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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Notes** | | |  |  |  |  |  |  |  |  | **Corrective Actions** | Checked By |  |  |  | Use a clean, sanitised thermometer to check the temperature of the food or food substitute (bottle of water)  Cold Foods should be stored at 5°C or below  Hot Foods stored at 60°C or above  If food is found to be stored at incorrect temperature record the corrective action taken. |
| **Saturday**  **\_\_ /\_\_ /\_\_** | PM |  |  |  |  |  |  |  |  |  |
| AM |  |  |  |  |  |  |  |  |  |
| **Friday**  **\_\_ /\_\_ /\_\_** | PM |  |  |  |  |  |  |  |  |  | Corrective Action Taken |  |  |  |
| AM |  |  |  |  |  |  |  |  |  |
| **Thursday**  **\_\_ /\_\_ /\_\_** | PM |  |  |  |  |  |  |  |  |  |
| AM |  |  |  |  |  |  |  |  |  |
| **Wednesday**  **\_\_ /\_\_ /\_\_** | PM |  |  |  |  |  |  |  |  |  |
| AM |  |  |  |  |  |  |  |  |  |
| **Tuesday**  **\_\_ /\_\_ /\_\_** | PM |  |  |  |  |  |  |  |  |  |
| AM |  |  |  |  |  |  |  |  |  |
| **Monday**  **\_\_ /\_\_ /\_\_** | PM |  |  |  |  |  |  |  |  |  |
| AM |  |  |  |  |  |  |  |  |  |
| **Sunday**  **\_\_ /\_\_ /\_\_** | PM |  |  |  |  |  |  |  |  |  |
| AM |  |  |  |  |  |  |  |  |  |
| **Date** | Time | Equipment |  |  |  |  |  |  |  |  | Date |  |  |  |

Temperature Requirements

* frozen foods must be solid and not partly thawed
* cold foods must be stored at 5ºC or below
* hot foods must be stored at 60ºC or above.

Visual Check

* raw foods must be stored below ready to eat or cooked foods to prevent cross contamination
* use by date – foods past this date are prohibited from being sold **or used to make other products**
* best before date – foods past this date can be sold provided the food is not damaged, deteriorated or perished
* packaging must not be damaged, deteriorated or perished
* food must be stored covered to protect it from contamination
* pest contamination – food must not contain droppings, eggs, webs, feathers, etc
* foreign objects – food must not contain dirt, metal, hair, etc.