Food Safety Program Template
Version 3 Records

Record keeping
This document has been designed to assist businesses, using the Version 3 Food Safety Program Template, to comply with the Food Act.
As required by the Food Act 1984, all Class 1 and Class 2 businesses are required to:
• Have a food safety program for the business
• Maintain the food safety program onsite
• Ensure the food safety program records are kept up to date by the business demonstrating compliance with the food safety program.

Failing to maintain the food safety program and records onsite at the business is a breach of section 19F of the Food Act and may result in a penalty infringement notice being issued.

The following records are required to be maintained by businesses using the Version 3 Food Safety Program Template:

1) Record 1: My Food Suppliers
You are required to list the trading name, business address and contact phone numbers for all of your food suppliers. It is important that suppliers of raw materials, such as bulk oil, flour or rice are also included.

2) Record 2: My temperature checks of food in cold or hot storage
You are required to monitor and record the temperature of at least one high risk food in each refrigeration, freezer and hot holding units within your business once per day. You can choose the way you keep the information by using the template record form or your own form that records the date, unit, and food temperature and any corrective action taken.

3) Record 3: My cooking temperature checks
You are required to monitor and record that the temperature of one menu item reaches 75°C or above at least once per month.

4) Record 4: How I use the 2 hour/4hour rule for high-risk food
You are required to write down your usual practice for using the 2hour/4hour rule and make sure you and your staff understand it. This record needs to be updated if your practices change.

5) Record 5: My probe thermometer accuracy checks
You are required to calibrate each thermometer at least once per year. Thermometers must be accurate to +/-1°C and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

Premises Name: _____

Record 1: My Food suppliers			
#	Trading name	Business address	Contact phone number
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	Record 1: My Food suppliers		
#	**Trading name**	**Business address**	**Contact phone number**
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Day	Cold Storage: 5°C or less					Frozen storage: -15°C or colder			Hot storage 60°C or hotter		
Record 2: My temperature checks for food in cold or hot storage **Check on high risk food in all units once per day** **Safe Temperatures**	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name
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Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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Premises Name: _____ **Month:** FEBRUARY **Year: 20___**

Day	Cold Storage: 5°C or less					Frozen storage: -15°C or colder			Hot storage 60°C or hotter		
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Record 2: My temperature checks for food in cold or hot storage
Check on high risk food in all units once per day
Safe Temperatures

Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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Premises Name: _____ **Month:** MARCH **Year: 20___**

	Record 2: My temperature checks for food in cold or hot storage Check on high risk food in all units once per day										
	Safe Temperatures										
	Cold Storage: 5°C or less					**Frozen storage: -15°C or colder**			**Hot storage 60°C or hotter**		
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Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____
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Premises Name: _____ **Month:** APRIL **Year: 20___**

Day	Record 2: My temperature checks for food in cold or hot storage Check on high risk food in all units once per day										
	Safe Temperatures										
	Cold Storage: 5°C or less					**Frozen storage: -15°C or colder**			**Hot storage 60°C or hotter**		
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Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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Premises Name: _____ **Month:** MAY **Year:** 20____

Day	Cold Storage: 5°C or less					Frozen storage: -15°C or colder			Hot storage 60°C or hotter		
	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name
Record 2: My temperature checks for food in cold or hot storage **Check on high risk food in all units once per day**											
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Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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Premises Name: _____ **Month:** JUNE **Year: 20___**

Day	Record 2: My temperature checks for food in cold or hot storage Check on high risk food in all units once per day										
	Safe Temperatures										
	Cold Storage: 5°C or less					**Frozen storage: -15°C or colder**			**Hot storage 60°C or hotter**		
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Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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Day	Cold Storage: 5°C or less					Frozen storage: -15°C or colder			Hot storage 60°C or hotter		
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Record 2: My temperature checks for food in cold or hot storage
Check on high risk food in all units once per day

Safe Temperatures

Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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Premises Name: _____ **Month:** AUGUST **Year: 20**___

	Record 2: My temperature checks for food in cold or hot storage Check on high risk food in all units once per day										
	Safe Temperatures										
	Cold Storage: 5°C or less					Frozen storage: -15°C or colder			Hot storage 60°C or hotter		
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Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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Premises Name: _____ **Month:** SEPTEMBER **Year: 20___**

	Record 2: My temperature checks for food in cold or hot storage Check on high risk food in all units once per day										
	Safe Temperatures										
	Cold Storage: 5°C or less					Frozen storage: -15°C or colder			Hot storage 60°C or hotter		
Day	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name	Unit Name
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Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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Premises Name: _____ **Month:** OCTOBER **Year: 20**___

Day	Record 2: My temperature checks for food in cold or hot storage Check on high risk food in all units once per day										
	Safe Temperatures										
	Cold Storage: 5°C or less					Frozen storage: -15°C or colder			Hot storage 60°C or hotter		
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Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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Day	Safe Temperatures										
	Cold Storage: 5°C or less					Frozen storage: -15°C or colder			Hot storage 60°C or hotter		
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Record 2: My temperature checks for food in cold or hot storage
Check on high risk food in all units once per day

Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ✗)

If ✗ any changes to cooking practice to reach greater than 75°C? _____

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Premises Name: ____ **Month:** DECEMBER **Year: 20**___

Record 2: My temperature checks for food in cold or hot storage
Check on high risk food in all units once per day

Day	Safe Temperatures										
	Cold Storage: 5°C or less					**Frozen storage: -15°C or colder**			**Hot storage 60°C or hotter**		
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Record 3: My cooking temperature checks – Check at least once per month

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (✓ or ×)

If × any changes to cooking practice to reach greater than 75°C? ____

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Corrective Actions

Date Involved	Fault found	Actions taken	Checks now within requirements ✓ or ✗
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Record 4: How I use the 2 hour /4 hour rule for high risk food

Food Safety Program for Class 2 Retail and Food Service Businesses – No.1, Version 3

Write down your usual practice here for using the 2 hour/4 hour rule. Update it if your practice changes. (Add new pages if you need to.)

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Record 5: My probe thermometer accuracy checks – Check at least once per year

Date	Thermometer ID If you have more than one, name it, e.g. T1, T2, T3, and label it	Temperature °C ice water Temperature that the thermometer displays	Temperature °C boiling water Temperature that the thermometer displays	Corrective action (if temperature wrong) Record the action taken to fix problem

Many thermometers are calibrated accurately when you buy them. Check the packet for details. This accuracy can be lost if it gets bumped, dropped or is used over a long time. You need to make sure your thermometer is showing you the right temperature of food. You may want to check this more often, but you must check each thermometer **at least once** within each 12-month period and record the result.

The thermometer must be an analogue or digital probe-type thermometer (pictured below) so you can measure the internal temperature of food accurate to +/-1°C.

- If you measure the temperature of hot food, complete the boiling check.
- If you measure the temperature of cold food, complete the ice water check.
- If you use the thermometer for both hot and cold food, complete both checks.

Step 1   Step 2   Step 3   Step 4

Ice water check

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

2. Insert the thermometer for at least 10 seconds until the reading is stable.

3. An accurate thermometer will show a temperature between -1°C and +1°C.

4. If it shows a temperature greater or less than -1°C and + 1°C, the thermometer is inaccurate and needs to be replaced immediately.

Boiling water check

1. Boil some water, then reduce to a rolling boil (simmer).

2. Carefully insert the thermometer for at least 10 seconds until the reading is stable.

3. An accurate thermometer will show a temperature between 99°C and 101°C.

4. If it shows a temperature greater or less than 99°C and 101°C, the thermometer is inaccurate and needs to be replaced immediately.