

# NSW retail meat

## **Food safety program and retail diary**

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# NSW retail meat Food safety program





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## Introduction

The *NSW retail meat food safety program* has been prepared by the NSW Food Authority to help provide information and guidance to retail meat businesses on how to meet their regulatory requirements.

Typical activities carried out by retail meat businesses are incorporated into this document. It is designed to be used for determining and resolving most day-to-day operational issues faced by your food business, and to assist with compliance during the audit or inspection process.

This document is separated into key areas including:

- Documentation
- Keep it clean
- Process control / protecting food
- The facility
- Supporting safe processing.

For each key area, there are specific 'Outcomes' for activities including:

- Cleaning and sanitising
- Temperature control
- Processing food
- Design and construction of retail meat premises
- Skills and knowledge of staff
- Pest control.

The 'Outcomes' format allows your business to determine what is required and how to achieve the required outcome and provides further guidance relating to the specific outcome.

The information in this document is a general summary and does not cover all situations.

All retail meat food businesses are required to comply with the:

- Australia New Zealand Food Standards Code
- [\*NSW standard for construction and hygienic operations of retail meat premises\*](#) (PDF, 380 KB)
- NSW Food Regulation 2025
- *NSW Food Act 2003*.

**It is the responsibility of the licensee to ensure that a food safety program is maintained and updated as required to remain compliant with their legal requirements.**

# Documentation

## 1. Food safety program

**Outcome required:** The business has and uses an appropriate food safety program (FSP) and monitoring records that are kept onsite at all times.

### To reach this outcome:

- The FSP and monitoring records must be available onsite at all times the business is operating.
- The FSP reflects all the procedures and practices carried out by the business, and accurately reflects the products made and sold by the business. This outcome can be achieved by modifying this FSP or by writing your own.
- See 'Product descriptions and intended use' tables in Appendix 4.
- Sign the 'Manager responsibility statement' in Appendix 5.
- Fill in the 'Monitoring forms' in the retail diary for each calendar day that the business operates (including weekends and half, or part days).

### Guidance information:

- The FSP is the document where you identify how you control the risks with food in your business. It contains information and procedures about:
  - cleaning and sanitising
  - design and construction
  - health and hygiene requirements
  - temperature control
  - processing
  - food additives and preservatives
  - labelling
  - skills and knowledge
  - food recall
  - pest control
  - calibration
  - allergen control
  - verification testing
  - monitoring records.
- Completed monitoring records can also be stored electronically but must be available for review at all times by an authorised officer.

# Keep it clean

## 2. Cleaning and sanitising

**Outcome required:** A retail meat premises is kept clean.

**To reach this outcome:**

- A retail meat premises, which includes fixtures, fittings and equipment, must be kept clean.
- Food contact surfaces may need to be sanitised after cleaning, to control potential contamination.

### Guidance information:

- ‘Clean’ means clean to touch and free of visible matter and objectionable odour.
- Keeping a retail meat premises clean means all floors, walls, ceiling, fixtures, fittings and equipment, are free of:
  - garbage, except in garbage containers
  - recycled matter, except in containers
  - food waste
  - dirt
  - grease
  - other visible matter.
- When cleaning, use hot water or chemicals or a combination of both. Make sure you do not contaminate food or food contact surfaces during cleaning, for example, with chemicals or water splash.
- ‘Sanitise’ means to apply heat and/or chemicals, or other processes, to a surface so that the number of microorganisms on the surface is reduced to a level that does not:
  - compromise the safety of the food that may come into contact with it
  - permit the transmission of infectious disease.
- Sanitising or sterilising food contact surfaces can be achieved by:
  - rinsing or dipping in hot water, for example, 82°C
  - using chemical sanitisers, for example, QUAT, diluted hypochlorite
  - heating, for example, in ovens.
- Equipment used to process ready-to-eat (RTE) foods, for example, meat slicers and boards, should be cleaned and sanitised regularly throughout the day, and if there is a change or break in processing.
- **Chemicals** used for cleaning and sanitising must be from approved suppliers and be fit for use in a food business. See the [Cleaning and sanitising in retail food businesses](#) (PDF, 339 KB) factsheet. Manufacturer’s instructions for diluting and using chemicals must be followed.
- Your approved chemical supplier should provide information on the types of chemicals appropriate for your business practices.



### Ovens and smokehouses

- Smoke ovens need to be maintained by cleaning at the end of every cook and not left for a number of days before cleaning takes place.
- Any smoke residue formed on walls and ceilings in cooking/smoking rooms needs to be cleaned regularly to prevent build up and potential contamination.

### 3. Health and hygiene requirements

**Outcome required:** Contamination of food from people and animals is prevented.

**To reach this outcome:**

- A food business must take all practicable measures to ensure all people on the premises, including butchers, servers, staff and customers, do not contaminate food.
- To reduce the risk of contaminating food, food handlers must:
  - be free from infectious diseases or skin conditions
  - not have any exposed open wound or sore, with any dressing or bandage worn to be clean, waterproof, detectable and secure
  - not cough or sneeze near exposed food or food contact surfaces
  - only commence work if all clothing and all exposed parts of the body are clean
  - thoroughly clean hands immediately before commencing work as well as at any time they might become contaminated
  - where necessary, wear clean protective clothing to prevent food or food contact surfaces from coming into contact with their ordinary clothing, body or hair
  - remove all protective clothing, headwear, equipment and gloves that are used in the food handling areas when:
    - » outside the premises, except for protective clothing worn during delivery
    - » using toilet facilities.
  - not engage in any activities which may contaminate food, such as spitting, smoking, eating or drinking in storage areas
  - prevent contamination of food and food contact surfaces from cosmetics, personal effects, chemicals, and telecommunication devices by storing them away from food.
- No person, other than a person authorised by management, may enter the area of the premises used for food processing.
- Animals are not allowed in a retail meat business, other than guide dogs which are permitted in customer areas only.

**Guidance information:**

- To reduce contamination, protective clothing and personal equipment must be:
  - durable (able to withstand wear, pressure, or damage)
  - non-toxic
  - corrosion resistant, for example, does not rust
  - easily cleaned
  - resistant to flaking or fraying
  - designed in a way which allows any contamination to be clearly visible.
- When a food handler displays signs or symptoms or is suspected of having an infectious disease or skin condition, the food handler should obtain medical clearance before returning to work. Medical clearance can be in the form of a medical certificate or letter issued by a doctor.
- Personal effects, such as jewellery, wallets, bags and keys, electronic devices (including phones), and tobacco or similar substances should not be stored or used in food storage areas. Facilities such as lockers, drawers or cupboards should be made available for storing these items.
- Customers, friends and/or family should not be permitted in storage areas unless authorised by management and must follow health and hygiene practices above (hand washing and wearing protective clothing).

## Process control / protecting food

### 4. Temperature control

**Outcome required:** Receive, store, handle, display and transport food under temperature control.

**To reach this outcome:**

- You need to be able to check the temperature of food by using an accurate thermometer or temperature measurement device.
- Carcases and quarters must not exceed 7°C on the surface.
- Poultry carcases, smaller portions of meat and other chilled foods must not exceed 5°C.
- Frozen foods are hard frozen.
- Hot foods are kept at 60°C or above.
- RTE food to be cooked to a core temperature of 65°C for a minimum of 10 minutes and cooled for the correct time and temperature or approved alternative time and temperature as per AS 4696:2023 clause 13.5.

#### Guidance information:

Keeping food at the correct temperature is one of the most important things a food business can do to make sure food is safe. The most important times to check and control temperature are:

##### 1. At receipt during storage and display, the critical temperatures are:

- › carcases and quarters must not exceed 7°C on the surface
- › poultry carcases, smaller portions of meat and other chilled foods must not exceed 5°C
- › frozen foods must be hard frozen (some foods need to be frozen for achieving shelf life)
- › hot foods must exceed 60°C.

When receiving food, if the temperature is up to 2°C above the critical temperature, the product should be immediately transferred to a cool room or refrigerator and re-chilled to the critical limit within 4 hours. If the food is more than 2°C above the critical temperature, the food should not be accepted by the business.

The temperature of meat displayed for retail sale must not exceed 5°C (not including shelf stable meat products, such as dried meats). This means the temperature of meat on display must be below 5°C, not the air going into the cabinet, or the temperature on the read out.

## 2. During processing

Different temperatures are important during the different types of processing carried out.

Process	Temperature																		
Cutting, slicing, marinating, crumbing or packaging	<p>For all of these processes, raw meat needs to be:</p> <ul style="list-style-type: none"> <li>kept at a temperature that must not exceed 7°C, or</li> <li>processed in a room with an air temperature of no more than 10°C.</li> </ul>																		
Curing	<ul style="list-style-type: none"> <li>Curing must be carried out under controlled time and temperature.</li> <li>Once curing liquid is made, it must be stored at 5°C or colder.</li> </ul>																		
Thawing	<ul style="list-style-type: none"> <li>Frozen foods can be thawed in a cool room, refrigerator or display cabinet with food not reaching more than 5°C or alternative process that complies with AS 4696:2023 clauses 12.8 and 12.11.</li> <li>Do not re-freeze thawed foods.</li> </ul>																		
Cooking and cooling	<ul style="list-style-type: none"> <li>All RTE food must be cooked to a core temperature of 65°C for a minimum of 10 minutes or equivalent, as shown in the table below.</li> </ul> <table border="1"> <thead> <tr> <th>Temperature (degrees °C)</th><th>Minimum process time (minutes)</th></tr> </thead> <tbody> <tr> <td>65</td><td>10</td></tr> <tr> <td>66</td><td>7</td></tr> <tr> <td>67</td><td>6</td></tr> <tr> <td>68</td><td>4</td></tr> <tr> <td>69</td><td>3</td></tr> <tr> <td>70-72</td><td>2</td></tr> <tr> <td>73-75</td><td>1</td></tr> <tr> <td>76+</td><td>Less than one minute</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>Meat must be cooled: <ul style="list-style-type: none"> <li>cured meats (hams, etc.): <ul style="list-style-type: none"> <li>reduced from 52°C to 12°C within 7.5 hours, and</li> <li>reduced to 5°C within 24 hours of completion of cooking.</li> </ul> </li> <li>un-cured meats (roast beef/lamb/pork): <ul style="list-style-type: none"> <li>Reduced from 52°C to 12°C within 6 hours, and</li> <li>reduced to 5°C within 24 hours of completion of cooking.</li> </ul> </li> </ul> </li> <li>Other foods must be cooled by: <ul style="list-style-type: none"> <li>reducing from 60°C to 21°C within 2 hours; and</li> <li>reducing from 21°C to 5°C within a further 4 hours.</li> </ul> </li> <li><b>OR cooked and cooled at an alternative time and temperature that is approved in writing by the Food Authority. See Appendix 1 for more information.</b></li> </ul>	Temperature (degrees °C)	Minimum process time (minutes)	65	10	66	7	67	6	68	4	69	3	70-72	2	73-75	1	76+	Less than one minute
Temperature (degrees °C)	Minimum process time (minutes)																		
65	10																		
66	7																		
67	6																		
68	4																		
69	3																		
70-72	2																		
73-75	1																		
76+	Less than one minute																		

<b>Drying</b>	<ul style="list-style-type: none"> <li>• Dried meat products that are not cured must be dried at a temperature that will minimise microbial growth (a core temperature between 50-70°C is recommended).</li> <li>• Dried meat products must achieve a water activity of no more than 0.85 in the finished product unless otherwise validated.</li> <li>• For further information regarding drying of meat products, refer to Australian Meat Industry Council's <a href="#"><u>Guidelines for the safe manufacture of smallgoods (3rd edition)</u></a> (PDF, 3.2 MB).</li> </ul>
<b>Fermenting</b>	<ul style="list-style-type: none"> <li>• Uncooked Comminuted Fermented Meat (UCFM) products can only be produced with a specific licence and using an approved pro forma.</li> <li>• Contact the Food Authority for more information.</li> </ul>

### 3. During transportation, the critical temperatures of product(s) are:

- carcasses and quarters must not exceed 7°C on the surface
- poultry carcasses, smaller portions of meat and other chilled foods must not exceed 5°C
- frozen foods must be hard frozen (some foods need specific freezer temperatures for ensuring and maintaining shelf life)
- hot foods must exceed 60°C.

All licensed transport vehicles must be refrigerated if used to distribute food (for trips over 30 minutes travelling time). This time is calculated from first product loaded in, to the last product loaded out. If using a non-refrigerated vehicle, food must still be kept at the critical temperatures stated above.

To ensure food is kept at the correct temperature, you need to be able to check the temperature of food. To do this, you must have an accurate temperature measurement device, such as a thermometer or data logger. For every day you operate, the device must be onsite, available and working.

Digital probe thermometers (that can be inserted into food) must be readily available and accurate to  $\pm 1^{\circ}\text{C}$ .

The temperature of food products must be monitored regularly and recorded. This can be achieved by recording temperature of food products at point of delivery, for example, in a delivery book, on a copy of the tax invoice, or in your retail diary. These records must be made available upon request by an authorised officer.

## 5. Processing food

**Outcome required:** The business will process food safely.

### To reach this outcome:

Ensure that food is safe and suitable during all stages of processing.

#### Receival

All food received by the business must be checked. When checking food make sure it is:

- at the right temperature (refer to Outcome 4)
- in good condition, with no damage to packaging and with no signs of contamination
- from suppliers listed on the Approved supplier register in Appendix 3
- only sourced from licensed businesses, and is traceable
- received from a licensed vehicle where required (current NSW Food Authority sticker observed on vehicle).

#### Storage

- All food is kept at the right temperature (refer to Outcome 4).
- Food must be stored so it does not become contaminated by biological, chemical, or physical hazards.

#### Packaging

- When packaging food, the packaging should be fit for purpose and not cause contamination.

#### Display

- All food on display is at the right temperature (refer to Outcome 4).
- Food on display is done so to prevent contamination by biological, chemical, or physical hazards.

#### General processing

- All food is processed at the right temperature (refer to Outcome 4).
- Food must be processed so it does not become contaminated by biological, chemical, or physical hazards.

#### Processing smallgoods and dried meat products

- Dried meat products, such as jerky and biltong, must be dried under correct conditions (temperature, humidity etc.) for the correct time, to prevent undesired microbial growth.
- The drying process must result in the finished product having a water activity (aw ) of no more than 0.85 or validated alternative.
- Carry out validation testing on finished product to ensure it is safe.
- For slow-dried meat products, product description and intended use monitoring forms can be found in Appendix 4.

#### Hazardous substances

- Hazardous substances are used and stored appropriately to prevent contamination of food.

#### Uncooked Comminuted Fermented Meats (UCFM)

- UCFM products can only be processed with a specific licence and using an approved pro forma.
- Contact the Food Authority for more information.

## Guidance information:

### Receival of food

- Dry goods, chemicals, packaging are at room temperature.
- All meat sourced from outside of NSW should only be sourced from a business that holds an equivalent licence or accreditation from that jurisdiction.

### Storage of food and ingredients

- Keep RTE food separate from raw foods and prevent contact with surfaces that are not sanitised. Storing RTE foods above raw foods prevents contamination, for example, from blood drip.
- Make sure no food or tubs are in direct contact with the floor (use dragger tubs, make sure meat is properly hung).
- Keep all food away from chemicals, damaged equipment and areas requiring maintenance, for example, flaking paint.
- Clean up spills or breakages such as glass as soon as possible.
- Seal opened packages of food, especially dry goods, to prevent them contaminating other foods (such as allergens) and from being contaminated with dust or pests.

### Packaging of food

Packaging must be:

- free from substances that may make the food unsafe or unsuitable
- clean and free from any foreign matter
- not previously used (except if washable, a relined pack, or it's for pet food).

If packaging is damaged and the food potentially contaminated, the food must be discarded.

### Display of food

- Display equipment must prevent the public from contacting unwrapped meat. Any meat displayed where it can be handled by the public must be in the form of pre-packaged meat.
- Cooked meat, cooked seafood and any other RTE products are stored in a separate display to raw meat. Where a separate facility is not available, these foods will be adequately separated from raw meat (including marinated food) to prevent cross contamination in the display unit.

## General processing

Examples of how to keep food safe include:

- protecting food from contamination from splashing, drips, other foods, allergens, steam, smoke or odours
- breadcrumbs, batters and marinades are:
  - not reused or sieved and are thrown out at day's end
  - placed under refrigeration when not in use during the day.
- pickling liquids are made fresh per batch
- pet meat is labelled and stored separately from food for human consumption
- fat, bone and inedible food are identified and stored separately from food for human consumption
- any food that is unsafe or unsuitable that has been recalled, or needs to be returned to the supplier, must be labelled and stored separately from other foods.

## Processing smallgoods and dried meat products

- Specific guidance can be found in [Guidelines for the safe manufacture of smallgoods \(3rd edition\)](#) (PDF, 3.2 MB) produced by the Australian Meat Industry Council.

## Hazardous substances

- Hazardous substances such as cleaning or pest control chemicals are fully labelled.
- Hazardous substances do not leave residues, odours or flavours.



## 6. Additives and preservatives

**Outcome required:** The use of additives and preservatives in food products complies with the Food Standards Code (the Code).

**To reach this outcome:**

- Ensure the additive or preservative is allowed to be used in the product.
- Ensure the amount/level/dose of additive or preservative complies with allowable limits in the Code.
- Ensure accurate declarations are made on packaging or when requested.

**Guidance information:**

For products that are allowed to contain preservatives, prescribed amounts up to the allowable limits in the Code can only be used.

Below is a table of common products that preservatives can and cannot be used in. For a complete list of products and permitted additives and preservatives, refer to Standard 1.3.1, schedules 14 and 15 of the [Code](#). More information is also in [Preservative use in processed meats: licensee guidance](#) (PDF, 143 KB) on the Food Authority website.

**Addition of sulphur dioxide (SO<sub>2</sub>)**

Preservatives, such as SO<sub>2</sub> (sulphur dioxide), can cause allergic reactions in sensitive consumers, for example, those with asthma. Reactions can range from mild to life threatening, including anaphylaxis. Safe use of preservatives requires careful measurement of ingredients:

- meat used to make sausages must be accurately weighed. After meat is weighed the correct amount of meal (or liquid) will be prepared and added as per the manufacturer's instructions
- do not spike, or overdose the meat or meal
- all staff, including any apprentices, are trained to use the correct amount of meal before making sausages.

**A field test will be carried out at random during audits and inspections. A business found to be using preservatives in prohibited meat and meat products may be:**

- fined
- required to carry out extra monitoring
- subjected to more frequent audits and inspections
- placed on the Food Authority's online name and shame list
- required to undertake further training / skills and knowledge assessment by the Food Authority as a condition of continued licensing and operation.
- potential licence cancellation for repeat offenders.

### Addition of nitrate and nitrite

The levels of nitrates and nitrites in meat are restricted because they can be converted in the stomach or during high temperature cooking processes to chemicals understood to be carcinogenic in nature and regulated to prevent use which is incompatible with other manufacturing processes.

Nitrites generally have 2 functions in meat processing:

1. to increase product quality by enhancing the typical red colour of UCFM
2. increase product safety by preventing *Clostridium botulinum* spores from growing.

The addition of nitrite, for example, sodium nitrite in UCFM and slow dried cured products is permitted, however only up to specific amounts as listed in the Code.

**UCFM products can only be processed with a specific licence and using an approved pro forma. Contact the Food Authority for more information.**

Product	Sulphates, sulphites	Nitrates, nitrites	Other permitted additives and preservatives	Special conditions
8.1 Raw meat, poultry and game				
Raw minced beef, chicken, lamb, goat, pork	No	No	No	Additives in schedule 15 of the Code must not be added unless expressly permitted
Kofte, kafta, kibbie, kibbeh or other form of these product types	No	No	No	
‘100% meat’ hamburger patties	No	No	No	
Whole sides of cuts of fresh raw meats, game or poultry	No	No	No	
Fresh poultry ( <u>not</u> mince, pieces or cuts)	No	No	#262 [Sodium acetates (5,000 mg/kg)*]	
8.2 Processed meat, poultry and game products in whole cuts or pieces				
Processed (or cured) meat (for example, shoulder or leg ham and silverside)	No	#234 [Nisin (12.5mg/kg)*] #243 [Ethyl lauroyl arginate (200mg/kg)*] #249, #250 [Nitrites (potassium and sodium salts) (125mg/kg)*]		Nitrates are NOT permitted in these products
Cured meats (for example, bacon, pastrami, smoked chicken or turkey (not loaf))	No	#234 [Nisin (12.5mg/kg)*] #243 [Ethyl lauroyl arginate (200mg/kg)*] #249, #250 [Nitrites (potassium and sodium salts) (125mg/kg)*]		
Dried meats (for example, beef jerky)	No	#200, #201, #202, #203 [Sorbic acid and sodium, potassium and calcium sorbates (1,500mg/kg)*] #234 [Nisin (12.5 g/kg)*] #243 [Ethyl lauroyl arginate (200mg/kg)*] #249, #250 [Nitrites (potassium and sodium salts) (125mg/kg)*]		Nitrates are NOT permitted in these products

Slow dried cured meats (for example, prosciutto, pancetta, parma ham, jamon).	No	#234 [Nisin (12.5mg/kg)*] #243 [Ethyl lauroyl arginate (200mg/kg)*] #249, #250 [Nitrites (potassium and sodium salts) (125mg/kg)*] #251, #252 [Nitrates (potassium and sodium salts) (500mg/kg)*]		
8.3 Processed comminuted meat, poultry and game products				
Mortadella	Yes*	No	<b>Nitrate is NOT a permitted additive.</b> <b>Note: only <u>nitrite</u> based cures are to be used.</b> <b>Code limits apply*</b> #249, #250 [Nitrites (potassium and sodium salts) (125mg/kg)*] #220, #221, #222, #223, #224, #225, #228 [Sulphur dioxide and sodium and potassium sulphites] (500mg/kg)* #234 [Nisin (12.5mg/kg)*] #243 [Ethyl lauroyl arginate (315mg/kg)*]	
Chicken loaf / turkey loaf	Yes*	No		
Frankfurters	Yes*	No		
Luncheon meats	Yes*	No		
Polish salami	Yes*	No		
Devon	Yes*	No		
Manufactured hams	Yes*	No		
8.3.2 Sausage and sausage meat containing raw, unprocessed meat				
Raw unprocessed sausage and sausage meat sausages	Yes*	No	Yes*	Must be labelled as sausage meat (for example, hamburger patties made from sausage meat)
Chipolatas	Yes*	No	<b>Code limits apply*</b> #220, #221, #222, #223, #224, #225, #228 [Sulphur dioxide and sodium and potassium sulphites] (500mg/kg)* #243 [Ethyl lauroyl arginate (315mg/kg)*]	
BBQ sausages	Yes*	No		
Beef / pork / chicken sausages	Yes*	No		

\*MPL – Maximum Permitted Level measured in mg/kg (current in September 2024).

## 7. Labelling

**Outcome required:** All food is correctly labelled, identifiable and traceable.

### To reach this outcome:

- All food must be correctly labelled. There are specific requirements for different products, for example, packaged product, country of origin, ingredients and allergen declaration.
- All food labelling must comply with the requirements of the Food Standards Code.
- All food must be correctly identified, for example, species, description, beef labelling.
- All signage and labelling must be true and not mislead the customer.
- All food must be traceable from the approved supplier through your supply chain, for example wholesaler to your shop.

### Guidance information:

Packaged food, such as cartons, raffle trays and wrapped meat, must be labelled with the following information:

- name of the business
- street address of the premises in which the food was packed
- animal species/ type from which the product has originated (for example, cattle, sheep, goat, pig, poultry)
- trade name or the description of the food or food products contained in the package
- weight
- one or more of the following:
  - date of packaging and a statement of the shelf life of the food:
    - » use by date (for example, for RTE meats)
    - » best before date (for example, for raw meats and other foods).

If the food contains added ingredients (for example, crumbs, marinates), the following must also be on the label:

- Nutrition Information Panel (NIP)
- ingredient list of all added ingredients
- any allergens present in the product must be identified.

Unpackaged food, such as meat and seafood in a display cabinet, may need to be labelled with the following information:

- country of origin
- if beef labelling descriptions are used, these must be correct (for example, young / yearling / economy etc.)

Carcase meat, including full, half, or part-carcases must be stamped or rolled with appropriate identifiable features (for example, processor stamps, inspection stamps, processor tickets) and be traceable to the supplier with sufficient evidence (for example, supplier tax invoice).

## Pet meat products

Unpacked meat offered for sale as pet food must have been processed and handled in accordance with the *NSW standard for construction and hygienic operations of retail meat premises* and comply with all relevant legislation for food for human consumption, that is, processed the same as food fit for human consumption. For example, products intended for human consumption can be labelled or sold as trim, off-cuts or bones.

The retail meat premises must not be used to sell or store for sale any other pet food that is unfit for human consumption unless it is from an approved supplier and prepared, packaged and labelled in accordance with the [\*Standard for the Hygienic Production of Pet Meat \(2009\)\*](#). It must be sealed in a package labelled with the words 'Pet Meat – Not for Human Consumption', kept separate from meat for human consumption, and stored in a manner that will not cause its deterioration. The surface of pet meat must also be stained in accordance with the Standard before delivery to a retail pet meat premises. More information is in sections 7, 8, and 9 of the standard.

## Beef labelling

Beef has special requirements when it comes to labelling. There are specific descriptions that can and cannot be used. The table below has a list of descriptions that can be used for uncooked, fresh beef. The standard retail description can be found on the carton, carcass tag, and often on the consignment note of your beef order.

Beef retail classification	Processing alternative carcass category **	AUS-MEAT Description
Yearling OR Beef	Yearling Steer *YS*	Castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has zero (0) permanent incisor teeth</li> <li>• shows no Secondary Sexual Characteristics (SSC).</li> </ul>
	Yearling *Y*	Female or castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has zero (0) permanent incisor teeth</li> <li>• shows no SSC.</li> </ul>
Young OR Beef	Young Steer *YGS* or Young Prime Steer *YPS* OM ≤200	Castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has no more than two (2) permanent incisor teeth, or</li> <li>• has no more than four (4) permanent incisor teeth and an assessed Maximum Maturity Score of ≤200</li> <li>• shows no SSC.</li> </ul>
	Young Beef *YG* or Young Prime Beef *YP* OM ≤200	Female or castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has no more than two (2) permanent incisor teeth, or</li> <li>• has no more than four (4) permanent incisor teeth and an assessed Maximum Maturity Score of ≤200</li> <li>• shows no SSC.</li> </ul>

Mature OR Beef	Young Prime Steer *YPS*	Castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has no more than four (4) permanent incisor teeth</li> <li>• shows no SSC.</li> </ul>
	Young Prime Beef *YP*	Female or castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has no more than four (4) permanent incisor teeth</li> <li>• shows no SSC.</li> </ul>
	Prime Steer *PRS*	Castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has no more than seven (7) permanent incisor teeth</li> <li>• shows no SSC.</li> </ul>
	Prime Beef *PR*	Female or castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has no more than seven (7) permanent incisor teeth</li> <li>• shows no SSC.</li> </ul>
	Steer *SS*	Castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has no more than seven (7) permanent incisor teeth</li> <li>• shows no SSC.</li> </ul>
	Ox *S*	Female or castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has no more than seven (7) permanent incisor teeth</li> <li>• shows no SSC.</li> </ul>
Economy	Economy Ox or Budget Ox	Castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has eight (8) permanent incisor teeth</li> <li>• maximum AUS-MEAT Meat Colour 4 and Fat Colour 4</li> <li>• shows no SSC.</li> </ul>
	Economy Cow or Budget Cow	Female bovine that: <ul style="list-style-type: none"> <li>• has eight (8) permanent incisor teeth</li> <li>• maximum AUS-MEAT Meat Colour 5 and Fat Colour 5.</li> </ul>
Manufacturing (suitable for mince only)	Manufacturing	Female or castrate or entire male bovine that: <ul style="list-style-type: none"> <li>• has eight (8) permanent incisor teeth</li> <li>• males show no SSC.</li> </ul>

\*\*AUS-MEAT. [Domestic Retail Beef Register: retail beef cuts language and terminology \(4th edition, 2019\)](#) (PDF, 6.7 MB).

The word 'Beef' can be used in place of any retail description except 'Economy'. Economy beef must always be described.

## Prohibited descriptions

Retailers may not use any prohibited descriptions such as 'A grade', 'Prime' or 'Lot fed', among others. If retailers use supplementary descriptions from the AUS-MEAT language such as 'grain fed beef' these must be accurate and able to be substantiated. The following descriptions have not been defined and are not allowed:

✗ \*A\* Beef

✗ "A Grade"

✗ "A Class"

✗ "Export Grade"

✗ "Export Standard"

✗ "Export Quality"

✗ "Grain Assisted"

✗ "Grain Enhanced"

✗ "Grain Supplemented"

✗ "Lot Fed"

✗ "Milk Fed"

✗ "Prime"

## The facility

### 8. Design and construction of retail meat premises

**Outcome required:** Premises, equipment, and transportation vehicles are constructed and maintained to ensure food is not contaminated.

**To reach this outcome:**

#### Design and construction

The design and layout of premises, and equipment, must allow for the safe processing of food by:

- providing adequate space for food production and the fixtures, fittings and equipment used
- preventing access by and harbourage of pests
- keeping out dust, dirt, fumes, smoke and other contaminants.

Construction must:

- use materials that will not become a potential source of contamination
- allow for safe handling (food does not contact surfaces, such as walls or floors) and effective cleaning (no unsealed joints, rough surfaces, angled corners).

#### Floors

Floors must:

- not absorb water, food or grease or allow liquids to accumulate or pool
- allow liquids to drain naturally or be physically removed, for example, mopped or squeegeed
- be kept free from sawdust, shell grit, cardboard or other similar materials
- have adequate drainage and prevent odours, vermin, any objectionable material or storm water from entering the premises.

#### Walls, ceilings, fixtures, fittings and equipment

All surfaces and equipment used in the facility must be:

- smooth surfaced
- impervious (except for wooden chopping blocks used for the purpose of chopping only)
- able to be easily cleaned and, where necessary, be capable of being dismantled for cleaning
- corrosion resistant or capable of being maintained free of corrosion.

#### Hand washing facilities

- A retail meat premises must have adequate, accessible hand washing facilities in working order.



### Transportation vehicles

- The vehicle used to transport food must have a compartment that is clean, well-sealed and free from damage that prevents food from contamination.
- All vehicles must have refrigeration if travel time to distribute meat products exceeds 30 minutes. This time is calculated from when the first product is loaded in to when the last product is unloaded out.

### Maintenance

- A retail meat premises, fixtures, fittings and equipment must be maintained in good condition, free of damage and potential contamination, such as rust or flaking paint.
- If areas of the premises, fixtures, fittings and equipment do not comply with requirements, the business must:
  1. identify and record the defects
  2. plan to repair or replace the defective items or area
  3. document the plans to repair/replace, and the estimated time frames.

## Guidance information:

### Floors

- Floor coatings, such as epoxy resin, vinyl sheets/tiles, ceramic or quarry tiles (with non-absorbent grout), are examples of coatings which comply if correctly installed. Floors with unsealed concrete, exposed aggregate, cracks, and damage do not comply. Excessively worn floors can also create pooling of water which has the potential to contaminate food.
- If your floor does not comply, document your plans to have it repaired or replaced and ensure those plans are updated regularly and are available for auditing.

### Walls, ceilings, fixtures, fittings and equipment

All surfaces and equipment used in your facility must be:

- smooth surfaced, impervious, able to be easily cleaned and corrosion resistant; but also:
  - durable
  - non-toxic
  - resistant to chipping, flaking or fraying
  - of a finish that makes contamination clearly visible
  - constructed so that joints are effectively sealed
  - constructed to minimise accumulation of dust, water, litter or waste materials on ledges, sills
  - for wall to floor junctions, coved to enable effective cleaning.

Materials that comply with this include:

- ✓ coated cool room panels
- ✓ stainless steel (shelves, benches, panels)
- ✓ plastic (boards, tubs, panels, shelves)
- ✓ sealed timber (panels, shelves)
- ✓ sealed cement render.

Materials and equipment that do not comply include:

- ✗ exposed timber and particle board
- ✗ foam
- ✗ uncoated mild steel
- ✗ unsealed plasterboard
- ✗ 'checker plate' type material
- ✗ shopping trolleys.

Some areas and equipment may need special attention, including:

- **Carcase rails** can be made of mild steel, provided they are maintained free of corrosion by frequently treating with edible oil.
- **Butchers blocks** / wooden chopping blocks must be:
  - kept clean and in good condition
  - free of splits, cracks, holes and other damage
  - used for the purposes of chopping only.

### Hand washing facilities

To be considered adequate, hand washing facilities must have:

- warm running water
- an effective cleaning agent, such as liquid soap
- taps which are hands free operated
- hand drying facilities that do not contaminate washed hands or the surrounding area, such as single-use paper towels and a bin
- a connection directly to the drainage system.

Hand washing facilities must also be:

- readily accessible in processing areas
- only used for the washing of hands, arms and face
- placed in appropriate locations for use between handling.

Handwash basins cannot be used for washing utensils and equipment and cannot be used to store other items.

## Ventilation

- A retail meat premises must be sufficiently ventilated to control excessive heat, steam and condensation and prevent the entry of odours, dust, vapour or smoke.
- Emissions must be vented to the outside of the premises in a manner that does not contaminate food.

## Lighting

- Lighting, either natural or artificial, must be adequate to enable hygienic handling, inspection and auditing. For guidance on sufficient lighting, refer to *Australian Standard 1680.1-2006 Interior and workplace lighting: General principles and recommendations*.
- To make sure lights do not become a source of contamination, they must have a shatterproof protective cover/shield. Check lights and fittings regularly to ensure they are free of insects, water, mould, or damage. If these are present, take immediate action or document plans to address the defect.

## Ovens and smokehouses

- Any dust, dirt, smoke, charcoal, or ash like residue built up in exhaust hoods needs to be cleaned regularly to prevent potential contamination.

## Water supply

- If you have a reticulated water supply, or 'town water', you are complying with potability requirements. If you use a different water supply system, such as bore or tank water, you may need to test or treat the water to ensure it is potable.
- You must also have enough water, both hot and cold, and at the right pressure, to be able to clean the facility, equipment, fittings and fixtures.

## Storage facilities

Storage facilities need to be provided for certain items. These facilities can be grouped and treated differently, depending on the items and areas stored.

- **Food, and single use food contact items:** including ingredients, processing and packaging materials and kits. These items need the highest care and protection from contamination. When storing these items, you are trying to protect them from all potential sources of contamination and in general, they need to be kept separate from other groups. Special attention needs to be given to RTE and shelf stable foods, so they are protected from raw foods or ingredients, as well as all other sources of contamination (cleaning chemicals and equipment, dirty equipment etc.).
- **Clean equipment:** including product containers, trays, tubs, sausage sticks, torpedos, presses, mincer and band saw blades. These items need a high level of care and protection from contamination because they are used in contact with food.
- **Protective clothing:** including aprons, pouches, steels. These items may not come in direct contact with food but need to be protected from contamination because they are used near food or food contact items and can transfer contamination from the source to food.
- **Cleaning equipment and chemicals:** including cloths, mops, buckets, squeegees and sanitising products. These can be a source of contamination for food and equipment and need to be stored in a way to prevent contamination.
- **Personal belongings:** including clothing not worn during working hours, wallets, mobile phones, and bags. These can also be a source of contamination for food and equipment and need to be stored in a way to prevent contamination.

### Toilet facilities

- A retail meat premises must have adequate toilet facilities that are available to all staff.
- Toilet facilities must be accessible at all times when staff are working.
- The location of toilet facilities must be adequate for the purpose and not jeopardise hygienic handling and storage. They must not:
  - open directly into processing areas
  - be used for any type of processing
  - be used to store high care items listed above, such as packaging or ingredients. Cleaning chemicals and non-food processing equipment may be stored in these areas if they do not become a risk to food safety.
- Staff must not wear aprons and kits in toilets.
- Amenities must be maintained in a clean condition and be in a good state of repair.

### Solid and liquid waste disposal

Liquid and solid waste material must be handled, stored, treated and disposed of in a manner that does not:

- contaminate the water supply
- affect the safety and suitability of food
- become food or a breeding place for pests
- create odours.

This can be achieved by putting solid waste in appropriate receptacles (for example, bins) and emptying these regularly (at least daily). When emptying receptacles, it is best to have the waste stored in a separate area such as in a 'skip' outside the facility.

When storing garbage or recyclable matter, ensure the facilities are:

- adequate for the volume and type of garbage and recyclable matter
- are enclosed so they do not provide a breeding ground for pests
- designed and constructed so that they may be effectively cleaned.

Liquid waste may be disposed of in the wastewater system (with appropriate separation/treatment, such as a grease trap). If grease traps are used, ensure they are emptied and maintained as needed. You may need to contact your council or wastewater disposal organisation for further information and ensure you are complying with other relevant state legislation relating to waste water disposal.

### Maintenance

To ensure effective maintenance in your premises:

- identify and document any defects
- plan to repair or replace the defective items or area
- document the plans to repair/replace, and the estimated timeframes.

When addressing maintenance issues, ensure that the contamination of food is prevented. Prioritise defects based on the risk to food safety/contamination. This may include addressing the defect in 2 stages:

1. address the immediate risk
2. plan and carry out long term repairs/replacement.

For example, if a ceiling above exposed product is found to have flaking paint, removing the flaking paint straight away addresses the immediate food contamination risk. Planning to, and re-painting the ceiling in a few weeks addresses the long-term risks and ensures the ceiling complies with the standard. Documenting the process demonstrates to the Food Authority that you are managing the risks with this maintenance issue.

## Supporting safe processing

### 9. Skills and knowledge of staff

**Outcome required:** All people handling food in the business must have appropriate skills and knowledge.

**To reach this outcome:**

- All staff need to know how to do their job according to the practices in the business to ensure food is safe at all times.
- Evidence of all training undertaken by staff, and accompanied by the relevant staff member's signature, should be documented in the FSP training register in Appendix 2.
- It is a requirement of licence that one staff member has completed a recognised food handling hygiene course and can produce a certificate proving course completion during audits.

**Guidance information:**

All staff need to know how to do their job according to the practices in the business to ensure food is safe at all times. These include:

- cleaning and sanitising
- ingredient and preservatives controls
- raw meat processing.

Staff that carry out duties in these areas require specific training:

- sausage making
- RTE meat handling and processing
- calibration
- monitoring records
- internal audit
- vacuum packing RTE meats
- dried meat processing.

Evidence of all training undertaken by staff, and accompanied by the relevant staff member's signature, should be documented in the FSP training register in Appendix 2. This includes:

- butchers and apprentices
- servers
- wash up staff
- family.

By signing the register, you and your staff are stating that they are competent, know how to do their job safely, and are committed to food safety.

It is a requirement of licence that one staff member has completed a recognised food handling hygiene course and is able to produce a certificate proving course completion during audits.

Ensure a copy of the trade certificate, industry qualification or academic transcript is kept onsite and available for audit.

A valid food safety supervisor (FSS) certificate is acceptable.

## 10. Food recall

**Outcome required:** The business must have a system for the recall of unsafe or unsuitable food.

**To reach this outcome:**

A retail meat premises that wholesales (sells business to business), manufactures or imports food must:

- have in place a written system to recall unsafe food
- comply with this system when recalling unsafe food.

**Guidance information:**

Unsafe product that has been distributed to other businesses and/or the consumer will need to be withdrawn from sale to protect the consumer.

Product may need to be recalled if it is:

- not fully or correctly labelled
- contaminated with harmful microorganisms
- contaminated with harmful chemicals
- contaminated with physical matter such as glass or wood
- has been tampered with.

The [Food Recall Action Plan](#) on the Food Authority's website can be used to determine if you need to do a recall, and the recall process.

In the event of a product recall, the system as defined in the [Food Industry Recall Protocol: Information on recalling food in Australia](#) prepared by Food Standards Australia New Zealand (FSANZ) will be used. A copy of this document is accessible on the FSANZ website [www.foodstandards.gov.au/food-recalls/firp](http://www.foodstandards.gov.au/food-recalls/firp)

In the event of a product recall, the action plan will be controlled by the manager or delegated employee of the business.

The NSW Food Authority is to be contacted in the event of a recall on 1300 552 406.

**Key contact details and information:**

- NSW Food Authority: 1300 552 406
- Food Standards Australia New Zealand (FSANZ): 02 6271 2610
- FSANZ recall information: [www.foodstandards.gov.au/food-recalls](http://www.foodstandards.gov.au/food-recalls)
- NSW Food Authority recall information: [www.foodauthority.nsw.gov.au/news/recalls](http://www.foodauthority.nsw.gov.au/news/recalls).

## 11. Pest control

**Outcome required:** The business is maintained to be free of insects and pests.

**To reach this outcome:**

Controlling pests includes:

- ensuring the building and equipment are well maintained and kept clean
- using pest control devices and chemicals
- pest control measures are documented
- identifying if control measures are working.

**Guidance information:**

**Ensure the building and equipment are well maintained**

- This helps prevent pests from entering the premises and from harbouring in equipment. Examples of how this can be achieved include sealing cracks or holes in walls, sealing gaps around doors, restricting entry through windows, or removing old / unused equipment.

**Keep the premises and equipment clean**

- This can also reduce areas for pests to be harboured, by reducing food availability which can attract pests. Examples include cleaning up spills in dry goods storage areas or discarding used cardboard boxes.

**Use pest control devices and chemicals**

- These control pests that may have found their way into the facility before they can find harbourage or become an infestation. Examples may include getting a professional pest control technician to carry out a treatment.
- If using a professional, ensure they provide you with a documented report outlining the devices/chemicals used, the pest(s) targeted and the areas where these measures were used. Alternatively, you can use these measures yourself, which may include traps, baits, sticky boards or chemicals. However, always follow manufacturer's instructions for use and safety, and ensure chemical treatments are used in a way that they will not contaminate food.

**Document pest control activities**

- When using pest control devices and/chemicals, either yourself or by a professional, document these measures. This may include a floor plan/map of your facility and can be as simple as a hand drawn plan/map on a page. Maintain this plan/map with your FSP and/or attach a copy of any pest control report in a pest control file/folder.

**Identify if control measures are working**

- Keep an eye out for pests especially during pre-operational checks and ask your staff to notify you when pests are identified. Make a judgement as to whether the pest control measures you undertake are working, and act if you think they are not.



## 12. Calibration

**Outcome required:** A business must have and use a calibrated and working thermometer on site.

### To reach this outcome:

To be able to keep food at the right temperature, you and your staff need to be able to check the temperature of food. Therefore:

- the business must have a thermometer onsite
- this thermometer must work properly
- you and your staff must be able to use this thermometer correctly
- this thermometer must be regularly calibrated by ice point or according to manufacturer's instructions
- calibration results must be recorded. There are specific pages in the retail diary to record this.

Follow the ice point calibration (0°C) below if you do not cook food or sell hot food.

Follow BOTH the ice point calibration (0°C) and the boiling point calibration (100°C) if you cook food or sell hot food.

### Guidance information:

#### Ice point calibration (0°C)

To calibrate the handheld thermometer:

1. Fill a small container with crushed ice.
2. Add a little water to the container to make an ice slurry.
3. Place the thermometer in the centre of the container and mix the slurry with the probe.
4. After approximately 1-2 minutes read the temperature on the probe (for example, your probe might display a number between -0.2°C or + 0.5°C).

**If your probe displays between -1.0°C or + 1.0°C your probe is within calibration.**

5. Record the temperature displayed on your probe thermometer. You have completed the calibration.

**If your probe does not display between -1.0°C or + 1.0°C you may need to replace the thermometer.**

### Boiling water point (100°C)

To calibrate the handheld thermometer:

1. Bring a container of water to a soft rolling boil (for example, pot of tap water on a stove top).
2. Place the thermometer in the centre of the container so that the point of the probe is in the centre and not touching the sides or bottom.
3. Allow the temperature reading of the thermometer to reach a steady reading, approximately 1-2 minutes.

**If your probe displays between 99.0°C or + 101.0°C your probe is within calibration.**

4. Record the temperature you read on your probe. You have completed the calibration boiling water point check.

**If your probe does not display between 99.0°C or + 101.0°C you may need to replace the thermometer.**

A calibrated probe can be used to check other thermometers, gauges, equipment in your facility (for example, hot display, ovens, dehydrator, smokehouse). The process to undertake comparison calibration can be found above.

If you are calibrating a thermometer at an altitude above sea level, calibration results may not be accurate if following the above procedure.

For more information visit [www.foodauthority.nsw.gov.au/help/calibrating-thermometers](http://www.foodauthority.nsw.gov.au/help/calibrating-thermometers).

## 13. Controlling allergens

**Outcome required:** A business must control the risk associated with allergens

### To reach this outcome:

Any business adding ingredients to food, such as marinating or crumbing, must be able to identify potential allergens in the finished product, and prevent cross-contamination of allergens to other foods.

Allergens that must be declared under the Code:

- peanut
- almond, Brazil nut, cashew, hazelnut, macadamia, pecan, pine nut, pistachio, walnut
- egg
- milk
- fish
- crustacean (for example prawns, lobster)
- mollusc (for example, oysters, mussels)
- sesame
- soy
- lupin
- cereals containing gluten (barley, oats, rye, wheat)
- wheat (even if no gluten is present)
- sulphites (>10mg/kg).

Food businesses must:

- declare allergens on the label (if it has one), or
- display allergen information next to food that does not require a label, or
- provide allergen information if it is requested by a customer.

For more information, visit [www.foodauthority.nsw.gov.au/food-labelling/labels-and-law/food-allergen-rules](http://www.foodauthority.nsw.gov.au/food-labelling/labels-and-law/food-allergen-rules)

### Guidance information:

Food allergies can be life threatening and are a growing concern in Australia. In fact, Australia has one of the highest allergy prevalence rates in the world.

Any food containing allergens must be kept separate from foods without allergens. Foods without allergens should be processed before foods with allergens. All benches and utensils must be fully cleaned and sanitised between producing products containing allergens and other foods.

Contamination from allergens must be prevented during storage. Dry goods such as marinades, sprinkles, spices, rubs and crumb mixes will be stored in clean containers/bags. Dry goods with allergens will be stored below goods not containing allergens.

Food with allergens should be kept separate from non-allergen foods during display (for example, honey soy chicken wings, or crumbed foods kept separate from other non-allergen foods).

If a customer asks if any food contains allergens, you must be able to provide information on all allergens in that food. This can be achieved by:

- keeping lists of all allergens in foods by obtaining a Product Information Form or specification from your supplier, or
- keeping packaging with all ingredients and allergens labelled on packaging.

If food is packaged and must have a label, allergen declarations must appear in the ingredient list in a bold font and in a co-located summary statement that must say: Contains: (name of allergen/s).

Products containing royal jelly must also provide a warning statement on the food label.

## 14. Testing

**Outcome required:** Verification testing is carried out.

**To reach this outcome:**

- Retail meat businesses who package RTE meat in either vacuum packaging or modified atmosphere packaging (MAP) must carry out extra processing and testing to ensure that *Listeria monocytogenes* is controlled.
- Testing needs to be carried out if you produce or process:
  - whole portions/cuts with post packing pasteurisation (for example, vacuum packed hams)
  - sliced or whole portions, with no post packing pasteurisation (for example, sliced vacuum packed meats, multiple portions of vacuum packed meats).
- Retail meat businesses that carry out vacuum packaging or MAP of RAW meat and/or RAW meat products DO NOT need to carry out *Listeria monocytogenes* testing.

### Guidance information:

Licensed meat businesses must comply with the sampling and analyses provisions of the meat food safety scheme in the NSW Food Regulation 2025. All testing requirements are outlined in the [Food Safety Schemes Manual](#). Depending on the product and process used, there are 3 categories:

**Category 1:** Whole portions/cuts with vacuum/MAP packing with post packing pasteurisation.

**Category 2:** Sliced or whole portions with vacuum/MAP packing, with NO post packing pasteurisation.

**Category 3:** Sliced or whole portions with NO further vacuum/modified atmosphere packing.

Category 1	Category 2	Category 3
Testing required		No further testing required
Must be pasteurised and sample tested	Must have environment and sample tested	
Whole and half hams	Sliced meats	
Cooked silverside	Full smoked chickens	
Single portion beef	Cabanossi, single and multiple portion(s) per pack	
Smoked chicken breast (single portion)	Cut whole portions for future slicing/selling	
	Smoked sliced or repportioned seafood	

For specific information, refer to:

- testing and notification – [Food Safety Schemes Manual](#)
- post pack pasteurisation – [appendix 5](#) of the [Food Safety Schemes Manual](#)
- environmental swabbing – [appendix 3](#) and [appendix 4](#) of the [Food Safety Schemes Manual](#).

## Definitions

Term	Definition
<b>Abattoir animal</b>	Any bull, ox, steer, cow, heifer, calf, ram, ewe, wether, lamb, goat, kid, swine, buffalo, deer, rabbit or any bird.
<b>Abattoir meat</b>	Meat that is from an abattoir animal and that is intended for human consumption.
<b>Amenities</b>	Includes changing rooms, dining rooms, toilets, hand wash basins and showers.
<b>Appliances</b>	Any equipment used in a retail meat processing premises.
<b>Approved audit</b>	An audit approved by the NSW Food Authority.
<b>Audit</b>	A programmed and clearly defined system of verifying that a quality system is operating to standards defined in the food safety program.
<b>Authorised officer</b>	A person appointed under division 3, part 9 of the <i>NSW Food Act 2003</i> .
<b>Clean</b>	In relation to: <ul style="list-style-type: none"> <li>a. carcasses or meat - means free from all visible contaminants (for example, ingesta, dust, rail grease, wool, hair, faecal material, bile, excretions and pathological conditions)</li> <li>b. equipment, utensils and clothing - means free of visible contamination, washed, sanitised and free of objectionable odours</li> <li>c. premises - means surfaces of floors, walls, ceilings free of visible contamination, washed, and free of objectionable odours</li> <li>d. clothing - means free of visible contamination.</li> </ul>
<b>Construction</b>	The design, construction, equipment and maintenance of retail meat premises.
<b>Contamination</b>	The presence of objectionable matter, including substances or microorganisms, that makes meat and meat products unsafe or unsuitable for human consumption.
<b>Coving</b>	A curved junction at two surfaces (for example, floor and wall) to enable effective cleaning.
<b>Cured</b>	A product is cured if curing salts have been added at a level which preserves the product, being a minimum 2.5% salt on water phase and 100 ppm nitrite in-going.
<b>Edible</b>	Safe and suitable for human consumption.
<b>Food business</b>	A business, enterprise or activity that involves: <ul style="list-style-type: none"> <li>a. the handling of food intended for sale, or</li> <li>b. the sale of food.</li> </ul>
<b>Food safety program (FSP)</b>	A documented program which identifies any steps in the activities of a retail meat business which are critical to ensuring food safety and ensures that adequate food safety measures are identified, implemented, maintained and reviewed.

Term	Definition
<b>Game animal</b>	Any vertebrate animal: including a mammal, bird or reptile but, excluding fish; of a species that can be legally harvested; and has not been husbanded in the manner of a farmed animal and is killed in the field.
<b>Game meat</b>	The edible part of any game animal that has been dressed or prepared in a game-processing establishment and passed by an inspector as fit for human consumption.
<b>HACCP</b>	A Hazard Analysis Critical Control Point approach comprising a structured system for the analysis of hazards and identification of methods for monitoring of hazard and the implementation of control measures for each hazard.
<b>Hazard</b>	A biological, physical or chemical agent in, or condition of, food that has the potential to cause an adverse health effect in humans.
<b>Hazardous substances</b>	Any substance which, if it comes into contact with meat, meat products or meat contact surfaces, will jeopardise the safety and suitability of meat and meat products.
<b>Inedible</b>	Unsafe or unsuitable for human consumption.
<b>Licensed</b>	A premises licensed with the NSW Food Authority (or equivalent interstate / overseas jurisdiction).
<b>Meat</b>	The edible part of any abattoir animal and edible offal intended for human consumption.
<b>NIP</b>	Nutritional Information Panel.
<b>Pathogenic bacteria</b>	Bacteria capable of causing disease in humans.
<b>Potable water</b>	Water that is acceptable for human consumption <sup>1</sup> .
<b>Premises</b>	A building or structure, where meat is processed or stored for human consumption.
<b>Processed meat</b>	Any product of a manufacturing process that contains abattoir meat or game meat and that is intended for human consumption.
<b>Processing</b>	Any activity in the storage, production and sale of meat and meat products.
<b>Protective clothing</b>	Items of clothing such as aprons, head covering, capes and smocks that prevent meat or meat product contact surfaces from ordinarily coming into contact with any portion of a person's body or ordinary clothing.
<b>RTE (ready-to-eat)</b>	Meat products intended to be consumed without further heating or cooking, and includes: <ul style="list-style-type: none"> <li>a. cooked or uncooked comminuted fermented meat</li> <li>b. pâté</li> <li>c. dried meat</li> <li>d. slow cured meat</li> <li>e. luncheon meat</li> <li>f. cooked muscle meat, including ham and roast beef.</li> </ul>

<sup>1</sup> The NHMRC *Australian Drinking Water Guidelines* may be used for guidance concerning what constitutes acceptable water.

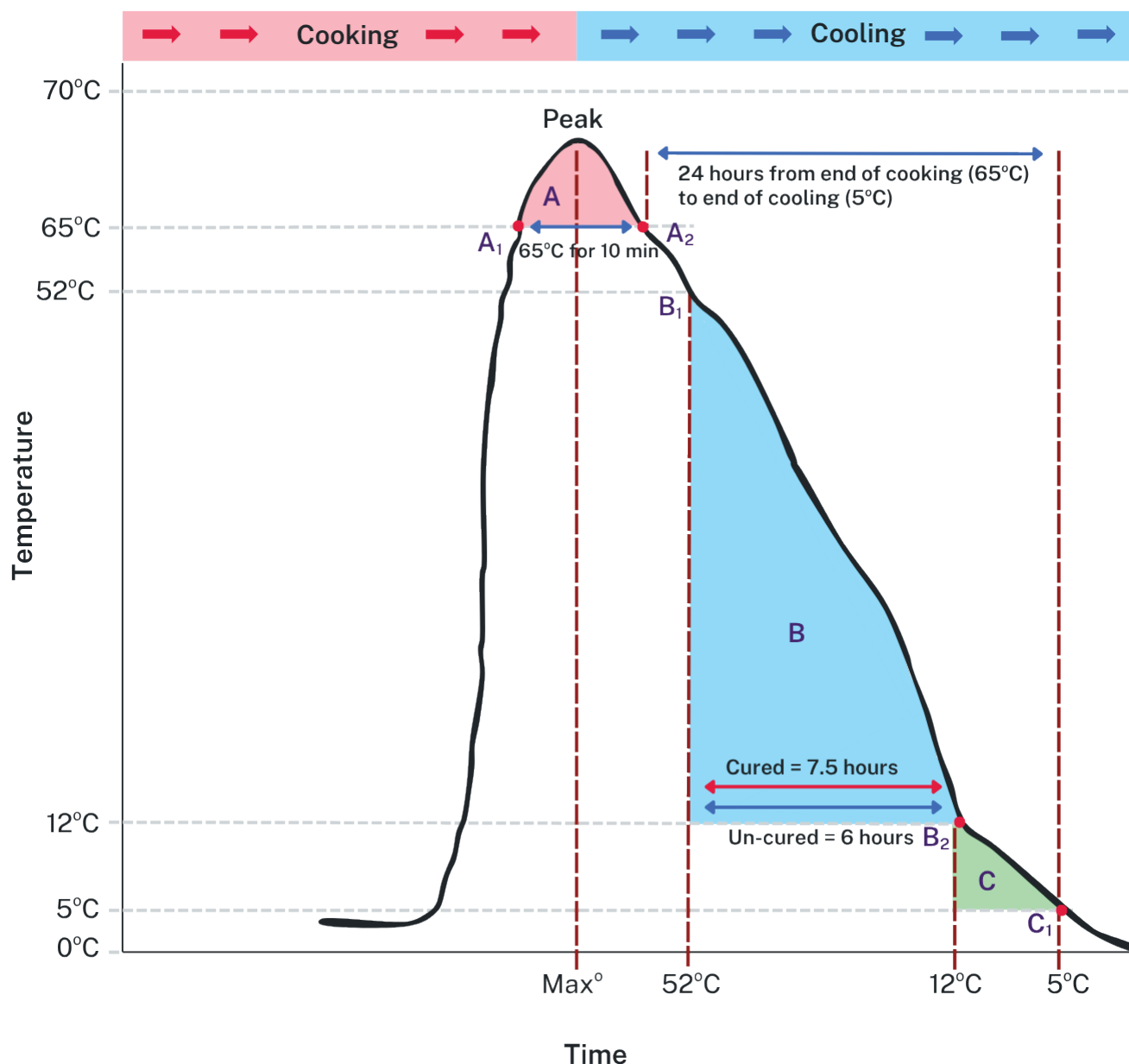
Term	Definition
<b>Retail meat premises</b>	<p>Any premises where meat (including poultry) is sold by retail and on which raw meat carcasses or parts of raw meat carcasses are processed in some way (such as boning, slicing, or cutting).</p> <p>A retail meat premises does not include premises where:</p> <ol style="list-style-type: none"> <li>in any week during the preceding calendar year, more than one tonne of meat was sold by wholesale (must be licensed as a meat processor), or</li> <li>all the meat sold is: <ol style="list-style-type: none"> <li>in a form ready to be consumed (such as is sold at a restaurant or takeaway food shop), or</li> <li>in a form commonly referred to as cook and chill (that is, cooked, packaged meat that requires reheating before consumption).</li> </ol> </li> </ol>
<b>Sanitise</b>	<p>Applying heat and/or chemicals, or other processes, to a surface so that the number of microorganisms on the surface is reduced to a level that:</p> <ol style="list-style-type: none"> <li>does not compromise the safety of the food with which it may come into contact</li> <li>does not permit the transmission of infectious disease.</li> </ol>
<b>Shelf stable</b>	Processed meat products that do not require chilling or freezing to maintain food safety and safety and suitability.
<b>SO<sub>2</sub></b>	Sulphur Dioxide.
<b>Sterilise</b>	In relation to equipment or utensils used in the hygienic processing of food, means cleaned and immersed in water heated to not less than 82°C until sterilisation is effected, or treated by other effective means.
<b>UCFM</b>	Uncooked Comminuted Fermented Meat.
<b>Wholesome</b>	<p>Meat that has been passed as safe and suitable for human consumption on the basis that such food:</p> <ol style="list-style-type: none"> <li>will not cause foodborne infection or intoxication when properly handled and prepared with respect to the intended use; and</li> <li>does not contain residues in excess of established limits; and</li> <li>is free of obvious contamination; and</li> <li>is free of defects that are generally recognised as objectionable to customers.</li> </ol>



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## Appendix 1: Cooking and cooling monitoring procedures



### To reach this outcome:

- At least **4 cooked products** every 6 months are to be recorded on the cooking and cooling verification of RTE meats form to ensure cooling times and temperatures are acceptable.
- Cooking:** Core temperature must be greater than 65°C for 10 minutes (A1-A2 on graph), or equivalent as listed in Outcome 4 of the FSP.
- Cooling:** The time when core temperatures reach 52°C, 12°C, and 5°C (B1, B2, C1 on graph) must be recorded for meat products, for a product to be appropriately cooled.

## Guidance information:

### Cooking

- Record the product temperature and the starting time of the cooking process (for example, 8:42 am and 5.8°C).
- When cooking product, ensure an increasing temperature to greater than 65°C.
- When product reaches an internal core temperature of 65°C, you must maintain this temperature at a minimum of 65°C for a minimum of 10 minutes.

This is shown as (A) on the graph (red highlight under the curve).

Record the actual time this happens (for example, 10:00am - 10:13am).

### Cooling-meat products

When cooling down a cooked meat product, to ensure the safety of the product, it is important to monitor the rate at which the product cools. To monitor this process accurately:

- Cured products:** (for example, hams):
  - These products must be cooled from **52°C to 12°C within 7.5 hrs** (B<sub>1</sub> to B<sub>2</sub> on the graph), and then from **12°C to 5°C** (B<sub>2</sub> to C<sub>1</sub> on the graph).
  - The entire cooling process needs to be completed within 24 hrs of completion of cooking.
- Un-cured products** (for example, roast beef/ roast lamb/roast pork):
  - These products must be cooled from **52°C to 12°C within 6 hrs** (B<sub>1</sub> to B<sub>2</sub> on the graph), and then from **12°C to 5°C** (B<sub>2</sub> to C<sub>1</sub> on the graph).
  - The entire cooling process needs to be completed within 24 hours of completion of cooking.

The cooking and cooling process you use **must** comply with the relevant process listed above. In addition, the process of cooking and cooling products must be **validated every 6 months** on at least 4 products and recorded using **the cooking and cooling verification form located in the retail diary**.

### Cooling -other food products

When cooling other products, to ensure the safety of the product, it is important to monitor the rate at which the product cools. This process is slightly different to how you would cool meat products. To monitor this process accurately:

- For other food products:** (for example, pies, soups):
  - Following cooking, these products must be cooled from **60°C to 21°C within 2 hrs**, and then further cooled from **21°C to 5°C within an additional 4 hrs**. In total, this process allows 6 hrs as described to reduce the core temperature of product from 60°C to 5°C.

## Appendix 2: Staff training register

Record **ALL** training conducted or undertaken by **ALL** staff involved in the business. Training records must be documented and recorded in the table below.

[illegible]



## Appendix 3: Approved supplier register

All **supplies** that are received by this business are purchased only from approved suppliers. Meat supplied from NSW premises are licensed with the NSW Food Authority. All approved suppliers of meat and other supplies should be recorded below.

All ingredients that may contain allergens are to be separated on receipt. These products should be clearly labelled to ensure there is no cross-contamination.

Approved supplier register			
Supplier	Goods supplied	Contact details	Other details (e.g. NSW Food Authority licence #)

## Appendix 4: Product descriptions and intended use

### Basic food groups

Fill in this section if you make these products for sale (purchased from approved supplier). Refer to Outcomes 5, 6, 7, 13 and 14.

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling (Information can be found in Outcome 7 of FSP)	Consumer	Intended use	I make / sell this product Yes / No
<b>Sausages and patties</b>	Fresh meat and added ingredients (e.g. preservatives, salt, spices, flavours, fillers)	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	To be determined by manufacturer (e.g. 3-5 days), or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	To be fully cooked	
<b>Fresh sliced meat / mince</b>	Fresh meat displayed or packed for sale	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	To be determined by manufacturer (e.g. 3-5 days), or validated alternative	Description and/or Ingredients	General population	To be fully cooked	
<b>Raw corned meats</b>	Fresh meat and added ingredients (e.g. preservatives, salt, spices, flavours, fillers)	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	To be determined by manufacturer (e.g. 3-5 days), or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	To be fully cooked	
<b>Marinated meats</b>	Fresh meat and added ingredients (e.g. additives, salt, spices, flavours, fruits, vegetables)	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	To be determined by manufacturer (e.g. 3-5 days), or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	To be fully cooked	

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling (Information can be found in Outcome 7 of FSP)	Consumer	Intended use	I make / sell this product Yes / No
Stir-fry mixes	Fresh meat and added ingredients (e.g. additives, salt, spices, flavours, fruits, vegetables)	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	To be determined by manufacturer (e.g. 3-5 days), or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	To be fully cooked	
Whole and sliced RTE meats*	RTE meats and smallgoods (e.g. ham, Devon, cabanossi)	Polystyrene trays, cling wrap, plastic bags. CANNOT BE VACUUM PACKED.	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	To be determined by manufacturer (e.g. 3-5 days), or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing /cooking	
Frozen product	Poultry, seafood, red meat, other foods.	Food grade plastic or vacuum bags, most products in cartons	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	Hard frozen -15 °C or less is recommended	To be determined by manufacturer (e.g. 6-12 months), or validated alternative	Country of origin, ingredients, allergens and preservatives	General population, including sensitive consumers	To be thawed and fully cooked by consumer	
Dairy	Milk, cream, and cheese	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	To be determined by manufacturer, or validated alternative	Country of origin label	General population, including sensitive consumers	Ready to eat, or further processing /cooking	



Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling (Information can be found in Outcome 7 of FSP)	Consumer	Intended use	I make / sell this product Yes / No
Packaged eggs	Whole poultry eggs	Cardboard cartons or trays.	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	Ambient temperature	To be determined by the producer or supplier	Individual eggs stamped and cartons fully labelled	General population, including sensitive consumers	To be fully cooked	
Fresh seafood	Fresh or thawed seafood e.g. fish, prawns, oysters, crustaceans	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	To be determined by manufacturer (e.g. 1-2 days), or validated alternative	Country of origin label	General population, including sensitive consumers	Ready to eat, or further processing /cooking	

## Cooked meats and bacon

Fill in this section if you make these products for sale (purchased from approved supplier)

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling (Information can be found in Outcome 7 of FSP)	Consumer	Intended use	I make / sell this product Yes / No
Cooked and cured meat	Fresh or frozen meat, cure/brine and ingredients e.g. additives, salt, spices, flavours, fillers	Polystyrene trays, cling wrap, plastic bags, or material bags. CANNOT BE VACUUM PACKED	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C Separated from raw products	To be determined by manufacturer, or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing / cooking	
Cooked meat devons, liverwurst, chicken loaf, corned meats, frankfurts, saveloy, blanched sausages.	Fresh meat and general ingredients e.g. additives, salt, spices, flavours, fillers	Polystyrene trays, cling wrap, plastic bags. CANNOT BE VACUUM PACKED	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C Separated from raw products	To be determined by manufacturer, or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing / cooking	
Bacon	Fresh or frozen meat, cure/brine and ingredients e.g. additives, salt, spices, flavours	Polystyrene trays, cling wrap, plastic or vacuum bags.	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C Separated from raw products	To be determined by manufacturer, or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	To be fully cooked	
Smallgoods (other)	Fresh meat and general ingredients e.g. additives, salt, spices, flavours, fillers	Polystyrene trays, cling wrap, plastic bags. CANNOT BE VACUUM PACKED	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C Separated from raw products	To be determined by manufacturer, or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing / cooking	

## Vacuum packaged RTE

Fill in this section if you make these products for sale. Additional testing is required for these products. Refer to Outcome 14.

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling (Information can be found in Outcome 7 of FSP)	Consumer	Intended use	I make / sell this product Yes / No
Cooked meat sliced and packaged	Fresh or frozen meat and general ingredients e.g. additives, salt, spices, flavours, fillers.	Vacuum packed polybag or Modified Atmosphere Package (MAP)	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	To be determined by manufacturer	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing / cooking	
Cooked meat whole muscle and packaged	Fresh or frozen meat and general ingredients e.g. additives, salt, spices, flavours, fillers	Vacuum packed polybag or Modified Atmosphere Package (MAP)	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	To be determined by manufacturer	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing / cooking	

## Uncooked Comminuted Fermented Meats (UCFM)

Fill in this section if you make these products for sale. An approved pro-forma is required. Refer to Outcome 5.

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling (Information can be found in Outcome 7 of FSP)	Consumer	Intended use	I make / sell this product Yes / No
Uncooked Comminuted Fermented Meat e.g. salami	Fresh meat and general ingredients e.g. additives, salt, spices, flavours, fillers, starter culture	Natural casing, collagen, vacuum packed polybag.	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5 °C, or ambient temperature (if shelf stable)	To be determined by manufacturer	Ingredients, allergens and preservatives Statement that product is UCFM	General population, including sensitive consumers	Ready to eat, or further processing / cooking required	

## Dried meat / slow cured dried meat

Fill in this section if you make these products for sale. Preservative use limits apply to these products. Refer to Outcome 6.

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling (Information can be found in Outcome 7 of FSP)	Consumer	Intended use	I make / sell this product Yes / No
Dried meat e.g. beef jerky, biltong	Fresh meat and general ingredients e.g. additives, salt, spices, flavours, preservatives	Plastic bags or vacuum packed polybag	Plastic bags, new cartons or PVC tubs	Ambient temperature	To be determined by manufacturer (e.g. 12 months)	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing / cooking	

Other foods

Fill in this section if you make and sell other foods (for example, pies, cheeses, smoked meat, dry aged meat, pre-cut vegetables).

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling (Information can be found in Outcome 7 of FSP)	Consumer	Intended use	I make / sell this product Yes / No

## Appendix 5: Manager responsibility statement

### Food safety statement

(Business name as it appears on your NSW Food Authority licence)

is committed to maintaining this food safety program so that:

- the end product is fit for human consumption, and
- the business complies with the requirements of the *Food Act 2003*, Food Regulation 2025 and the relevant standards we are required to comply with at all times.

### Scope and purpose of the food safety program (FSP)

**Scope** This FSP covers receipt, processing (including cooking), storage, dispatch and display of food for sale.

**Purpose** The FSP is being implemented to minimise the risk of hazards during the handling of the food whilst in the businesses' control ensuring that products meet regulatory requirements of the NSW Food Authority pertaining to the Food Regulation 2025.

### Food safety program team

This team is responsible for maintaining the FSP, reviewing and improving procedures and implementing effective controls to manage food safety risks.

The team includes:

Name	Position within business	Date	Signature
	Director / owner		
	Manager and QA manager		

## Notes



# NSW retail meat

## Retail diary





## Introduction

This retail diary has been developed by the NSW Food Authority to assist meat retailers in satisfying the requirements of the *NSW Standard for construction and hygienic operation of retail meat premises*.

The Standard requires you to conduct temperature and hygiene monitoring and keep records as part of your food safety program. Food Authority auditors will request to see these records as evidence that the food safety program is effectively implemented.

This retail diary provides sufficient weekly checklists and monitoring forms to assist you with record keeping for 12 months.

**Each week** complete the following monitoring forms daily:

1. Pre-operational hygiene checklist
2. Receival and dispatch temperature monitoring
3. Storage temperature monitoring
4. Cooking monitoring form for ready-to-eat (RTE) meats.

These records must be completed by staff member(s) identified in your food safety program as being responsible for monitoring. At the end of each week these records must be verified by staff member(s) identified in the food safety program as being responsible for verification.

**Every 6 months**, the following forms must be completed and verified:

1. Internal audit and maintenance checklist
2. Calibration records
3. Cooking and cooling verification.

**This retail diary should be kept on the premises at all times and be available to NSW Food Authority auditors on request.**

## Week 1: Six-monthly - Internal audit and maintenance checklist

Satisfactory (✓) Unsatisfactory (x) -complete corrective action/notes column.

Date:	Checklist completed by:	
Item	✓ or x	Corrective action/notes
Ceilings & walls free from cracks, peeling paint, tiles securely fixed.	<input type="checkbox"/>	
Floors of premises/cool rooms/freezers maintained without cracks/damage.	<input type="checkbox"/>	
Doors, door seals, jambs & handles in good repair.	<input type="checkbox"/>	
Lights covered.	<input type="checkbox"/>	
Flyscreens attached.	<input type="checkbox"/>	
Benches & cupboards free from damage & deterioration.	<input type="checkbox"/>	
Equipment & fittings free from rust, corrosion & peeling paint.	<input type="checkbox"/>	
Racks, hooks & rails free from rust, corrosion & peeling paint.	<input type="checkbox"/>	
Cooling unit free from dust, rust, corrosion, peeling paint & drainage contained.	<input type="checkbox"/>	
Hand wash basins are hands-free, accessible & in working order.	<input type="checkbox"/>	
Chemicals, cleaning equipment, dry ingredients & packaging stored to prevent cross contamination.	<input type="checkbox"/>	
Premises construction & stored materials not providing harbourage for pests.	<input type="checkbox"/>	
External doors/openings prevent entry of pests.	<input type="checkbox"/>	
<b>Food safety program</b>		
Food safety program on site & available.	<input type="checkbox"/>	
Procedures implemented in practice.	<input type="checkbox"/>	
Monitoring records forms kept updated.	<input type="checkbox"/>	
Training record available for food handlers.	<input type="checkbox"/>	
Pest treatment service records.	<input type="checkbox"/>	
<b>Licensing requirements:</b> Food Authority notified of correct business entity; licence permissions & displayed.	<input type="checkbox"/>	
<b>Corrective action:</b>		

## Week 1: Six-monthly - Calibration

- Complete at least once every 6 months for every thermometer/temperature measuring device and the equipment used for temperature control of food products (for example, cool rooms, freezers, display cabinets, smokers, ovens, cookers).
- Record the temperature of the device after calibration as it is displayed (for example, 0.3°C).
- Additional information on calibration can be found under **Outcome 12** of the *NSW retail meat food safety program*.

Thermometer #	Calibration (0°C)	Calibrate at 0°C if you <b>DO NOT</b> cook food or sell hot food.	Thermometer #	Calibration (0°C)
Temperature:			Temperature:	
Date:			Date:	
Signature:			Signature:	

Thermometer #	Calibration (100°C)	Calibrate at <b>BOTH 0°C &amp; 100°C</b> if you <b>DO</b> cook food or sell hot food.	Thermometer #	Calibration (100°C)
Temperature:			Temperature:	
Date:			Date:	
Signature:			Signature:	

Cool room	# 1	# 2
Temperature:		
Date:		
Signature:		

Cool room	# 3	# 4
Temperature:		
Date:		
Signature:		

Display cabinet	# 1	# 2
Temperature:		
Date:		
Signature:		

Display cabinet	# 3	# 4
Temperature:		
Date:		
Signature:		

Freezer	# 1	# 2
Temperature:		
Date:		
Signature:		
Notes:		

Smoker	Oven / Cooker
Temperature:	
Date:	
Signature:	
Notes:	

## Week 1: Six-monthly -Cooking and cooling verification of RTE meats

Record at least 4 cooked meat products (for example, ham, pies, roast) every 6 months on this form to ensure cooling times and temperatures are acceptable.

Cooking: cooked to a core temperature of 65°C for 10 minutes (A<sub>1</sub>-A<sub>2</sub>), or equivalent as listed in **Outcome 4** of the *NSW retail meat food safety program*.

Cooling: the time when core temperatures reach 52°C, 12°C and 5°C (B<sub>1</sub>, B<sub>2</sub>, C<sub>1</sub>) must be recorded for meat products.

Additional information on cooking and cooling monitoring procedures can be found in **Outcome 4** and **Appendix 1** of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and temperature at core				Cooling time and temperature at core			Sign	
			Time/Temp 1	Time/Temp 2	Time/Temp 3	Time/Temp 4	Time at 52°C (B <sub>1</sub> )	Time at 12°C (B <sub>2</sub> )	Time at 5°C (C <sub>1</sub> )		
5-Mar-25	5678-B	Ham*	10:02am/65.2°C (A <sub>1</sub> )	10:12am/66.1°C (A <sub>2</sub> )	N/A	N/A	11:13am	6:15pm	9:12am	Sign here	Example 1 Cured Product*
9-Apr-25	5679-C	Roast Beef**	9:47am/63.7°C	9:57am/64.9°C	9:59am/65.1°C (A <sub>1</sub> )	10:15am/65.4°C (A <sub>2</sub> )	10:34am	4:30pm	10:00am (10-April)	Sign here	Example 2 Un-cured Product**

Record at least 2 'other' cooked non-meat products (for example, quiche, roast vegetables, stocks) every 6 months on this form to ensure cooling times and temperatures are acceptable.

Cooling: The time when core temperatures reach 60°C, 21°C and 5°C must be recorded for this type of product to be appropriately cooled.

Additional information on cooking and cooling monitoring procedures can be found in **Outcome 4** and **Appendix 1** of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and temperature at core	Cooling time and temperature at core			Sign	
				Time at 60°C	Time at 21°C	Time at 5°C		

Notes:

**Week 1: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

[illegible]

Week 1: Storage temperature monitoring form

[illegible]



**Week 1: Cooking monitoring form for RTE meats**

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
			Time/Temp 1	Time/Temp 2		
8-Aug-25	3456-A	Lamb Leg Roast	10:02am / 65.2°C	10:12am / 66.1°C	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 2: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 2: Receival and dispatch temperature monitoring

[illegible]

## Week 2: Storage temperature monitoring form

[illegible]

Week 2: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
			Time/Temp 1	Time/Temp 2		
8-Aug-25	3456-A	Lamb Leg Roast	10:02am / 65.2°C	10:12am / 66.1°C	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 3: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 3: Receival and dispatch temperature monitoring

[illegible]

Week 3: Storage temperature monitoring form

[illegible]

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat safety program.

[illegible]

**Week 4: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								



## Week 4: Receival and dispatch temperature monitoring

[illegible]

## Week 4: Storage temperature monitoring form

[illegible]

Week 4: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 5: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 5: Receival and dispatch temperature monitoring

[illegible]

## Week 5: Storage temperature monitoring form

[illegible]

Week 5: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 6: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 6: Receival and dispatch temperature monitoring

[illegible]

Week 6: Storage temperature monitoring form

[illegible]

Week 6: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here



**Week 7: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 7: Receival and dispatch temperature monitoring

[illegible]

## Week 7: Storage temperature monitoring form

[illegible]

Week 7: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 8: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 8: Receival and dispatch temperature monitoring

[illegible]

Week 8: Storage temperature monitoring form

[illegible]

Week 8: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 9: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 9: Receival and dispatch temperature monitoring

[illegible]

## Week 9: Storage temperature monitoring form

[illegible]



This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 10: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 10: Receival and dispatch temperature monitoring

[illegible]

Week 10: Storage temperature monitoring form

[illegible]

Week 10: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
			Time/Temp 1	Time/Temp 2		
8-Aug-25	3456-A	Lamb Leg Roast	10:02am / 65.2°C	10:12am / 66.1°C	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 11: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 11: Receival and dispatch temperature monitoring

[illegible]

Week 11: Storage temperature monitoring form

[illegible]

Week 11: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 12: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							Corrective action / notes
Item	M	T	W	T	F	S	S	
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								



Week 12: Receiving and dispatch temperature monitoring

[illegible]

## Week 12: Storage temperature monitoring form

[illegible]

**Week 12: Cooking monitoring form for RTE meats**

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 13: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 13: Receival and dispatch temperature monitoring

[illegible]

Week 13: Storage temperature monitoring form

[illegible]

Week 13: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
			Time/Temp 1	Time/Temp 2		
8-Aug-25	3456-A	Lamb Leg Roast	10:02am / 65.2°C	10:12am / 66.1°C	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 14: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 14: Receival and dispatch temperature monitoring

[illegible]

Week 14: Storage temperature monitoring form

[illegible]

**Week 14: Cooking monitoring form for RTE meats**

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here



**Week 15: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 15: Receival and dispatch temperature monitoring

[illegible]

Week 15: Storage temperature monitoring form

[illegible]

Week 15: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 16: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 16: Receival and dispatch temperature monitoring

[illegible]

Week 16: Storage temperature monitoring form

[illegible]

Week 16: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 17: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 17: Receival and dispatch temperature monitoring

[illegible]

## Week 17: Storage temperature monitoring form

[illegible]



Week 17: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 18: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 18: Receival and dispatch temperature monitoring

[illegible]

Week 18: Storage temperature monitoring form

[illegible]

Week 18: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 19: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 19: Receival and dispatch temperature monitoring

[illegible]

Week 19: Storage temperature monitoring form

[illegible]

Week 19: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat safety program.

[illegible]

**Week 20: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								





Week 20: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat safety program.

[illegible]

**Week 21: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 21: Receival and dispatch temperature monitoring

[illegible]

Week 21: Storage temperature monitoring form

[illegible]

Week 21: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 22: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 22: Receival and dispatch temperature monitoring

[illegible]

Week 22: Storage temperature monitoring form

[illegible]

Week 22: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat safety program.

[illegible]



**Week 23: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 23: Receival and dispatch temperature monitoring

[illegible]

Week 23: Storage temperature monitoring form

[illegible]

Week 23: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat safety program.

[illegible]

**Week 24: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 24: Receival and dispatch temperature monitoring

[illegible]

Week 24: Storage temperature monitoring form

[illegible]

Week 24: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 25: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 25: Receival and dispatch temperature monitoring

[illegible]

Week 25: Storage temperature monitoring form

[illegible]



Week 25: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

## Week 26: Six-monthly - Internal audit and maintenance checklist

Satisfactory (✓) Unsatisfactory (x) -complete corrective action/notes column.

Date:	Checklist completed by:	
Item	✓ or x	Corrective action/notes
Ceilings & walls free from cracks, peeling paint, tiles securely fixed.	<input type="checkbox"/>	
Floors of premises/cool rooms/freezers maintained without cracks/damage.	<input type="checkbox"/>	
Doors, door seals, jambs & handles in good repair.	<input type="checkbox"/>	
Lights covered.	<input type="checkbox"/>	
Flyscreens attached.	<input type="checkbox"/>	
Benches & cupboards free from damage & deterioration.	<input type="checkbox"/>	
Equipment & fittings free from rust, corrosion & peeling paint.	<input type="checkbox"/>	
Racks, hooks & rails free from rust, corrosion & peeling paint.	<input type="checkbox"/>	
Cooling unit free from dust, rust, corrosion, peeling paint & drainage contained.	<input type="checkbox"/>	
Hand wash basins are hands-free, accessible & in working order.	<input type="checkbox"/>	
Chemicals, cleaning equipment, dry ingredients & packaging stored to prevent cross contamination.	<input type="checkbox"/>	
Premises construction & stored materials not providing harbourage for pests.	<input type="checkbox"/>	
External doors/openings prevent entry of pests.	<input type="checkbox"/>	
<b>Food safety program</b>		
Food safety program on site & available.	<input type="checkbox"/>	
Procedures implemented in practice.	<input type="checkbox"/>	
Monitoring records forms kept updated.	<input type="checkbox"/>	
Training record available for food handlers.	<input type="checkbox"/>	
Pest treatment service records.	<input type="checkbox"/>	
<b>Licensing requirements:</b> Food Authority notified of correct business entity; licence permissions & displayed.	<input type="checkbox"/>	
<b>Corrective action:</b>		

## Week 26: Six-monthly - Calibration

- Complete at least once every 6 months for every thermometer/temperature measuring device and the equipment used for temperature control of food products (for example, cool rooms, freezers, display cabinets, smokers, ovens, cookers).
- Record the temperature of the device after calibration as it is displayed (for example, 0.3°C).
- Additional information on calibration can be found under **Outcome 12** of the NSW retail meat food safety program.

Thermometer #	Calibration (0°C)	Calibrate at 0°C if you <b>DO NOT</b> cook food or sell hot food.	Thermometer #	Calibration (0°C)
Temperature:			Temperature:	
Date:			Date:	
Signature:			Signature:	

Thermometer #	Calibration (100°C)	Calibrate at <b>BOTH 0°C &amp; 100°C</b> if you <b>DO</b> cook food or sell hot food.	Thermometer #	Calibration (100°C)
Temperature:			Temperature:	
Date:			Date:	
Signature:			Signature:	

Cool room	# 1	# 2
Temperature:		
Date:		
Signature:		

Cool room	# 3	# 4
Temperature:		
Date:		
Signature:		

Display cabinet	# 1	# 2
Temperature:		
Date:		
Signature:		

Display cabinet	# 3	# 4
Temperature:		
Date:		
Signature:		

Freezer	# 1	# 2
Temperature:		
Date:		
Signature:		
Notes:		

Smoker	Oven / Cooker
Temperature:	
Date:	
Signature:	
Notes:	

## Week 26: Six-monthly -Cooking and cooling verification of RTE meats

Record at least 4 cooked meat products (for example, ham, pies, roast) every 6 months on this form to ensure cooling times and temperatures are acceptable.

Cooking: cooked to a core temperature of 65°C for 10 minutes ( $A_1$ - $A_2$ ), or equivalent as listed in **Outcome 4** of the *NSW retail meat food safety program*.

Cooling: the time when core temperatures reach 52°C, 12°C and 5°C ( $B_1$ ,  $B_2$ ,  $C_1$ ) must be recorded for meat products.

Additional information on cooking and cooling monitoring procedures can be found in **Outcome 4** and **Appendix 1** of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and temperature at core				Cooling time and temperature at core			Sign
			Time/Temp 1	Time/Temp 2	Time/Temp 3	Time/Temp 4	Time at 52°C ( $B_1$ )	Time at 12°C ( $B_2$ )	Time at 5°C ( $C_1$ )	
5-Mar-25	5678-B	Ham*	10:02am/65.2°C ( $A_1$ )	10:12am/66.1°C ( $A_2$ )	N/A	N/A	11:13am	6:15pm	9:12am	Sign here  Example 1 Cured Product*
9-Apr-25	5679-C	Roast Beef**	9:47am/63.7°C	9:57am/64.9°C	9:59am/65.1°C ( $A_1$ )	10:15am/65.4°C ( $A_2$ )	10:34am	4:30pm	10:00am (10-April)	Sign here  Example 2 Un-cured Product**

Record at least 2 'other' cooked non-meat products (for example, quiche, roast vegetables, stocks) every 6 months on this form to ensure cooling times and temperatures are acceptable.

Cooling: The time when core temperatures reach 60°C, 21°C and 5°C must be recorded for this type of product to be appropriately cooled.

Additional information on cooking and cooling monitoring procedures can be found in **Outcome 4** and **Appendix 1** of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and temperature at core	Cooling time and temperature at core		Sign
				Time at 60°C	Time at 21°C	

Notes:

**Week 26: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 26: Receival and dispatch temperature monitoring

[illegible]

Week 26: Storage temperature monitoring form

[illegible]

Week 26: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 27: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								



Week 27: Receival and dispatch temperature monitoring

[illegible]

Week 27: Storage temperature monitoring form

[illegible]

Week 27: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 28: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 28: Receival and dispatch temperature monitoring

[illegible]

Week 28: Storage temperature monitoring form

[illegible]

Week 28: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 29: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 29: Receival and dispatch temperature monitoring

[illegible]

Week 29: Storage temperature monitoring form

[illegible]

Week 29: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here



**Week 30: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

[illegible]

Week 30: Storage temperature monitoring form

[illegible]

Week 30: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 31: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 31: Receival and dispatch temperature monitoring

[illegible]

Week 31: Storage temperature monitoring form

[illegible]

Week 31: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 32: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 32: Receival and dispatch temperature monitoring

[illegible]

Week 32: Storage temperature monitoring form

[illegible]



Week 32: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 33: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 33: Receival and dispatch temperature monitoring

[illegible]

Week 33: Storage temperature monitoring form

[illegible]

Week 33: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 34: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 34: Receival and dispatch temperature monitoring

[illegible]

Week 34: Storage temperature monitoring form

[illegible]

Week 34: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 35: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								



Week 35: Receival and dispatch temperature monitoring

[illegible]

Week 35: Storage temperature monitoring form

[illegible]

Week 35: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 36: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 36: Receival and dispatch temperature monitoring

[illegible]

Week 36: Storage temperature monitoring form

[illegible]

Week 36: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 37: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

[illegible]

Week 37: Storage temperature monitoring form

[illegible]

Week 37: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
			Time/Temp 1	Time/Temp 2		
8-Aug-25	3456-A	Lamb Leg Roast	10:02am / 65.2°C	10:12am / 66.1°C	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here



**Week 38: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 38: Receival and dispatch temperature monitoring

[illegible]

Week 38: Storage temperature monitoring form

[illegible]

Week 38: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 39: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 39: Receival and dispatch temperature monitoring

[illegible]

Week 39: Storage temperature monitoring form

[illegible]

Week 39: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 40: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 40: Receival and dispatch temperature monitoring

[illegible]

Week 40: Storage temperature monitoring form

[illegible]



Week 40: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 41: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 41: Receival and dispatch temperature monitoring

[illegible]

Week 41: Storage temperature monitoring form

[illegible]

Week 41: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat safety program.

[illegible]

**Week 42: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 42: Receival and dispatch temperature monitoring

[illegible]

Week 42: Storage temperature monitoring form

[illegible]

Week 42: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

[illegible]

**Week 43: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								



Week 43: Receival and dispatch temperature monitoring

[illegible]

Week 43: Storage temperature monitoring form

[illegible]

Week 43: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 44: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 44: Receival and dispatch temperature monitoring

[illegible]

Week 44: Storage temperature monitoring form

[illegible]

Week 44: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 45: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 45: Receival and dispatch temperature monitoring

[illegible]

Week 45: Storage temperature monitoring form

[illegible]

Week 45: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.

Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat safety program.

[illegible]



# Time to order your replacement retail diary.

This NSW Food Authority retail meat diary will expire in **6 weeks**.

## How to order?

Place your order online to select and pay for your diary.



Scan the QR code

or

go to <https://formsfa.bfs.dpi.nsw.gov.au/forms/25609>

## Need help?

Contact the Food Authority helpline:

- Phone: 1300 552 406
- Email: [food.contact@dpird.nsw.gov.au](mailto:food.contact@dpird.nsw.gov.au)

**Week 46: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 46: Receival and dispatch temperature monitoring

[illegible]

Week 46: Storage temperature monitoring form

[illegible]

Week 46: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 47: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 47: Receival and dispatch temperature monitoring

[illegible]

Week 47: Storage temperature monitoring form

[illegible]

Week 47: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 48: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								



Week 48: Receival and dispatch temperature monitoring

[illegible]

Week 48: Storage temperature monitoring form

[illegible]

## FA755/2511

FA755/2511

FA755/2511

FA755/2511

**Week 49: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

## Week 49: Receival and dispatch temperature monitoring

[illegible]

Week 49: Storage temperature monitoring form

[illegible]

Week 49: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 50: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 50: Receival and dispatch temperature monitoring

[illegible]

Week 50: Storage temperature monitoring form

[illegible]

### Week 50: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here



**Week 51: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 51: Receival and dispatch temperature monitoring

[illegible]

Week 51: Storage temperature monitoring form

[illegible]

Week 51: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the NSW retail meat food safety program.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

**Week 52: Pre-operational hygiene checklist**Complete at the start of **each shift / day**. Satisfactory (✓) Unsatisfactory (x) -complete corrective action / notes column.

Week starting:        /        /	Checklist completed by:							
Item	M	T	W	T	F	S	S	Corrective action / notes
1. Hand basins clean; accessible with warm running water, hand drying facilities & soap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All wash basins; plugs clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bench tops, counters, chopping boards, display units etc. clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Clean knives, steels, chains, gloves, pouches & aprons/clothing clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Thermometer in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Equipment clean including bandsaws, slicers, fillers, mincers etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Premises clean including preparation, display and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cool rooms clean including racks, hooks, door handles/seals; trays, containers, bins & all meat & cartons off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Freezers/ice rooms clean; freezer capacity adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Drainage system in working order with grates fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Amenities, loading & storage areas clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ingredients & products stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Inedible materials stored in proper identified containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Mops, brooms & other cleaning equipment are clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Raw & RTE products are stored to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Packaging clean & stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Food delivery vehicle/s clean & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. No pest activity sighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Building, fixtures & equipment is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action:								

Week 52: Receival and dispatch temperature monitoring

[illegible]

Week 52: Storage temperature monitoring form

[illegible]

Week 52: Cooking monitoring form for RTE meats

This monitoring form is to be completed on every batch of cooked meat products that are produced at the premises.  
Core temperature must reach 65°C for 10 minutes, or equivalent, as listed in Outcome 4 of the *NSW retail meat food safety program*.

Date	Batch ID number	Product description	Cooking time and core temperature		Process assessment and corrective actions	Sign
8-Aug-25	3456-A	Lamb Leg Roast	Time/Temp 1	Time/Temp 2	Product cooked for at least 10 minutes > 65°C = Product cooked correctly (*Example 1*)	Sign here

Customer complaint	
Customer details	
<i>Record the details from whom the complaint was received</i>	
Name	
Address	
Phone	
Mobile	
After hours	
Email	
Complaint details	
<i>Describe the nature of the complaint</i>	
Product details	
Product name	
Description	
Product size	
Batch code	Date produced / processed
Quantity of batch produced / processed	Product distribution
Action taken	
<i>Describe how the customer complaint was handled and the changes, if any, that were made as a result.</i>	

Customer complaint	
Customer details	
<i>Record the details from whom the complaint was received</i>	
Name	
Address	
Phone	
Mobile	
After hours	
Email	
Complaint details	
<i>Describe the nature of the complaint</i>	
Product details	
Product name	
Description	
Product size	
Batch code	Date produced / processed
Quantity of batch produced / processed	Product distribution
Action taken	
<i>Describe how the customer complaint was handled and the changes, if any, that were made as a result.</i>	



Notes

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## More information

Visit: [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

Contact the Food Authority helpline

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- Phone: 1300 552 406