

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
- Receiving 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 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 available		
• 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		

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 # _____	Calibration (0°C)	Calibrate at 0°C using the process outlined in section 11 of the Food Safety Program	Thermometer # _____	Calibration (0°C)
Temperature:			Temperature:	
Date:			Date:	
Signature:			Signature:	
Thermometer # _____	Calibration (0°C)		Thermometer # _____	Calibration (0°C)
Temperature:			Temperature:	
Date:			Date:	
Signature:			Signature:	

Cool Room	# 1	# 2
Temperature:		
Date:		
Signature:		
Cool Room	# 5	# 6
Temperature:		
Date:		
Signature:		
Freezer	# 3	# 4
Temperature:		
Date:		
Signature:		

Cool Room	# 3	# 4
Temperature:		
Date:		
Signature:		
Freezer	# 1	# 2
Temperature:		
Date:		
Signature:		

Notes:

Notes:

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Food
Authority

WEEK 1**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 2

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 3

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 4

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 5

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 6

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 7**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 8

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 9

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
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8. Products stored to prevent contamination								
9. 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
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 10

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
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8. Products stored to prevent contamination								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 11

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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 11

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 12

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
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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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 13

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
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5. Freezers/Ice rooms clean; freezer capacity adequate								
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7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 14

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 15

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 16

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 17

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 18

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 19

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 20

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 21

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 22

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 23

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 24

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 25

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 26

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



SIX-MONTHLY INTERNAL AUDIT AND MAINTENANCE CHECKLIST

Date:/...../.....

Checklist completed by

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 available		
• 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		

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

Thermometer # _____	Calibration (0°C)	Calibrate at 0°C using the process outlined in section 11 of the Food Safety Program	Thermometer # _____	Calibration (0°C)
Temperature:			Temperature:	
Date:			Date:	
Signature:			Signature:	
Thermometer # _____	Calibration (0°C)		Thermometer # _____	Calibration (0°C)
Temperature:			Temperature:	
Date:			Date:	
Signature:			Signature:	

Cool Room	# 1	# 2	
Temperature:			
Date:			
Signature:			
Cool Room	# 5	# 6	
Temperature:			
Date:			
Signature:			
Freezer	# 3	# 4	
Temperature:			
Date:			
Signature:			

Cool Room	# 3	# 4	
Temperature:			
Date:			
Signature:			
Freezer	# 1	# 2	
Temperature:			
Date:			
Signature:			

Notes:

Notes:

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Food
Authority

WEEK 27

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 28

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 29

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 30

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 31

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 32

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 33

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 34

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 35

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 36

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 37

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 38

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 39

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 40

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 41**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 42

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
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8. Products stored to prevent contamination								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 43

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 44

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 45

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
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7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 46

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. 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								
9. 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	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 47

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
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8. Products stored to prevent contamination								
9. 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
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



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)



Food
Authority

WEEK 48

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
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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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 49

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. Thermometer in working order								
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7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. 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

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 50

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
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7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. 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 STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



WEEK 51

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
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7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. 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
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 52

PRE-OPERATIONAL HYGIENE CHECKLIST

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

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

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

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. 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								
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5. Freezers/Ice rooms clean; freezer capacity adequate								
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7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. 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
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



CUSTOMER COMPLAINT

Customer details

Record the details from whom the complaint was received:

Name:

Address:

Phone:

Mobile:

A/H:

Fax:

Complaint details

Describe the nature of the complaint:

Product details

Product name and description:

Batch code:

Date produced/processed:

Product size:

Quantity of batch produced/processed

Product distribution:

Action taken

Describe how the customer complaint was handled and the changes, if any, that were made as a result:

CUSTOMER COMPLAINT

Customer details

Record the details from whom the complaint was received:

Name:

Address:

Phone:

Mobile:

A/H:

Fax:

Complaint details

Describe the nature of the complaint:

Product details

Product name and description:

Batch code:

Date produced/processed:

Product size:

Quantity of batch produced/processed

Product distribution:

Action taken

Describe how the customer complaint was handled and the changes, if any, that were made as a result:



Food Authority

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

foodauthority.nsw.gov.au

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 [nswfoodauth](https://twitter.com/nswfoodauth)

May 2019
NSWFA/F1343/1905