

Weekly Record for (Name of Premises): \_\_\_\_\_

Week beginning \_\_\_\_\_



**Food Deliveries**

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		
			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

