

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

## Record Keeping

Food businesses are required to fully implement their Food Safety Program (FSP), including the specified records as a **minimum** legal requirement under section 19D of the Food Act 1984. The FSP and records are designed to help you and your staff make sure that the foods you prepare, cook, reheat or store are safe for your customers. Failure to adhere to the FSP, or the record keeping requirements can result in a range of enforcement action, including Penalty Infringement Notices, Food Act Orders, and in some cases can lead to a council revoking or refusing the business a Food Act registration.

If you are using the Department of Health and Human Services 'Food Safety Program, no. 1, version 3', you need to complete the following records. You also need to make sure they are kept on-site, along with the FSP, and are easily accessible. **Also, be sure to keep blank copies of these records so you don't run out of them.**

The records that must be kept are:

### **Record 1: My Food Suppliers**

You are required to list the trading name, business address and contact phone numbers for all of your food and drink suppliers. It is important that suppliers of raw materials, such as bulk oil, flour or rice are also included. Remember to update this list as you change suppliers.

### **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 unit within your business once per day. By checking and recording the temperatures, you help meet your obligation of making sure foods are stored at safe temperatures.

### **Record 3: My cooking temperature checks**

You are required to monitor and record that the internal temperature of one menu item reaches 75 °C or above at least once per month. You should use a clean and sanitised probe thermometer to accurately check the internal temperature of food.

### **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.

### **Record 5: My probe thermometer accuracy checks**

You are required to calibrate each thermometer at least once per year to make sure it works properly and is accurately records temperature. Thermometers must be accurate to +/-1°C and corrective action logged if they fail (e.g. new batteries required or thermometer replaced).

If you have any questions, please contact Environmental Health Unit on 5261 0600

To print more of these records, please go to [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au) and search for 'food safety records'

To download the full Food Safety Program template, visit <http://www.health.vic.gov.au/foodsafety/bus/templates.htm>

<b>Record 1: My food suppliers</b>			
<b>#</b>	<b>Trading name</b>	<b>Business address</b>	<b>Contact number</b>
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Premises Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Record 2: My temperature checks of food in cold or hot storage**

Check one high risk food in all units once per day, using a sanitised digital probe thermometer

**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.**

Verify food temperature by using a digital probe thermometer, and try to vary the food items checked over the year.

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

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

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Premises Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Record 2: My temperature checks of food in cold or hot storage**

Check one high risk food in all units once per day, using a sanitised digital probe thermometer

**Safe Temperatures: Cold Storage: 5°C or less    Frozen storage: -15°C or colder    Hot storage: 60°C or hotter**

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

\_\_\_\_\_  
 Premises Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

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Check one high risk food in all units once per day, using a sanitised digital probe thermometer

**Safe Temperatures: Cold Storage: 5°C or less    Frozen storage: -15°C or colder    Hot storage: 60°C or hotter**

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

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Premises Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Record 2: My temperature checks of food in cold or hot storage**

Check one high risk food in all units once per day, using a sanitised digital probe thermometer

**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.**

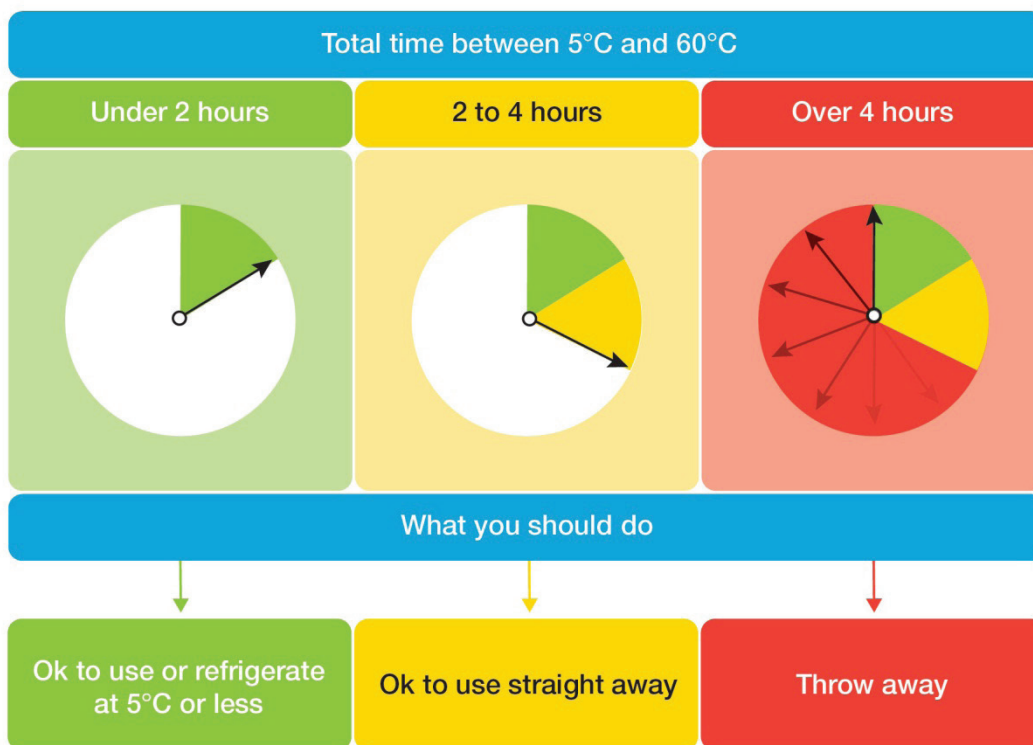
Verify food temperature by using a digital probe thermometer, and try to vary the food items checked over the year.

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

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

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 Premises Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

## Record 4: How I use the 2hour/4hour rule for high risk food



Write down your usual practice here for using the 2 hour/4 hour rule. Update it if your practice changes

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

Date	Thermometer ID	Temperature °C ice water (Should be between -1.0 and 1.0°C)	Temperature °C boiling water (Should be between 99°C and 101°C)

Corrective Action if temperature wrong:

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Step 1



Step 2



Step 3



Step 4

**Ice water check**

1. Mix 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.
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.