting	 /	/

Satisfactory (  $\checkmark$  ) Unsatisfactory (  $\raisebox{-4pt}{$\scriptscriptstyle\bullet$}$  ) and complete corrective action/notes column

					1	1				
Item	М	Т	w	т	F	S	S	Corrective action/ Notes		
Hand basins clean; accessible with warm running water, hand drying facilities and soap available										
2. Thermometer in working order										
Premises clean and in good repair										
Cool rooms clean including racks, hooks, door handles/seals										
5. Freezers/Ice rooms clean; freezer capacity adequate										
Drainage system with grates fitted and in working order										
7. Amenities, loading and storage areas clean and in good repair										
8. Products stored to prevent contamination										
Unsuitable/recalled materials stored in proper identified areas										
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination										
11. Raw and ready-to-eat products stored to prevent cross-contamination										
12. Food delivery vehicle(s) clean and in good repair										
13. No pest activity sighted										

WEEK 29	ST	STORAGE TEMPERATURE MONITORING FORM							
Area			Temp	oeratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	29		RECEIVAL AN	D DISPATO	`H TFMF	PERATUR	E MONITORING	
Date	Receival	Carrier/	Product	Visual	Temp	Accept/	Corrective action /	Initials
	or	Supplier	Description	Check	(°C)	Reject	Notes	
	Dispatch			(Yes/No)				
								<del>                                     </del>
								<del>                                     </del>
			•				•	



WFFK 30	PRF-OPFRATIONAL HYGIENE CHECKLIST

Complete	at the	start	of e	ach	shift/	'day
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Item	М	Т	w	т	F	S	S	Corrective action/ Notes
<ol> <li>Hand basins clean; accessible with warm running water, hand drying facilities and soap available</li> </ol>								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 30	STORAGE TEMPERATURE MONITORING FORM								
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	30		RECEIVAL AN	ID DISPAT	СН ТЕМ	PERATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



W	E E	v	21

## PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Satisfactory ( $\checkmark$ ) Unsatisfactory (x) and complete corrective action/notes column

Item	М	Т	w	т	F	S	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 31 STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



31		RECEIVAL AN	D DISPAT	СН ТЕМ	PERATUR	RE MONITORING	
Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials
	or	Receival Carrier/ or Supplier	Receival Carrier/ Product or Supplier Description	Receival Carrier/ Product Visual or Supplier Description Check	Receival Carrier/ Product Visual Temp or Supplier Description Check (°C)	Receival Carrier/ Product Visual Temp Accept/ or Supplier Description Check (°C) Reject	Receival Carrier/ Product Visual Temp Accept/ Corrective action / or Supplier Description Check (°C) Reject Notes



## PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting		/	/
AAGEN Statitlis	/		

Satisfactory (  $\checkmark$  ) Unsatisfactory (  $\mathbf{x}$  ) and complete corrective action/notes column

		_		_	-	-				
ltem	М	т	w	т	F	s	S	Corrective action/ Notes		
Hand basins clean; accessible with warm running water, hand drying facilities and soap available										
2. Thermometer in working order										
3. Premises clean and in good repair										
Cool rooms clean including racks, hooks, door handles/seals										
5. Freezers/Ice rooms clean; freezer capacity adequate										
Drainage system with grates fitted and in working order										
Amenities, loading and storage areas clean and in good repair										
8. Products stored to prevent contamination										
Unsuitable/recalled materials stored in proper identified areas										
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination										
11. Raw and ready-to-eat products stored to prevent cross-contamination										
12. Food delivery vehicle(s) clean and in good repair										
13. No pest activity sighted										

WEEK 32	VEEK 32 STORAGE TEMPERATURE MONITORING FORM								
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	22		PECEIVAL AN	ID DISDAT	CH TEM	DEDATIID	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials
	<u> </u>							



WEEK 33	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting	/	′/	<sup>/</sup>
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Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	M	т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 33	WEEK 33 STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	eratur	e (°C)			Corrective action / Notes	Initials	
	М	Т	W	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK 3	33		RECEIVAL AN	ID DISPAT	СН ТЕМ	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 34	PRE-OPERATIONAL HYGIENE CHECKLIST
WEER 34	PRE-OPERATIONAL REGIENE CHECKLIST

Week starting	/	//	<i>'</i>
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Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	т	w	т	F	s	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 34 STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	oeratur	e (°C)	Corrective action / Notes	Initials		
	М	T	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	34		RECEIVAL AN	ID DISPAT	CH TEMI	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 35	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting.	//	<sup>/</sup>
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Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

ltem	М	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 35	STORAGE TEMPERATURE MONITORING FORM										
Area			Temp	oeratur	e (°C)			Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S				
Coolroom											
Coolroom											
Coolroom											
Coolroom											
Freezer											
Freezer											



WEEK	35		RECEIVAL AN	ID DISPAT	CH TEM	PFRATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 36	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting ....../......

Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 36	STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	eratur	e (°C)			Corrective action / Notes	Initials	
	М	Т	W	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK	36		RECEIVAL AN	ID DISPAT	СН ТЕМІ	PERATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 37	PRE-OPERATIONAL	<b>HYGIENE CHECKLIST</b>

Week starting//	Week	starting	/	<i>'</i> /	<i>'</i>
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Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	т	w	т	F	S	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 37	STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	eratur	e (°C)			Corrective action / Notes	Initials	
	М	Т	W	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK	37		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



Week starting	/	/ <i>j</i>	<i>!</i> .
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Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	т	w	т	F	s	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 38	ST	ORAC	SE TEN	/IPER/	ATURI	Е МОІ	NITOR	ING FORM	
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	38		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



NEEK 39	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the <b>start</b>	of each shift/day
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	Week starting	/	<i>/</i> /	<i>/</i>
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Satisfactory ( $\checkmark$ ) Unsatisfactory ( $\mathbf{x}$ ) and complete corrective action/notes column

Item	М	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 39	STORAGE TEMPERATURE MONITORING FORM								
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	39		RECEIVAL AN	ID DISPAT	СН ТЕМ	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 40	PRE-OPERATIONAL HYGIENE CHECKLIST
WEEK 4U	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the start	of each	shift/day
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Week starting	//
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Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Item	M	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 40 STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 4	40		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 41	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting	/	<sup>1</sup>	/

Satisfactory (✓) Unsatisfactory (×) and complete corrective action/notes column

Satisfactory (*) Unsatisfactory (*) and complete corrective action/notes column Checklist completed by										
Item	M	Т	w	Т	F	S	S	Corrective action/ Notes		
Hand basins clean; accessible with warm running water, hand drying facilities and soap available										
2. Thermometer in working order										
3. Premises clean and in good repair										
Cool rooms clean including racks, hooks, door handles/seals										
5. Freezers/Ice rooms clean; freezer capacity adequate										
6. Drainage system with grates fitted and in working order										
7. Amenities, loading and storage areas clean and in good repair										
8. Products stored to prevent contamination										
Unsuitable/recalled materials stored in proper identified areas										
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination										
11. Raw and ready-to-eat products stored to prevent cross-contamination										
12. Food delivery vehicle(s) clean and in good repair										
13. No pest activity sighted										

WEEK 41	ST	STORAGE TEMPERATURE MONITORING FORM										
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials					
	М	Т	W	Т	F	S	S					
Coolroom												
Coolroom												
Coolroom												
Coolroom												
Freezer												
Freezer												



WEEK	<b>41</b>		RECEIVAL AN	ID DISPAT	CH TEM	DERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WFFK 42	PRE-OPERATIONAL HYGIENE CHECKLIST

Week starting	/	//	<sup>/</sup>
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Satisfactory (✓) Unsatisfactory (x) and complete corrective action/notes column

Item	М	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm     running water, hand drying facilities and     soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 42 STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	oeratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	42		RECEIVAL AN	ID DISPAT	СН ТЕМ	PERATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 43	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete	at the	start o	of each	shift/	day
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Week star	ting	/	<i>I</i>

Satisfactory ( $\checkmark$ ) Unsatisfactory (x) and complete corrective action/notes column

Item	М	Т	w	т	F	S	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 43	STORAGE TEMPERATURE MONITORING FORM								
Area			Temp	oeratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	43		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 44	PRE-OPERATIONAL HYGIENE CHECKLIST
VV LLIN III	

Complete at the <b>start</b>	of each shift/day
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Week starting	/	<i>/</i>
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Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Item	М	Т	w	т	F	s	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 44	STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	oeratur	e (°C)	Corrective action / Notes	Initials			
	М	Т	W	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK	44		RECEIVAL AN	ID DISPAT	CH TFM	PFRATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



Complete	at the	start o	of each	shift/	day
----------	--------	---------	---------	--------	-----

Week starting	/	/	<sup>/</sup>
Week starting	/	/	•••••

Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

	l			_	_			
ltem	М	Т	W	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 45	STORAGE TEMPERATURE MONITORING FORM									
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials			
	М	Т	W	Т	F	S	S			
Coolroom										
Coolroom										
Coolroom										
Coolroom										
Freezer										
Freezer										



WEEK	45		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 46	PRE-OPERATIONAL HYGIENE CHECKLIST	
Complete at the <b>start</b> of each shift/o	lay	Week starting//

Satisfactory ( $\checkmark$ ) Unsatisfactory ( $\mathbf{x}$ ) and complete corrective action/notes column

ltem	М	Т	w	Т	F	S	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
<ol> <li>Cool rooms clean including racks, hooks, door handles/seals</li> </ol>								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 46	STORAGE TEMPERATURE MONITORING FORM								
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



	Receival or	Carrier/					RE MONITORING	
-	Dispatch	Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 47	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete	at the	start of	each	shift/	'day
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Week starting		<i>/</i>	/
VVCCR Starting	/		/

Satisfactory (  $\checkmark$  ) Unsatisfactory (  $\mathbf{x}$  ) and complete corrective action/notes column

, , , , , , ,			1	1	1		1	,	
Item	М	Т	w	Т	F	S	S	Corrective action/ Notes	
Hand basins clean; accessible with warm running water, hand drying facilities and soap available									
2. Thermometer in working order									
3. Premises clean and in good repair									
Cool rooms clean including racks, hooks, door handles/seals									
5. Freezers/Ice rooms clean; freezer capacity adequate									
Drainage system with grates fitted and in working order									
7. Amenities, loading and storage areas clean and in good repair									
8. Products stored to prevent contamination									
Unsuitable/recalled materials stored in proper identified areas									
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination									
11. Raw and ready-to-eat products stored to prevent cross-contamination									
12. Food delivery vehicle(s) clean and in good repair									
13. No pest activity sighted									

WEEK 47	STORAGE TEMPERATURE MONITORING FORM								
Area		Temperature (°C)				Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	47		RECEIVAL AN	ID DISPAT	СН ТЕМ	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



## RENEWAL REMINDER

Your Cold Store Diary expires in six weeks

Replacement Retail Diaries are available for a fee.

To order please contact:

Helpline Phone: 1300 552 406 Fax: 02 9741 4888

Email: food.contact@dpi.nsw.gov.au

(Please allow two weeks for delivery and processing of invoice)



WEEK 48	PRE-OPERATIONAL HYGIENE CHECKLIST
WLLK 70	FRE-OF ERATIONAL ITTOILINE CITECKLIST

Week starting	/	/ <i>/</i>	<sup>/</sup>
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Satisfactory ( $\checkmark$ ) Unsatisfactory ( $\mathbf{x}$ ) and complete corrective action/notes column

Item	М	Т	w	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 48	ST	STORAGE TEMPERATURE MONITORING FORM							
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	48		RECEIVAL AN	ID DISPAT	CH TFM	PFRATUR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WEEK 49	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting		/	/
VVCCR Starting	/		

Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	Т	w	т	F	s	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								,
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 49	ST	ORAG	SE TEN	<b>MPER</b>	ATUR	RING FORM			
Area			Temp	eratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	49		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WFFK 50	PRF-OPERATIONAL HYGIENE CHECKLIS

Week starting ....../......

Satisfactory (  $\checkmark$  ) Unsatisfactory (  $\mathbf{x}$  ) and complete corrective action/notes column

		_		_	_			C
Item	M	Т	W	Т	F	S	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 50	ST	ORAG	SE TEN	<b>MPER</b>	ATURI	ING FORM			
Area			Temp	oeratur	e (°C)	Corrective action / Notes	Initials		
	М	Т	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK !	50		RECEIVAL AN	ID DISPAT	CH TEM	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



WFFK 51	PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

	Week starti	ng	//	<i>/</i>
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Satisfactory (  $\checkmark$  ) Unsatisfactory ( x ) and complete corrective action/notes column

Item	М	т	w	т	F	s	S	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 51	STORAGE TEMPERATURE MONITORING FORM								
Area		Temperature (°C)				Corrective action / Notes	Initials		
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	51		RECEIVAL AN	ID DISPAT	CH TEM	DER ATI IR	E MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials
	L	L	l	L	<u> </u>	L	<u> </u>	l .



WEEK 52	PRE-OPERATIONAL HYGIENE CHECKLIST
VVLLN JZ	PRE-OFERATIONAL HIGILINE CHECKES

Complete at the sta	art of each shift/day
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Week starting	//
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Satisfactory ( $\checkmark$ ) Unsatisfactory ( $\mathbf{x}$ ) and complete corrective action/notes column

Item	М	Т	w	т	F	s	s	Corrective action/ Notes
Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
Drainage system with grates fitted and in working order								
Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 52	STORAGE TEMPERATURE MONITORING FORM								
Area		Temperature (°C)			Corrective action / Notes	Initials			
	М	Т	W	Т	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK	52		RECEIVAL AN	ID DISPAT	СН ТЕМ	PERATUR	RE MONITORING	
Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials



	CUSTOMER COMPLAINT	
Customer details		
Record the details from whom the	e complaint was received:	
Name:		
Address:		
Phone:	Mobile:	A/H:
Fax:		
O malata da da da		
Complaint details		
Describe the nature of the compla	int:	
Product details		
Product name and description:		
Batch code:	Date produced/proc	essed:
Part at disc	, , , ,	
Product size:		
Quantity of batch produced/proce	essed	
Product distribution:		
Action taken		
	laint was handled and the changes	s, if any, that were made as a
result:		



CUSTOMER COMPLAINT						
Customer details						
Record the details from whom th	e complaint was received:					
Name:						
Address:						
Phone:	Mobile:	A/H:				
Fax:						
Complaint details						
Describe the nature of the compl	aint:					
Product details						
Product name and description:						
Batch code:	Date produced/prod	essed:				
Drodust size.						
Product size:						
Quantity of batch produced/proc	essed					
Product distribution:						
Action taken						
Describe how the customer complaint was handled and the changes, if any, that were made as a						
result:						





6 Avenue of the Americas, Newington NSW 2127 PO Box 6682, Silverwater NSW 1811 **T** 1300 552 406 E food.contact@dpi.nsw.gov.au



