

WEEKLY DIARY (MONDAY - SUNDAY + REVIEW) COVER

WEEK COMMENCING:

BUSINESS TRADING NAME:

PERSON(S) IN CHARGE THIS WEEK:

DAILY DIARY				Anyd	lay		Date:		
Opening Checks									
Sufficient Level 2 (or abov	re) trained s	taff available all day	y. Staff fit	for work. (Clean work clothes provided	/ being wor	n.		
Hot running water availab	le at all sink	ks & wash hand bas	ins.						
Sufficient hand washing 8	cleaning (e	e.g. soap, paper tow	vel, scouri	ng pad, BS	1276 or equivalent antibacte	erial spray e	tc.) materials provided.		
Premises clean & tidy. No signs of pest activity.									
Fridges & freezers temperature checked / working properly. Fridge temperatures recorded below.									
Other important (e.g. cool	king, reheat	ing, hot holding, bla	əst chillin	g etc.) equ	ipment in good working ord	er.			
Separate raw food prepar	ation area(s	s) & equipment prov	vided.						
Food preparation areas, surfaces, utensils & equipment cleaned / disinfected.									
Infra-red / probe thermometer(s), probe wipes & spare batteries provided.									
Up to date (accounting fo	r any new fo	ood supplies / recip	es / dishe	s etc.) & a	ccurate allergen information	records av	ailable on site.		
Food traceability records	available or	ı site.							
Make a note of any problems / action	on taken here:								
Temperature Checks									
Delivery (Target 8°C)	1	Fridge (Target 8°			Cooking / Reheating (Targ	get 75°C)	Hot-Holding (Target 63	(°C)	
Product	Temp	Unit	AM	PM	Product	Temp	Product	Temp	
		1							
		2					Ť		
		3							
		4							
5									
Make a note of any problems / actic	on taken here:								
Closing Checks									
All pre-cooked foods fully	cooled, cov	ered, date labelled 8	out in the	e fridge or	freezer.				
					on its Use By date thrown av	way.			
					mperatures recorded above				
Food preparation areas ar									
Washing up finished.					· · · · · · · · · · · · · · · · · · ·				
Dirty cleaning equipment	cleaned or t	hrown away.	7						
Waste removed & new bag	gs put in the	e bins.							
Floors swept & clean.									
Premises secure & protect	ted against	pest entry.							
Make a note of any problems / action	on taken here:								
5 · A · · · · /D · · · · · ·	· ·								
Extra Actions / Prove It C	hecks				Make a note of any details here:				
Premises deep cleaning					Make a note of any details here:				
Special equipment (e.g. ic	e machine)	cleaning							
Maintenance & Repairs									
Extra pest control measur	es								
Thermometer / fridge temp	oerature gau	ige accuracy checks	i						
Hot food / chilling down foo	od Prove It te	emperature checks							
I confirm that all our safe	mathadaw	oro	Partly		Name:				
followed & effectively sup			Fully		Position:				
Add any notes or future reminder			1 ully		i usitiuii.				
. 100 ony notes of future reminioer	o nord.								

DAILY DIARY				Mond	lay	Date:		
Opening Checks								
Sufficient Level 2 (or abov	e) trained s	taff əvəiləble əll dəy.	. Staff fit fo	or work. C	Clean work clothes provided	/ being wor	n.	
Hot running water availab	le at all sink	ks & wash hand basir	ns.					
Sufficient hand washing & cleaning (e.g. soap, paper towel, scouring pad, BS1276 or equivalent antibacterial spray etc.) materials provided.								
Premises clean & tidy. No	signs of pe	st activity.						
Fridges & freezers temper	ature check	ed / working properly	. Fridge te	mperatur	es recorded below.			
Other important (e.g. cool	king, reheat	ting, hot holding, bla	st chilling (etc.) equi	pment in good working orde	er.		
Separate raw food prepar	ation area(s) & equipment provi	ded.					
Food preparation areas, s	urfaces, ute	ensils & equipment cle	eaned / dis	sinfected				
Infra-red / probe thermon	neter(s), pro	obe wipes & spare ba	etteries pro	ovided.				
Up to date (accounting fo	r any new f	ood supplies / recipe	s / dishes	etc.) & ad	ccurate allergen information	records av	ailable on site.	
Food traceability records	əvəiləble or	n site.						
Make a note of any problems / action	on taken here:							
T								
Temperature Checks								
Delivery (Target 8°C)	1	Fridge (Target 8°C			Cooking / Reheating (Targ	1	Hot-Holding (Target 63°C)	
Product	Temp	Unit A	.M I	PM	Product	Temp	Product	Temp
		1						
		2						
		3						
4								
5								
Make a note of any problems / action taken here:								
Closing Checks								
All pre-cooked foods fully	cooled, cov	ered, date labelled &	out in the	fridae or	freezer.			
					on its Use By date thrown av	vav.		
					mperatures recorded above			
					es, utensils, equipment, taps		es,switchesetc.).	
Washing up finished.					, , , , , , , , , ,	<u> </u>	<u> </u>	
Dirty cleaning equipment	cleaned or t	thrown away.						
Waste removed & new bag								
Floors swept & clean.	<u> </u>							
Premises secure & protect	ted against	pest entry.						
Make a note of any problems / action	on taken here:							
Extra Actions / Prove It C	hecks							
Premises deep cleaning					Make a note of any details here:			
Special equipment (e.g. ic	e machine)	cleaning						
Maintenance & Repairs								
Extra pest control measur	es							
Thermometer / fridge temperature gauge accuracy checks								
Hot food / chilling down food Prove It temperature checks								
			Б:		Name			
I confirm that all our safe			Partly		Name:			
followed & effectively supervised today. Fully Position:								
Add any notes or future reminder	rs here:							

DAILY DIARY				Tues	day	Date:			
Opening Checks									
Sufficient Level 2 (or abov	/e) trained s	staff available all day.	Staff fit fo	or work. (Clean work clothes provided	/ being woi	n.		
Hot running water availab					•				
				pad, BS	1276 or equivalent antibacte	rial spray e	tc.) materials provided.		
Premises clean & tidy. No signs of pest activity.									
Fridges & freezers temperature checked / working properly. Fridge temperatures recorded below.									
Other important (e.g. coo	king, rehea	ting, hot holding, blas	st chilling e	etc.) equ	ipment in good working ord	er.			
Separate raw food prepar	ration area(s) & equipment provi	ded.						
Food preparation areas, surfaces, utensils & equipment cleaned / disinfected.									
Infra-red / probe thermor	meter(s), ρr	obe wipes & spare ba	tteries pro	ovided.					
Up to date (accounting fo	r any new f	ood supplies / recipe	s / dishes (etc.) & ad	ccurate allergen informatior	records av	ailable on site.		
Food traceability records	available o	n site.							
Make a note of any problems / acti	on taken here:								
Tarasaratura Obrasla									
Temperature Checks		5.1. (T. 1.20			0 11 15 11 17	. ===00			
Delivery (Target 8°C)	T -	Fridge (Target 8°C		D14	Cooking / Reheating (Tar		Hot-Holding (Target 63°C)		
Product	Temp	Unit A	M	PM	Product	Temp	Product	Temp	
		1							
		2							
		3							
		4							
Make a parte of any analytima (aprilian taken have)									
Make a note of any problems / action taken here:									
Closing Checks									
All pre-cooked foods fully cooled, covered, date labelled & put in the fridge or freezer.									
					on its Use By date thrown a	vay.			
Fridges & freezers tempe	erature che	cked again / working	properly. F	ridge te	mperatures recorded above				
Food preparation areas & t	ouch points	are clean and disinfec	ted (work s	surfaces,	utensils, equipment, taps, do	or handles, s	witches etc.).		
Washing up finished.									
Dirty cleaning equipment	cleaned or	thrown away.							
Waste removed & new ba	gs put in th	e bins.							
Floors swept & clean.									
Premises secure & protec	ted against	pest entry.							
Make a note of any problems / acti	on taken here:								
Future Actions / Pursua lt C	Nh a a lua								
Extra Actions / Prove It C	necks				Make a note of any details here:				
Premises deep cleaning					- Indice of only details here.				
Special equipment (e.g. id	e machine)	cleaning							
Maintenance & Repairs									
Extra pest control measu	res								
Thermometer / fridge tem	perature ga	uge accuracy checks							
Hot food / chilling down fo	od Prove It t	emperature checks							
Loonfirm that all our acts	mothodo	uoro.	Partly		Name:				
I confirm that all our safe methods were Partly Name: followed & effectively supervised today. Fully Position:									
Add any notes or future reminde			i uliy		i Odition,				
, , , , , , , , , , , , , , , , , , , ,									

DAILY DIARY				Wedr	nesday		Date:	
Opening Checks								
	e) trained s	taff available all day.	Staff fit fo	or work. (Clean work clothes provided	/ being wor	n.	
Hot running water availab					, , , , , , , , , , , , , , , , , , ,		···	
				pad, BS	1276 or equivalent antibacte	rial spray e	tc.) materials provided.	
Premises clean & tidy. No			,	,		. ,	,	
Fridges & freezers temper			. Fridge te	mperatur	res recorded below.			
					pment in good working orde	er.		
Separate raw food prepar					·			
Food preparation areas, s	urfaces, ute	ensils & equipment cle	eaned / dis	sinfected				
Infra-red / probe thermon	neter(s), pro	obe wipes & spare ba	tteries pro	ovided.				
Up to date (accounting fo	r any new fo	ood supplies / recipes	s / dishes	etc.) & ad	ccurate allergen information	records av	ailable on site.	
Food traceability records	available on	ı site.						
Make a note of any problems / action	on taken here:							
Temperature Checks								
Delivery (Target 8°C)		Fridge (Target 8°C			Cooking / Reheating (Targ	get 75°C)	Hot-Holding (Target 63°C)	
Product	Temp	Unit A	M I	PM	Product	Temp	Product	Temp
		1						
		2						
		3						
		4						
5								
Make a note of any problems / action taken here:								
Closing Checks								
	acalad aaw	ared data labelled S	out in the	fridaa ar	froozor			
All other chilled S. frezen					on its Use By date thrown av			
					mperatures recorded above.			
					utensils, equipment, taps, doc		witches etc.)	
Washing up finished.	ouch points o	are clearrano disimec	teo (work s	sui ioces,	uterisiis, equiprilerit, taps, ooc	110110165, 5	witches etc.j.	
Dirty cleaning equipment	cloaned or t	hrown away						
Waste removed & new ba								
Floors swept & clean.	ys put iii tile	; OII 15.						
Premises secure & protect	tod against	oost ontry						
Fremises secure o protec	teo against	pest entry.						
Make a note of any problems / action	on taken here:							
7.								
Extra Actions / Prove It C	hecks							
Premises deep cleaning					Make a note of any details here:			
Special equipment (e.g. ic	e machine)	cleaning						
Maintenance & Repairs								
Extra pest control measur	es				1			
Thermometer / fridge temp		ge accuracy checks			1			
Hot food / chilling down for		,			-			
	-5							
I confirm that all our safe			Partly		Name:			
followed & effectively sup	ervised tod	ay.	Fully		Position:			
Add any notes or future reminder	s here:							

DAILY DIARY				Thur	sday	Date:			
Opening Checks									
Sufficient Level 2 (or abov	/e) trained s	staff available all day.	Staff fit fo	or work. (Clean work clothes provided	/ being woi	rn.		
Hot running water availab					•				
				pad, BS	1276 or equivalent antibacte	erial spray e	tc.) materials provided.		
Premises clean & tidy. No signs of pest activity.									
Fridges & freezers temperature checked / working properly. Fridge temperatures recorded below.									
Other important (e.g. cooking, reheating, hot holding, blast chilling etc.) equipment in good working order.									
Separate raw food prepar	ation area(s) & equipment provi	ded.						
Food preparation areas, surfaces, utensils & equipment cleaned / disinfected.									
Infra-red / probe thermor	neter(s), ρr	obe wipes & spare ba	tteries pro	ovided.					
Up to date (accounting fo	r any new f	ood supplies / recipe	s / dishes (etc.) & ad	ccurate allergen informatior	ı records av	ailable on site.		
Food traceability records	available o	n site.							
Make a note of any problems / acti	on taken here:								
Tamaged was Charles									
Temperature Checks		5.1. (T. 1.20			0 11 15 11 17	. ===00			
Delivery (Target 8°C)	T -	Fridge (Target 8°C		D14	Cooking / Reheating (Tar		Hot-Holding (Target 63°C	1	
Product	Temp		M F	PM	Product	Temp	Product	Temp	
		1							
		2							
		3							
		4							
Make a note of any eroblems / action taken here:									
Make a note of any problems / action taken here:									
Closing Checks									
All pre-cooked foods fully	cooled, cov	ered, date labelled &	put in the f	fridge or	freezer.				
					on its Use By date thrown a	way.			
Fridges & freezers tempe	rature ched	cked again / working	properly. F	ridge te	mperatures recorded above				
Food preparation areas & t	ouch points	are clean and disinfec	ted (work s	surfaces,	utensils, equipment, taps, do	or handles, s	witches etc.).		
Washing up finished.									
Dirty cleaning equipment	cleaned or	thrown away.							
Waste removed & new ba	gs put in th	e bins.							
Floors swept & clean.									
Premises secure & protec	ted against	pest entry.							
Make a note of any problems / acti	on taken here:								
Forture Austriana / Process It C	No o o lo o								
Extra Actions / Prove It C	necks				Make a note of any details here:				
Premises deep cleaning					- Indice of only details here.				
Special equipment (e.g. id	e machine)	cleaning							
Maintenance & Repairs					_				
Extra pest control measu	res								
Thermometer / fridge tem	perature ga	uge accuracy checks							
Hot food / chilling down fo	od Prove It t	emperature checks							
Loonfirm that all our acts	mothodo	uoro.	Partly		Name:				
I confirm that all our safe methods were Partly Name: followed & effectively supervised today. Fully Position:									
Add any notes or future reminde			i uliy		i odition.				
, , , , , , , , , , , , , , , , , , , ,									

DAILY DIARY				Frida	у		Date:			
Opening Checks										
Sufficient Level 2 (or abov	e) trained s	staff available all day.	. Staff fit f	or work. (Clean work clothes provided	/ being woi	n.			
Hot running water availab										
				g pad, BS	31276 or equivalent antibacte	rial spray e	tc.) materials provided.			
Premises clean & tidy. No signs of pest activity.										
Fridges & freezers temperature checked / working properly. Fridge temperatures recorded below.										
Other important (e.g. cooking, reheating, hot holding, blast chilling etc.) equipment in good working order.										
Separate raw food preparation area(s) & equipment provided.										
Food preparation areas, s	Food preparation areas, surfaces, utensils & equipment cleaned / disinfected.									
Infra-red / probe thermon	neter(s), pr	obe wipes & spare ba	ətteries pr	ovided.						
Up to date (accounting fo	r any new f	ood supplies / recipe	s / dishes	etc.) & a	ccurate allergen information	records av	ailable on site.			
Food traceability records	available oı	n site.								
Make a note of any problems / action	on taken here:									
T										
Temperature Checks										
Delivery (Target 8°C)	Τ_	Fridge (Target 8°C		D14	Cooking / Reheating (Targ		Hot-Holding (Target 63°C	1		
Product	Temp		M	PM	Product	Temp	Product	Temp		
		1								
		2								
		3								
		4								
5										
Make a note of any problems / action taken here:										
Closing Checks										
All pre-cooked foods fully cooled, covered, date labelled $\&$ put in the fridge or freezer.										
					on its Use By date thrown av	vay.				
Fridges & freezers tempe	rature ched	cked again / working	properly.	Fridge te	mperatures recorded above					
Food preparation areas & t	ouch points	are clean and disinfed	cted (work	surfaces,	utensils, equipment, taps, doc	or handles, s	witches etc.).			
Washing up finished.										
Dirty cleaning equipment	cleaned or t	thrown away.								
Waste removed & new ba	gs put in the	e bins.								
Floors swept & clean.										
Premises secure & protec	ted against	pest entry.								
Make a note of any problems / action	on taken here:									
Extra Actions / Prove It C	hecks				Make a pate of any dataile have					
Premises deep cleaning					Make a note of any details here:					
Special equipment (e.g. ic	e machine)	cleaning								
Maintenance & Repairs										
Extra pest control measur	es									
Thermometer / fridge temp	oerature gau	uge accuracy checks								
Hot food / chilling down fo	od Prove It t	emperature checks								
Loopfing that all			Partly		Name:					
followed C offratively expensioned today										
Add any notes or future reminder		-	Fully		Position:					
, not only notes of inture reminder	J 1161 C.									

DAILY DIARY				Satur	day	Date:		
Opening Checks								
Sufficient Level 2 (or abov	e) trained s	taff available all day	. Staff fit f	or work. C	Clean work clothes provided	/ being wor	n.	
Hot running water availab								
Sufficient hand washing &	cleaning (e	e.g. soap, paper tow	el, scourin	ıg ρad, BS	1276 or equivalent antibacte	rial spray et	tc.) materials provided.	
Premises clean & tidy. No	signs of pe	st activity.						
Fridges & freezers tempera	ature check	ed / working properly	/. Fridge to	emperatur	res recorded below.			
Other important (e.g. cool	king, reheat	ing, hot holding, bla	st chilling	etc.) equi	ipment in good working orde	er.		
Separate raw food prepara	ation area(s	s) & equipment prov	ided.					
Food preparation areas, s	urfaces, ute	ensils & equipment cl	eaned / di	sinfected				
Infra-red / probe thermon	neter(s), pro	obe wipes & spare b	etteries p	rovided.				
Up to date (accounting for	r any new fo	ood supplies / recipe	s / dishes	etc.) & ac	ccurate allergen information	records av	ailable on site.	
Food traceability records	available or	n site.						
Make a note of any problems / action	on taken here:							
Temperature Checks								
		Friday (Tarast 00)	.		Caalina / Dahaatina (Tau	- + 7E0C)	List Halding (Taxant C20C)	
Delivery (Target 8°C)	т	Fridge (Target 8°0		DM	Cooking / Reheating (Targ		Hot-Holding (Target 63°C)	
Product	Temp		ιM	PM	Product	Temp	Product	Temp
		1						
		2						
		3						
4								
5								
Make a note of any problems / action taken here:								
Closing Checks								
All pre-cooked foods fully o	cooled cove	ared date labelled &	out in the	fridge or t	froozor			
					on its Use By date thrown av	vav		
					mperatures recorded above			
					utensils, equipment, taps, doc		witches etc.)	
· '	Duch points	are clean and distilled	ceo (work	Surfaces,	uterisiis, equipriierit, taps, oot	or Harioles, s	witches etc.j.	
Washing up finished.	-1							
Dirty cleaning equipment								
Waste removed & new bag	gs put in the	e bins.						
Floors swept & clean.								
Premises secure & protect	.eo against	pest entry.						
Make a note of any problems / actio	on taken here:							
Tione of the or only problems / botte	on token here.							
Extra Actions / Prove It C	hecks							
Premises deep cleaning					Make a note of any details here:			
Special equipment (e.g. ic	e machine)	cleaning			-			
Maintenance & Repairs		_			-			
·	es				-			
Extra pest control measures Thermometer / fridge temperature equipe accuracy checks								
Thermometer / fridge temperature gauge accuracy checks								
Hot food / chilling down food Prove It temperature checks								
I confirm that all our safe	methods w	ere	Partly		Name:			
followed & effectively supervised today. Fully Position:								
Add any notes or future reminder	s here:		1	ļ				

DAILY DIARY				Sund	әу	Date:			
Opening Checks									
Sufficient Level 2 (or abov	e) trained s	taff available all dav.	Staff fit f	or work. (Clean work clothes provided	/ beina wor	n.		
Hot running water availab					·	3			
Sufficient hand washing 8	cleaning (e	e.g. soap, paper towe	el, scourin	g pad, BS	1276 or equivalent antibacte	rial spray e	tc.) materials provided.		
Premises clean & tidy. No			·	<u> </u>	·		· ·		
Fridges & freezers temper	ature check	ed / working properly	. Fridge te	emperatu	res recorded below.				
					ipment in good working orde	er.			
Separate raw food prepar	ation area(s	s) & equipment provi	ded.						
Food preparation areas, s				sinfected					
Infra-red / probe thermon	neter(s), pro	obe wipes & spare ba	etteries pi	ovided.					
					ccurate allergen information	records av	ailable on site.		
Food traceability records	available on	ı site.							
Make a note of any problems / action	on taken here:								
Temperature Checks					1		1		
Delivery (Target 8°C)	1	Fridge (Target 8°C	;)		Cooking / Reheating (Targ	get 75°C)	Hot-Holding (Target 63°C))	
Product	Temp	Unit A	М	PM	Product	Temp	Product	Temp	
		1							
		2							
		3							
		4							
5									
Make a note of any problems / action taken here:									
Closing Checks									
	acalad acus	arad data laballad C	out in the	fridaaar	franzar				
All other chilled S freezen						way.			
				-	on its Use By date thrown av mperatures recorded above	-			
					utensils, equipment, taps, doc		witches etc.)		
Washing up finished.	ouch points (are clearrario disirilec	ieo (work	Suridces,	uterisiis, equiprilerit, taps, oot	JI 110110165, 5	witches etc.j.		
3 1	alaanad ar t	brown away							
Dirty cleaning equipment									
Waste removed & new bag	ys put in the	e OITIS.							
Premises secure & protect	tod against	oost ontry							
Fremises secure o protect	teo against	pest entry.							
Make a note of any problems / action	on taken here:								
,,									
Extra Actions / Prove It C	hecks								
Premises deep cleaning					Make a note of any details here:				
Special equipment (e.g. ic	e machine)	cleaning			1				
Maintenance & Repairs					1				
Extra pest control measur	res				1				
Thermometer / fridge temp		ine accuracy checks			-				
Hot food / chilling down for		<u> </u>			1				
THE TOOUT GIRMING DOWN TOO	JJ I IUVE II IE	Simpororuie offects							
I confirm that all our safe	methods we	ere	Partly		Name:				
followed & effectively sup	ervised tod	ay.	Fully		Position:				
Add any notes or future reminder	rs here:								
1									

MANAGEMENT / WEEKLY REVIEW

As the person in charge of this pack, take time during the week to walk around the business & observe whether there are any problems / whether the business' safe methods are being followed in practice? Write the details of any problems & what you did about them below.

Also look back over the last week's diary entries. If there was a serious problem or recurrent issue (i.e. an issue that has occurred more than once), make a note of it here, find out why & record what you did to resolve it.

Please remember: this review requires completion even if no problems have been found.

Did you observe any serious problems or recurrent issues?

Yes

No

DETAILS

Damage to paintwork on ceiling above prep area.

Staff member observed not washing hands after handling raw meat

Deep cleaning required in pot wash area.

Delivery taken without being checked.

Staff member observed decanting peanuts into wrong

WHAT YOU DID ABOUT IT?

Reported paintwork for repair.

Safe method retraining to be provided to staff regarding checking deliveries, hand washing & handling of allergenic foods.

Deep cleaning completed in pot wash area & added to cleaning

Deep cleaning completed in pot wash area & added to cleaning schedule.

SAFE METHOD	CHECK LIST			
Have you reviewed your safe methods?	Yes	No	N/A	
Has the business' allergen information been updated to reflect any menu, ingredient or supplier changes etc?	Yes	No	N/A	
Have there been any premises, equipment, process or staffing changes which could affect the business' safe methods?	Yes	No	N/A	
Have any new suppliers been recorded with contact information?	Yes	No	N/A	
Have any cleaning / disinfection materials been changed? Does the business' cleaning schedule require updating?	Yes	No	N/A	
Have any new staff been trained on the business' safe methods?	Yes	No	N/A	
Do any existing staff require safe method refresher training?	Yes	No	N/A	
Are any extra opening or closing checks required?	Yes	No	N/A	
If any food complaints have been received, have they been investigated & the business' safe methods reviewed?	Yes	No	N/A	
Have the business' thermometers been calibrated in the last 4 weeks & the results recorded?	Yes	No	N/A	
Have any extra checks been completed & recorded?	Yes	No	N/A	
Are regular prove it checks being completed & recorded?	Yes	No	N/A	

ADDITIONAL DETAILS

Allergen matrix updated & new recipe sheets completed for lasagne & apple crumble specials. Cleaning schedule updated to include daily cleaning of pot wash area. Chef A requires retraining on food allergies, stock control & deliveries (planned for tomorrow & will be signed off on training record). Staff reminded of importance of keeping records. Daily system of temperature control checks & records to be trialled next week.

Name:	Position:	Date:

MANAGEMENT / WEEKLY REVIEW

As the person in charge of this pack, take time during the week to walk around the business & observe whether there are any problems / whether the business' safe methods are being followed in practice? Write the details of any problems & what you did about them below.

Also look back over the last week's diary entries. If there was a serious problem or recurrent issue (i.e. an issue that has occurred more than once), make a note of it here, find out why & record what you did to resolve it.

Please remember: this review requires completion even if no problems have been found.

Did you observe any serious problems or recurrent issues?

Yes

No

DETAILS		WHAT YOU DID ABOUT IT?				
SAFE METHOD			<u> </u>	CHECK L	IST	
Have you reviewed your safe methods?			Yes	No	N/A	
Has the business' allergen information beeingredient or supplier changes etc?	en updated to reflect a	iny menu,	Yes	No	N/A	
Have there been any premises, equipment which could affect the business' safe meth	hanges	Yes No		N/A		
Have any new suppliers been recorded wit	?	Yes	No	N/A		
Have any cleaning / disinfection materials business' cleaning schedule require updati	the	Yes	No	N/A		
Have any new staff been trained on the bu	siness' safe methods?	?	Yes	No	N/A	
Do any existing staff require safe method i	refresher training?		Yes	No	N/A	
Are any extra opening or closing checks re	equired?		Yes	No	N/A	
If any food complaints have been received the business' safe methods reviewed?	, have they been inves	stigated &	Yes	No	N/A	
Have the business' thermometers been caresults recorded?	librated in the last 4 w	veeks & the	Yes	No	N/A	
Have any extra checks been completed &	recorded?		Yes	No	N/A	
Are regular prove it / daily temperature chec	ks being completed & ।	recorded?	Yes	No	N/A	
ADDITIONAL DETAILS						
ASSITIONAL DETAILS						
Name:	Position:			Date:		
				_ 3.3.		