



Kitchen Planner

Monday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required	Beverages required	Special requirements	Sign received	Sign dispatched					

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			63c or above for minimum of 2 minutes								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			Below 8c to 0								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			Fridge 1-5c, display fridge 1-8c								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			Freezer -18 to -23c								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		Any issues identified must be noted in the issues/action plan									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Tuesday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
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Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
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Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
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	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required	Beverages required	Special requirements	Sign received	Sign dispatched					

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Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Wednesday				
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Cooking equipment area clean & grease free				
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No signs of pest activity, Controls in place				

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Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Thursday				
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Cooking equipment area clean & grease free				
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Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
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No signs of pest activity, Controls in place				

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	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
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Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Friday				
Date				
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Cooking equipment area clean & grease free				
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No signs of pest activity, Controls in place				

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Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Saturday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
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Cooking equipment area clean & grease free				
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Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
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Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

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Closing Checks		Any issues identified must be noted in the issues/action plan									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
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Expired food discarded											
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Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Sunday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
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No signs of pest activity, Controls in place				

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Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Wastage	All waste for the week is to be recorded here				
Date:					Monday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Tuesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Wednesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Thursday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Friday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Saturday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Sunday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials

Temperature probe calibration record			
	Tested hot	Tested cold	Name & sign
Probe No..... (Serial number)			
Probe No..... (Serial number)			
Probe No..... (Serial number)			
Probe No..... (Serial number)			

Managers check	Ensure all has been filled in correctly for the week. If any gaps please state why below
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Managers sign off

Date

Monday				
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Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

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Cold food display			Below 8c to 0								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			Fridge 1-5c, display fridge 1-8c								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			Freezer -18 to -23c								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		Any issues identified must be noted in the issues/action plan									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Tuesday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required	Beverages required			Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Wednesday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Thursday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Friday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required	Beverages required			Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Saturday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required	Beverages required	Special requirements	Sign received	Sign dispatched					

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			63c or above for minimum of 2 minutes								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			Below 8c to 0								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			Fridge 1-5c, display fridge 1-8c								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			Freezer -18 to -23c								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		Any issues identified must be noted in the issues/action plan									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Sunday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Wastage	All waste for the week is to be recorded here				
Date:					Monday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Tuesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Wednesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Thursday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Friday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Saturday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Sunday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials

Temperature probe calibration record			
	Tested hot	Tested cold	Name & sign
Probe No..... (Serial number)			
Probe No..... (Serial number)			
Probe No..... (Serial number)			
Probe No..... (Serial number)			

Managers check	Ensure all has been filled in correctly for the week. If any gaps please state why below
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Managers sign off

Date

Monday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required	Beverages required			Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			63c or above for minimum of 2 minutes								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			Below 8c to 0								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			Fridge 1-5c, display fridge 1-8c								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			Freezer -18 to -23c								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		Any issues identified must be noted in the issues/action plan									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Tuesday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
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Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
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Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Wednesday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Thursday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			63c or above for minimum of 2 minutes								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			Below 8c to 0								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			Fridge 1-5c, display fridge 1-8c								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			Freezer -18 to -23c								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		Any issues identified must be noted in the issues/action plan									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Friday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Saturday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required	Beverages required			Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			63c or above for minimum of 2 minutes								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			Below 8c to 0								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			Fridge 1-5c, display fridge 1-8c								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			Freezer -18 to -23c								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		Any issues identified must be noted in the issues/action plan									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Sunday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Wastage	All waste for the week is to be recorded here				
Date:					Monday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Tuesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Wednesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Thursday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Friday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Saturday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Sunday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials

Temperature probe calibration record			
	Tested hot	Tested cold	Name & sign
Probe No..... (Serial number)			
Probe No..... (Serial number)			
Probe No..... (Serial number)			
Probe No..... (Serial number)			

Managers check	Ensure all has been filled in correctly for the week. If any gaps please state why below
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Managers sign off

Date

Monday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			63c or above for minimum of 2 minutes								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			Below 8c to 0								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			Fridge 1-5c, display fridge 1-8c								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			Freezer -18 to -23c								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		Any issues identified must be noted in the issues/action plan									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Tuesday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Wednesday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Thursday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Friday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log				
Anyone visiting the catering dept must sign in: Contractors, EHO.				
Visitor name		Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Saturday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required		Beverages required		Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Sunday				
Date				
ISSUES	Record ALL EXCEPTIONS to normal business, both good and bad: E.g Special occasions/events, compliments, staff planning notes, service disruptions, delivery failures, accidents, spillages and breakages, complaints, audits, contractor/customer issues, EHO and other official visits, meeting and hand over notes.			
ACTIONS	Carried over from yesterday / Required today	By whom	By when	Completed
Visitor Log	Anyone visiting the catering dept must sign in: Contractors, EHO.			
	Visitor name	Reason for visit	Time in	Time out
Pre-open:	Any issues identified must be noted in the issues/action plan			Y/N
Fire escape routes & exits clear				
Staff appearance to standard, jewellery & uniform policy followed				
Surfaces sanitised before use & Kitchen clean				
Cooking equipment area clean & grease free				
All hand wash basins clean, accessible with hot water, soap, alcohol gel & paper towels				
Staff areas/changing rooms/ kitchen storerooms/ offices/ toilets clean and tidy				
Temperature probe available, clean, stored hygienically & probe sanitising wipes present				
All chillier/fridges clean, food covered, dated, in date and no cross-contamination risks				
No signs of pest activity, Controls in place				

Food Received		<i>Chilled 8c or below, frozen food -15 or below: detail of any rejections with reasons on issues/auction plan</i>									
Time	Supplier	Product							Temp	Initials	
Refrigeration checks		<i>Fridge 1-5c</i>									
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks		<i>Freezer -18 to -23c</i>									
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Special events		<i>All food & beverages required for Buffets etc:</i>									
Time required	Customer name	Food Items required	Beverages required			Special requirements		Sign received		Sign dispatched	

Cooking Temperature checks		<i>Food should be cooked to the temperature of 75c or above for a minimum of 2 minutes. Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Please write R if reheated</i>					
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Hot food display			<i>63c or above for minimum of 2 minutes</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Cold food display			<i>Below 8c to 0</i>								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
Refrigeration checks			<i>Fridge 1-5c, display fridge 1-8c</i>								
	Fridge1	Fridge2	Fridge3	Fridge4	Fridge5	Fridge6	Fridge7	Fridge8	Fridge9	Time	Initials
Temp											
Freezer checks			<i>Freezer -18 to -23c</i>								
	Freezer1	Freezer2	Freezer3	Freezer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp											
Closing Checks		<i>Any issues identified must be noted in the issues/action plan</i>									Y/N
Ensure all food waste has been recorded for the day (see end of week)											
Kitchen clean & tidy for tomorrow, bins emptied & cleaning schedule completed											
Expired food discarded											
All chillier/fridges/dry store clean, food covered, dated, in date and no cross-contamination risks											
Equipment turned off, apart from refrigerators, freezers, insect killers etc											
Checked all completed fully and accurately											
Kitchen Signature & Initials											

Wastage	All waste for the week is to be recorded here				
Date:					Monday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Tuesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Wednesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Thursday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Friday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Saturday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					Sunday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials

Temperature probe calibration record			
	Tested hot	Tested cold	Name & sign
Probe No..... (Serial number)			
Probe No..... (Serial number)			
Probe No..... (Serial number)			
Probe No..... (Serial number)			

Managers check	Ensure all has been filled in correctly for the week. If any gaps please state why below
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Managers sign off

Date