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Swindon Borough Council, Health Compliance Team

Safer Food Better Business – Daily Record Sheet - Catering								Date:									
1.0 Opening Checks																	
														Satisfactory?		Checked by	
1.1	Fridges, chilled display equip. & freezers - working properly																
1.2	Other equipment (e.g. oven) - working properly																
1.3	Staff - fit for work & wearing clean work clothes																
1.4	Food preparation areas - clean																
1.5	Plenty of hand washing & cleaning materials																
2.0 Delivery Checks (Maximum temperatures: chilled food +8°C; frozen food -12°C)																	
	Time	Supplier / Food						Temperature		Packaging Satisfactory		Checked by					
3.0 Fridge & Freezer Temperatures (Maximum temperatures: fridges +5°C; freezers -18°C)																	
	Unit Ref.																
	am / pm		am	pm	am	pm	am	pm	am	pm	am	pm	am	pm			
	Temperature																
	Checked by																
4.0 Cooking Temperatures (Minimum temperature: +75°C)																	
	Time	Food						Temperature		Checked by							
5.0 Hot Holding Temperatures (Minimum temperature: +63°C)																	
	Time	Food						Temperature		Checked by							
6.0 Closing Checks																	
														Satisfactory?		Checked by	
6.1	No food left out																
6.2	Food past "use by" date - thrown away																
6.3	Dirty cloths - removed for cleaning & replaced with clean																
6.4	Waste - removed and new bags put into the bins																
6.5	Food preparation areas - clean																
7.0 Any problems or changes – what did you do?																	
Completed by:														Date:			

Every 4 weeks, please also complete the 4-weekly review in the Diary of Safer Food Better Business.

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