Food Safety Program - Records

Environmental Health

Ph: 1300 366 244 | 18 Desailly Street, Sale Victoria | 156 Grant Street, Yarram Victoria | PO Box 506, Sale Victoria 3850

Trading name	
Year of records	

This Food Safety Program (FSP) record book was created to assist you in meeting your legislative requirements and provide an easy system of keeping Food Safety Program records in each calendar year. It has been adapted from the current Department of Health Food Safety Program No 1.

These records and your food safety program must be available onsite at all times for inspection by an Environmental Health Officer.
Further copies of this book are available from the Wellington Shire Council Website:
www.wellington.vic.gov.au or by contacting the Environmental Health Unit on 1300 366 244.

PLEASE NOTE THAT SOME FSP's MAY HAVE ADDITIONAL RECORD REQUIREMENTS – REVIEW YOUR DOCUMENT TO ENSURE YOU UNDERSTAND YOUR REQUIRMENTS.

Ensure that all high-risk products (potentially hazardous foods) are kept at the correct temperatures:
- Cold foods to be kept at or below 5°C
- Frozen foods to be kept at or below -15°C
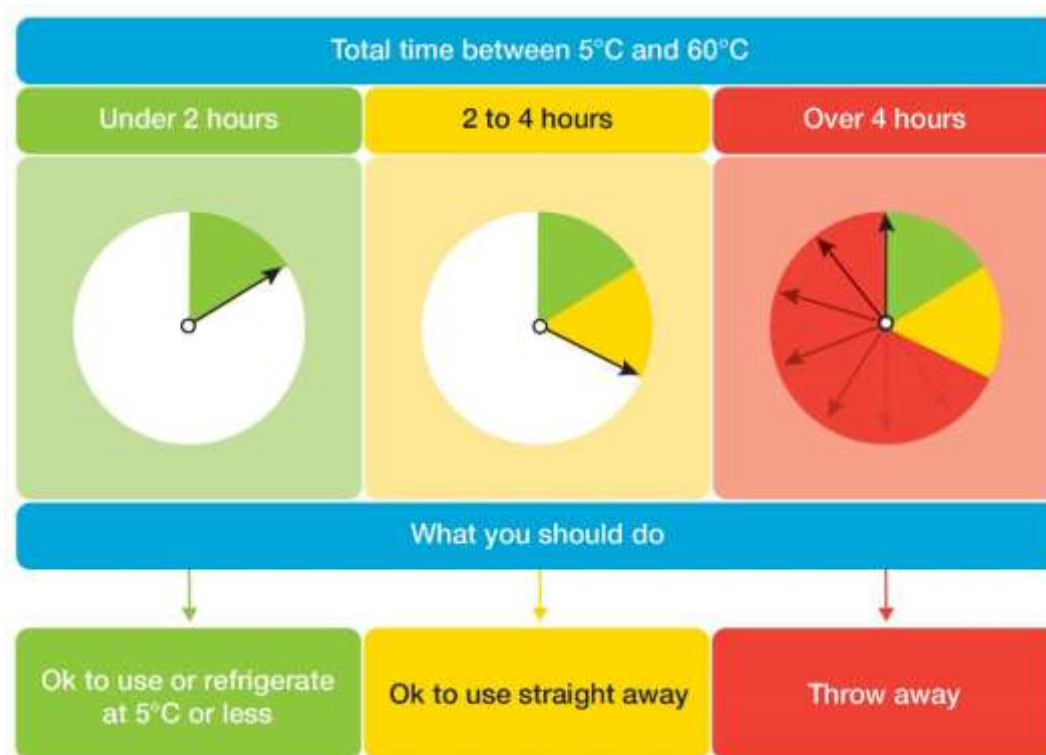- Hot foods to be kept at or above 60°C

Ensure when cooking or reheating food that it is heated to 75°C or hotter to reduce or eliminate bacteria that may be present.

If high risk products are not kept at the right temperature, you must monitor the time at which the food is within the danger zone. Food may be returned to the fridge/cool room if it is within the danger zone for less than 2 hours. If it is in the danger zone for more than 2 hours, it can remain for another 2 hours (total of 4 hours) but then must be thrown out. Use the "Ready to Eat Foods on Display" log to record the time and temperature. [Danger Zone = 5°C to 60°C]

Corrective actions should be recorded on the back page.

These records must be kept for a minimum of 2 years from the date of the last entry.

How I use the 2 hour/4 hour rule for high risk food

Total time between 5°C and 60°C

Under 2 hours	2 to 4 hours	Over 4 hours

What you should do

Ok to use or refrigerate at 5°C or less	Ok to use straight away	Throw away

Write down your usual practice here for using the 2 hour/4hour rule. Update if your practice changes

Food Suppliers

Review this information regularly to ensure you maintain information on all current and past suppliers for your business.

Trading Name	Business address	Contact phone number

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Thermometer - Temperature Monitoring Device (TMD) accuracy check for month of : _____

Calibration: Thermometer must be calibrated once EVERY 12 MONTHS

Date	Thermometer ID if you have more than one, name it, eg T1, T2 T3 and label it	Temperature °C ice water Temperature that the thermometer displays	Temperature °C boiling water Temperature that the thermometer displays	Corrective Action (If temperature wrong) Record the action taken to fix problem

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Private Drinking Water

Refer to the Australian Guidelines for private drinking water supplies at commercial and community facilities.

Date	Type of Monitoring or Maintenance (eg system inspection, chlorine test, filter replacement etc)	Result	Corrective Actions

Pest Control: Record any physical checks here

Date	Evidence of Pest infestation Y/N	Details of sighting/evidence (Eg droppings, gnaw marks, insects seen etc)

Record of Complaints: Record any food safety related customer complaints

Date	Complaint	Corrective Action

Cooking Temperature Checks

High risk food must be cooked to at least 75°C to be safe.

At least once a month that your business operates at a premises, vehicle, stall or off-site location, for each site check and record the results of whether the cooking temperature of one menu item of food reaches 75°C or above.

Make sure you record the date, food item and temperature and, if needed, any action taken to ensure food reaches more than 75°C.

Try to vary the items checked over the course of the year.

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Annual Review

Date Annual review Conducted: _____

☐ There are no changes required to the current Food Safety Program

☐ I have made some changes to my Food Safety Program (including details of the Food Safety Supervisor) and I sent a copy of those changes to Council within 14 days of making those changes

Date	Corrective actions taken

Further copies of the Records Book are available from the Wellington Shire Council Website : www.wellington.vic.gov.au or by contacting the Environmental Health Unit on 1300 366 244