

FOOD SAFETY

Record Book

Meeting the Requirements of
Food Safety Standard 3.2.2A and the *Food Act 2006*



Livingstone
SHIRE COUNCIL

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INTRODUCTION

Welcome to the Livingstone Shire Council Food Safety Record Book.

This record book has been developed to assist licensed food businesses in maintaining clear and consistent food safety records in accordance with the requirements of the *Food Act 2006* and the Food Safety Standards Australia New Zealand.

Keeping accurate food safety records is an important part of operating a safe and compliant food business. These records help demonstrate that food is being received, stored, prepared, cooked, displayed and handled safely, while also supporting good hygiene and food handling practices within your business.

This booklet includes a range of practical templates and logs to assist with documenting day-to-day food safety activities, including temperature monitoring, cleaning and sanitising, staff training, pest control and illness reporting.

Food businesses are encouraged to review their records regularly and ensure all staff understand the importance of safe food handling practices. Maintaining accurate records can also assist during routine inspections, audits and investigations.

Records must be kept onsite for a minimum of 3 months, although keeping records for longer periods is advised to track activities over time, identify trends or potential issues.



If your business details, Food Safety Supervisor or accredited Food Safety Program require updating, please scan the QR code to access the Application for Amendment of Food Business Licence Form.

FOR FURTHER INFORMATION PLEASE CONTACT

Livingstone Shire Council Environmental Health Team

Email: health@livingstone.qld.gov.au

Phone: 1300 790 919

Website: <https://www.livingstone.qld.gov.au/Food-Safety>

APPROVED FOOD SUPPLIER LIST / AGREEMENT

[illegible]

Manager approved (sign here):

Date:

INCOMING GOODS RECORD

Date	Time	Supplier Name or Number ¹	Product	Temp °C	Visual Check	Accept or Reject	Storage Area	Corrective Action	Checked By

****Reject food that does not pass the visual check or is not delivered at the required temperature****

1 Refer to Approved Food Suppliers List - If you receive bulk orders that already have an itemised receipt, you may attach the receipt (or a copy) to this record sheet and then complete only summary details in this record.

Temperature Information

- frozen foods must be solid and not partly thawed
- cold foods must be delivered at 5°C or below
- hot foods must be delivered at 60°C or above

Visual Check

- delivery vehicles must be clean, not carrying chemicals or other contaminants in the same area as food
- use by date – foods past this date are prohibited from being sold
- best before date – foods past this date can be sold provided the food is not damaged, deteriorated or perished
- labelling must include the name of food, name and address of supplier, lot identification
- packaging must not be damaged, deteriorated, perished or appropriate material
- pest contamination – food must not contain droppings, eggs, webs, feathers, etc
- foreign objects – food must not contain dirt, metal, hair, etc

Designated Storage Areas - The incoming goods should be stored in the relevant areas as soon as possible, these include:

- refrigerators, freezers or cool rooms
- dry storage
- heating equipment such as bain maries or display units

Manager approved (sign here):

Date:

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Date	Time	Supplier Name or Number ¹	Product	Temp °C	Visual Check	Accept or Reject	Storage Area	Corrective Action	Checked By

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Date:

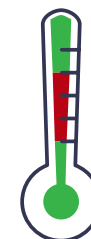
FOOD STORAGE TEMPERATURES

Week starting: / /		Record temperature (°C)													
		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
ID	Test location	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
A															
B															
C															
D															
E															
F															
Corrective action:															

REMEMBER: Use an accurate digital probe thermometer when testing temperature.

- The jar method is the best way to measure temperature as the jar stays in the same place at a stable temperature.
- Allow the temperature reading to stabilise for 10 seconds before recording the temperature in the log book.
- Check thermometer accuracy monthly using the ice method.

SCAN THE
QR CODE
to watch a video
on the ice method



Hot food must be held or displayed at **60°C or above**.



Hazardous zone food should be stored between **5°C - 60°C**.



Cold food must be stored or displayed at **5°C or below**.

Manager approved (sign here):

Date:

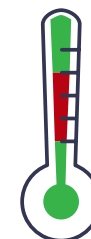
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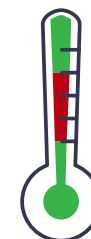
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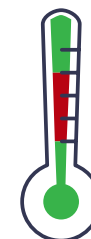
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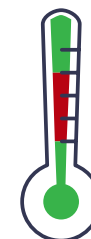
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DISPLAY TEMPERATURE RECORDS

Week starting:		Record temperature (°C)														Notes
/ /		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		
Equipment		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	

Corrective Actions		
Date	Corrective Action Taken	Checked By

Use a clean, sanitised thermometer to check the temperature of the food or food substitute (bottle of water)
 Cold Foods should be stored at 5°C or below
 Hot Foods stored at 60°C or above
 If food is found to be stored at incorrect temperature record the corrective action taken.

Temperature Requirements

- frozen foods must be solid and not partly thawed
- cold foods must be stored at 5°C or below
- hot foods must be stored at 60°C or above.

Visual Check

- raw foods must be stored below ready to eat or cooked foods to prevent cross contamination
- use by date – foods past this date are prohibited from being sold or used to make other products
- best before date – foods past this date can be sold provided the food is not damaged, deteriorated or perished
- packaging must not be damaged, deteriorated or perished
- food must be stored covered to protect it from contamination
- pest contamination – food must not contain droppings, eggs, webs, feathers, etc
- foreign objects – food must not contain dirt, metal, hair, etc.

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Manager approved (sign here):

Date:

COOKING AND COOLING LOG

Date	Food	Cooked Food Core Temp	Cooling Start		Cooling @2hrs		≤21°C within 2hrs	Cooling @ 4hrs		Cooling @ 6hrs		5°C or below within 6hrs	Corrective Actions	Checked by
			Time	Temp	Time	Temp	Y/N	Time	Temp	Time	Temp	Y/N		

Use a clean, sanitised thermometer to check the temperature of the food

Food must be thoroughly cooked to ≥75°C by checking the thickest part.

Potentially hazardous foods must be cooled from 60°C to 21°C within 2 hours, then from 21°C to 5°C or below a further 4 hours

Manager approved (sign here):

Date:

COOKING AND COOLING LOG

[illegible]

Use a clean, sanitised thermometer to check the temperature of the food

Food must be thoroughly cooked to $\geq 75^{\circ}\text{C}$ by checking the thickest part.

Potentially hazardous foods must be cooled from 60°C to 21°C within 2 hours, then from 21°C to 5°C or below a further 4 hours

Manager approved (sign here):

Date:

RICE ACIDIFICATION

Date	Time	Amount of Rice	pH of rice (should be no greater than 4.8)	Comments or new amount of vinegar (per kg of rice) added to alter pH to below 4.8

The addition of vinegar to rice produces an acidic environment discouraging the growth of food poisoning bacteria. To prevent the growth of bacteria, the pH of the rice needs to be maintained at 4.6 or lower. pH levels higher than this provide a better environment for the bacteria to grow. It is important that the pH of rice is tested regularly with a pH meter or strips. Results of these tests should be recorded in a pH log. If the pH of the rice is too high, it is important to either decrease the pH if you are able to do so or discard the product if it has been above 5°C for more than 4 hours.

The acidity of the rice also assists in protecting the other ingredients in the sushi products from bacterial growth.

Temperature control

Even with the acidified rice, sushi is still considered a potentially hazardous food. This is due to the other ingredients that are used in sushi including raw and cooked seafood and chicken. As such, it is important to ensure that all sushi is maintained under temperature or time control.

Ideally all sushi should be maintained at 5°C or below. If sushi is to be stored or displayed at temperatures between 5°C and 60°C a documented time control system should be in place to ensure the '4 hour/2 hour' rule is being effectively applied. This rule states:

- any potentially hazardous food out of temperature control for a total of less than 2 hours, must be refrigerated or used immediately
- any potentially hazardous food out of temperature control for a total of longer than 2 hours but less than 4 hours, must be used immediately
- any potentially hazardous food out of temperature control for a total of 4 hours or more must be discarded.

Due to the acidification of rice, some sushi can be stored outside of temperature control above 5°C. The NSW Food Authority conducted a study modelling food poisoning bacteria with the potential to impact the safety of unrefrigerated sushi. The study concluded that sushi should never be stored or displayed at temperatures above 25°C for longer than 4 hours.

Manager approved (sign here):

Date:

THE 4 HOUR AND 2 HOUR RULE

Food Description	Date	Time Out ¹	Activity	Time In ²	Total Time	Corrective Action

1 Time out of temperature and 2 time into temperature control

Food Safety Standard 3.2.2 Clause 7(3)

As a general rule, the time ready to eat potentially hazardous food can be at temperatures between 5°C and 60°C is 4 hours. The optimum temperature for the growth of Pathogens is 40°C.

Temperature Control

- Maintain potentially hazardous food at the correct temperature being 5°C or below / 60°C or above. If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.
- Remember when using the 4 Hour / 2 Hour Guide that the time are cumulative and each period that food is kept between 5°C and 60°C has to be added up to reach a total time.

Corrective Actions

- Potentially hazardous food that has been kept between 5°C and 60°C for less than two hours must be refrigerated or used immediately.
- Potentially hazardous food that has been kept between 5°C and 60°C for longer than two hours but less than four hours must be used immediately.
- Potentially hazardous food that has been kept between 5°C and 60°C for longer than four hours must be disposed of or destroyed.

Manager approved (sign here):

Date:

CLEANING AND SANITISING SCHEDULE - DAILY

[illegible]

Manager approved (sign here):

Date:

CLEANING AND SANITISING SCHEDULE - DAILY

[illegible]

Manager approved (sign here):

Date:

CLEANING AND SANITISING SCHEDULE - DAILY

[illegible]

Manager approved (sign here):

Date:

CLEANING AND SANITISING SCHEDULE - DAILY

[illegible]

Manager approved (sign here):

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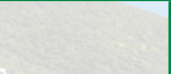
CLEANING AND SANITISING SCHEDULE - DAILY

[illegible]

Manager approved (sign here):

Date:

CLEANING AND SANITISING SCHEDULE - WEEKLY

Weekly Cleaning and Sanitising		Month _____				
Area / Equipment to be cleaned	Responsible Person	Completed				
		Week 1	Week 2	Week 3	Week 4	Week 5
						
						
						
						
						

Manager approved (sign here):

Date:

CLEANING AND SANITISING SCHEDULE - MONTHLY / QUARTERLY

[illegible]

Manager approved (sign here):

Date:

CLEANING AND SANITISING PROCEDURE

Item / Equipment	How Often	Cleaning Method	Sanitising Method	Responsibility	Comments

Manager approved (sign here):

Date:

STAFF INDUCTION AND TRAINING RECORD

Staff Name	Date	Details of Instructions / Training Conducted	Checked By

Under the Food Act 2006, all food handlers must have appropriate skills and knowledge in food safety and food hygiene relevant to their work activities. Livingstone Shire Council recommends the free *DoFoodSafely* online training program as an introduction to food safety principles for food handlers in commercial settings. **Scan the QR code to access the seven modules of training and obtain a Certificate of Completion recognised across Australia** →

Training records and certificates should be retained on-site and be available upon request. Food businesses must also keep a copy of their Food Safety Supervisor qualification on-site. Food Safety Supervisor certification must be renewed every five years through a Registered Training Organisation (RTO). If the nominated Food Safety Supervisor leaves the business, a replacement must be appointed within 30 days.

Record all staff inductions, training activities and qualifications in the register above. Further information regarding this is available on the following page.



Manager approved (sign here):

Date:

PEST CONTROL RECORD

Date	Area checked / Treated	Pests Evident	Corrective Action	Checked By

Internal inspections conducted by your food business every 4-6 weeks and external inspections / treatments conducted by a Pest Control Operator every 3 months

Manager approved (sign here):

Date:

STAFF ILLNESS AND ACCIDENT RECORD

[illegible]

Staff should not return to food handling practices until they have received medical clearance

Manager approved (sign here):

Date:

We're here to help...

Livingstone Shire Council's Environmental Health Officers are there to ensure food businesses comply with the Food Act and Food Safety Standards. They can also provide advice and assistance to business owners. Should you require any posters, fact sheets, pamphlets or advice on any aspect of food safety please do not hesitate to contact your Environmental Health Officers for advice on 1300 790 919 or health@livingstone.qld.gov.au

To maintain strong food safety outcomes



- **Train staff regularly**

All food handlers require formal training, we suggest [DoFoodSafely](https://www.dofoodsafely.com.au)



- **Maintain effective cleaning and sanitising systems**

Remember to only use food grade sanitisers for surfaces that come into contact with foods



- **Let us know of significant menu changes or alterations to your premises**

Email us with details and we'll advise if any forms are required or if fees apply:

Health@livingstone.qld.gov.au or on our website: www.livingstone.qld.gov.au/Food-Safety



- **Download a copy of this booklet or individual record templates**

Print this booklet once a month for easy record keeping. Downloadable on our website:

www.livingstone.qld.gov.au/Food-Safety

**Food safety isn't about passing an inspection
it's about doing it right, every day.**



Livingstone
SHIRE COUNCIL