

Kitchen Planner

		Monday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	omplaints, audits, conti	
			T		
ACTIONS	Carried over from yesterda	ny / Required today	By whom	By when	Completed
Visitor Log		yone visiting the catering dep			
	Visitor name	Reason f	for visit	Time in	Time out
Pre-open:	Any issue	s identified must be noted in	the issues/action pla	n	Y/N
-					
	ance to standard, jewellery 8	k uniform policy follower	 ed		
	itised before use & Kitchen c				
Cooking equ	ipment area clean & grease f	ree			
	sh basins clean, accessible with		ohol gel & paper t	towels	
	changing rooms/ kitchen stor				
	e probe available, clean, store			present	
	idges clean, food covered, da				
	pest activity, Controls in place				
ı - '					1

Foo	d Receiv	/ed C	hilled 8c	or be	elow, frozen j	food -1	5 or be	elow: detail o	f any	rejection	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier					Pro	duct				Temp		Initials
Refi	igeratio	on checks							Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	23	Fridge4	Frid	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer (hecks				I		Free	zer -	18 to -23	c	.1		
	Freezer1	Freezer2	Freeze	er3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	pecial e							ood & bevera						
Time	required	Customer	name	Foo	od Items requ	iired	Bev	erages requir	red		Special uirements	Sign receive	ed	Sign dispatched

Cooking Tempera checks	ature			d be cooked to the temperature of 7 d should achieve temperature of 82 write R if rei	c or above fo		
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

	Hot food	display					63c or ab	ove for minir	num of 2 m	inutes	5		
	Food iten	n	Time	Temp	Initia	als	Food	l item	Т	me	Tem	ρ	Initials
	Cold foo	d display				I		Below 8c	to 0				
	Food iter	n	Time	Temp	Initia	als	Food	l item	Т	me	Tem	p	Initials
Refri	geration	checks				•	Fridge 1-5	c, display fri	dge 1-8c		,	•	
	Fridge1	Fridge2	Fridge3	Fridge	e4 I	Fridge5	Fridge6	Fridge7	Fridge8	Fic	dge9	Time	Initials
Temp													
Fr	eezer ch	erks					Free	l ezer -18 to -2	3c				
	Freezer1	Freezer2	Freezer	3 Freez	er4	Freezer5	Freezer6	Freezer7	Freezer8	Fr	eezer9	Time	Initials
Temp													
				A		1 +: f:d	ust be noted	: +h :	/matia m mlau	<u> </u>			24/21
	ing Checl			-		-				1			Y/N
							y (see en						
			tomori	row, bin	is emp	otied &	cleaning	schedule	complet	ed			
	d food d											_	
	llier/frid	ges/dry st	tore cle	an, food	d cove	ered, da	ited, in da	ate and n	o cross-c	ont	amina	tion	
risks		and off a		u-fu:		f		م ما انا ا مم					
Equip	ment tur	nea oir, a	•				ezers, ins						
	IV:E ale			лескес	i aii co	ompiete	ed fully a	na accura	itely				
C:	Kitche												
Sigr	nature &	initials											

		Tuesday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv issue		ges and breakages, co	mplaints, audits, conti	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log	An	yone visiting the catering dep	ot must sign in: Contr	actors, EHO.	
	Visitor name	Reason 1	for visit	Time in	Time out
_					
	Anylicque	es identified must be noted in	the issues (action pla	<u> </u>	
Pre-open:		is identified must be noted in	the issues/action plui		Y/N
-	routes & exits clear):f	- J		
	rance to standard, jewellery 8		ea 		
	nitised before use & Kitchen o				
	uipment area clean & grease f				
	sh basins clean, accessible wi			cowels	
	changing rooms/ kitchen stor				
	e probe available, clean, stor				
	ridges clean, food covered, da		ss-contamination	n risks	
No signs of	pest activity, Controls in place	e			

Food	d Receiv	red C	hilled 8c oi	below, frozen	food -1.	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/d	auction p	lan
Tim	ie S	upplier				Pro	duct				Temp		Initials
Refr	igeratio	n checks						Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp													
F	reezer o	hecks					Free	zer -	18 to -23	Вс			
	Freezer1	Freezer2	Freezer3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp													
S	pecial e	vents		•	•	All fo	ood & bevera	ges r	equired ;	for Buffets etc	::	•	•
Time	required	Customer	name F	ood Items req	uired	Bev	erages requir	red	roo	Special uirements	Sign receive	d	Sign dispatched
									164	unements	receive	·u	uispateileu

Cooking Tempera checks	ature			d be cooked to the temperature of 7. d should achieve temperature of 82c write R if reh	or above fo		
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

	Hot food	display					63c or ab	ove for mini	mum of	2 minu	tes		
	Food iten	n	Time	Temp	Initi	ials	Food	l item		Time	Tem	р	Initials
	Cold foo	d display						Below 80	to 0				
	Food iten	n	Time	Temp	Initi	ials	Food	l item		Time	Tem	р	Initials
Refri	geration	checks					Fridge 1	5c, display fr	idge 1-8	BC .			
	Fridge1	Fridge2	Fridge3	Fridge	e4	Fridge5	Fridge6	Fridge7	Fridge	e8	Fidge9	Time	Initials
Temp													
Fr	eezer ch	ecks			ı		Fre	ezer -18 to -2	23 <i>c</i>			1	l
	Freezer1	Freezer2	Freezer	3 Freez	er4	Freezer5	Freezer6	Freezer7	Freez	er8	Freezer9	Time	Initials
Temp													
Clos	ing Checl	ks		Any i	ssues id	dentified m	L ust be noted	in the issues	/action	plan			Y/N
			as been	record	ed fo	r the da	y (see en	d of week	()				,
							cleaning			leted			
	ed food d												
•			tore cle	an, foo	d cov	ered, da	ated, in da	ate and n	o cros	s-cor	tamina	tion	
risks													
Equip	ment tur	ned off, a	part fr	om refri	igerat	tors, fre	ezers, ins	ect killers	etc				
				Checked	d all c	complet	ed fully a	nd accura	ately				
	Kitcher	1											
Sigr	nature &	Initials											
								1					

		Wednesday	,		
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv		ies and breakages, coi	mplaints, audits, contr	
	155000	s, Erro una otner ojjiciai visit		over notes.	
ACTIONS	Carried over from yesterda	av / Reauired todav	By whom	By when	Completed
ACTIONS		-,,,,	By William	by when	Completed
Visitor Log	An	yone visiting the catering dep	ot must sign in: Contro	actors, EHO.	
	Visitor name	Reason f	for visit	Time in	Time out
_					
Pre-open:	Any issue	s identified must be noted in	the issues/action plan	<u> </u>	Y/N
•	routes & exits clear				1/14
·	rance to standard, jewellery 8	k uniform policy followe	 ed		
	nitised before use & Kitchen c				
Cooking equ	uipment area clean & grease f	free			
	sh basins clean, accessible wit		ohol gel & paper t	owels	
	changing rooms/ kitchen stor				
Temperatur	e probe available, clean, store	ed hygienically & probe	sanitising wipes	present	
All chillier/fr	ridges clean, food covered, da	ated, in date and no cro	ss-contamination	risks	
No signs of	pest activity, Controls in place	2			

Food	d Receiv	red C	hilled 8c oi	below, frozen	food -1.	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier				Pro	duct				Temp		Initials
Refr	igeratio	n checks						Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp													
F	reezer o	hecks					Free	zer -	18 to -23	Вс			
	Freezer1	Freezer2	Freezer3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp													
S	pecial e	vents		•	•	All fo	ood & bevera	ges r	equired ;	for Buffets etc	::	•	•
Time	required	Customer	name F	ood Items req	uired	Bev	erages requir	red	roo	Special uirements	Sign receive	d	Sign dispatched
									164	unements	receive	·u	uispateileu

Cooking Tempera checks	ature			d be cooked to the temperature of 7. d should achieve temperature of 82c write R if reh	or above fo		
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials
					1		

Ho	ot food di	isplay	<u> </u>					63c or ab	ove for minir	num of 2	minute	'S		
Fo	od item			Time	Temp	Init	ials	Food	l item		Time	Tem	р	Initials
Co	ld food d	ispla	у			1	I		Below 8c	to 0		1	<u> </u>	
Fo	ood item	•		Time	Temp	Init	ials	Food	l item		Time	Tem	р	Initials
Refrige	ration ch	ecks		<u></u>		1	<u>'</u>	Fridge 1-5	c, display fri	dge 1-8c				
	Fridge1	Fridg	ge2	Fridge3	Fridg	e4	Fridge5	Fridge6	Fridge7	Fridge8	Fi	idge9	Time	Initials
Temp														
Free	zer check	S				1		Free	L ezer -18 to -2	3с	ı			
	Freezer1	Free	zer2	Freezer3	Freez	er4	Freezer5	Freezer6	Freezer7	Freeze	8 F	reezer9	Time	Initials
Temp														
•					Anui	ccuoci	identified n	ust be noted	in the issues	/action n	an			2//21
	Checks									ruction pi	un			Y/N
								see end o			_I			
		•		norrow	, bins e	mpti	iea & cie	eaning sch	iedule col	npiete	u			
•	food disca				<u> </u>			1						
								d, in date			ntam	iinatio	n risks	
Equipme	ent turned	d off,	apar					ers, insect						
				Ch	ecked a	all co	mplete	d fully and	daccurat	ely				
	Kitchen													
Signat	ure & Init	ials												

		Thursday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	mplaints, audits, contr	
				- 1	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Misitantaa	An	yone visiting the catering dep	nt must sign in: Contro	actors FHO	
Visitor Log	Visitor name	Reason f		Time in	Time out
	visitor name	Reason	TOT VISIC	Time in	Time out
_					
Pre-open:	Any issue	I es identified must be noted in	the issues/action plar	1	Y/N
Fire escape i	routes & exits clear				
Staff appear	ance to standard, jewellery 8	k uniform policy followe	ed		
Surfaces san	itised before use & Kitchen c	lean			
Cooking equ	ipment area clean & grease f	ree			
All hand was	sh basins clean, accessible wit	th hot water, soap, alco	hol gel & paper t	owels	
Staff areas/o	changing rooms/ kitchen stor	erooms/ offices/ toilets	clean and tidy		
Temperature	e probe available, clean, stor	ed hygienically & probe	sanitising wipes	present	
All chillier/fr	idges clean, food covered, da	ated, in date and no cro	ss-contamination	ı risks	
No signs of p	pest activity, Controls in place	<u>.</u>			

Foo	d Receiv	/ed C	hilled 8c	or be	elow, frozen j	food -1	5 or be	elow: detail o	f any	rejection	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier					Pro	duct				Temp		Initials
Refi	igeratio	on checks							Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	:3	Fridge4	Frid	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer o	hecks				I.		Free	zer -	18 to -23	C	1	1	
	Freezer1	Freezer2	Freeze	er3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	pecial e							ood & bevera						
Time	required	Customer	name	Foo	od Items requ	iired	Bev	erages requir	red		Special uirements	Sign receive	ed	Sign dispatched

Cooking Tempera checks	ature	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										
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials					

H	ot food d	isplay					63c or	above for m	_					
F	ood item		Time	Temp	Initials	1	Food	d item		me Tem	р	Initials		
<u> </u>	old food d	lichlay						Below 8c t	ro 0					
	ood item	ізріаў	Time	Temp	Initials	: [Food	d item		me Tem	q	Initials		
											-			
Refrige	ration ch	ecks				•	Fridge 1-	-5c, display fi 1-8c	ridge		,			
	Fridge1	Fridge2	Fridge3	Fridge	e4 Fri	dge5	Fridge6	Fridge7	Fridge8	e8 Fidge9 Time				
Temp														
Free	zer check	(S		•	•		Freez	er -18 to -23	Вс	•		•		
	Freezer1	Freezer2	Freezer	3 Freez	er4 Fr	eezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials		
Temp														
Closing	g Checks			Any i	ssues ider	tified m	ust be noted	I in the issues	 s/action plan			Y/N		
	all food w	aste has l	peen re	corded	for the	day (s	see end o	f week)				-		
Kitchen	clean & ti	dy for to	morrow	, bins e	mptied	& cle	aning sch	nedule co	mpleted					
Expired	food disc	arded												
All chilli	er/fridges	dry stor	e clean,	food co	overed,	date	d, in date	and no c	ross-cont	aminatio	n risks			
Equipme	ent turne	d off, apa	rt from	refrige	rators,	freeze	rs, insect	killers et	:C					
			Che	cked al	l comp	leted	fully and	accurate	ly					
	Kitchen													
Signat	ture & Init	tials												

		Friday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv	ery failures, accidents, spillag	ies and breakages, coi	mplaints, audits, contr	
	15506	es, EHO and other official visit	is, meeting and nana (over notes.	
_					
	Control on the control of	(December 1)		- 1	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log	An	yone visiting the catering dep	t must sign in: Contro	actors, EHO.	
	Visitor name	Reason	for visit	Time in	Time out
Pre-open:		es identified must be noted in	the issues/action plan	1	Y/N
	routes & exits clear				
	ance to standard, jewellery &		ed		
	nitised before use & Kitchen c				
	iipment area clean & grease f				
	sh basins clean, accessible wit			owels	
	changing rooms/ kitchen stor				
	e probe available, clean, store				
	ridges clean, food covered, da		ss-contamination	risks	
No signs of p	pest activity, Controls in place	9			

Foo	d Recei	ved C	hilled 8c	or be	rlow, frozen f	ood -1	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/d	auction p	lan
Tim	ne :	Supplier					Pro	duct				Temp		Initials
Ref	rigerati	on checks							Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	3	Fridge4	Fridg	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks						Free	zer -	18 to -23	c	•	•	•
	Freezer	Freezer2	Freeze	r3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
9	pecial	events					All fo	ood & bevera	ges r	equired j	for Buffets etc	:	u.	•
Time	required	Customer	name	Foo	d Items requ	ired	Bev	erages requir	red		Special uirements	Sign receive		Sign dispatched
										164	unements	receive	·u	uispattiieu
							<u> </u>							

Cooking Tempers checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

H	ot food d	isplay					63c or	above for m	-			
F	ood item		Time	Temp	Initia	als	Food	d item		me Tem	р	Initials
Co	old food d	lichlay						Below 8c t	0.0			
	ood item	пэртау	Time	Temp	Initia	als	Food	ditem		me Tem	qı	Initials
								- 100111				
Refrige	ration ch	ecks				<u> </u>	Fridge 1-	-5c, display fi 1-8c	ridge	l	l	
	Fridge1	Fridge2	Fridge3	Fridg	ge4	Fridge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp												
Free	zer check	cs					Freez	er -18 to -23	С	1	1	
	Freezer1	Freezer2	Freezer	3 Free	zer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp												
Closing	g Checks			Any	issues id	lentified m	l ust be noted	l In the issues	l /action plan			Y/N
	all food w	aste has	been re	corded	for th	e day (see end o	f week)				•
	clean & ti								mpleted			
	food disc	•		-					<u> </u>			
All chillie	er/fridges	/dry sto	e clean	, food c	overe	d, date	d, in date	and no c	ross-cont	aminatio	n risks	
Equipme	ent turne	d off, apa	rt from	refrige	rators	, freeze	ers, insect	killers et	С			
		· · · · · ·					fully and					1
	Kitchen						-					
Signat	ture & Init	tials										

		Saturday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		ies and breakages, co	omplaints, audits, conti	
ACTIONS	Carried over from yesterda	ny / Required today	By whom	By when	Completed
Visitor Log		yone visiting the catering dep			
	Visitor name	Reason f	for visit	Time in	Time out
Pre-open:	Any issue	s identified must be noted in	the issues/action pla	n	Y/N
-					
	ance to standard, jewellery 8	k uniform policy followe	 ed		
	itised before use & Kitchen c				
	ipment area clean & grease f				
	sh basins clean, accessible with		phol gel & paper t	towels	
	changing rooms/ kitchen stor				
	e probe available, clean, store			present	
	idges clean, food covered, da				
	pest activity, Controls in place				
5.6.75 61 1		-			

Foo	d Recei	ved C	hilled 8c	or be	low, frozen f	ood -1	5 or be	rlow: detail o	f any	rejection	ns with reaso	ns on issues/d	nuction p	lan
Tim	ie :	Supplier					Pro	duct				Temp		Initials
Ref	rigerati	on checks						-	Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	3	Fridge4	Fridg	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks		I				Free	zer -	18 to -23	c		•	•
	Freezer1	Freezer2	Freezer	r3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	pecial	events					All fo	ood & bevera	ges r	equired j	for Buffets etc		I	
Time	required	Customer	name	Food	d Items requ	ired	Beve	erages requir	ed		Special	Sign	_	Sign
										req	uirements	receive	a	dispatched
							l .							

Cooking Tempers checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

H	ot food d	isplay					63c or	above for m	_						
F	ood item		Time	Temp	Initial	s	Food	d item		me Tem	р	Initials			
Cc	old food d	lishlay						Below 8c t	ro 0						
	ood item	зріаў	Time	Temp	Initial	s	Food	d item		me Tem	q	Initials			
											-				
Refrige	ration ch	ecks				•	Fridge 1-	-5c, display fi 1-8c	ridge		•				
	Fridge1	Fridge2	Fridge3	Fridge	e4 Fr	idge5	Fridge6	Fridge7	Fridge8	Fridge8 Fidge9 Time					
Temp															
Free	zer check	(S					Freez	er -18 to -23	C	•		·			
	Freezer1	Freezer2	Freezer	3 Freez	er4 Fr	eezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials			
Temp															
Closing	g Checks			Any i	ssues idei	ntified m	ust be noted	I in the issues	l s/action plan	<u> </u>		Y/N			
	all food w	aste has k	peen re	corded	for the	day (see end o	f week)							
Kitchen	clean & ti	dy for to	norrow	, bins e	mptied	l & cle	aning sch	nedule co	mpleted						
Expired	food disc	arded							•						
All chilli	er/fridges	/dry store	e clean,	food co	overed	, date	d, in date	and no c	ross-cont	aminatio	n risks				
Equipme	ent turne	d off, apa	rt from	refrige	rators,	freeze	rs, insect	killers et	.c						
			Che	cked al	l comp	leted	fully and	accurate	ly						
	Kitchen														
Signat	ture & Init	tials													

		Sunday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	omplaints, audits, conti	
			T		
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log		yone visiting the catering dep			
	Visitor name	Reason f	for visit	Time in	Time out
Pre-open:	Any issue	s identified must be noted in	the issues/action pla	n	Y/N
-					
	ance to standard, jewellery 8	k uniform policy follower	 ed		
	itised before use & Kitchen c				
Cooking equ	ipment area clean & grease f	free			
	sh basins clean, accessible with		ohol gel & paper t	towels	
	changing rooms/ kitchen stor				
	e probe available, clean, store			present	
	idges clean, food covered, da				+
	pest activity, Controls in place				+
ı - '	**				1

Foo	Recei	ved C	hilled 8c	or be	low, frozen f	ood -1	5 or be	rlow: detail o	f any	rejectio	ns with reason	ns on issues/a	uction p	lan
Tim	e S	Supplier					Pro	duct				Temp		Initials
Refi	igeratio	on checks						-	ridg	e 1-5c				
	Fridge1	Fridge2	Fridge	3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks						Free	Вс	•	•			
	Freezer1	Freezer2	Freeze	r3	Freezer4	Free	zer5	Freezer6	Fre	ezer7	Freezer8	Freezer9	Time	Initials
Temp														
S	pecial	events					All fo	ood & bevera	ges r	equired j	for Buffets etc		I	l .
Time	required	Customer	name	Foo	d Items requ	ired	Bev	erages requir	ed		Special	Sign	_	Sign
<u> </u>										req	uirements	receive	d	dispatched
i														
İ														
		1												

Cooking Tempers checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

Но	t food di	ispla	У						63c or	above for mi minutes	-			
Fo	od item			Time	Temp	In	itials		Food	l item		me Ten	пр	Initials
Co	ld food d	ispla	y							Below 8c t	0 0	•	•	
Fo	od item			Time	Temp	In	itials		Food	l item	Ti	me Ten	ıp	Initials
Refrige	ration ch	ecks							Fridge 1-	5c, display fr 1-8c	idge			
	Fridge1	Frid	ge2	Fridge3	Fric	ge4	Frid	ge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp														
Free	zer check	KS							Freez	er -18 to -23	Г С	I		<u> </u>
	Freezer1		zer2	Freezer	3 Fre	ezer4	Free	zer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp														
•	Checks				An	, issues	s identi	fied m	ust be noted	in the issues	/action plan			Y/N
		acte	has h	neen re					see end o		, ,			1/14
									aning sch		mnleted			
Expired f				HOHOW	, 01113	СПР	tica	X CIC	aring sen	icuaic coi	Tipictcu			
•				clean	food	COVE	red (later	d, in date	and no c	ross-cont	aminatio	n risks	
		•							rs, insect			ammacic	1111313	
Ечигрите	iii tuiiiet	J 011,	араі						fully and					
k	(itchen			Cite	.creu	411 CO	iiibic	. ceu	idily allu		У			
	ure & Init	tials												
5.5.141	c &													

	Large batch cook	ing/ Cod	oling dov	vn			
	Batch cooking				(ma	Cooling ax 90 m	ins)
Date	Food item	Time	Temp	Initials	Time	Temp	Initials
			-			-	
			1			1	

Wastage		All waste for	or the week is to be i	recorded here	
Date:				Mono	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:				Tueso	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
_					
Date:			l	Wedr	nesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
	, ,			, ,	
Date:				Thurs	sdav
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
		1111616116		i ereien, meigne	
Date:		ı		Frida	v
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
		1111616116			
Date:				Satur	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
rood item	r or crony weight			Tortion, weight	- Interdis
Date:			<u>l</u>	Sunda	av
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
1 000 Itelli	r or tion, weight	miliais	1 Journal	r or dony weight	iiiitiais

Temperature probe	e calibration rec	ord	
	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
Managers sign off	Date

		Monday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	omplaints, audits, conti	
			T		
ACTIONS	Carried over from yesterda	ny / Required today	By whom	By when	Completed
Visitor Log		yone visiting the catering dep			
	Visitor name	Reason f	for visit	Time in	Time out
Pre-open:	Any issue	s identified must be noted in	the issues/action pla	n	Y/N
-					
	ance to standard, jewellery 8	k uniform policy followe	 ed		
	itised before use & Kitchen c				
Cooking equ	ipment area clean & grease f	ree			
	sh basins clean, accessible with		ohol gel & paper t	towels	
	changing rooms/ kitchen stor				
	e probe available, clean, store			present	
	idges clean, food covered, da				
	pest activity, Controls in place				
ı - '					1

Foo	d Receiv	/ed C	hilled 8c	or be	elow, frozen j	food -1	5 or be	elow: detail o	f any	rejection	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier					Pro	duct				Temp		Initials
Refi	igeratio	on checks							Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	23	Fridge4	Frid	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer (hecks				I		Free	zer -	18 to -23	c	.1		
	Freezer1	Freezer2	Freeze	er3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	pecial e							ood & bevera						
Time	required	Customer	name	Foo	od Items requ	iired	Bev	erages requir	red		Special uirements	Sign receive	ed	Sign dispatched

Cooking Tempera checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

	Hot food display 63c or above for minimum of 2 minutes												
	Food iten	n	Time	Temp	Initia	als	Food	l item	Т	me	Tem	ρ	Initials
	Cold foo	d display				I		Below 8c	to 0				
	Food iter	n	Time	Temp	Initia	als	Food	l item	Т	me	Tem	p	Initials
Refri	geration	checks				•	Fridge 1-5	c, display fri	dge 1-8c		,	•	
	Fridge1	Fridge2	Fridge3	Fridge	e4 I	Fridge5	Fridge6	Fridge7	Fridge8	Fic	dge9	Time	Initials
Temp													
Fr	eezer ch	erks					Free	l ezer -18 to -2	3c				
	Freezer1	Freezer2	Freezer	3 Freez	er4	Freezer5	Freezer6	Freezer7	Freezer8	Fr	eezer9	Time	Initials
Temp													
				A		1 +: f:d	ust be noted	: +h :	/matia m mlau	<u> </u>			24/21
	ing Checl			-		-				1			Y/N
							y (see en						
			tomori	row, bin	is emp	otied &	cleaning	schedule	complet	ed			
	d food d											_	
	llier/frid	ges/dry st	tore cle	an, food	d cove	ered, da	ited, in da	ate and n	o cross-c	ont	amina	tion	
risks		d off		u-fu:		f		م ما انا م					
Equip	ment tur	neu oif, a	•				ezers, ins						
	IX:E ale			лескес	i aii co	ompiete	ed fully a	na accura	itely				
C:	Kitche												
Sigr	nature &	initials											

		Tuesday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv issue		ges and breakages, co	mplaints, audits, conti	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log	An	yone visiting the catering dep	ot must sign in: Contr	actors, EHO.	
	Visitor name	Reason 1	for visit	Time in	Time out
_					
	Anylicque	es identified must be noted in	the issues (action pla	<u> </u>	
Pre-open:		is identified must be noted in	the issues/action plui		Y/N
-	routes & exits clear):f	- J		
	rance to standard, jewellery 8		ea 		
	nitised before use & Kitchen o				
	uipment area clean & grease f				
	sh basins clean, accessible wi			cowels	
	changing rooms/ kitchen stor				
	e probe available, clean, stor				
	ridges clean, food covered, da		ss-contamination	n risks	
No signs of	pest activity, Controls in place	e			

Food	d Receiv	red C	hilled 8c oi	below, frozen	food -1.	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/d	auction p	lan
Tim	ie S	upplier				Pro	duct				Temp		Initials
Refr	igeratio	n checks						Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp													
F	reezer o	hecks				Freezer -18 to -23c							
	Freezer1	Freezer2	Freezer3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp													
S	pecial e	vents		•	•	All fo	ood & bevera	ges r	equired ;	for Buffets etc	::	•	•
Time	required	Customer	name F	ood Items req	uired	Bev	erages requir	red	roo	Special uirements	Sign receive	d	Sign dispatched
									164	unements	receive	·u	uispaterieu

Cooking Tempera checks	ature	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. Pleas write R if reheated									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

	Hot food	display					63c or ab	ove for mini	mum of	2 minu	tes		
	Food iten	n	Time	Temp	Initi	ials	Food	l item		Time	Tem	р	Initials
	Cold foo	d display						Below 80	to 0				
	Food iten	n	Time	Temp	Initi	ials	Food	l item		Time	Tem	р	Initials
Refri	geration	checks					Fridge 1	5c, display fr	idge 1-8	BC .			
	Fridge1	Fridge2	Fridge3	Fridge	e4	Fridge5	Fridge6	Fridge7	Fridge	e8	Fidge9	Time	Initials
Temp													
Fr	eezer ch	ecks			ı		Fre	ezer -18 to -2	23 <i>c</i>			1	l
	Freezer1	Freezer2	Freezer	3 Freez	er4	Freezer5	Freezer6	Freezer7	Freez	er8	Freezer9	Time	Initials
Temp													
Clos	ing Checl	ks		Any i	ssues id	dentified m	L ust be noted	in the issues	/action	plan			Y/N
			as been	record	ed fo	r the da	y (see en	d of week	()				,
							cleaning			leted			
	ed food d												
•			tore cle	an, foo	d cov	ered, da	ated, in da	ate and n	o cros	s-cor	tamina	tion	
risks													
Equip	ment tur	ned off, a	part fr	om refri	igerat	tors, fre	ezers, ins	ect killers	etc				
				Checked	d all c	complet	ed fully a	nd accura	ately				
	Kitcher	1											
Sigr	nature &	Initials											
								1					

		Wednesday	,		
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv		ies and breakages, coi	mplaints, audits, contr	
	15500	s, Erro una otner ojjiciai visit		over notes.	
ACTIONS	Carried over from yesterda	av / Reauired todav	By whom	By when	Completed
ACTIONS		-,,,,	By William	by when	Completed
Visitor Log	An	yone visiting the catering dep	ot must sign in: Contro	actors, EHO.	
	Visitor name	Reason f	for visit	Time in	Time out
_					
Pre-open:	Any issue	s identified must be noted in	the issues/action plan	<u> </u>	Y/N
•	routes & exits clear				1/14
·	rance to standard, jewellery 8	k uniform policy followe	 ed		
	nitised before use & Kitchen c				
Cooking equ	uipment area clean & grease f	free			
	sh basins clean, accessible wit		ohol gel & paper t	owels	
	changing rooms/ kitchen stor				
Temperatur	e probe available, clean, store	ed hygienically & probe	sanitising wipes	present	
All chillier/fr	ridges clean, food covered, da	ated, in date and no cro	ss-contamination	risks	
No signs of	pest activity, Controls in place	2			

Food	d Receiv	red C	hilled 8c oi	below, frozen	food -1.	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier				Pro	duct				Temp		Initials
Refr	igeratio	n checks						Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp													
F	reezer o	hecks					Free	zer -	18 to -23	Вс			
	Freezer1	Freezer2	Freezer3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp													
S	pecial e	vents		•	•	All fo	ood & bevera	ges r	equired ;	for Buffets etc	::	•	•
Time	required	Customer	name F	ood Items req	uired	Bev	erages requir	red	roo	Special uirements	Sign receive	d	Sign dispatched
									164	unements	receive	·u	uispateileu

Cooking Tempera checks	ature	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. Pleas write R if reheated									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
					1						

Ho	ot food di	isplay	<u> </u>					63c or ab	ove for minir	num of 2	minute	'S		
Fo	od item			Time	Temp	Init	ials	Food	l item		Time	Tem	р	Initials
Co	ld food d	ispla	y			1	I		Below 8c	to 0		1	<u> </u>	
Fo	ood item	•		Time	Temp	Init	ials	Food	l item		Time	Tem	р	Initials
Refrige	ration ch	ecks		<u></u>		1	<u>'</u>	Fridge 1-5	c, display fri	dge 1-8c				
	Fridge1	Fridg	ge2	Fridge3	Fridg	e4	Fridge5	Fridge6	Fridge7	Fridge8	Fi	idge9	Time	Initials
Temp														
Free	zer check	S				1		Free	L ezer -18 to -2	3с	ı			
	Freezer1	Free	zer2	Freezer3	Freez	er4	Freezer5	Freezer6	Freezer7	Freeze	8 F	reezer9	Time	Initials
Temp														
•					Anui	ccuoci	identified n	ust be noted	in the issues	/action n	an			2//21
	Checks									ruction pi	un			Y/N
								see end o			_l			
		•		norrow	, bins e	mpti	ied & cie	eaning sch	iedule col	npiete	u			
•	food disca				<u> </u>			1						
								d, in date			ntam	iinatio	n risks	
Equipme	ent turned	d off,	apar					ers, insect						
				Ch	ecked a	all co	mplete	d fully and	daccurat	ely				
	Kitchen													
Signat	ure & Init	ials												

		Thursday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	mplaints, audits, contr	
				- 1	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Misitantaa	An	yone visiting the catering dep	nt must sign in: Contro	actors FHO	
Visitor Log	Visitor name	Reason f		Time in	Time out
	visitor name	Reason	TOT VISIC	Time in	Time out
_					
Pre-open:	Any issue	I es identified must be noted in	the issues/action plar	1	Y/N
Fire escape i	routes & exits clear				
Staff appear	ance to standard, jewellery 8	k uniform policy followe	ed		
Surfaces san	itised before use & Kitchen c	lean			
Cooking equ	ipment area clean & grease f	ree			
All hand was	sh basins clean, accessible wit	th hot water, soap, alco	hol gel & paper t	owels	
Staff areas/o	changing rooms/ kitchen stor	erooms/ offices/ toilets	clean and tidy		
Temperature	e probe available, clean, stor	ed hygienically & probe	sanitising wipes	present	
All chillier/fr	idges clean, food covered, da	ated, in date and no cro	ss-contamination	ı risks	
No signs of p	pest activity, Controls in place	<u>.</u>			

Food	d Receiv	red C	hilled 8c o	r below, frozen	food -1.	5 or be	rlow: detail o	f any	rejectio	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier				Pro	duct				Temp		Initials
Refr	igeratio	n checks						Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp													
F	reezer c	hecks							18 to -23	Вс			
	Freezer1	Freezer2	Freezer3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp													
S	pecial e	vents		- 1	•	All fo	ood & bevera	ges r	equired ;	for Buffets etc	::	•	•
Time	required	Customer	name I	Food Items req	uired	Bev	erages requir	red	roo	Special uirements	Sign receive	d	Sign dispatched
									164	unements	receive	·u	uispateileu

Cooking Tempers checks	ature	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. Pleas write R if reheated									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

H	ot food d	isplay					63c or	above for m	_			
F	ood item		Time	Temp	Initials	1	Food	d item		me Tem	р	Initials
<u> </u>	old food d	lichlay						Below 8c t	ro 0			
	ood item	ізріаў	Time	Temp	Initials	: [Food	d item		me Tem	q	Initials
											-	
Refrige	ration ch	ecks				•	Fridge 1-	-5c, display fi 1-8c	ridge		,	
	Fridge1	Fridge2	Fridge3	Fridge	e4 Fri	dge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp												
Free	zer check	(S		•	•		Freez	er -18 to -23	BC .	•		•
	Freezer1	Freezer2	Freezer	3 Freez	er4 Fr	eezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp												
Closing	g Checks			Any i	ssues ider	tified m	ust be noted	I in the issues	 s/action plan			Y/N
	all food w	aste has l	peen re	corded	for the	day (s	see end o	f week)				-
Kitchen	clean & ti	dy for to	morrow	, bins e	mptied	& cle	aning sch	nedule co	mpleted			
Expired	food disc	arded										
All chilli	er/fridges	dry stor	e clean,	food co	overed,	date	d, in date	and no c	ross-cont	aminatio	n risks	
Equipme	ent turne	d off, apa	rt from	refrige	rators,	freeze	rs, insect	killers et	:C			
			Che	cked al	l comp	leted	fully and	accurate	ly			
	Kitchen											
Signat	ture & Init	tials										

		Friday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv	ery failures, accidents, spillag	ies and breakages, coi	mplaints, audits, contr	
	15506	es, EHO and other official visit	is, meeting and nana (over notes.	
_					
	Control on the control of	(December 1)		- 1	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log	An	nyone visiting the catering dep	t must sign in: Contro	actors, EHO.	
	Visitor name	Reason	for visit	Time in	Time out
Pre-open:		es identified must be noted in	the issues/action plan	1	Y/N
	routes & exits clear				
	ance to standard, jewellery &		ed		
	nitised before use & Kitchen c				
	iipment area clean & grease f				
	sh basins clean, accessible wit			owels	
	changing rooms/ kitchen stor				
	e probe available, clean, store				
	ridges clean, food covered, da		ss-contamination	risks	
No signs of p	pest activity, Controls in place	9			

Foo	d Recei	ved C	hilled 8c	or be	rlow, frozen f	ood -1	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/d	auction p	lan
Tim	ne :	Supplier					Pro	duct				Temp		Initials
Ref	rigerati	on checks							Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	3	Fridge4	Fridg	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks						Free	zer -	18 to -23	c	•	•	•
	Freezer	Freezer2	Freeze	r3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
9	pecial	events					All fo	ood & bevera	ges r	equired j	for Buffets etc	:	u.	•
Time	required	Customer	name	Foo	d Items requ	ired	Bev	erages requir	red		Special uirements	Sign receive		Sign dispatched
										164	unements	receive	·u	uispattiieu
							<u> </u>							

Cooking Tempers checks	ature			d be cooked to the temperature of 7 d should achieve temperature of 820 write R if rel	or above fo		
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

H	ot food d	isplay					63c or	above for m	-			
F	ood item		Time	Temp	Initia	als	Food	d item		me Tem	р	Initials
Co	old food d	lichlay						Below 8c t	0.0			
	ood item	пэртау	Time	Temp	Initia	als	Food	ditem		me Tem	qı	Initials
								- 100111				
Refrige	ration ch	ecks				<u> </u>	Fridge 1-	-5c, display fi 1-8c	ridge	l	l	
	Fridge1	Fridge2	Fridge3	Fridg	ge4	Fridge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp												
Free	zer check	cs					Freez	er -18 to -23	C	1	1	
	Freezer1	Freezer2	Freezer	3 Free	zer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp												
Closing	g Checks			Any	issues id	lentified m	l ust be noted	l In the issues	l /action plan			Y/N
	all food w	aste has	been re	corded	for th	e day (see end o	f week)				•
	clean & ti								mpleted			
	food disc	•		-					<u> </u>			
All chillie	er/fridges	/dry sto	e clean	, food c	overe	d, date	d, in date	and no c	ross-cont	aminatio	n risks	
Equipme	ent turne	d off, apa	rt from	refrige	rators	, freeze	ers, insect	killers et	С			
		· · · · · ·					fully and					1
	Kitchen						-					
Signat	ture & Init	tials										

		Saturday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		ies and breakages, co	omplaints, audits, conti	
ACTIONS	Carried over from yesterda	ny / Required today	By whom	By when	Completed
Visitor Log		yone visiting the catering dep			
	Visitor name	Reason f	for visit	Time in	Time out
Pre-open:	Any issue	s identified must be noted in	the issues/action pla	n	Y/N
-					
	ance to standard, jewellery 8	k uniform policy followe	 ed		
	itised before use & Kitchen c				
	ipment area clean & grease f				
	sh basins clean, accessible with		phol gel & paper t	towels	
	changing rooms/ kitchen stor				
	e probe available, clean, store			present	
	idges clean, food covered, da				
	pest activity, Controls in place				
5.6.75 61 1		-			

Foo	d Recei	ved C	hilled 8c	or be	low, frozen f	ood -1	5 or be	rlow: detail o	f any	rejection	ns with reaso	ns on issues/d	nuction p	lan
Tim	ie :	Supplier					Pro	duct				Temp		Initials
Ref	rigerati	on checks						-	Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	3	Fridge4	Fridg	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks		I				Free	zer -	18 to -23	c		•	•
	Freezer1	Freezer2	Freezer	r3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	pecial	events					All fo	ood & bevera	ges r	equired j	for Buffets etc		I	
Time	required	Customer	name	Food	d Items requ	ired	Beve	erages requir	ed		Special	Sign	_	Sign
										req	uirements	receive	a	dispatched
							l .							

Cooking Tempers checks	ature			d be cooked to the temperature of 7 d should achieve temperature of 820 write R if rel	or above fo		
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

H	ot food d	isplay					63c or	above for m	_					
F	ood item		Time	Temp	Initial	s	Food	d item		me Tem	р	Initials		
Cc	old food d	lishlay						Below 8c t	ro 0					
	ood item	зріаў	Time	Temp	Initial	s	Food	d item		me Tem	q	Initials		
											-			
Refrige	ration ch	ecks				•	Fridge 1-	-5c, display fi 1-8c	ridge		•			
	Fridge1	Fridge2	Fridge3	Fridge										
Temp														
Free	zer check	(S					Freez	er -18 to -23	C	•		·		
	Freezer1	Freezer2	Freezer	3 Freez	er4 Fr	eezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials		
Temp														
Closing	g Checks			Any i	ssues idei	ntified m	ust be noted	I in the issues	l s/action plan	<u> </u>		Y/N		
	all food w	aste has b	peen re	corded	for the	day (see end o	f week)						
Kitchen	clean & ti	dy for to	norrow	, bins e	mptied	l & cle	aning sch	nedule co	mpleted					
Expired	food disc	arded							•					
All chilli	er/fridges	/dry store	e clean,	food co	overed	, date	d, in date	and no c	ross-cont	aminatio	n risks			
Equipme	ent turne	d off, apa	rt from	refrige	rators,	freeze	rs, insect	killers et	.c					
			Che	cked al	l comp	leted	fully and	accurate	ly					
	Kitchen													
Signat	ture & Init	tials												

		Sunday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	omplaints, audits, conti	
			T		
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log		yone visiting the catering dep			
	Visitor name	Reason f	for visit	Time in	Time out
Pre-open:	Any issue	s identified must be noted in	the issues/action pla	n	Y/N
-					
	ance to standard, jewellery 8	k uniform policy follower	 ed		
	itised before use & Kitchen c				
Cooking equ	ipment area clean & grease f	free			
	sh basins clean, accessible with		ohol gel & paper t	towels	
	changing rooms/ kitchen stor				
	e probe available, clean, store			present	
	idges clean, food covered, da				+
	pest activity, Controls in place				+
ı - '	**				1

Foo	Recei	ved C	hilled 8c	or be	low, frozen f	ood -1	5 or be	rlow: detail o	f any	rejectio	ns with reason	ns on issues/a	uction p	lan
Tim	e S	Supplier					Pro	duct				Temp		Initials
Refi	igeratio	on checks						-	ridg	e 1-5c				
	Fridge1	Fridge2	Fridge	3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks						Free	zer -	18 to -23	Вс	•	•	
	Freezer1	Freezer2	Freeze	r3	Freezer4	Free	zer5	Freezer6	Fre	ezer7	Freezer8	Freezer9	Time	Initials
Temp														
S	pecial	events					All fo	ood & bevera	ges r	equired j	for Buffets etc		I	l .
Time	required	Customer	name	Foo	d Items requ	ired	Bev	erages requir	ed		Special	Sign	_	Sign
<u> </u>										req	uirements	receive	d	dispatched
i														
İ														
		1												

Cooking Tempers checks	ature			d be cooked to the temperature of 7 d should achieve temperature of 820 write R if rel	or above fo		
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials

Но	t food di	ispla	У						63c or	above for mi minutes	-			
Fo	od item			Time	Temp	In	itials		Food	l item		me Ten	пр	Initials
Co	ld food d	ispla	y							Below 8c t	0 0	•	•	
Fo	od item			Time	Temp	In	itials		Food	l item	Ti	me Ten	ıp	Initials
Refrige	ration ch	ecks							Fridge 1-	5c, display fr 1-8c	idge			
	Fridge1	Frid	ge2	Fridge3	Fric	ge4	Frid	ge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp						Fridge4 Fridge5 Fridge6 Fridge7 Fridge8 Fidge9 Time I								
Free	zer check	KS							Freez	er -18 to -23	Г С	I		<u> </u>
	Freezer1		zer2	Freezer	3 Fre	ezer4	Free	zer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp														
•	Checks				An	, issues	s identi	fied m	ust be noted	in the issues	/action plan			Y/N
		acte	has h	neen re					see end o		,			1/14
									aning sch		mnleted			
Expired f				HOHOW	, 01113	СПР	tica	X CIC	aring sen	icuaic coi	Tipictcu			
•				clean	food	COVE	red (later	d, in date	and no c	ross-cont	aminatio	n risks	
		•							rs, insect			ammacic	1111313	
Ечигрите	iii tuiiiet	J 011,	араі						fully and					
k	(itchen			Cite	.creu	411 CO	iiibic	. ceu	idily allu		У			
	ure & Init	tials												
5.5.141	c &													

	Large batch cook	ing/ Cod	oling dov	vn			
	Batch cooking		(ma	Cooling ax 90 m	ins)		
Date	Food item	Time	Temp	Initials	Time	Temp	Initials
			-			-	
			1			1	

Wastage		All waste for	or the week is to be i	recorded here	
Date:				Mono	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:				Tueso	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
_					
Date:			l	Wedr	nesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
	, ,			, ,	
Date:				Thurs	sdav
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
		1111616116		i ereien, meigne	
Date:		ı		Frida	v
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
		1111616116			
Date:				Satur	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
rood item	r or crony weight			Tortion, weight	- Interdis
Date:			<u>l</u>	Sunda	av
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
1 000 Itelli	r or tion, weight	miliais	1 Journal	r or dony weight	iiiitiais

Temperature probe	e calibration rec	ord	
	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
Managers sign off	Date

		Monday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	omplaints, audits, conti	
			T		
ACTIONS	Carried over from yesterda	ny / Required today	By whom	By when	Completed
Visitor Log		yone visiting the catering dep			
	Visitor name	Reason f	for visit	Time in	Time out
Pre-open:	Any issue	s identified must be noted in	the issues/action pla	n	Y/N
-					
	ance to standard, jewellery 8	k uniform policy follower	 ed		
	itised before use & Kitchen c				
Cooking equ	ipment area clean & grease f	ree			
	sh basins clean, accessible with		ohol gel & paper t	towels	
	changing rooms/ kitchen stor				
	e probe available, clean, store			present	
	idges clean, food covered, da				
	pest activity, Controls in place				
ı - '					1

Foo	d Receiv	/ed C	hilled 8c	or be	elow, frozen j	food -1	5 or be	elow: detail o	f any	rejection	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier					Pro	duct				Temp		Initials
Refi	igeratio	on checks							Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	23	Fridge4	Frid	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer (hecks				I		Free	zer -	18 to -23	c	.1		
	Freezer1	Freezer2	Freeze	er3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	pecial e							ood & bevera						
Time	Time required Custo		name	Foo	od Items requ	iired	Bev	erages requir	red		Special uirements	Sign receive	ed	Sign dispatched

Cooking Tempera checks	ature	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. Pleas write R if reheated										
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials					

Hot food display Food item Time Temp Initials Food item Time Temp Initials Temp Initials Food item Temp Initials													
	Food iten	n	Time	Temp	Initia	als	Food	l item	Т	me	Tem	ρ	Initials
	Cold foo	d display				I		Below 8c	to 0				
	Food iter	n	Time	Temp	Initia	als	Food	l item	Т	me	Tem	p	Initials
Refri	geration	checks				•	Fridge 1-5	c, display fri	dge 1-8c		,	•	
	Fridge1	Fridge2	Fridge3	Fridge	e4 I	Fridge5	Fridge6	Fridge7	Fridge8	Fic	dge9	Time	Initials
Temp													
Fr	eezer ch	erks					Free	l ezer -18 to -2	3c				
	Freezer1	Freezer2	Freezer	3 Freez	er4	Freezer5	Freezer6	Freezer7	Freezer8	Fr	eezer9	Time	Initials
Temp													
				A		1 +: f:d	ust be noted	: +h :	/matia m mlau	<u> </u>			24/21
	ing Checl			-		-				1			Y/N
							y (see en						
			tomori	row, bin	is emp	otied &	cleaning	schedule	complet	ed			
	d food d											_	
	llier/frid	ges/dry st	tore cle	an, food	d cove	ered, da	ited, in da	ate and n	o cross-c	ont	amina	tion	
risks		d off		u-fu:		f		م ما انا م					
Equip	ment tur	neu oif, a	•				ezers, ins						
	IX:E ale			лескес	i aii co	ompiete	ed fully a	na accura	itely				
C:	Kitche												
Sigr	nature &	initials											

		Tuesday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv issue		ges and breakages, co	mplaints, audits, conti	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log	An	yone visiting the catering dep	ot must sign in: Contr	actors, EHO.	
	Visitor name	Reason 1	for visit	Time in	Time out
_					
	Anylicque	es identified must be noted in	the issues (action pla	<u> </u>	
Pre-open:		is identified must be noted in	the issues/action plui		Y/N
-	routes & exits clear):f	- J		
	rance to standard, jewellery 8		ea 		
	nitised before use & Kitchen o				
	uipment area clean & grease f				
	sh basins clean, accessible wi			cowels	
	changing rooms/ kitchen stor				
	e probe available, clean, stor				
	ridges clean, food covered, da		ss-contamination	n risks	
No signs of	pest activity, Controls in place	e			

Food	d Receiv	red C	hilled 8c oi	below, frozen	food -1.	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/d	auction p	lan
Tim	ie S	upplier				Pro	duct				Temp		Initials
Refr	igeratio	n checks						Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp													
F	reezer o	hecks					Free	zer -	18 to -23	Вс			
	Freezer1	Freezer2	Freezer3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp													
S	pecial e	vents		•	•	All fo	ood & bevera	ges r	equired ;	for Buffets etc	::	•	•
Time	Time required Custome		name F	ood Items req	uired	Bev	erages requir	red	roo	Special uirements	Sign receive	d	Sign dispatched
									164	unements	receive	·u	uispaterieu

Cooking Tempera checks	ature	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										
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials					

Hot food display Food item Time Temp Initials Food item Food item Time Temp Irine													
	Food iten	n	Time	Temp	Initi	ials	Food	l item		Time	Tem	р	Initials
	Cold foo	d display						Below 80	to 0				
	Food iten	n	Time	Temp	Initi	ials	Food	l item		Time	Tem	р	Initials
Refri	geration	checks					Fridge 1	5c, display fr	idge 1-8	BC .			
	Fridge1	Fridge2	Fridge3	Fridge	e4	Fridge5	Fridge6	Fridge7	Fridge	e8	Fidge9	Time	Initials
Temp													
Fr	eezer ch	ecks			ı		Fre	ezer -18 to -2	23 <i>c</i>			1	l
	Freezer1	Freezer2	Freezer	3 Freez	er4	Freezer5	Freezer6	Freezer7	Freez	Freezer8 Freez		Time	Initials
Temp													
Clos	ing Checl	ks		Any i	ssues id	dentified m	L ust be noted	in the issues	/action	plan			Y/N
			as been	record	ed fo	r the da	y (see en	d of week	()				,
							cleaning			leted			
	ed food d												
•			tore cle	an, foo	d cov	ered, da	ated, in da	ate and n	o cros	s-cor	tamina	tion	
risks													
Equip	ment tur	ned off, a	part fr	om refri	igerat	tors, fre	ezers, ins	ect killers	etc				
				Checked	d all c	complet	ed fully a	nd accura	ately				
	Kitcher	1											
Sigr	nature &	Initials											
								1					

		Wednesday	,					
Date								
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv		ies and breakages, coi	mplaints, audits, contr				
	15500	s, Erro una other ojjiciai visit		over notes.				
ACTIONS	Carried over from yesterda	av / Reauired todav	By whom	By when	Completed			
ACTIONS		-,,,,	By William	by when	Completed			
Visitor Log	An	yone visiting the catering dep	ot must sign in: Contro	actors, EHO.				
	Visitor name	Reason	Time in	Time out				
_								
Pre-open:	Any issues identified must be noted in the issues/action plan							
Fire escape routes & exits clear								
·	rance to standard, jewellery 8	k uniform policy follower	 ed					
	nitised before use & Kitchen c							
Cooking equ	uipment area clean & grease f	free						
	sh basins clean, accessible wit		ohol gel & paper t	owels				
	changing rooms/ kitchen stor							
Temperatur	e probe available, clean, store	ed hygienically & probe	sanitising wipes	present				
All chillier/fr	ridges clean, food covered, da	ated, in date and no cro	ss-contamination	risks				
No signs of	pest activity, Controls in place	2						

Foo	Recei	ved C	hilled 8c	or be	low, frozen f	ood -1	5 or be	rlow: detail o	f any	rejectio	ns with reaso	ns on issues/a	uction p	lan
Tim	e S	upplier		Product							Temp		Initials	
Refi	igeratio	on checks						-	Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	3	Fridge4 Fridg		ge5	Fridge6 Fridge7		dge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks		Freezer -18 to -23c							•	•	•	
	Freezer1	Freezer2	Freeze	r3	Freezer4	Free	zer5	Freezer6	Fre	ezer7	Freezer8	Freezer9	Time	Initials
Temp														
S	pecial	events					All fo	ood & bevera	ges r	equired j	for Buffets etc		I	
Time required Customer n		name	ame Food Items required		Beverages required Special requirements			Sign received		Sign				
										req	uirements	receive	a	dispatched
i														
Ì														
												1		

Time	Temp			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								
ĺ		Initials	Food item	Time	Temp	Initials						
İ												

Ho	ot food di	isplay	<u> </u>					63c or ab	ove for minir	num of 2	minute	'S		
Fo	od item			Time	Temp	Init	ials	Food	l item		Time	Tem	р	Initials
Со	ld food d	ispla	у			1	I		Below 8c	to 0		1	<u> </u>	
Fo	ood item	•		Time	Temp	Init	ials	Food	l item		Time	Tem	р	Initials
Refrige	ration ch	ecks		<u></u>		1	<u>'</u>	Fridge 1-5	c, display fri	dge 1-8c				
	Fridge1	Fridg	ge2	Fridge3	Fridg	e4	Fridge5	Fridge6	Fridge7	Fridge8	Fi	idge9	Time	Initials
Temp														
Free	zer check	S				1		Free	L ezer -18 to -2	3с	ı			
	Freezer1	Free	zer2	Freezer3	Freez	er4	Freezer5	Freezer6	Freezer7	Freeze	8 F	reezer9	Time	Initials
Temp														
•					Anui	ccuoci	identified n	ust be noted	in the issues	/action n	an			2//21
	Checks									ruction pi	un			Y/N
								see end o			_I			
		•		norrow	, bins e	mpti	iea & cie	eaning sch	iedule col	npiete	u			
•	food disca				<u> </u>			1						
								d, in date			ntam	iinatio	n risks	
Equipme	ent turned	d off,	apar					ers, insect						
				Ch	ecked a	all co	mplete	d fully and	daccurat	ely				
	Kitchen													
Signat	ure & Init	ials												

		Thursday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	mplaints, audits, contr	
				- 1	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Misitantaa	An	yone visiting the catering dep	nt must sign in: Contro	actors FHO	
Visitor Log	Visitor name	Reason f		Time in	Time out
	visitor name	Reason	TOT VISIC	Time in	Time out
_					
Pre-open:	Any issue	I es identified must be noted in	the issues/action plar	1	Y/N
Fire escape i	routes & exits clear				
Staff appear	ance to standard, jewellery 8	k uniform policy followe	ed		
Surfaces san	itised before use & Kitchen c	lean			
Cooking equ	ipment area clean & grease f	ree			
All hand was	sh basins clean, accessible wit	th hot water, soap, alco	hol gel & paper t	owels	
Staff areas/o	changing rooms/ kitchen stor	erooms/ offices/ toilets	clean and tidy		
Temperature	e probe available, clean, stor	ed hygienically & probe	sanitising wipes	present	
All chillier/fr	idges clean, food covered, da	ated, in date and no cro	ss-contamination	ı risks	
No signs of p	pest activity, Controls in place	<u>.</u>			

Food	d Receiv	red C	hilled 8c o	r below, frozen	food -1.	5 or be	rlow: detail o	f any	rejectio	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier				Pro	duct				Temp		Initials
Refr	igeratio	n checks						Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp													
F	reezer c	hecks			Freezer -18 to -				18 to -23	Вс			
	Freezer1	Freezer2	Freezer3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp													
S	pecial e	- 1	•	All fo	ood & bevera	ges r	equired ;	for Buffets etc	::	•	•		
Time	required	Customer	name I	Food Items req	uired	Bev	erages requir	red	roo	Special uirements	Sign receive	d	Sign dispatched
									164	unements	receive	·u	uispateileu

Cooking Tempers checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

H	ot food d	isplay					63c or	above for m	_			
F	ood item		Time	Temp	Initials	1	Food	d item		me Tem	р	Initials
	old food d	lichlay						Below 8c t	ro 0			
	ood item	ізріаў	Time	Temp	Initials	: [Food	d item		me Tem	q	Initials
											-	
Refrige	ration ch	ecks				•	Fridge 1-	-5c, display fi 1-8c	ridge		,	
	Fridge1	Fridge2	Fridge3	Fridge	e4 Fri	dge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp												
Free	zer check	(S		•	•		Freez	er -18 to -23	BC .	•		•
	Freezer1	Freezer2	Freezer	3 Freez	er4 Fr	eezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp												
Closing	g Checks			Any i	ssues ider	tified m	ust be noted	I in the issues	 s/action plan			Y/N
	all food w	aste has l	peen re	corded	for the	day (s	see end o	f week)				-
Kitchen	clean & ti	dy for to	morrow	, bins e	mptied	& cle	aning sch	nedule co	mpleted			
Expired	food disc	arded										
All chilli	er/fridges	dry stor	e clean,	food co	overed,	date	d, in date	and no c	ross-cont	aminatio	n risks	
Equipme	ent turne	d off, apa	rt from	refrige	rators,	freeze	rs, insect	killers et	:C			
			Che	cked al	l comp	leted	fully and	accurate	ly			
	Kitchen											
Signat	ture & Init	tials										

		Friday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv	ery failures, accidents, spillag	ies and breakages, coi	mplaints, audits, contr	
	15506	es, EHO and other official visit	is, meeting and nana (over notes.	
_					
	Control on the control of	(December 1)		- 1	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log	An	yone visiting the catering dep	t must sign in: Contro	actors, EHO.	
	Visitor name	Reason	for visit	Time in	Time out
Pre-open:		es identified must be noted in	the issues/action plan	1	Y/N
	routes & exits clear				
	ance to standard, jewellery &		ed		
	nitised before use & Kitchen c				
	iipment area clean & grease f				
	sh basins clean, accessible wit			owels	
	changing rooms/ kitchen stor				
	e probe available, clean, store				
	ridges clean, food covered, da		ss-contamination	risks	
No signs of p	pest activity, Controls in place	9			

Foo	d Recei	ved C	hilled 8c	or be	rlow, frozen f	ood -1	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/d	auction p	lan
Tim	ne :	Supplier					Pro	duct				Temp		Initials
Ref	rigerati	on checks							Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	3	Fridge4	Fridg	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks						Free	zer -	18 to -23	c	•	•	•
	Freezer	Freezer2	Freeze	r3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
9	Special events						All fo	ood & bevera	ges r	equired j	for Buffets etc	:	u.	•
Time	Time required Customer name			Foo	d Items requ	ired	Bev	erages requir	red		Special uirements	Sign receive		Sign dispatched
										164	unements	receive	·u	uispattiieu
							<u> </u>							

Cooking Tempers checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

H	ot food d	isplay					63c or	above for m	-			
F	ood item		Time	Temp	Initia	als	Food	d item		me Tem	р	Initials
Co	old food d	lichlay						Below 8c t	0.0			
	ood item	пэртау	Time	Temp	Initia	als	Food	ditem		me Tem	qı	Initials
								- 100111				
Refrige	ration ch	ecks				<u> </u>	Fridge 1-	-5c, display fi 1-8c	ridge	l	l	
	Fridge1	Fridge2	Fridge3	Fridg	ge4	Fridge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp												
Free	zer check	cs					Freez	er -18 to -23	C	1	1	
	Freezer1	Freezer2	Freezer	3 Free	zer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp												
Closing	g Checks			Any	issues id	lentified m	l ust be noted	l In the issues	l /action plan			Y/N
	all food w	aste has	been re	corded	for th	e day (see end o	f week)				•
	clean & ti								mpleted			
	food disc	•		-					<u> </u>			
All chillie	er/fridges	/dry sto	e clean	, food c	overe	d, date	d, in date	and no c	ross-cont	aminatio	n risks	
Equipme	ent turne	d off, apa	rt from	refrige	rators	, freeze	ers, insect	killers et	С			
		· · · · · ·					fully and					1
	Kitchen						-					
Signat	ture & Init	tials										

		Saturday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv issue		es and breakages, co	mplaints, audits, conti	
l					
	Control on the control	/ O			
ACTIONS	Carried over from yesterdo	ay / Required today	By whom	By when	Completed
Visitor Log	An	nyone visiting the catering dep	ot must sian in: Contro	actors. EHO.	
VISITOI LOG	Visitor name	Reason		Time in	Time out
Pre-open:	Any issue	es identified must be noted in	the issues/action plar	7	Y/N
Fire escape i	routes & exits clear				
Staff appear	ance to standard, jewellery &	uniform policy follower	ed		
Surfaces san	itised before use & Kitchen c	lean			
Cooking equ	ipment area clean & grease f	free			
All hand was	sh basins clean, accessible wi	th hot water, soap, alco	ohol gel & paper t	owels	
Staff areas/o	changing rooms/ kitchen stor	erooms/ offices/ toilets	clean and tidy		
Temperature	e probe available, clean, stor	ed hygienically & probe	sanitising wipes	present	
All chillier/fr	idges clean, food covered, da	ated, in date and no cro	ss-contamination	ı risks	
No signs of p	pest activity, Controls in place	9			

Foo	d Recei	ved C	hilled 8c	or be	low, frozen f	ood -1	5 or be	rlow: detail o	f any	rejection	ns with reaso	ns on issues/d	nuction p	lan
Tim	ie :	Supplier					Pro	duct				Temp		Initials
Ref	rigerati	on checks						-	Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	3	Fridge4	Fridg	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks		I		Freezer -18 to -23c						•	•	
	Freezer1	Freezer2	Freezer	r3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	Special events						All fo	ood & bevera	ges r	equired j	for Buffets etc		I	
Time	Time required Customer name			Food	d Items requ	ired	Beve	erages requir	ed		Special	Sign	_	Sign
										req	uirements	receive	a	dispatched
							l .							

Cooking Tempers checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

H	Hot food display Food item Tim						63c or	above for m	_			
F	ood item		Time	Temp	Initial	s	Food	d item		me Tem	р	Initials
Cc	old food d	lishlay						Below 8c t	ro 0			
	ood item	зріаў	Time	Temp	Initial	s	Food	d item		me Tem	q	Initials
											-	
Refrige	ration ch	ecks				•	Fridge 1-	-5c, display fi 1-8c	ridge		•	
	Fridge1	Fridge2	Fridge3	Fridge	e4 Fr	idge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp												
Free	zer check	(S					Freez	er -18 to -23	C	•		·
	Freezer1	Freezer2	Freezer	3 Freez	er4 Fr	eezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp												
Closing	g Checks			Any i	ssues idei	ntified m	ust be noted	I in the issues	l s/action plan	<u> </u>		Y/N
	all food w	aste has b	peen re	corded	for the	day (see end o	f week)				
Kitchen	clean & ti	dy for to	norrow	, bins e	mptied	l & cle	aning sch	nedule co	mpleted			
Expired	food disc	arded							•			
All chilli	er/fridges	/dry store	e clean,	food co	overed	, date	d, in date	and no c	ross-cont	aminatio	n risks	
Equipme	ent turne	d off, apa	rt from	refrige	rators,	freeze	rs, insect	killers et	.c			
			Che	cked al	l comp	leted	fully and	accurate	ly			
	Kitchen											
Signat	Signature & Initials											

		Sunday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	omplaints, audits, conti	
			T		
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log		yone visiting the catering dep			
	Visitor name	Reason f	for visit	Time in	Time out
Pre-open:	Any issue	s identified must be noted in	the issues/action pla	n	Y/N
-					
	ance to standard, jewellery 8	k uniform policy follower	 ed		
	itised before use & Kitchen c				
Cooking equ	ipment area clean & grease f	free			
	sh basins clean, accessible with		ohol gel & paper t	towels	
	changing rooms/ kitchen stor				
	e probe available, clean, store			present	
	idges clean, food covered, da				+
	pest activity, Controls in place				+
ı - '	**				1

Foo	Recei	ved C	hilled 8c	or be	low, frozen f	ood -1	5 or be	rlow: detail o	f any	rejectio	ns with reason	ns on issues/a	uction p	lan
Tim	e S	Supplier	Product									Temp		Initials
Refi	igeratio	on checks						-	ridg	e 1-5c				
	Fridge1	Fridge2	Fridge	3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks						Free	zer -	18 to -23	Вс	•	•	
	Freezer1	Freezer2	Freeze	r3	Freezer4	Free	zer5	Freezer6	Fre	ezer7	Freezer8	Freezer9	Time	Initials
Temp														
S	pecial	events					All fo	ood & bevera	ges r	equired j	for Buffets etc		I	l .
Time	required	Customer	name	Foo	d Items requ	ired	Bev	erages requir	ed		Special	Sign	_	Sign
										req	uirements	receive	d	dispatched
i														
İ														
		1												

Cooking Tempers checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

Но	t food di		63c or above for minimum of 2 minutes											
Fo	od item			Time	Temp	In	itials		Food	l item		me Ten	пр	Initials
Co	ld food d	ispla	y							Below 8c t	0 0		•	
Fo	od item			Time	Temp Initials I		Food	l item	Ti	me Ten	ıp	Initials		
Refrige	ration ch	ecks							Fridge 1-	5c, display fr 1-8c	idge			
	Fridge1	Frid	ge2	Fridge3	Fric	ge4	Frid	ge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp														
Free	zer check	KS							Freez	er -18 to -23	Г С	II		<u> </u>
	Freezer1		zer2	Freezer	r3 Freezer4 Free		zer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials	
Temp														
•	Checks				An	, issues	s identi	fied m	ust be noted	in the issues	/action plan			Y/N
		acte	has h	neen re					see end o		,			1/14
									aning sch		mnleted			
Expired f				HOHOW	, 01113	СПР	tica	X CIC	aring sen	icuaic coi	Tipictcu			
•				clean	food	COVE	red (later	d, in date	and no c	ross-cont	aminatio	n risks	
		•							rs, insect			ammacic	1111313	
Ечигрите	iii tuiiiet	J 011,	араі						fully and					
k	(itchen			Cite	.creu	411 CO	iiibic	.ceu	idily allu		У			
	ure & Init	tials												
5.5.141	c &													

	Large batch cook	ing/ Cod	oling dov	vn			
	Batch cooking				(ma	Cooling ax 90 m	ins)
Date	Food item	Time	Temp	Initials	Time	Temp	Initials
			-			-	
			1			1	

Wastage		All waste for	or the week is to be i	recorded here	
Date:				Mono	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:				Tueso	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
_					
Date:			l	Wedr	nesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
	, ,			, ,	
Date:				Thurs	sdav
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
		1111616116		i ereien, meigne	
Date:		ı		Frida	v
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
		1111616116			
Date:				Satur	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
rood item	r or crony weight		1 000 110111	Tortion, weight	- Interdis
Date:			<u> </u>	Sunda	av
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
1 000 Itelli	r or tion, weight	miliais	1 000 Itelli	r or dony weight	iiiitiais

Temperature probe	e calibration rec	ord								
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
Managers sign off	Date

		Monday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	omplaints, audits, conti	
			T		
ACTIONS	Carried over from yesterda	ny / Required today	By whom	By when	Completed
Visitor Log		yone visiting the catering dep			
	Visitor name	Reason f	for visit	Time in	Time out
Pre-open:	Any issue	s identified must be noted in	the issues/action pla	n	Y/N
-					
	ance to standard, jewellery 8	k uniform policy follower	 ed		
	itised before use & Kitchen c				
Cooking equ	ipment area clean & grease f	ree			
	sh basins clean, accessible with		ohol gel & paper t	towels	
	changing rooms/ kitchen stor				
	e probe available, clean, store			present	
	idges clean, food covered, da				
	pest activity, Controls in place				
ı - '					1

Foo	d Receiv	/ed C	hilled 8c	or be	elow, frozen j	food -1	5 or be	elow: detail o	f any	rejection	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier					Pro	duct				Temp		Initials
Refi	igeratio	on checks							Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	23	Fridge4	Frid	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer (hecks				I		Free	zer -	18 to -23	c	.1		
	Freezer1	Freezer2	Freeze	er3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	pecial e							ood & bevera						
Time	required	Customer	name	me Food Items required		Bev	erages requir	red		Special uirements	Sign receive	ed	Sign dispatched	

Cooking Tempera checks	ature	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. Pleas write R if reheated									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

	Hot food	display					63c or ab	ove for minir	num of 2 m	inutes	5		
	Food iten	n	Time	Temp	Initia	als	Food	l item	Т	me	Tem	ρ	Initials
	Cold foo	d display				I		Below 8c	to 0				
	Food iter	n	Time	Temp	Initia	als	Food	l item	Т	me	Tem	p	Initials
Refri	geration	checks				•	Fridge 1-5	c, display fri	dge 1-8c		,	•	
	Fridge1	Fridge2	Fridge3	Fridge	e4 I	Fridge5	Fridge6	Fridge7	Fridge8	Fic	dge9	Time	Initials
Temp													
Fr	eezer ch	erks					Free	l ezer -18 to -2	3c				
	Freezer1	Freezer2	Freezer	3 Freez	er4	Freezer5	Freezer6	Freezer7	Freezer8	Fr	eezer9	Time	Initials
Temp													
				A		1 +: f:d	ust be noted	: +h :	/matia m mlau	<u> </u>			24/21
	ing Checl			-		-				1			Y/N
							y (see en						
			tomori	row, bin	is emp	otied &	cleaning	schedule	complet	ed			
	d food d											_	
	llier/frid	ges/dry st	tore cle	an, foo	d cove	ered, da	ited, in da	ate and n	o cross-c	ont	amina	tion	
risks		d off		u-fu:		f		م ما انا م					
Equip	ment tur	neu oif, a	•				ezers, ins						
	IX:E ale			лескес	i aii co	ompiete	ed fully a	na accura	itely				
C:	Kitche												
Sigr	nature &	initials											

		Tuesday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv issue		ges and breakages, co	mplaints, audits, conti	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log	An	yone visiting the catering dep	ot must sign in: Contr	actors, EHO.	
	Visitor name	Reason 1	for visit	Time in	Time out
_					
	Anylicque	es identified must be noted in	the issues (action pla	<u> </u>	
Pre-open:		is identified must be noted in	the issues/action plui		Y/N
-	routes & exits clear):f	- J		
	rance to standard, jewellery 8		ea 		
	nitised before use & Kitchen o				
	uipment area clean & grease f				
	sh basins clean, accessible wi			cowels	
	changing rooms/ kitchen stor				
	e probe available, clean, stor				
	ridges clean, food covered, da		ss-contamination	n risks	
No signs of	pest activity, Controls in place	e			

Food	d Receiv	red C	hilled 8c oi	below, frozen	food -1.	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/d	auction p	lan
Tim	ie S	upplier				Pro	duct				Temp		Initials
Refr	igeratio	n checks						Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp													
F	reezer o	hecks					Free	zer -	18 to -23	Вс			
	Freezer1	Freezer2	Freezer3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp													
S	pecial e	vents		•	•	All fo	ood & bevera	ges r	equired ;	for Buffets etc	::	•	•
Time	required	Customer	name F	ood Items req	uired	Bev	erages requir	red	roo	Special uirements	Sign receive	d	Sign dispatched
									164	unements	receive	·u	uispateileu

Cooking Tempera checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

	Hot food	display					63c or ab	ove for mini	mum of	2 minu	tes		
	Food iten	n	Time	Temp	Initi	ials	Food	l item		Time	Tem	р	Initials
	Cold foo	d display						Below 80	to 0				
	Food iten	n	Time	Temp	Initi	ials	Food	l item		Time	Tem	р	Initials
Refri	geration	checks					Fridge 1	5c, display fr	idge 1-8	BC .			
	Fridge1	Fridge2	Fridge3	Fridge	e4	Fridge5	Fridge6	Fridge7	Fridge	e8	Fidge9	Time	Initials
Temp													
Fr	eezer ch	ecks			ı		Fre	ezer -18 to -2	23 <i>c</i>			1	l
	Freezer1	Freezer2	Freezer	3 Freez	er4	Freezer5	Freezer6	Freezer7	Freez	er8	Freezer9	Time	Initials
Temp													
Clos	ing Checl	ks		Any i	ssues id	dentified m	L ust be noted	in the issues,	/action	plan			Y/N
			as been	record	ed fo	r the da	y (see en	d of week	()				,
							cleaning			leted			
	ed food d												
•			tore cle	an, foo	d cov	ered, da	ated, in da	ate and n	o cros	s-cor	tamina	tion	
risks													
Equip	ment tur	ned off, a	part fr	om refri	igerat	tors, fre	ezers, ins	ect killers	etc				
				Checked	d all c	complet	ed fully a	nd accura	ately				
	Kitcher	1											
Sigr	nature &	Initials											
								1					

		Wednesday	,		
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv		ies and breakages, coi	mplaints, audits, contr	
	15500	s, Erro una otner ojjiciai visit		over notes.	
ACTIONS	Carried over from yesterda	av / Reauired todav	By whom	By when	Completed
ACTIONS		-,,,,	By William	by when	- Completed
Visitor Log	An	yone visiting the catering dep	ot must sign in: Contro	actors, EHO.	
	Visitor name	Reason f	for visit	Time in	Time out
_					
Pre-open:	Any issue	s identified must be noted in	the issues/action plan	<u> </u>	Y/N
•	routes & exits clear				1/14
·	rance to standard, jewellery 8	k uniform policy followe	 ed		
	nitised before use & Kitchen c				
Cooking equ	uipment area clean & grease f	free			
	sh basins clean, accessible wit		ohol gel & paper t	owels	
	changing rooms/ kitchen stor				
Temperatur	e probe available, clean, store	ed hygienically & probe	sanitising wipes	present	
All chillier/fr	ridges clean, food covered, da	ated, in date and no cro	ss-contamination	risks	
No signs of	pest activity, Controls in place	2			

Food	d Receiv	red C	hilled 8c oi	below, frozen	food -1.	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier				Pro	duct				Temp		Initials
Refr	igeratio	n checks						Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	Fridge4	Fridg	ge5	Fridge6	Fri	dge7	Fridge8	Fridge9	Time	Initials
Temp													
F	reezer o	hecks					Free	zer -	18 to -23	Вс			
	Freezer1	Freezer2	Freezer3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp													
S	pecial e	vents		•	•	All fo	ood & bevera	ges r	equired ;	for Buffets etc	::	•	•
Time	required	Customer	name F	ood Items req	uired	Bev	erages requir	red	roo	Special uirements	Sign receive	d	Sign dispatched
									164	unements	receive	·u	uispateileu

Cooking Tempera checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				
					1						

Ho	ot food di	isplay	<u> </u>					63c or ab	ove for minir	num of 2	minute	'S		
Fo	od item			Time	Temp	Init	ials	Food	l item		Time	Tem	р	Initials
Co	ld food d	ispla	y			1	I		Below 8c	to 0		1	<u> </u>	
Fo	ood item	•		Time	Temp	Init	ials	Food	l item		Time	Tem	р	Initials
Refrige	ration ch	ecks		<u></u>		1	<u>'</u>	Fridge 1-5	c, display fri	dge 1-8c				
	Fridge1	Fridg	ge2	Fridge3	Fridg	e4	Fridge5	Fridge6	Fridge7	Fridge8	Fi	idge9	Time	Initials
Temp														
Free	zer check	S				1		Free	L ezer -18 to -2	3с	ı			
	Freezer1	Free	zer2	Freezer3	Freez	er4	Freezer5	Freezer6	Freezer7	Freeze	8 F	reezer9	Time	Initials
Temp														
•					Anui	ccuoci	identified n	ust be noted	in the issues	/action n	an			2//21
	Checks									ruction pi	un			Y/N
								see end o			_l			
		•		norrow	, bins e	mpti	iea & cie	eaning sch	iedule col	npiete	u			
•	food disca				<u> </u>			1						
								d, in date			ntam	iinatio	n risks	
Equipme	ent turned	d off,	apar					ers, insect						
				Ch	ecked a	all co	mplete	d fully and	daccurat	ely				
	Kitchen													
Signat	ure & Init	ials												

		Thursday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	mplaints, audits, contr	
				- 1	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Misitantaa	An	yone visiting the catering dep	nt must sign in: Contro	actors FHO	
Visitor Log	Visitor name	Reason f		Time in	Time out
	visitor name	Reason	TOT VISIC	Time in	Time out
_					
Pre-open:	Any issue	I es identified must be noted in	the issues/action plar	1	Y/N
Fire escape i	routes & exits clear				
Staff appear	ance to standard, jewellery 8	k uniform policy followe	ed		
Surfaces san	itised before use & Kitchen c	lean			
Cooking equ	ipment area clean & grease f	ree			
All hand was	sh basins clean, accessible wit	th hot water, soap, alco	hol gel & paper t	owels	
Staff areas/o	changing rooms/ kitchen stor	erooms/ offices/ toilets	clean and tidy		
Temperature	e probe available, clean, stor	ed hygienically & probe	sanitising wipes	present	
All chillier/fr	idges clean, food covered, da	ated, in date and no cro	ss-contamination	ı risks	
No signs of p	pest activity, Controls in place	<u>.</u>			

Foo	d Receiv	/ed C	hilled 8c	or be	elow, frozen j	food -1	5 or be	elow: detail o	f any	rejection	ns with reaso	ns on issues/o	auction p	lan
Tim	ie S	upplier					Pro	duct				Temp		Initials
Refi	igeratio	on checks							Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	:3	Fridge4	Frid	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer o	hecks				I.		Free	zer -	18 to -23	C	1	1	
	Freezer1	Freezer2	Freeze	er3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	pecial e							ood & bevera						
Time	required	Customer	name	Foo	od Items requ	iired	Bev	erages requir	red		Special uirements	Sign receive	ed	Sign dispatched

Cooking Tempera checks	ature	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									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

H		63c or above for minimum of 2 minutes										
Food item			Time	Temp Initials		3	Food item			ne Tem	р	Initials
	old food d	ienlav						Below 8c t	ro 0			
Cold food display Food item T			Time	Temp Initials		<u>. </u>	Food item			Time Temp		Initials
										1000	-	
Refrige	ration ch	ecks					Fridge 1-	-5c, display fi 1-8c	ridge		,	
	Fridge1	Fridge2	Fridge3	Fridg	4 Fridge5		Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp												
Freezer checks				Freezer -18 to -23c								
	Freezer1	Freezer2	Freezer	3 Freez	er4 Fr	eezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp												
Closing Checks				Any issues identified must be noted in the issues/action plan								
	all food w	aste has b	een re	corded	for the	day (see end o	f week)				Y/N
Kitchen	clean & ti	dy for to	norrow	, bins e	mptied	& cle	aning sch	edule co	mpleted			
Expired	food disc	arded										
All chilli	er/fridges	dry stor	e clean,	food co	overed	date	d, in date	and no c	ross-cont	aminatio	n risks	
Equipme	ent turne	d off, apa	rt from	refrige	rators,	freeze	ers, insect	killers et	:C			
			Che	cked al	l comp	leted	fully and	accurate	ly			
Kitchen												
Signature & Initials												

		Friday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv	ery failures, accidents, spillag	ies and breakages, coi	mplaints, audits, contr	
	15506	es, EHO and other official visit	is, meeting and nana (over notes.	
_					
	Control on the control of	(December 1)		- 1	
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log	An	yone visiting the catering dep	t must sign in: Contro	actors, EHO.	
	Visitor name	Reason	for visit	Time in	Time out
Pre-open:		es identified must be noted in	the issues/action plan	1	Y/N
	routes & exits clear				
	ance to standard, jewellery &		ed		
	nitised before use & Kitchen c				
	iipment area clean & grease f				
	sh basins clean, accessible wit			owels	
	changing rooms/ kitchen stor				
	e probe available, clean, store				
	ridges clean, food covered, da		ss-contamination	risks	
No signs of p	pest activity, Controls in place	9			

Foo	d Recei	ved C	hilled 8c	or be	rlow, frozen f	ood -1	5 or be	elow: detail o	f any	rejectio	ns with reaso	ns on issues/d	auction p	lan
Tim	ne :	Supplier					Pro	duct				Temp		Initials
Ref	rigerati	on checks							Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge	3	Fridge4	Fridg	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks						Free	zer -	18 to -23	c	•	•	•
	Freezer	Freezer2	Freeze	r3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
9	pecial	events					ood & bevera	ges r	equired j	for Buffets etc	:	u.	•	
Time	required	Customer	name	Foo	d Items requ	ired	Bev	erages requir	red		Special uirements	Sign receive		Sign dispatched
										164	unements	receive	·u	uispattiieu
							<u> </u>							

Cooking Tempers checks	ature	Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Pleas write R if reheated									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

H	ot food d	isplay					63c or	above for m	-			
F	ood item		Time	Temp	Initia	als	Food	d item		me Tem	р	Initials
Co	old food d	lichlay						Below 8c t	0.0			
	ood item	пэртау	Time	Temp	Initia	als	Food	ditem		me Tem	qı	Initials
								- 100111				
Refrige	ration ch	ecks				<u> </u>	Fridge 1-	-5c, display fi 1-8c	ridge	l	l	
	Fridge1	Fridge2	Fridge3	Fridg	ge4	Fridge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp												
Free	zer check	cs					Freez	er -18 to -23	С	1	1	
	Freezer1	Freezer2	Freezer	3 Free	zer4	Freezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp												
Closing	g Checks			Any	issues id	lentified m	l ust be noted	l In the issues	l /action plan			Y/N
	all food w	aste has	been re	corded	for th	e day (see end o	f week)				•
	clean & ti								mpleted			
	food disc	•		-					<u> </u>			
All chillie	er/fridges	/dry sto	e clean	, food c	overe	d, date	d, in date	and no c	ross-cont	aminatio	n risks	
Equipme	ent turne	d off, apa	rt from	refrige	rators	, freeze	ers, insect	killers et	С			
		· · · · · ·					fully and					1
	Kitchen						-					
Signat	ture & Init	tials										

		Saturday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, deliv issue		es and breakages, co	mplaints, audits, conti	
l					
	Control on the control	/ O			
ACTIONS	Carried over from yesterdo	ay / Required today	By whom	By when	Completed
Visitor Log	An	nyone visiting the catering dep	ot must sian in: Contro	actors. EHO.	
VISITOI LOG	Visitor name	Reason		Time in	Time out
Pre-open:	Any issue	es identified must be noted in	the issues/action plar	7	Y/N
Fire escape i	routes & exits clear				
Staff appear	ance to standard, jewellery &	uniform policy follower	ed		
Surfaces san	itised before use & Kitchen c	lean			
Cooking equ	ipment area clean & grease f	free			
All hand was	sh basins clean, accessible wi	th hot water, soap, alco	ohol gel & paper t	owels	
Staff areas/o	changing rooms/ kitchen stor	erooms/ offices/ toilets	clean and tidy		
Temperature	e probe available, clean, stor	ed hygienically & probe	sanitising wipes	present	
All chillier/fr	idges clean, food covered, da	ated, in date and no cro	ss-contamination	ı risks	
No signs of p	pest activity, Controls in place	9			

Foo	d Recei	ved C	hilled 8c	or be	low, frozen f	ood -1	5 or be	rlow: detail o	f any	rejection	ns with reaso	ns on issues/d	nuction p	lan
Tim	ie :	Supplier					Pro	duct				Temp		Initials
Ref	rigerati	on checks						-	Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	3	Fridge4	Fridg	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks		I				Free	zer -	18 to -23	c		•	•
	Freezer1	Freezer2	Freezer	r3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	pecial	events					All fo	ood & bevera	ges r	equired j	for Buffets etc		I	
Time	required	Customer	name	Food	d Items requ	ired	Beve	erages requir	ed		Special	Sign	_	Sign
										req	uirements	receive	a	dispatched
							l .							

Cooking Tempers checks	ature	Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. Pleas write R if reheated									
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials				

H	ot food d	isplay					63c or	above for m	_					
F	ood item		Time	Temp	Initial	s	Food	d item		me Tem	р	Initials		
Cc	old food d	lishlay						Below 8c t	ro 0					
	ood item	зріаў	Time	Temp	Initial	s	Food	d item		me Tem	q	Initials		
											-			
Refrige	ration ch	ecks				•	Fridge 1-	-5c, display fi 1-8c	ridge		•			
	Fridge1	Fridge2	Fridge3	Fridge	1-8c Fridge4 Fridge5 Fridge6 Fridge7 Fridge8 Fidge9 Time In									
Temp														
Free	zer check	(S					Freez	er -18 to -23	C	•		·		
	Freezer1	Freezer2	Freezer	3 Freez	er4 Fr	eezer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials		
Temp														
Closing	g Checks			Any i	ssues idei	ntified m	ust be noted	I in the issues	l s/action plan	<u> </u>		Y/N		
	all food w	aste has b	peen re	corded	for the	day (see end o	f week)						
Kitchen	clean & ti	dy for to	norrow	, bins e	mptied	l & cle	aning sch	nedule co	mpleted					
Expired	food disc	arded							•					
All chilli	er/fridges	/dry store	e clean,	food co	overed	, date	d, in date	and no c	ross-cont	aminatio	n risks			
Equipme	ent turne	d off, apa	rt from	refrige	rators,	freeze	rs, insect	killers et	.c					
			Che	cked al	l comp	leted	fully and	accurate	ly					
	Kitchen													
Signat	ture & Init	tials												

		Sunday			
Date					
ISSUES	Record ALL EXCEPTIONS to norm notes, service disruptions, delivi issue		es and breakages, co	omplaints, audits, conti	
			T		
ACTIONS	Carried over from yesterda	ay / Required today	By whom	By when	Completed
Visitor Log		yone visiting the catering dep			
	Visitor name	Reason f	for visit	Time in	Time out
Pre-open:	Any issue	s identified must be noted in	the issues/action pla	n	Y/N
-					
	ance to standard, jewellery 8	k uniform policy follower	 ed		
	itised before use & Kitchen c				
Cooking equ	ipment area clean & grease f	free			
	sh basins clean, accessible with		ohol gel & paper t	towels	
	changing rooms/ kitchen stor				
	e probe available, clean, store			present	
	idges clean, food covered, da				+
	pest activity, Controls in place				+
ı - '	**				1

Foo	d Recei	ved C	hilled 8c	or be	rlow, frozen f	ood -1	5 or be	rlow: detail oj	f any	rejection	ns with reaso	ns on issues/d	auction p	lan
Tim	ie :	Supplier					Pro	duct				Temp		Initials
Refi	rigerati	on checks						-	Fridg	e 1-5c				
	Fridge1	Fridge2	Fridge3	3	Fridge4	Fridg	ge5	Fridge6	Fri	idge7	Fridge8	Fridge9	Time	Initials
Temp														
F	reezer	checks						Free	zer -	18 to -23	c	•	•	•
	Freezer	l Freezer2	Freeze	r3	Freezer4	Free	zer5	Freezer6	Fre	eezer7	Freezer8	Freezer9	Time	Initials
Temp														
	pecial	events					All fo	ood & bevera	ges r	equired j	for Buffets etc	: :		
Time	required	Customer	name	Foo	d Items requ	ired	Bev	erages requir	red		Special	Sign	_	Sign
										req	uirements	receive	ea .	dispatched
							l .							

Cooking Tempers checks	ature	Reheating food should achieve temperature of 82c or above for minimum of 2 minutes. write R if reheated								
Food item	Time	Temp	Initials	Food item	Time	Temp	Initials			

Но	t food di	ispla	У						63c or	above for mi minutes	-			
Fo	od item			Time	Temp	In	itials		Food	l item		me Ten	пр	Initials
Co	ld food d	ispla	y							Below 8c t	0 0		•	
Fo	od item			Time	Temp	In	itials		Food	l item	Ti	me Ten	ıp	Initials
Refrige	ration ch	ecks							Fridge 1-	5c, display fr 1-8c	idge			
	Fridge1	Frid	ge2	Fridge3	Fric	ge4	Frid	ge5	Fridge6	Fridge7	Fridge8	Fidge9	Time	Initials
Temp														
Free	zer check	KS							Freez	er -18 to -23	Г С	I		<u> </u>
	Freezer1		zer2	Freezer	3 Fre	ezer4	Free	zer5	Freezer6	Freezer7	Freezer8	Freezer9	Time	Initials
Temp														
•	Checks				An	, issues	s identi	fied m	ust be noted	in the issues	/action plan			Y/N
		acte	has h	neen re					see end o		, ,			1/14
									aning sch		mnleted			
Expired f				HOHOW	, 01113	СПР	tica	X CIC	aring sen	icuaic coi	Tipictcu			
•				clean	food	COVE	red (later	d, in date	and no c	ross-cont	aminatio	n risks	
		•							rs, insect			ammacic	1111313	
Ечигрите	iii tuiiiet	J 011,	араі						fully and					
k	(itchen			Cite	.creu	411 CO	iiibic	. ceu	idily allu		У			
	ure & Init	tials												
5.5.141	c &													

Large batch cooking/ Cooling down							
Batch cooking					Cooling (max 90 mins)		
Date	Food item	Time	Temp	Initials	Time	Temp	Initials
			-			-	

Wastage		All waste for	or the week is to be i	recorded here	
Date:	1			Mono	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:				Tueso	
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:					nesday
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
_					
_					
_					
Date:			T .	Thurs	
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:	Dantian horaicht	Lucial a La	Facal items	Frida	
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
Date:				Satur	day
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
1000 item	Fortion, weight	IIIIIIais	1 000 item	Fortion, weight	IIIItiais
Date:			<u>l</u>	Sunda	av
Food item	Portion/weight	Initials	Food item	Portion/weight	Initials
. 000 /(c///	. Orcion, weight	111111111111111111111111111111111111111	. 000 /(С///	7 Ortion, Weight	micials
<u> </u>	I .		l	1	

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
Managers sign off	Date