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This form may be completed daily and used as an alternative to the individual records: ' SC1 – Food Delivery ' , ' SC2 – ' Fridge/Cold Room/Display Chill Temperature' , ' SC3 – Cooking/Cooling/Reheating ' and ' SC4 – Hot Hold/Display'

Date:.....

FOOD DELIVERY RECORDS					
FOOD ITEM (High Risk Ready-to-eat foods only)	**SUPPLIED BY**	**CHECK USE BY DATE**	**TEMP *°C**	**COMMENTS/ACTION**	**SIGN**

***Chilled food: max. 8°C; Hot Food: minimum 63°C**

FRIDGE/COLD ROOM/DISPLAY CHILL TEMPERATURE RECORDS													
TEMPERATURE OF FRIDGE/COLD ROOM/DISPLAY CHILL* (insert name or number of units in shaded boxes)												**COMMENTS/ACTION**	**SIGN**
AM	**PM****	**AM**	**PM****	**AM**	**PM****	**AM**	**PM****	**AM**	**PM****	**AM**	**PM****		

***Some businesses may wish to record freezer temperatures.**

****It is recommended that fridge temperatures are checked at least once per day. Some businesses may wish to check fridges more frequently.**

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COOKING/COOLING/REHEATING RECORDS											
	COOKING				COOLING			REHEATING			
FOOD	TIME STARTED COOKING**	TIME FINISHED COOKING	CORE TEMP.	SIGN (initials)	DATE	TIME INTO FRIDGE/ BLAST CHILL/ FREEZER	SIGN (initials)	DATE	CORE TEMP.	SIGN (initials)	COMMENTS/ACTION

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

HOT HOLD/DISPLAY RECORDS (For Food To Be Held Hot For More Than 2 Hours)						
FOOD	TIME INTO HOT HOLD	CORE TEMP* (After 2 hours on display)	CORE TEMP* (After 4 hours on display)	CORE TEMP* (After 6 hours on display)	COMMENTS/ACTIONS	SIGNED

* Keep hot food above 63˚C.

Manager/Supervisor check on	/ /	Initials	

COMMENTS:.....