Records Book

An example of records that you could use for a template Food Control Plan

WAIMAKARIRI
DISTRICT COUNCIL

waimakariri.govt.nz

This is an example of records that you could use for a template Food Control Plan.

You do not have to use it.

This does not contain all the records you may need to use.

Read your Food Control Plan to check what records you need.

These records are optional and may not cover all the resources you require. A full list of template forms designed by the Ministry of Primary Industries can be found on the MPI website under forms and templates:

mpi.govt.nz/food-safety/food-act-2014/forms-and-templates

Safe and Suitable Food Control Plan and Diary Information

A Food Control Plan (FCP) sets out what steps a business making or selling higher-risk foods needs to take to make safe food. You use it to identify risks, and to show how they are being managed. It means customers will know your food is safe – and it can help you create a successful food business.

This is not your Food Control Plan, it is a set of template forms you can use to keep your records.

You verifier will want to review your records during your food control plan verification.

A copy of the latest version of the Template Simply Safe and Suitable Food Control Plan can be downloaded and printed from mpi.govt.nz/food-business/running-a-food-business/forms-and-documents-for-food-act-plans-and-programmes/

What is a Verifier?

Verifiers are professionals who will visit your business to check you are selling safe and suitable food. The Verifier will check you are following your food control plan effectively and keeping all the records you need. They will give feedback on areas that need improvement.

When to get verified

Your first verification happens after you are registered. If you are a new business, you must arrange for your Verifier to visit within six weeks of becoming registered. If you are an existing business, your Verifier must visit within a year of your registration.

Apply to extend your verification timeframe

In some circumstances, new businesses can apply to extend the date when their verification is due.

You can apply if:

- you haven't already started trading by the due date for verification
- something major or unplanned happens meaning you or your business aren't able to be verified.

You need to email or write to your registration authority (either your council or MPI), two weeks before verification is due.

The verification date may be extended by up to six weeks. The registration authority must either grant or decline your request at least five working days before verification is due.

Frequency of visits

How often you are checked will depend on how successfully you are managing food safety. This could be as little as once every 18 months, if you are managing food safety well. It could be as often as every three months if you are not doing well. You must pay for each visit, so the better your food safety systems, the less it will cost you.

How much will verification cost?

Fees are based on the time it takes to verify your Food Control Plan.

Easy tips and tricks

It may take longer if:

- ❌ There are special conditions on your registration
- ❌ Any corrective action from previous verification have not been done
- ❌ Any new non-compliance issues are discovered on-site
- ❌ There have been significant changes since your registration
- ❌ You rely on your verifier to advise you how to operate.

It may take less time if:

- ✅ You are well prepared with all records readily available
- ✅ Your staff are on hand to talk with the verifier and answer questions
- ✅ Official templates are being used, where they are available.

What if I run out of pages?

You can contact Council for another booklet, print/photocopy more of the pages you need, or alternatively create your own record.

Thermometer calibration

Checking the thermometer

Thermometers must be checked at least every six months to make sure that they are providing accurate temperature readings, or whenever there is reason to think the thermometer is not working correctly.

How to do the ice point check

This check must be done if the thermometer is used for checking cold foods.

1. Half fill a glass with broken or shaved ice - you can scrape some ice from the side of a freezer.

2. Add a small amount of water until it is visible at the bottom of the glass.

3. Insert the thermometer into the mixture, leave until the temperature display is steady.

4. Do not let the thermometer touch the sides or bottom of the glass.

5. Record the results in the table. If the result is outside the range, write down the action taken in the table.

> **!** The reading in iced water should be between -1°C to +1°C. If outside this range, the unit should be replaced or returned to the supplier to be recalibrated.

How to do the boiling point check

To be done only if the thermometer is used for checking hot foods.*

1. Boil unsalted water in a pot.

2. Once boiling, insert the thermometer and leave it until the temperature display is steady.

3. Do not let the thermometer touch the sides or bottom of the pot.

4. Record the result in the table. If the result is outside the range, write down the action taken in the table.

* If you do not use the boiling point check, you must use another validated method for calibrating a thermometer used for measuring hot foods.

> **!** The reading in boiled water should be between 99°C to 101°C. If outside this range, the unit should be replaced or returned to the supplier to be recalibrated. The boiling point of water varies with altitude. At sea level (0 metres altitude) it is 100°C.

Calibration of Infra Red (IR) thermometers

Either follow the calibration instructions that come with the thermometer or ask the business you bought it from for advice on when it should be calibrated, how this should be done, and who should do it.

Thermometer calibration record

Date of calibration	Thermometer	Reading in iced water °C	Reading in boiled water °C	Checked by	Action taken

Cleaning up and closing*

It is optional to record this information.

See the 'Cleaning up and closing' card (purple) in Simply Safe and Suitable on the MPI website.

Items and areas to be cleaned (cleaning task)*	How often task is done/ or date task was done*	Method of cleaning*	Who cleans it*	Notes*
Preparation benches	after every use	clean debris, wipe with new or freshly cleaned cloth with hot soapy water, dry with paper towels, apply spray sanitiser (no rinse)	all staff	

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Maintaining equipment and facilities record, includes water supply

This includes water supply checks.

When something goes wrong with your equipment/facilities (e.g. broken fridges, flooding) use the **'When something goes wrong record'.**

Items requiring maintenance checks/repairs	Checking frequency	Date of check/repair	Who does it	Description of maintenance check/repair	Notes*

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My trusted suppliers

See the 'Sourcing, receiving and storing food' card (green) in Simply Safe and Suitable on the MPI website.

Trusted supplier

Business Name

Site registration number

Contact person

Phone

Email

Address

Day to place orders

Mon   Tues   Wed   Thu   Fri   Sat   Sun

Days to receive delivery

Mon   Tues   Wed   Thu   Fri   Sat   Sun

Goods supplied

Comments*

Trusted supplier

Business Name

Site registration number

Contact person

Phone

Email

Address

Day to place orders

Mon   Tues   Wed   Thu   Fri   Sat   Sun

Days to receive delivery

Mon   Tues   Wed   Thu   Fri   Sat   Sun

Goods supplied

Comments*

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My trusted suppliers

Trusted supplier
Business Name
Site registration number
Contact person
Phone
Email
Address

Day to place orders

Mon   Tues   Wed   Thu   Fri   Sat   Sun

Days to receive delivery

Mon   Tues   Wed   Thu   Fri   Sat   Sun

Goods supplied

Comments*

Trusted supplier
Business Name
Site registration number
Contact person
Phone
Email
Address

Day to place orders

Mon   Tues   Wed   Thu   Fri   Sat   Sun

Days to receive delivery

Mon   Tues   Wed   Thu   Fri   Sat   Sun

Goods supplied

Comments*

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Staff training records

Name		Phone number	
Position		Start date	

Topic (part of the plan that has been covered)	Employee signed	Supervisor signed	Date
Wash hands			
Protecting food from contaminations by staff			
Keeping food cold			
Checking for pests			
Separating food			
Preparing food safely			
Sourcing, receiving and storing food			
Cooking food			
Cooking poultry,minced meat and chicken liver			
Proving the method you use to dill bugs works			
Reheating food			
Cooling freshly cooked food			
Defrosting food			
Using water activity, acid or hot smoking			
Keeping food hot			
Transporting your food			
Displaying food and customers serving themselves			
Knowing what's in your food			
Packaging and labeling your food			
Cleaning up			
Maintaining equipment and facilities			
When something goes wrong			
Dealing with customer complaints			
Tracing your food			
Recalling your food			
Making sushi with acidified rice			
Making Chinese style roast duck			
Making doner kebabs			
Cooking using sous vide			

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Proving that a time/temperature cooks poultry, minced meat and liver

See the 'Proving the method you use works every time' card (magenta) in Simply Safe and Suitable on the MPI website.

See the 'Cooking poultry, minced meat and liver' card (magenta) in Simply Safe and Suitable on the MPI website.

Use this record to prove your method works by checking it three times with different batches of the same food (dish). If you prove your method, you must still check one batch of food weekly. These can be recorded using the 'Cooking poultry, minced meat and liver - batch checks' record blank.

Item (type, size, weight)				
2kg chicken roast x 4				

Method				
Put in pre-heated oven at 220°C for 2 hours intended that the thickest part of the meat reaches 75°C for 30 seconds				

Batch	Date	Internal temperature °C at thickest part	Time at this temperature	Task done by
1st	05/06/17	75 °C	1 min	SM
2nd	08/06/17	77 °C	1 min	SM
3rd	11/06/17	76 °C	3 mins	SM

Item (type, size, weight)				

Method				

Batch	Date	Internal temperature °C at thickest part	Time at this temperature	Task done by
1st		°C		
2nd		°C		
3rd		°C		

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Item (type, size, weight)

Method

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1st		°C		
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Batch	Date	Internal temperature °C at thickest part	Time at this temperature	Task done by
1st		°C		
2nd		°C		
3rd		°C		

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Proving your cooling method

Use this record to prove your cooling method works by checking it three times with different batches of the same food (dish). If you prove your method, you must still check one batch of food weekly. These can be recorded using the 'Cooling freshly cooked food - batch checks' record blank.

Food Item (type, size, weight, etc.)

1 litre of butter chicken curry

Method

Curry was divided into five (5) 250ml containers and placed on cooling racks, then placed in the fridge at the second temperature check.

Batch	Date	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C (or room temperature, whichever is lower) in 2 hours or less		Food needs to get from 21°C to 5°C or lower in a further 4 hours or less		Task done by
		Start time	Start temperature	Second time check	Second temperature check	Third time check	Third temperature check	
1st	21/05/22	12.45pm	60.1 °C	1.45pm	20.0 °C	4.45pm	4.5 °C	SM
2nd			°C		°C		°C	
3rd			°C		°C		°C	

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Food Item (type, size, weight, etc.)								
Method								
Batch	**Date**	**Start timing when food reaches 60°C**		**Food needs to get from 60°C to 21°C (or room temperature, whichever is lower) in 2 hours or less**		**Food needs to get from 21°C to 5°C or lower in a further 4 hours or less**		**Task done by**
		Start time	**Start temperature**	**Second time check**	**Second temperature check**	**Third time check**	**Third temperature check**	
1st			°C		°C		°C	
2nd			°C		°C		°C	
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1st			°C		°C		°C	
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1st			°C		°C		°C	
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3rd			°C		°C		°C	

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Proving reheating method

Use this record form to prove your reheating method works by checking it three times with different batches of the same food (dish). If you prove your method, you must still check one batch of food weekly.

Item (type, size, weight)			
5 litres vegetable soup			

Method			
Heat all 5 litres in a 10 litre pot on stove on med/high for 15 minutes until the center of the liquid is 75°C			

Batch	Date	Internal temperature °C the coolest part (if a liquid) or the middle (if solid)	Task done by
1st	05/06/17	75 °C	SM
2nd	08/06/17	77 °C	SM
3rd	11/06/17	76 °C	SM

Item (type, size, weight)			

Method			

Batch	Date	Internal temperature °C the coolest part (if a liquid) or the middle (if solid)	Task done by
1st		°C	
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1st		°C	
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1st		°C	
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Allergens in your food*

It is optional to record this information, but it will help your staff know what is in your food so that you can tell your customers. If you do use this form, remember to keep this up to date when recipes are changed or updated.

Dish name*	Ingredients*	Allergens*
Cookies	Flour, eggs, butter, milk, sugar, chocolate chips	Milk, cereals containing gluten, eggs

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Dish name*	Ingredients*	Allergens*

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Customer complaints information

Customer name and contact details

Date and time of purchase

Affected food (batch/lot number)

Complaint

(The following can also be filled in on the 'When something goes wrong' record blank/form)
Cause of the problem

Action taken immediately and action taken to stop it happening again

Managed by or resolved by

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Staff sickness records

Name	Symptoms (state if vomited at work)	Date of symptom onset	Date notified	Action taken	Faecal result (if any)	Date excluded from work	Date returned to work

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Safe and Suitable Diary - Week commencing ___ /___ /___

Chiller Unit	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1							
2							
3							
4							
5							
6							

Poultry/minced meat/chicken liver item

Date: _____ Poultry/minced meat/chicken liver item: _____

Method (how was product cooked?)	Cooking time (minutes)	First probe (temperature)	Second probe (if required)	Action taken if temperature not reached

Cooling perishable food check -
food must be cooled from 60°C to 21°C within 2 hours and from 21°C to below 5°C within 6 hours

Date	Food item	Cooling method	Start time	Temperature after 2 hours	Temperature after 6 hours	Action taken (if necessary)

Supplier Delivery Checks

Date	Food item type and quantity	Temperature (where applicable)	Action taken

When something goes wrong, write down what the problem was and what you did to fix it

End of day tasks - FCP Manager to initial when task has been completed

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Daily cleaning completed							
Maintenance tasks							
Pest control check							

Safe and Suitable Diary - Week commencing ___ /___ /___

Chiller Unit	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1							
2							
3							
4							
5							
6							

Poultry/minced meat/chicken liver item

Date: _____ Poultry/minced meat/chicken liver item: _____

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Chiller Unit	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Poultry/minced meat/chicken liver item

Date: Poultry/minced meat/chicken liver item:

Method (how was product cooked?)	Cooking time (minutes)	First probe (temperature)	Second probe (if required)	Action taken if temperature not reached

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Supplier Delivery Checks

Date	Food item type and quantity	Temperature (where applicable)	Action taken

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Poultry/minced meat/chicken liver item

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For more information please contact

Food Team

Waimakariri District Council
Phone: 0800 965 468
Email: food.health@wmk.govt.nz

Find out more at waimakariri.govt.nz