

Appendix 8: Template examples

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: e.g. for food display

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, fax, mobile, email)	Foods supplied

Template 2 — Food receipt

Date	Product	Supplier	Time	Condition/Temp	Corrective action	Checked by
<p>Check:</p> <ul style="list-style-type: none"> • Goods received under agreed conditions (e.g. properly protected, correct temperature, 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	Temp	Temp	Temp	Temp	Temp	Temp	Temp	21°C within 2 hours? (Yes — continue cooling)	5°C or below in 4 hours? (Yes — safely cooled)	Corrective action	Staff initials	
			Time	Time	Time	Time	Time	Time	Time	Time					
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: e.g. for food display

<p>Date</p>		AM		PM		AM		PM		AM		PM		AM		PM		<p>Check:</p> <ul style="list-style-type: none"> ✓ Use clean, sanitised probe thermometer to check food temperature ✓ Cold foods should be kept at 5°C or below (unless validated alternative) ✓ Hot foods should be kept at 60°C or above (unless validated alternative) ✓ If food is not at correct temperature, add notes on corrective actions below.
		PM		AM		PM		AM		PM		AM		PM				
<p>Time</p> <p>Cold unit 1 _____</p> <p>Cold unit 2 _____</p> <p>Cold unit 3 _____</p> <p>Hot unit 1 _____</p> <p>Hot unit 2 _____</p> <p>Hot unit 3 _____</p>																		<p>Signed</p>
<p>Date</p>																		

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

Food	Date	Time out of refrigeration (above 5°C)	Activity (e.g. sandwich prep, display, etc.)	Time back in temp control (≤5°C)	Total time out	2-hr/4-hr action (re-refrigerate/ use/ discard — see below)	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. See Appendix 2 for more information.

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	Products used	Responsibility

See Appendix 6 for more information on cleaning and sanitising

Template 7 — Cleaning and sanitising record

✓ Tick off task and initial when done

Task	Area/ equipment	Person responsible	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																	