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| **All – in – One Daily Record** |

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| **Food delivery record** | | | | | | | | |
| **Date** | **Time** | **Food item**  **(high risk ready-to-eat foods only)** | **Supplied by** | **Use by date** | **Temp\*C** | **Comments** | **Name** | **signature** |
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NOTES:

1. For large deliveries monitor a sample of one or two products from that delivery.
2. Chilled food – Max 8\*C, Hot food Minimum 63\*C

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| **Temperature of fridge/ cold room/ display chill \*** | | | | | | | | | | | | |
| **Unit**  **name** |  | |  | |  | |  | |  | | **Comments** | **signature** |
| **Date** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** |  |  |
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NOTE:

1. Temperature of food must not exceed 8\*C.
2. Recommended to check fridge’s at least twice daily.

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| **Cooking / Cooling / Reheating Records** | | | | | | | | | | | | |
|  | | **Cooking\*** | | | | **Cooling\*** | | | **Reheating\*** | | | **Comments** |
| **Date** | **Food** | **Time started cooking** | **Time finished cooking** | **Core temp.** | **Initials** | **Date** | **Time in fridge / chiller** | **Initials** | **Date** | **Core temp.** | **Initials** |  |
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NOTES:

1. Core temperature above 75\*C.
2. It is not necessary to record the time started cooking, if the core temperature is checked.

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| **Hot food display record** | | | | | | | |
| **Date** | **Food item** | **Time into hot hold** | **Core temp after 2 hrs** | **Core temp after 4 hrs** | **Core temp after 6 hrs** | **Comments** | **Signature** |
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NOTES:

1. For food to be held hot for more than 2 hours.
2. Hot food Minimum 63\*C

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| **Supervisor check / date** |  |  |  |  |  |
| **initials** |  |  |  |  |  |