TRAINING RECORDS

Name	Date of training	Type of training	Length of training	Qualification/result achieved
	<u> </u>			

PRODUCT RECEIVAL

Date	Time	Supplier	Product	Packaging	Temp °C	Action	Signature	
Eg 20/07/2010	8.15am	Bob's Butcher	Mince beef	Shrink wrap	15°C	Rejected	John Smith	
	<u> </u>							
					A			



- Perishable items
- at or below 5°C
- Frozen items
- minus 17°C or below
- Hot items
- at or above 60° C



PRODUCT TEMPERATURE RECORD

Date	Time	Item recorded	Temp °C	Action	Signature
	_				



- Perishable items
- at or below 5°C
- Frozen items
- minus 17°C or below
- Hot items
- at or above 60°C



HOT HOLDING TEMPERATURE RECORD

Date	Product	Time of set-up	Temp °C	Action	Time	Temp °C	Action	Signature
Eg 20/07/2010	Fried rice	9:00am	78°C		12:00pm	65°C	Ok	John Smith
								/



- Perishable items
- Frozen items
- Hot items
- at or below 5°C
- minus 17°C or below
- at or above 60°C



TRANSPORTATION TEMPERATURE RECORD

Date	Product	Leaving time	Temp °C	Action	Arrival Time	Temp °C	Action	Signature
				<u> </u>				



- Perishable items
- at or below 5°C
- Frozen items Hot items
- minus 17°C or below
- at or above 60°C



CLEANING PROGRAM

Job Number	Fittings/equipment	Cleaning tools and products	Cleaning procedures	How often	
Eg 1	Kitchen floors	Mop, bucket, hot water, floor detergent	Mop all floors using detergent	daily	
	A				

CLEANING SCHEDULE

Date	Job number – tick if completed												Signature		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Eg 20/07/2010	✓			✓	✓	✓					✓				John Smith
											-				
						A									

WASTE COLLECTION DETAILS

Name of company	Phone number	Type of waste	Collection day
	<u> </u>		
A			

WASTE CLEANING

Job description	Cleaning tools and products	Cleaning procedures	How often
Clean kitchen bins	sanitiser, brush, soapy water	Remove waste products. Rinse and scrub with soapy water. Spray sanitizer and allow to dry.	Weekly
A			

PEST CONTROL DETAILS

Name of company:		
Contact details:		
What is treated?		
How often is treatment needed?		7
Last treatment date:		
What chemicals are used?		
What is the location of baits if used?		
Are there any precautions that need to be carried out before or after treatment?	?	

Stick/staple receipts to this form. Talk to your pest control operator to help you develop a pest control program suitable for your premises.

