Template examples for record keeping

The following templates are provided for information. It is not required under the food safety standards for businesses to use these templates.

- Template 1 — Supplier details
- Template 2 — Food receipt
- Template 3 — Cooling food
- Template 4 — Temperature record sheet
- Template 5 — Log for 2-hour/4-hour rule
- Template 6 — Cleaning and sanitising procedure
- Template 7 — Cleaning and sanitising record

Template 1 - Supplier details

Reference	Supplier name	Address	Contact details (phone, email)	Foods supplied

Template 2 – Food receipt

Date	Product	Supplier	Time	Condition/temp	Corrective action	Checked by

Check:

- Goods received under agreed conditions (for example, properly protected, correct temperature, date markings within 'Best Before' or 'Use by' date)
- Supplier's details included in shipment
- Product name and lot identified

Template 3 – Cooling food

Date	Food	Start time (when food temp is 60°C)	Temp	Time	Temp	Time	21°C in 2 hrs? (Yes – continue cooling)	Temp	Time	Temp	Time	Temp	Time	Temp	Time	5°C or below in 4 hrs? (Yes – safely cooled)	Food thrown out if not safely cooled	Staff initials
Potentially hazardous food must be cooled within 2 hours — from 60°C to 21°C, and within a further 4 hours — from 21°C to 5°C. See Standard 3.2.2 clause 7(3) for further information about safe cooling.																		

Template 4 – Temperature record sheet (for example, for food display)

Date															Check:
Time	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	✓ Use clean, sanitised probe thermometer to check food temperature
Cold unit 1 _____															✓ Cold foods should be kept at 5°C or below (unless validated alternative)
Cold unit 2 _____															
Cold unit 3 _____															✓ Hot foods should be kept at 60°C or above (unless validated alternative)
Hot unit 1 _____															✓ If food is not at correct temperature, add notes on corrective actions below.
Hot unit 2 _____															
Hot unit 3 _____															
Date	**Corrective action taken (for example, bain marie temperature turned up, refrigeration unit checked by manufacturer/technician, food discarded if not kept under appropriate control)**														**Signed**

Template 5 – Log for 2-hour/4-hour rule

Food	Date	Time out of refrigeration (above 5°C)	Activity (e.g. sandwich prep, display)	Time back in temp control (<5°C)	Total time out	2-hr/4-hr action (refrigerate, use or discard)	Staff initials
					Total 4 hrs	Discard	
					Total 4 hrs	Discard	
					Total 4 hrs	Discard	

This rule applies to ready-to-eat potentially hazardous food brought out of refrigeration. The time periods are cumulative — each time the food is kept between 5°C and 60°C needs to be added up to reach a total time.

Re-refrigerate/use/discard: If the potentially hazardous food is brought out of refrigeration and held between 5°C and 60°C for **less than 2 hours**, it can be re-refrigerated or used immediately; for longer than **2 hours but less than 4 hours**, it can be used immediately; **longer than 4 hours**, it must be discarded.

Template 6 – Cleaning and sanitising procedure

Task no.	Item/equipment	How often	Cleaning method	Product used/sanitiser dose	Responsibility

Template 7 – Cleaning and sanitising record

✓ Tick off task and initial when done

Task	Area/equipment	Staff name	Week starting date:							Week starting date:						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Supervisor to initial when task completed to satisfaction																

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