

NSW COLD STORE DIARY

FOREWORD

This Cold Store Diary has been developed by the NSW Food Authority to assist cold store facilities in satisfying regulatory requirements.

NSW Biosecurity and Food Safety auditors will request to see these records as evidence that the food safety program is effectively implemented.

This Cold Store Diary provides sufficient weekly checklists and monitoring forms to assist you with record keeping for twelve months. Each week complete the following monitoring forms on a daily basis:

- Pre-operational hygiene checklist
- Receival and dispatch temperature monitoring
- Storage temperature monitoring form

These records must be completed every day the business operates.

The monitoring forms in this diary do not have to be used if the facility has other systems of monitoring in place.

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

- Internal audit and maintenance checklist
- Calibration records

This food safety diary should be kept on the premises at all times and be available to NSW Biosecurity and Food Safety auditors on request.

SIX-MONTHLY INTERNAL AUDIT AND MAINTENANCE CHECKLIST

Date:/...../.....

Checklist completed by

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Item	✓ ✗	Corrective action/Notes
• Ceilings and walls free from cracks, peeling paint, tiles securely fixed		
• Floors of premises/cool rooms/ freezers maintained without cracks/damage		
• Doors, door seals, jambs and handles in good repair		
• Lights covered		
• Benches and cupboards free from damage and deterioration		
• Equipment and fittings free from rust, corrosion and peeling paint		
• Cooling unit free from dust, rust, corrosion, peeling paint and drainage contained		
• Hand wash basins are accessible and in working order		
• Chemicals, cleaning equipment, dry ingredients and packaging stored to prevent cross contamination		
• Premises construction and stored materials not providing harbourage for pests. External doors/openings prevent entry of pests		
Food safety program		
• Food safety program on site and available		
• Procedures implemented in practice		
• Monitoring records forms kept updated		
• Training records available for staff		
• Pest treatment service records		
Licensing requirements NSWFA notified of correct business entity; licence permissions and displayed		

Corrective action: _____

[illegible]

SIX MONTHLY CALIBRATIONS

This monitoring form is to be completed at least once every six months, and for every thermometer/ temperature measuring device and the equipment used for temperature control of food product (e.g. Cool rooms, Freezers etc.)

Record the temperature of the device after calibration as it is displayed (e.g. 0.3°C)

Additional information on calibration can be found under **OUTCOME 12** of the NSW Cold Store Food Safety Program

WEEK 1

Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____	Calibrate at 0°C using the process outlined in section 11 of the Food Safety Program	Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____
Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____		Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____

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

Cool Room	# 5	# 6
Temperature:		
Date:		
Signature:		

Freezer	# 3	# 4
Temperature:		
Date:		
Signature:		

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

Freezer	# 1	# 2
Temperature:		
Date:		
Signature:		

Temperature:		
Date:		
Signature:		

Notes:

Notes:

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WEEK 1**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 1**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 2**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 2**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 3
PRE-OPERATIONAL HYGIENE CHECKLIST

 Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 3
STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 4**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 4**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 5**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 5**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 6
PRE-OPERATIONAL HYGIENE CHECKLIST

 Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 6
STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 7**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 7**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

RECEIVAL AND DISPATCH TEMPERATURE MONITORING

[illegible]

WEEK 8**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 8**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 9
PRE-OPERATIONAL HYGIENE CHECKLIST

 Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 9
STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 10**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 10**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 11**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 11**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 12**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 12**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 13**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 13**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 14**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 14**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 15**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 15**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 16**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 16**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 16 **RECEIVAL AND DISPATCH TEMPERATURE MONITORING**

WEEK 16 **RECEIVAL AND DISPATCH TEMPERATURE MONITORING**

[illegible]

WEEK 17**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 17**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 18
PRE-OPERATIONAL HYGIENE CHECKLIST

 Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 18
STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 19
PRE-OPERATIONAL HYGIENE CHECKLIST

 Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 19
STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 20
PRE-OPERATIONAL HYGIENE CHECKLIST

 Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 20
STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 21**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 21**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 22

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 22

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 23**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 23**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 24

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 24

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

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WEEK 25

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 25

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible]

WEEK 26
PRE-OPERATIONAL HYGIENE CHECKLIST

 Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 26
STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

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SIX-MONTHLY INTERNAL AUDIT AND MAINTENANCE CHECKLIST

Date:/...../.....

Checklist completed by

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Item	✓ ✗	Corrective action/Notes
• Ceilings and walls free from cracks, peeling paint, tiles securely fixed		
• Floors of premises/cool rooms/ freezers maintained without cracks/damage		
• Doors, door seals, jambs and handles in good repair		
• Lights covered		
• Benches and cupboards free from damage and deterioration		
• Equipment and fittings free from rust, corrosion and peeling paint		
• Cooling unit free from dust, rust, corrosion, peeling paint and drainage contained		
• Hand wash basins are accessible and in working order		
• Chemicals, cleaning equipment, dry ingredients and packaging stored to prevent cross contamination		
• Premises construction and stored materials not providing harbourage for pests. External doors/openings prevent entry of pests		
Food safety program		
• Food safety program on site and available		
• Procedures implemented in practice		
• Monitoring records forms kept updated		
• Training records available for staff		
Pest treatment service records		
Licensing requirements		
• NSWFA notified of correct business entity; licence permissions and displayed		

Corrective action: _____

[illegible]

SIX MONTHLY CALIBRATIONS

This monitoring form is to be completed at least once every six months, and for every thermometer/ temperature measuring device and the equipment used for temperature control of food product (e.g. Cool rooms, Freezers etc.)

Record the temperature of the device after calibration as it is displayed (e.g. 0.3°C)

Additional information on calibration can be found under **OUTCOME 11** of the NSW Cold Store Food Safety Program

Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____	Calibrate at 0°C using the process outlined in section 11 of the Food Safety Program	Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____
Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____		Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____
Cool Room # 1 # 2 Temperature: _____ Date: _____ Signature: _____		Cool Room # 3 # 4 Temperature: _____ Date: _____ Signature: _____
Cool Room # 5 # 6 Temperature: _____ Date: _____ Signature: _____		Freezer # 1 # 2 Temperature: _____ Date: _____ Signature: _____
Freezer # 3 # 4 Temperature: _____ Date: _____ Signature: _____		Temperature: _____ Date: _____ Signature: _____

Notes:

Notes:

Page left intentionally blank



WEEK 27**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 27**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible]

**Food
Authority**

WEEK 28**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 28**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible]

WEEK 29**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 29**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

RECEIVAL AND DISPATCH TEMPERATURE MONITORING

[illegible]

WEEK 30**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 30**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 31**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 31**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 32**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 32**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

RECEIVAL AND DISPATCH TEMPERATURE MONITORING

[illegible]

WEEK 33**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 33**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 34**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 34**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

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WEEK 35
PRE-OPERATIONAL HYGIENE CHECKLIST

 Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 35
STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 36
PRE-OPERATIONAL HYGIENE CHECKLIST

 Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 36
STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible]

WEEK 37**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 37**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 38**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 38**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 39**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 39**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible]

WEEK 40**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 40**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 41**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 41**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 42**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 42**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

WEEK 43**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 43**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 44**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 44**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 45

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 45

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									



**Food
Authority**

WEEK 46**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 46**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 46 RECEIVAL AND DISPATCH TEMPERATURE MONITORING

WEEK 46 RECEIVAL AND DISPATCH TEMPERATURE MONITORING

WEEK 47**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 47**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

RECEIVAL AND DISPATCH TEMPERATURE MONITORING

RENEWAL REMINDER

Your NSW Food Authority Cold Store Diary expires in **6 weeks**.

Order your replacement Diary **online** for a fee.



Scan the QR code to order online or
go to <https://formsfa.bfs.dpi.nsw.gov.au/forms/25609>

For assistance contact the Food Authority Helpline:

- Phone 1300 552 406 (8:30am - 5:30pm on NSW business days)
- Email food.contact@dpird.nsw.gov.au

WEEK 48

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 48

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

Food
Authority

WEEK 49**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 49**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 50**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 50**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 51

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 51

STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

WEEK 52**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

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 and soap available								
2. Thermometer in working order								
3. Premises clean and in good repair								
4. Cool rooms clean including racks, hooks, door handles/seals								
5. Freezers/Ice rooms clean; freezer capacity adequate								
6. Drainage system with grates fitted and in working order								
7. Amenities, loading and storage areas clean and in good repair								
8. Products stored to prevent contamination								
9. Unsuitable/recalled materials stored in proper identified areas								
10. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
11. Raw and ready-to-eat products stored to prevent cross-contamination								
12. Food delivery vehicle(s) clean and in good repair								
13. No pest activity sighted								

WEEK 52**STORAGE TEMPERATURE MONITORING FORM**

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Coolroom									
Coolroom									
Freezer									
Freezer									

CUSTOMER COMPLAINT

Customer details

Record the details from whom the complaint was received:

Name:

Address:

Phone:

Mobile:

A/H:

Fax:

Complaint details

Describe the nature of the complaint:

Product details

Product name and description:

Batch code:

Date produced/processed:

Product size:

Quantity of batch produced/processed

Product distribution:

Action taken

Describe how the customer complaint was handled and the changes, if any, that were made as a result:

CUSTOMER COMPLAINT

Customer details

Record the details from whom the complaint was received:

Name:

Address:

Phone:

Mobile:

A/H:

Fax:

Complaint details

Describe the nature of the complaint:

Product details

Product name and description:

Batch code:

Date produced/processed:

Product size:

Quantity of batch produced/processed

Product distribution:

Action taken

Describe how the customer complaint was handled and the changes, if any, that were made as a result:



Food Authority

6 Avenue of the Americas, Newington NSW 2127
PO Box 6682, Silverwater NSW 1811
T 1300 552 406
E food.contact@dpi.nsw.gov.au

foodauthority.nsw.gov.au



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