•	•	me of Premises): _			Week be	ginning _		
Food De	liveries							M
		Check tempe	ratures of chille	d high risk foo	d deliveries			Cold Storage
Date	Supplier	Description of food	Temp°C	All food in	All high risk food stored	Checked	Accept or	Take temperature

	Check temperatures of chilled high risk food deliveries												
Date	Supplier	Description of food	Temp°C Chilled max 8°C Frozen max -18°C	All food in Date?	All high risk food stored separate from raw food? Packaging intact? Food not contaminated?	Checked By	Accept or reject						
			Y / N	Y / N	Y / N								
			Y / N	Y / N	Y / N								
			Y / N	Y / N	Y / N								
			Y / N	Y / N	Y / N								
			Y / N	Y / N	Y / N								
			Y / N	Y / N	Y / N								
			Y / N	Y / N	Y / N								
			Y / N	Y / N	Y / N								
			Y / N	Y / N	Y / N								

Cold Storage Tips
Take temperature of
refrigerators and freezer at
the beginning of the day and
before close of business

If air temperature above 8°C/-18°C, probe food with probe thermometer. Report faulty equipment.

If food temperature below 8°C/-18°C move foods to an alternative refrigerator /freezer or use immediately

If food temperature above 8°C/-18°C consider if food is safe, dispose of food

Cold Storage:

Refrigerators	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Critical Limit: Max 8°C	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Unit 1														
Unit 2														
Unit 3														
Unit 4														

Freezers Monday			Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Critical Limit: Max -18°C	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Unit 1														
Unit 2														
Unit 3														
Unit 4														

Corrective Actions:

Unit	Problem	Corrective Action taken

Cooking, Reheat, Hot Hold Temperature and Cooling Times

Date	Type of Food	Activity	Temperature	Corrective	Complete if coolin	Checked	
		Note if Cook Reheat Hot Hold	Cook to 75°C or above Reheat to 82°C or above Hot Hold at 63°C or above	Action	Time Cooling Started Cool to room temperature in 1 ½ hours Place food in shallow tray and cover loosely to speed up cooling	Time Cooling Finished	Ву

Corrective Actions for Cooking/Reheating/Hot holding/Cooling

Cooking/Reheating – if outwith specified temperature continue cooking/reheating until required temperatures achieved

Hot Holding – if food below 63°C

- Reheat to 82°C if not previously reheated or
- use within 2 hours and then dispose of food

Cooling – decant small batches of food into shallow vessels, cover loosely, place in cool part of kitchen. Cool to room temperature in 90 minutes then place in refrigerator.