Ministry for Primary Industries
Manatū Ahu Matua

Name of business:

Food Control Plan Diary

A diary for keeping records of food safety checks

Growing and Protecting New Zealand

Diary

Using the diary

Keeping records is a requirement of your Food Control Plan (FCP). Records help you show that you have been meeting the requirements of your Plan. The Diary is a helpful way to keep a number of records in one place. You don't have to use the Diary, but you must keep equivalent records required by your Plan.

The Diary will be checked by your verifier to see if the procedures in your Food Control Plan have been followed.

Before you complete the last four-weekly section of the Diary, you may want to photocopy it to ensure that you can continue to maintain your day-to-day records. Alternatively, you may download pages from the MPI website at **www.mpi.govt.nz**

Responsibility

The day-to-day manager, or person responsible for checking that the Plan has been followed, must sign the Diary. When you sign, you are confirming that you and your staff have:

- followed the procedures;
- performed the opening and closing checks;
- performed the temperature checks;
- processed and handled food safety;
- taken the actions written in the Diary.

Four-week review

The four-week review is an important check to make sure the Food Control Plan is up to date. It is used:

- to identify any recurring problems that need fixing;
- to identify any changes that have occurred in the business (e.g. new staff, new equipment etc);
- to make sure that appropriate action has been taken to meet the requirements in your Food Control Plan.

At the end of every four-week period, the day-to-day manager must review the Diary entries for the previous four weeks. There is a pre-printed four-weekly review page provided in the Diary.

Hot/cold holding equipment

To help with regular temperature checks, list below all the equipment you use for storing or displaying hot and cold readily perishable food (e.g. walk-in chillers, fridges, display cabinets, pie warmer). Frozen food temperatures don't need to be recorded, unless you choose to do so. You can label the equipment with the unit number (e.g. Unit 1) – if a number of people are involved in checking temperatures, this will make it easier when making entries in the Diary.

Chillers and hot-holding units

Unit 1:

Unit 2:

Unit 3:

Unit 4:

Unit 5:

Unit 6:

Unit 7:

Unit 8:

Unit 9:

Unit 10:

Unit 11:

Unit 12:

Unit 13:

Unit 14:

Unit 15:

Unit 16:

Unit 17:

Unit 18:

Unit 19:

Unit 20:

Diary

Diary checks

The following checks are part of the Food Control Plan requirements and must be made each day.

Daily checks

Opening checks

The following checks must be done at the beginning of each working day:

- Staff are fit for work, clean and presentable.
- Food preparation areas are clean (surfaces, equipment, utensils, etc).
- Plenty of hand washing and cleaning materials (soap, paper towels, cloths etc) are available.
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Closing checks

The following checks must be done at the end of each working day:

- Food is protected from contamination.
- Readily perishable food is stored at the correct temperature.
- Food past its "use-by" date has been thrown away.
- Cleaning has been completed (see Cleaning schedule).
- Waste has been removed and fresh bags have been put in place.
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Temperature checks

The following checks will be done each working day:

- Write down the temperature of chillers and cold cabinets storing or displaying potentially hazardous food.
- Write down the temperature of food held in bain-marie, hot cabinets and other equipment used to keep food hot. (If food is hot-held for more than two hours, also use the two-hour hot-holding record.)

Other checks

There are a number of other checks that must be made during the week. These are indicated in the "once a week" section in the Diary.

Examples include:

- checking for signs of pest activity (once a week);
- completing weekly cleaning tasks (identified from the *Cleaning schedule*);
- completing maintenance tasks (identified from the *Maintenance schedule*).

Any problems or changes

If anything goes wrong, it must to be written in the Diary along with details about what was done to correct the problem, and prevent the problem happening again. This is proof that you are meeting the requirements of your Plan.

The section "What if there is a problem?" in each procedure provides information on what to do when things go wrong and how to stop them from happening again.

Diary

Diary checks: using shared places

This page must be used instead of the *Diary checks* page when sharing places for processing and handling food for sale.

The following checks are required when food is processed and handled in places that are also used for other activities and must be made each time the shared place is used.

Checks each time the shared place is used

If the shared place is a domestic kitchen, when anyone who normally uses the kitchen for family food is sick, no processing and handling of unwrapped food for the business (commercial food) must take place.

Opening checks

The following checks must be done each time the shared place is used for commercial food preparation:

- The place has been cleared of all animals and everything used for/by animals e.g. bedding, food/drinking bowls.
- Other food that may be present (e.g. food used by other businesses, home kill and recreational catch, family food, food containing allergens) has been stored so that it cannot be used as ingredients in commercial food.
- Everyone who will be processing and handling food is fit for work, clean and presentable.
- Food preparation areas are clean (surfaces, equipment, utensils, etc).
- Plenty of hand washing and cleaning materials (soap, paper towels, cloths etc) are available.
- Packaging materials to be used are clean and haven't been contaminated.
- When children are present an adult is available to supervise them.
- *Other checks made*:
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Closing checks

The following checks must be done each time the home kitchen has been used for commercial food preparation:

- Commercial food is stored separate from other food and at the required temperature.
- Commercial food can't become contaminated by other food or activities at the place.
- Food past its 'Use by' date has been thrown away .
- Cleaning has been completed (see *Cleaning schedule*).
- Waste has been removed and disposed of or hygienically stored until disposal.
- *Other checks made:*
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Temperature checks

The following food temperature checks must be done each day:

- The temperature of potentially hazardous commercial food is checked and written down.

Other checks

There are a number of other checks that must be made when places are used for commercial food preparation. These are indicated as weekly or fortnightly checks in the Diary.

Examples include:

- Checking for signs of pest activity (once a week).
- Completing cleaning tasks (identified from the *Cleaning schedule*).
- Completing maintenance tasks (identified from the *Maintenance schedule*).

In addition, regular checks need to be made that stored commercial food is being kept separate from family food.

Any problems or changes

If anything goes wrong it must be written in the Diary along with details about what was done to correct the problem and prevent it happening again. This is proof that you are meeting the requirements of your plan.

The section "*What if there is a problem*?" in each procedure provides information on what to do when things go wrong and how to stop it happening again.

Diary Checks

Thermometer calibration

Checking the thermometer

Thermometers must be checked at least every 12 weeks to make sure that they are providing accurate temperature readings, or whenever there is reason to think the thermometer is not working correctly.

How to do the ice point check – this check must be done if the thermometer is used for checking cold foods.

1. Half fill a glass with broken or shaved ice – you can scrape some ice from the side of a freezer.
2. Add a small amount of water until it is visible at the bottom of the glass.
3. Insert the thermometer into the mixture, leave until the temperature display is steady.
4. Do not let the thermometer touch the sides or bottom of the glass.
5. Record the result in the table below. If the result is outside the range, write down the action taken in the table.

The reading in iced water should be between –1°C to +1°C; if outside this range, the unit should be replaced or returned to the supplier to be recalibrated.

How to do the boiling point check – to be done only if the thermometer is used for checking hot foods.*

1. Boil unsalted water in a pot.
2. Once boiling, insert thermometer and leave it until the temperature display is steady.
3. Do not let the thermometer touch the sides or bottom of the pot.
4. Record the result in the table below. If the result is outside the stated range, write down the action taken in the table.

The reading in boiled water should be between 99°C to 101°C; if outside this range, the unit should be replaced or returned to the supplier to be recalibrated.

The boiling point of water varies with altitude – at sea level (0 metres altitude) it is 100°C.

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

Calibration of Infra Red (IR) thermometers

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

Thermometer calibration record

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

Diary

Week 1 commencing / /

Monday (Any problem or changes – what were they and what did you do?)

Tuesday (Any problem or changes – what were they and what did you do?)

Wednesday (Any problem or changes – what were they and what did you do?)

Thursday (Any problem or changes – what were they and what did you do?)

Friday (Any problem or changes – what were they and what did you do?)

Saturday (Any problem or changes – what were they and what did you do?)

Sunday (Any problem or changes – what were they and what did you do?)

Once a week checks

☐ Weekly and fortnightly cleaning tasks completed

☐ Weekly and fortnightly maintenance tasks completed

Signs of pest activity: ☐ No ☐ Yes
(If yes, write down what you did above)

The procedures in our Food Control Plan were followed and effectively supervised this week.

Name: Signed:

Are there plenty of hand washing materials at the hand washbasins?

Diary

Week 1 commencing / /

Daily chilled and hot-held food checks

- Each day, write down the food temperature (see *Checking temperatures procedure*) within each unit used to hold either hot or chilled food.

Unit	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
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🌡 Temperature 🕒 Time temperature taken

Once a week poultry temperature checks (*once a week meat and poultry checks if a butchery, deli or bakery)

Cooking poultry – checking a proven cooking procedure

- Select one poultry item or dish that you **cook** using a proven time and temperature setting – see *Proving that a time/temperature setting cooks poultry** or *validating a meat and poultry cooking process*. Check its cooked temperature to confirm that it is cooked by either:
  - reaching at least 75°C; or
  - meeting the time/temperature combinations in Cooking poultry.
- If you cook more than one item or dish that contains poultry, select a different item or dish each week.

Day:	**Poultry item *(or meat):**						**Action taken if temperature not reached**
Method (how was the meat and poultry cooked?)	Select cooking time/temperature setting used:	Time started cooking	1st probe*		2nd probe		
			time	temp	time	temp	
	☐ Cooked to 75°C ☐ Cooked at _____ °C for _____ seconds/minutes						

*If the core temperature of the food when it is first probed is above 75°C, it isn't necessary to probe it a second time.

Reheating poultry *(or meat):

- Select one poultry item or dish that is reheated and check that its **reheated** temperature is at least 75°C. Complete the table below.
- If you reheat more than one item or dish that contains poultry, select a different item or dish each week.

Day	**Poultry item**	**Reheating**				**Action taken if temperature not reached**
		Method (How was the poultry reheated?)	Time started reheating	Time finished reheating	Finished core temp**	

The core temperature of the food should be **75°C or above. If the food has not reached this temperature, keep reheating it until it does.

Cooling potentially hazardous food **(only required if food has been cooked or heated and then cooled)**

Day	**Food item**	**Cooling**				**Action taken if temperature not reached**
		Method (How was the food cooled?)	Time started cooling	Temp after 2 hours***	Temp after 4 hours***	

***Food must be cooled from 60°C to 21°C within 2 hours and from 21°C to below 5°C within 4 hours – see *Cooling hot food*.

Diary

Week 2 commencing / /

Monday (Any problem or changes – what were they and what did you do?)

Tuesday (Any problem or changes – what were they and what did you do?)

Wednesday (Any problem or changes – what were they and what did you do?)

Thursday (Any problem or changes – what were they and what did you do?)

Friday (Any problem or changes – what were they and what did you do?)

Saturday (Any problem or changes – what were they and what did you do?)

Sunday (Any problem or changes – what were they and what did you do?)

Once a week checks

☐ Weekly and fortnightly cleaning tasks completed

☐ Weekly and fortnightly maintenance tasks completed

Signs of pest activity: ☐ No ☐ Yes
(If yes, write down what you did above)

The procedures in our Food Control Plan were followed and effectively supervised this week.

Name: Signed:

Are staff fit for work and dressed to cook?

Diary

Week 2 commencing / /

Daily chilled and hot-held food checks

- Each day, write down the food temperature (see *Checking temperatures procedure*) within each unit used to hold either hot or chilled food.

Unit	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
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🌡 Temperature 🕒 Time temperature taken

Once a week poultry temperature checks (*once a week meat and poultry checks if a butchery, deli or bakery)

Cooking poultry – checking a proven cooking procedure

- Select one poultry item or dish that you **cook** using a proven time and temperature setting – see *Proving that a time/temperature setting cooks poultry** or *validating a meat and poultry cooking process*. Check its cooked temperature to confirm that it is cooked by either:
  - reaching at least 75°C; or
  - meeting the time/temperature combinations in Cooking poultry.
- If you cook more than one item or dish that contains poultry, select a different item or dish each week.

Day:	**Poultry item *(or meat):**						**Action taken if temperature not reached**
Method (how was the meat and poultry cooked?)	Select cooking time/temperature setting used:	Time started cooking	1st probe*		2nd probe		
			time	temp	time	temp	
	☐ Cooked to 75°C ☐ Cooked at _____ °C for _____ seconds/minutes						

*If the core temperature of the food when it is first probed is above 75°C, it isn't necessary to probe it a second time.

Reheating poultry *(or meat):

- Select one poultry item or dish that is reheated and check that its **reheated** temperature is at least 75°C. Complete the table below.
- If you reheat more than one item or dish that contains poultry, select a different item or dish each week.

Day	**Poultry item**	**Reheating**				**Action taken if temperature not reached**
		Method (How was the poultry reheated?)	Time started reheating	Time finished reheating	Finished core temp**	

The core temperature of the food should be **75°C or above. If the food has not reached this temperature, keep reheating it until it does.

Cooling potentially hazardous food **(only required if food has been cooked or heated and then cooled)**

Day	**Food item**	**Cooling**				**Action taken if temperature not reached**
		Method (How was the food cooled?)	Time started cooling	Temp after 2 hours***	Temp after 4 hours***	

***Food must be cooled from 60°C to 21°C within 2 hours and from 21°C to below 5°C within 4 hours – see *Cooling hot food*.

Diary

Week 3 commencing / /

Monday (Any problem or changes – what were they and what did you do?)

Tuesday (Any problem or changes – what were they and what did you do?)

Wednesday (Any problem or changes – what were they and what did you do?)

Thursday (Any problem or changes – what were they and what did you do?)

Friday (Any problem or changes – what were they and what did you do?)

Saturday (Any problem or changes – what were they and what did you do?)

Sunday (Any problem or changes – what were they and what did you do?)

Once a week checks

☐ Weekly and fortnightly cleaning tasks completed

☐ Weekly and fortnightly maintenance tasks completed

Signs of pest activity: ☐ No ☐ Yes
(If yes, write down what you did above)

The procedures in our Food Control Plan were followed and effectively supervised this week.

Name: Signed:

Are cleaning tasks being properly completed?

Diary

Week 3 commencing / /

Daily chilled and hot-held food checks

- Each day, write down the food temperature (see *Checking temperatures procedure*) within each unit used to hold either hot or chilled food.

Unit	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
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🌡 Temperature 🕒 Time temperature taken

Once a week poultry temperature checks (*once a week meat and poultry checks if a butchery, deli or bakery)

Cooking poultry – checking a proven cooking procedure

- Select one poultry item or dish that you **cook** using a proven time and temperature setting – see *Proving that a time/temperature setting cooks poultry** or *validating a meat and poultry cooking process*. Check its cooked temperature to confirm that it is cooked by either:
  - reaching at least 75°C; or
  - meeting the time/temperature combinations in Cooking poultry.
- If you cook more than one item or dish that contains poultry, select a different item or dish each week.

Day:	**Poultry item *(or meat):**						**Action taken if temperature not reached**
Method (how was the meat and poultry cooked?)	Select cooking time/temperature setting used:	Time started cooking	1st probe*		2nd probe		
			time	temp	time	temp	
	☐ Cooked to 75°C ☐ Cooked at _____ °C for _____ seconds/minutes						

*If the core temperature of the food when it is first probed is above 75°C, it isn't necessary to probe it a second time.

Reheating poultry *(or meat):

- Select one poultry item or dish that is reheated and check that its **reheated** temperature is at least 75°C. Complete the table below.
- If you reheat more than one item or dish that contains poultry, select a different item or dish each week.

Day	**Poultry item**	**Reheating**				**Action taken if temperature not reached**
		Method (How was the poultry reheated?)	Time started reheating	Time finished reheating	Finished core temp**	

The core temperature of the food should be **75°C or above. If the food has not reached this temperature, keep reheating it until it does.

Cooling potentially hazardous food **(only required if food has been cooked or heated and then cooled)**

Day	**Food item**	**Cooling**				**Action taken if temperature not reached**
		Method (How was the food cooled?)	Time started cooling	Temp after 2 hours***	Temp after 4 hours***	

***Food must be cooled from 60°C to 21°C within 2 hours and from 21°C to below 5°C within 4 hours – see *Cooling hot food*.

Diary

Week 4 commencing / /

Monday (Any problem or changes – what were they and what did you do?)

Tuesday (Any problem or changes – what were they and what did you do?)

Wednesday (Any problem or changes – what were they and what did you do?)

Thursday (Any problem or changes – what were they and what did you do?)

Friday (Any problem or changes – what were they and what did you do?)

Saturday (Any problem or changes – what were they and what did you do?)

Sunday (Any problem or changes – what were they and what did you do?)

Once a week checks

☐ Weekly and fortnightly cleaning tasks completed

☐ Weekly and fortnightly maintenance tasks completed

Signs of pest activity: ☐ No ☐ Yes
(If yes, write down what you did above)

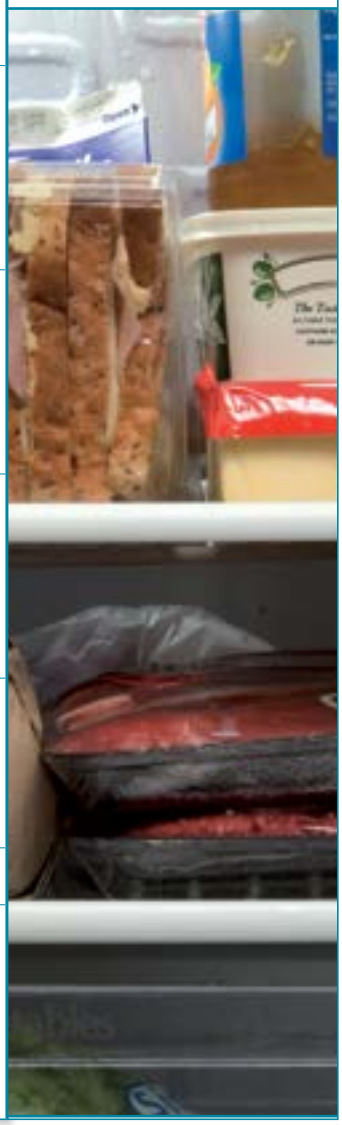
The procedures in our Food Control Plan were followed and effectively supervised this week.

Name: Signed:

Are raw and ready-to-eat foods being stored correctly?

Remember:

- **Store raw and ready-to-eat foods separately.**
- **If in the same fridge, store raw meat and poultry below ready-to-eat foods.**
- **Cover cooked and other read-to-eat foods.**



Diary

Week 4 commencing / /

Daily chilled and hot-held food checks

- Each day, write down the food temperature (see *Checking temperatures procedure*) within each unit used to hold either hot or chilled food.

Unit	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
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🌡 Temperature 🕒 Time temperature taken

Once a week poultry temperature checks (*once a week meat and poultry checks if a butchery, deli or bakery)

Cooking poultry – checking a proven cooking procedure

- Select one poultry item or dish that you **cook** using a proven time and temperature setting – see *Proving that a time/temperature setting cooks poultry** or *validating a meat and poultry cooking process*. Check its cooked temperature to confirm that it is cooked by either:
  - reaching at least 75°C; or
  - meeting the time/temperature combinations in Cooking poultry.
- If you cook more than one item or dish that contains poultry, select a different item or dish each week.

Day:	**Poultry item *(or meat):**						**Action taken if temperature not reached**
Method (how was the meat and poultry cooked?)	Select cooking time/temperature setting used:	Time started cooking	1st probe*		2nd probe		
			time	temp	time	temp	
	☐ Cooked to 75°C ☐ Cooked at _____ °C for _____ seconds/minutes						

*If the core temperature of the food when it is first probed is above 75°C, it isn't necessary to probe it a second time.

Reheating poultry *(or meat):

- Select one poultry item or dish that is reheated and check that its **reheated** temperature is at least 75°C. Complete the table below.
- If you reheat more than one item or dish that contains poultry, select a different item or dish each week.

Day	**Poultry item**	**Reheating**				**Action taken if temperature not reached**
		Method (How was the poultry reheated?)	Time started reheating	Time finished reheating	Finished core temp**	

The core temperature of the food should be **75°C or above. If the food has not reached this temperature, keep reheating it until it does.

Cooling potentially hazardous food **(only required if food has been cooked or heated and then cooled)**

Day	**Food item**	**Cooling**				**Action taken if temperature not reached**
		Method (How was the food cooled?)	Time started cooling	Temp after 2 hours***	Temp after 4 hours***	

***Food must be cooled from 60°C to 21°C within 2 hours and from 21°C to below 5°C within 4 hours – see *Cooling hot food*.

Notes:

Thermometers must be checked every 12 weeks to make sure that they are providing accurate temperature readings, or whenever there is a reason to think the thermometer is not working correctly. See *Thermometer Calibration*.

Diary

Four-week review

Every four weeks, the procedures used will be reviewed by the day-to-day manager to check that they are up to date and still being followed correctly.

What's gone wrong?

Review the diary entries and other records for the past four weeks. If the same thing went wrong three times or more, make a note of it here, find out why and do something about it.

Did the same thing go wrong three or more times? Yes ☐ No ☐

Were there any customer complaints? Yes ☐ No ☐

Details:

What action has been taken?

New workers?

Are there any new food handlers (including front of house)? Yes ☐ No ☐

If so, have they been trained and records completed? See *Training and supervision.* Yes ☐ No ☐

If training has not been received, what action has been taken?

Have there been any changes?

Are you now preparing or selling any new types of food? Yes ☐ No ☐

Do you have any new suppliers? Yes ☐ No ☐

Are you using any new or different equipment? Yes ☐ No ☐

Have there been any other significant changes? Yes ☐ No ☐

Has the Food Control Plan been updated as required? Yes ☐ No ☐
See *Documentation and record keeping.*

If you answered yes to any of the above, write down the changes made:

Do any of these changes require council approval? Yes ☐ No ☐

If council approval has not been obtained, write down what you did to get approval:

Signed:	Dated: