

Business name

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Monitoring records for week commencing

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## Monitoring records log

### Opening checks

	Work surfaces, utensils and equipment are clean.	Premises have been checked for pest activity. Any issues cleaned and reported	Staff are fit to work, wearing correct PPE and no jewellery, watches etc.	Sinks have hot water, soap, and hand towels.	Sanitisers are available and are BS EN certified
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

*\*\*It is essential to calibrate your probe **once a month**. A simple way to check a probe is to put it in iced water and boiling water. The readings in iced water should be between -1°C and 1°C. The readings in boiling water should be between 99°C and 101°C\*\**

Date	Probe ID	Hot Temp	Cold temp	Sign

**Monitoring records log**

**Delivery Checks**

Chilled products must be below  $>8^{\circ}\text{C}$  and frozen must be below  $> -18^{\circ}\text{C}$ . Food outside these temperatures should be rejected.

<b>Supplier</b>	<b>Product</b>	<b>Temperature</b>	<b>Corrective action</b>	<b>Signature</b>	<b>Date</b>

### Monitoring records log

### Fridge Temperatures

Food must always be stored at >8°C. Speak to your manager if corrective actions are necessary. You should not rely solely on fridge dials for taking the fridge temperatures. You should also take Chill Holding Temperatures for things such as pizza/display counter fridges.

**Useful Tip:** Store a bottle of water in each fridge so that you can quickly and easily record the fridges temperature with your probe.

Day		Fridge 1	Fridge 2	Fridge 3	Fridge 4	Fridge 5	Corrective Action	Signature
Monday	AM							
	PM							
Tuesday	AM							
	PM							
Wednesday	AM							
	PM							
Thursday	AM							
	PM							
Friday	AM							
	PM							
Saturday	AM							
	PM							
Sunday	AM							
	PM							

\*Corrective actions may include discarding food, relocating food to another fridge, or arranging for an engineer to visit for fridge maintenance.

**Monitoring records log**

**While you are here also check... Tick where appropriate**

<b>Day</b>	Food should be stored according to First in First Out (FIFO)	Fridges are clean, and all items are stored off the floor	Stock to be stored in designated areas, i.e., raw on the bottom, washed vegetables above dirty vegetables, salads/Ready-To-Eat foods at top	All food is accurately labelled and within its shelf life and expired products have been discarded	Any leaks or spillages have been cleaned and any maintenance issues have been reported	Allergens identified and stored in a designated area
<b>MONDAY</b>						
<b>TUESDAY</b>						
<b>WEDNESDAY</b>						
<b>THURSDAY</b>						
<b>FRIDAY</b>						
<b>SATURDAY</b>						
<b>SUNDAY</b>						

**Monitoring records log**

**Freezer Temperatures**

Food must always be stored at temperatures lower than -18°C. Speak to your manager if corrective actions are necessary.

<b>Day</b>		<b>Freezer 1</b>	<b>Freezer 2</b>	<b>Freezer 3</b>	<b>Freezer 4</b>	<b>Freezer 5</b>	<b>Corrective Action</b>	<b>Signature</b>
<b>Monday</b>	AM							
	PM							
<b>Tuesday</b>	AM							
	PM							
<b>Wednesday</b>	AM							
	PM							
<b>Thursday</b>	AM							
	PM							
<b>Friday</b>	AM							
	PM							
<b>Saturday</b>	AM							
	PM							
<b>Sunday</b>	AM							
	PM							

\*Corrective actions may include discarding food, relocating food to another freezer, or arranging for an engineer to visit for fridge maintenance.

## Monitoring records log

### Defrosting

Defrosting of food should take place overnight in the fridge. Avoid defrosting at room temperature.

Food Item	Temperature °C	Method of defrosting	Length of defrosting	Temperature at end of defrosting °C	Date	Time	Signature

### Monitoring records log

## Cooking temperatures

Safe temperatures for cooking food are 75°C for 30 seconds or 80 °C for 6 seconds. Temperature must be taken from the core of the food item.

**Useful Tip:** You should record temperatures of high-risk items such as meat and rice and you should record 3- 4 food items per service.

Food Item	Cooking temperature °C	Corrective action*	Date	Time	Signature

\*Corrective actions may include cooking food for longer, changing temperature on the oven, or discarding the food.



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Food Item	Cooking Temperature °C	Corrective Action*	Date	Time	Signature

\*Corrective actions may include cooking food for longer, changing temperature on the oven, or discarding the food.

Monitoring records log

**Cooling Temperatures**

A temperature of 8°C and below should be achieved ideally within 90 minutes of the food being cooked. Cooling methods include use of blast chiller, cold running water, or use of ice-cold water baths.

Food Item	Cooling method	Temperature °C at start of cooling	Time	Temperature °C at the end of cooling	Time	Corrective action*	Date	Sign

\*Corrective actions may include discarding of food or cooling food for longer.

## Monitoring records log

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## Monitoring records log

### Hot holding temperatures

Hot holding of food must always be held at above 63°C. The temperature must be checked every two hours. You must discard any food below 63°C after two hours of hot holding. Speak to your manager if corrective actions are needed.

A Hot Holding Unit/Bain Marie is **NOT** for cooking foods. Foods should be cooked to 75°C or more **before** being hot held.

Food Item	Temperature/Time when cooked °C	Temperature/Time after 2 hours °C	Temperature/Time after 4 hours °C	Temperature/Time after 6 hours °C *	Corrective action taken**	Date	Signature

\* Corrective actions may include discarding of food, reheating until above 63°C or replacing with fresh batch.

\*\* You may want to consider issues with food quality when hot holding food for an extended period (over 4 hours).

## Monitoring records log

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## Monitoring records log

### Re-heating

During re-heating the core temperature of the food must reach above 75°C before serving.

Food Item	Temperature °C	Corrective Action*	Date	Time	Signature

\*Corrective actions may include heating the food longer.

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**Monitoring records log**

**Closing Checks**

<b>Day</b>	All food is covered and stored in the correct location?	Work surfaces, utensils and equipment are clean and tidied away.	Floors, including under equipment and hard to reach areas have been swept and mopped	Bins have been emptied in the designated area and left in clean condition	Dishwashers and/or equipment sinks have been cleaned and sanitised.
<b>MONDAY</b>					
<b>TUESDAY</b>					
<b>WEDNESDAY</b>					
<b>THURSDAY</b>					
<b>FRIDAY</b>					
<b>SATURDAY</b>					
<b>SUNDAY</b>					