

How to?



11) Complete the Food Safety Record Book

Why is this important?

The booklet provides a weekly recording system, which along with the Food Safety Management System, will be used if & when required to prove due diligence within the University.

- Legislation states that “documents and records commensurate with the nature and size of the food business” should be kept by the university catering service.
- With regards to keeping records of food deliveries made to a premises from external bodies, e.g. 3663/Brakes etc., these must be kept in order to ensure that food traceability is possible, and that it is known at all times where food has come from, and where it goes, following a ‘one step forward, one step back’ approach. This helps to ensure compliance with the modern day catering fundamental of ‘Farm to fork’ food production. In recording the temperatures of food deliveries, this helps to prove that the cold chain has been maintained at all times, ensuring that cold foods remain safe to eat.
- Records to be completed include fridge temperature records, freezer temperature records, cooling records and food delivery records.
- It is essential that these records are kept up to date and are made at the correct times, as detailed in the record book itself. This book is used and completed to demonstrate compliance with Food Safety Legislation and should be prevented from loss, as it may be required by your Head of Department, Health & Safety Officer or Environmental Health Officer.
- If you run out space in the book, it is essential that records are still maintained in a separate document, as this will ensure legal compliance at all times.
- Records should be signed to say they are complete by team members who take the temperature checks. Therefore all team members should have an involvement in completing the food safety record book.
- If no food deliveries are made in a day, and there are therefore no delivery temperatures to record, it is essential that **“No deliveries made”** is written in to the Food Delivery Records Check in the Food Safety Record book. This provides evidence that the record book is being used on a daily basis, and that team members recognise the importance of completing up to records at all times.
- When raw food delivery temperature checks are made, it should be ensured that the ‘raw food designated temperature probe’ is used.

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Check your understanding by:

What is the purpose of the record book?

Name two records kept in the book?

When might the record book be checked to see if it is being completed?

Is there a requirement to complete the record book even if no food deliveries have been made to the premises?

Who should sign a record to say that it has been completed?

What should be done if you 'run out of room' in the book?

You can tell it's correct if:

All team members recognise the importance of this document and that it is kept updated regularly, and it is kept correctly and up to date.

It is readily available for visitors to the kitchen.

Completed record books are stored in a safe place e.g. kitchen office.

Any reoccurring issues e.g. Consistently incorrect fridge temperatures, are acted on.

Hints and tips:

Ensure that the book is stored in an obvious place. This will act as a reminder to all team members to complete as necessary.

If it looks like the supply of books is running short, then a manager / Head Chef should be contacted, who will be able to ensure extra copies are available.