

Food Business Guidelines

Design, operation and construction



Contents

1. Introduction	3
2. Legislation	3
3. Definitions	3
4. Risk Classification and Inspection Frequency	3
5. Fees	3
6. City Requirements	4
6.1 Planning Services	4
6.2 Building Services	4
6.3 Health Services	4
6.4 Approval Of Plans	5
6.5 Final Inspection	5
6.6 Food Business Registration and Annual Inspection Fee	5
7. State Government Departments	6
7.1 Department Of Racing, Gaming and Liquor (RGL)	6
7.2 Department Of Water and Environment Regulation (DWER)	6
7.3 Western Power and Alinta Gas	6
7.4 Water Corporation	6
8. Design and Construction	7
8.1 General Requirements	7
8.2 Toilet Facilities	8
9. Operational Requirements	9
9.1 Temperature Measuring	9
9.2 Cleaning And Sanitising	9
9.3 Animals And Pests	10
9.4 Food Safety Training	10
10. Food Vehicles	10
10.1 Food Transport Vehicles	10
10.2 Mobile Food Vehicles	10
11. Food Service to Vulnerable Persons	11
12. Residential Food Preparation	11
13. Contact Details	11

1. Introduction

This information is provided as a general guide for owners, proprietors, architects and/or builders who intend to design, construct/fit-out and operate a food premises or food vehicle within the City of Kalamunda. This guide also details the process for approval and registration of a food business within the City of Kalamunda.

Prior to commencement of any work, it is recommended that an on-site meeting be held with an Environmental Health Officer to discuss your proposal.

2. Legislation

Food businesses are currently governed by the following state-wide legislation:

- Food Act 2008
- Food Regulations 2009
- Food Safety Standards (Chapter 3)

Copies of the legislation can be downloaded at the State Law Publisher website www.slp.wa.gov.au and at the FSANZ website www.foodstandards.gov.au

Australian Standard (AS 4674-2004) *Design, construction and fit-out of food premises* can provide you with good detail and advice on your proposed food business. This document is copyrighted.

3. Definitions

"Food Business" means a business, enterprise or activity (other than a business, enterprise or activity that is primary food production) that involves –

- a. the handling of food intended for sale; or
- b. the sale of food, regardless of whether, subject to section 6, the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

4. Risk Classification and Inspection Frequency

The City of Kalamunda uses a risk-based classification system for food businesses which is determined by the type of food prepared and who the food is prepared for (e.g. elderly people and children). Risk classification determines the initial inspection frequency but this may be altered by the outcome of the routine inspections i.e. if the inspection result is good, then the inspection frequency is lessened. If the inspection result is sub-standard then more frequent inspections of the business may be undertaken.

Food businesses are classed into:

- Very low risk eg. news agencies selling packaged confectionery
- Low risk eg. bars selling beverages
- Medium Risk eg. most cafes and restaurants will fall into this category
- High Risk eg. food catering business

5. Fees

Food businesses are charged a one-off registration fee and then an annual food business surveillance fee. The inspection fee is valid from 1 July each year and invoicing occurs mid July.

The full yearly fee will be charged for businesses applying from 1 July. However, pro-rata fees may be charged dependant on the time of year the application is submitted.

For the current fee schedule please contact Health Services on 9257 9813.

6. City Requirements

6.1 Planning Services

The premises you have chosen may require planning approval and a Development Application may need to be submitted to ascertain suitability with the Local Planning Scheme in relation to zoning, parking and other issues. Also buildings within the City may have some historic importance. It is necessary to determine if the chosen premises is heritage listed before alterations are made.

Contact Planning Services on 9257 9999.

6.2 Building Services

You will be required to submit a Building Licence Application for:

- newly constructed premises;
- where cool rooms and exhaust canopies are to be installed; or
- where alterations may affect the structural integrity of the building.

Contact Building Services on 9257 9942.

6.3 Health Services

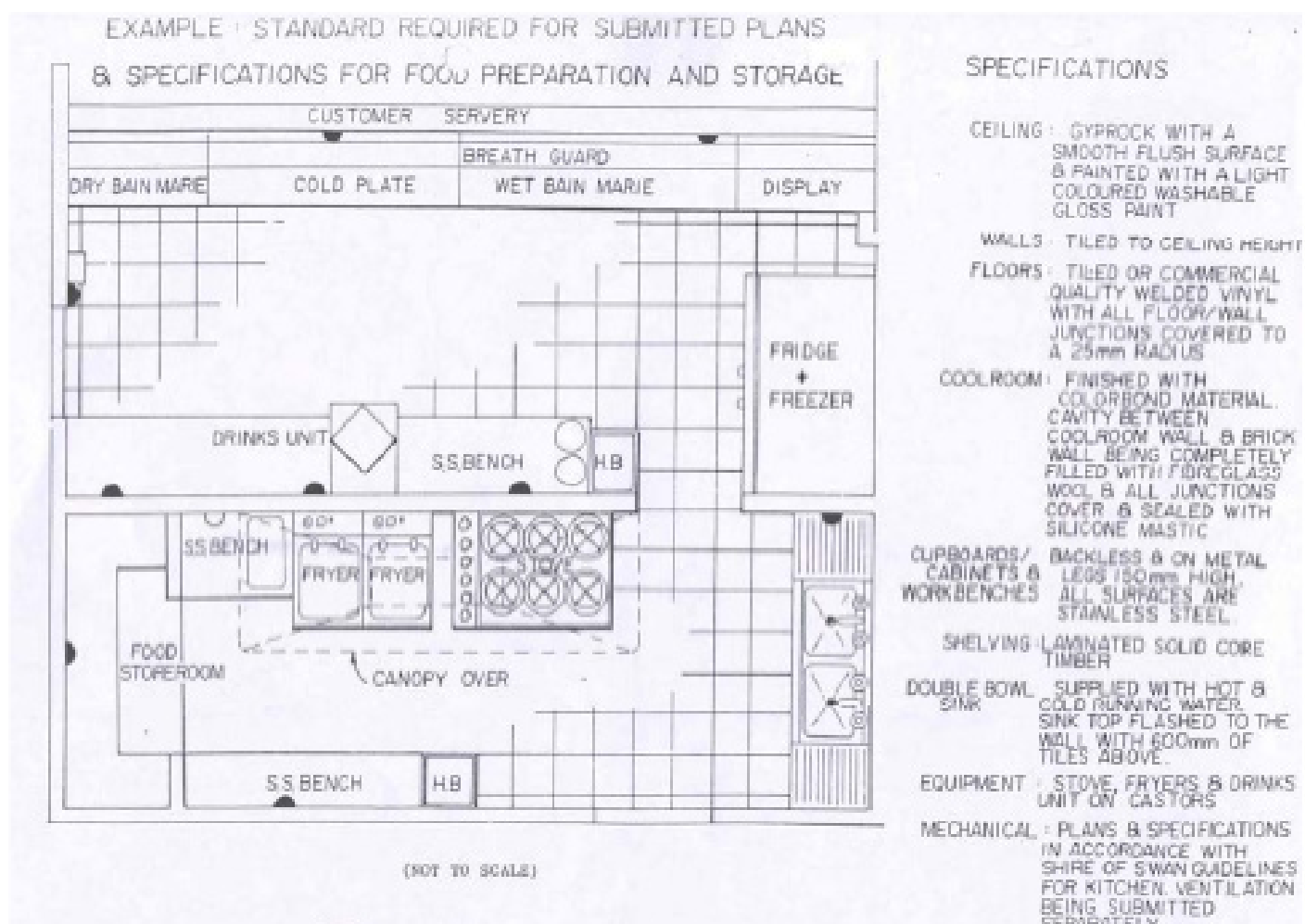
Before any new developments, alterations or extensions, approval must be obtained from Health Services, even where planning approval or a building licence is not required.

Your shop-fitter, draftsman or architect should be able to assist you with plans. The following must be submitted:

- a. Food Business Notification/Registration form;
- b. Two sets of drawings showing:
 - i. scale 1:50
 - ii. all dimensions
 - iii. floor plan
 - iv. sectional elevations through walls etc.
 - v. hydraulic plans of fresh water and waste water services
 - vi. mechanical exhaust ventilation plan
 - vii. finishes of every wall, floor and ceiling
 - viii. the position and type of every fixture, fitting and equipment
 - ix. toilet facilities
 - x. grease traps
 - xi. the estimated number of patrons.

NOTE: Submitted plans must be of a high quality that clearly shows all of the above details. This will help the City's Health Services assess the plans and approve the premises quicker which is both time beneficial for both you and the City.

The following diagram is an example of the standard required:



Contact Health Services on 9257 9813 for further information.

6.4 Approval of Plans

After the plans have been approved, one copy will be given back to you with "Health Conditions of Approval" attached. You can then commence the construction of the food premises but the conditions of approval must be complied with.

6.5 Final Inspection

Once construction is complete, you will need to contact Health Services to arrange for an Environmental Health Officer to undertake a final inspection for compliance with the approved plans and Conditions of Approval.

6.6 Food Business Registration and Annual Inspection Fee

After the food business has been approved you will be issued an approval letter together with an invoice for payment of your annual food business surveillance fee. After payment has been received you will be issued your food business registration certificate and receipt.

Registration of your food business occurs once and does not expire. The food business surveillance fee is issued annually.

Please note that failure to pay the food business surveillance fee will result in relevant action being taken and may include that cancellation of the food business's registration.

7. State Government Departments

7.1 Department of Racing, Gaming and Liquor (RGL)

Any premises selling alcohol must obtain a liquor licence. Applications can be obtained from RGL and will usually require a Section 39 certificate to be issued from Health Services. This involves an inspection of the premises to ensure compliance with relevant health legislation. There is a fee associated with this. Occasionally a Section 40 Certificate will need to be issued by Planning Services.

Phone: 9425 1888 **Email:** rgl@rgl.wa.gov.au

Website: www.rgl.wa.gov.au

Please contact Health Services for Section 39 application and Planning Services for a Section 40 application.

7.2 Department of Water, and Environment Regulation (DWER)

DWER deals with pollution such as noise, waste, water and air. Problems may arise due to noisy refrigeration motors and exhaust hood outlets. Consider neighbouring premises when installing such equipment. Sound levels created by the business must not exceed those in the *Environmental Protection (Noise) Regulations 1997*.

All food businesses are required to comply with the *Environmental Protection (Unauthorised Discharges) Regulations 2004* which requires that no discharge occurs to the environment. Measures such as having adequate drainage, refuse storage and waste fat and oil storage and collection assist in preventing environmental discharge.

Environmental Health Officers may issue infringements if a food business is found discharging chemicals, fats, oils etc. into the environment (eg. storm water drain).

Phone: 6467 5000 **Website:** www.der.wa.gov.au

7.3 Western Power and Alinta Gas

All electrical and gas fittings should be approved by Western Power and Alinta Gas and installed in accordance with the relevant regulations.

Western Power **Phone:** 9326 4911

Website: www.wpcorp.com.au

Alinta Gas **Phone:** 13 13 59

Website: www.alintacustomer.com.au

7.4 Water Corporation

Plumbing is to be carried out by a licensed plumber in accordance with the Metropolitan Water Supply, Sewerage and Drainage Board by-laws.

The Industrial Waste Section at the Water Corporation should be consulted for provision of grease traps. Most food premises where food preparation occurs will require a grease trap to be installed.

Phone: 13 13 95 **Website:** www.watercorporation.com.au

8. Design and Construction

8.1 General Requirements

The food premises must comply with the requirements of Food Safety Standard 3.2.3 – Food Premises and Equipment (FSS 3.2.3). For detailed information regarding appropriate standards that would be deemed to comply you should refer to the Australian Standard (AS 4674) *Design, construction and fit-out of food premises*. Where you are proposing an alternative to AS 4674 you must be able to demonstrate that the Food Safety Standard 3.2.3 will still be complied with.

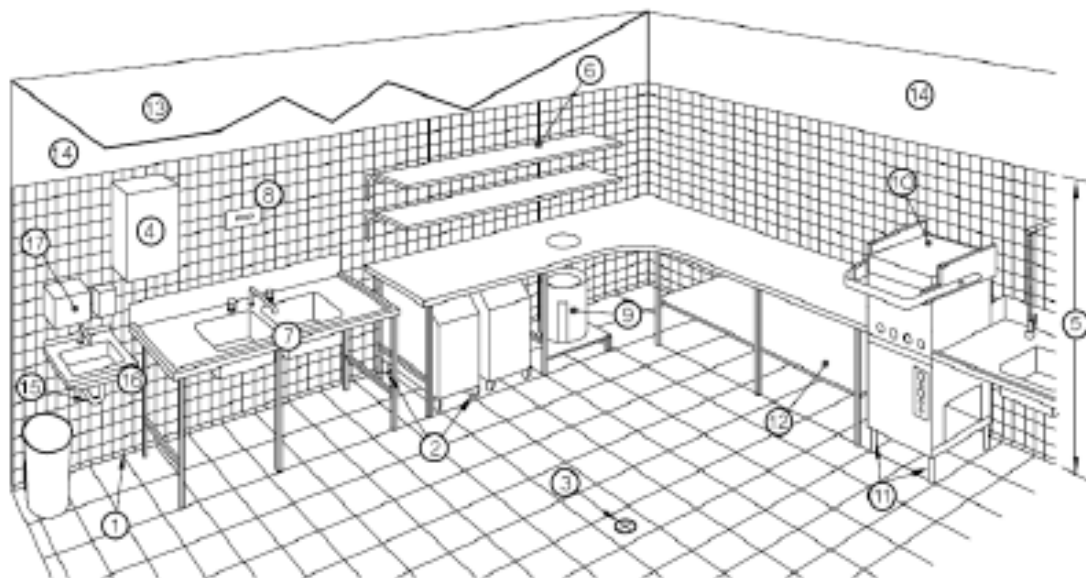
Your food business design must aim to:

- Exclude locations that may allow harbourage to vermin by such measures as eliminating cavities, cracks and crevices.
- Facilitate easy cleaning by measures such as providing open access to all surfaces where grease and dust may accumulate and ensuring that all surfaces are durable, smooth, impervious and washable.
- Allow the flow of food in one direction, from receipt, to storage, to preparation, to packing/serving/dispatch incorporating in the design process provision for safe food handling practices so that the risk of contamination is minimised.

Consider:

- Sufficient dining space, allowing of 1m² per person for dining area;
- Potential for future expansion. If in the future you wish to upgrade the type of food preparation, then you may also need to upgrade the premises to suit.
- The kitchen incorporating crockery/equipment/chemical/food storage, washing areas, wet and dry preparation areas, refrigeration and cooking areas.
- Separation of raw products and cooked/final products
- Sanitary conveniences for both staff and customers
- Space for change rooms and storage area for personal items

The following diagram is a guide to the typical layout:



LEGEND:

- | | |
|---|--|
| ① = Floor/wall coving | ⑩ = Dishwasher with temperature indicating device |
| ② = Castors to under bench storage | ⑪ = Legs 150 mm min. |
| ③ = Impervious floor graded and drained | ⑫ = Underside of support bracket 150mm to the finished floor surface |
| ④ = Hot water heater sealed to wall | ⑬ = Painted plasterboard ceiling |
| ⑤ = Walls tiled | ⑭ = Smooth cement rendering |
| ⑥ = Shelving 25 mm clear of wall | ⑮ = Water drainage pipes concealed into walls |
| ⑦ = Sink unit on metal frame | ⑯ = Hand basin, hot and cold water mixing set |
| ⑧ = Thermometer | ⑰ = Soap and towel dispenser |
| ⑨ = Garbage receptacle | |

8.2 Toilet Facilities

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 16	An appropriate number of toilets must be available for the use of food handlers.	Designated internal staff toilet containing: <ul style="list-style-type: none"> • Air lock and self closers; or • Single door, mechanical ventilation and self closer. • External staff toilet • External common room

- Sanitary conveniences are to be provided for both staff and patrons of each gender. Staff and patron facilities may be combined as long as there are enough facilities to cater for both as per the requirements of the Building Code of Australia.
- A disabled facility must be provided in newly constructed premises and may be required when alteration, additions or a change of use are undertaken on an existing property. Contact the City's Building Surveyors for further information prior to submitting an application.
- Sanitary conveniences must be equipped with both hot and cold water, liquid soap and single-use paper towels or a warm air drier.
- Gender identification signs are required on the toilet doors.
- Patron sanitary conveniences are generally only required when a food premises accommodates more than 20 persons.

Refer to the following table which is extracted from the Building Code of Australia for number of facilities required for staff and patrons of each gender.

Staff Facilities									
Number of	Toilets			Urinals			Hand-wash Basins		
Facilities	1	2	Each extra	1	2	Each extra	1	2	Each extra
Males	20	40	20	25	50	50	30	60	30
Females	15	30	15				30	60	30

Patron Facilities									
Number of	Toilets			Urinals			Hand-wash Basins		
Facilities	1	2	Each extra	1	2	Each extra	1	2	Each extra
Males	100	300	200	50	100	50	20	200	200
Females	25	50	50				50	150	200

NOTE: Where the number of male patrons exceeds 250, not less than 5 urinals must be provided plus one additional urinal for every additional 100 in excess of 250. Where the number of female patrons exceeds 250, not less than 6 closet fixtures must be provided plus one additional closet fixture for every 100 females in excess of 250. If not more than 10 persons are employed a unisex toilet facility may be provided.

9. Operational Requirements

9.1 Temperature measuring

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 6 Clause 22	<ul style="list-style-type: none">A food premises must have a temperature measure device that can accurately measure the temperature of potentially hazardous food to +/- 1°C.Daily temperature logs for all freezers, refrigerators and bain-maries must be kept.	<ul style="list-style-type: none">Thermostat and gauge provided on all units; ANDSingle mobile device per premises (ie. Probe thermometer)

9.2 Cleaning and Sanitising

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 20	<p>All equipment and utensils must be kept in a clean and sanitary state.</p> <p>Heat and/or chemicals must be applied to equipment and utensils so that the number of micro-organisms on the surface has been reduced to a level that;</p> <ul style="list-style-type: none">Does not compromise the safety of the food which it may come in contact with; andDoes not permit the transmission of infectious disease.	<ul style="list-style-type: none">CleaningSink (water at 54°C and detergent);Dishwasher (water at 75°C or water at 54°C and detergent);Glass washer (water at 54°C and detergent).SanitisingChemical sanitizerWater at 77°C for hot water sanitising at the sinkRinsing compartment should be provided with heating elements capable of maintaining the water at a minimum temperature of 77°C.

9.3 Animals and Pests

- An assistance animal, such as a guide-dog, is only permitted in dining and drinking areas (this includes outdoor dining areas).
- All openings should be protected as far as is practicable from pests through the use of screens, self-closing doors and other inhibiting mechanisms (e.g. air-curtains, fly-strips or fly zappers – fly-zappers must not be located over food contact surfaces).
- It is highly recommended to obtain the services of a qualified pest controller to carry out quarterly inspections and treatment for pests such as cockroaches and rodents.

9.4 Food Safety Training

- It is a requirement that all food handlers demonstrate their skills and knowledge appropriate to the level of food handling that they are employed to carry out. To achieve this requirement the City of Kalamunda highly recommends that all food handlers receive food safety training prior to handling food for sale to the public.
- Food Safety Supervisors (FSS) Category 1 and 2 businesses will need to appoint at least one FSS. A FSS must be reasonably available to advise and supervise the food handlers when they are handling unpackaged high-risk ready-to-eat foods. A FSS will be required to take a FSS training course delivered by a Registered Training Organisation (RTO) and the certification must be refreshed every 5 years. RTOs that deliver the FSS course are listed here: www.health.wa.gov.au/Articles/F_I/Food-Safety-Supervisor-Training-Course
- General training- There are many training programs available and the City of Kalamunda offers the "I'm Alert" Food Safety Program free through our website. This is a self-paced online learning tool that food business operators can use to train their staff to minimum compliance with the hygiene standards in the Food Safety Standards.

10. Food Vehicles

10.1 Food Transport Vehicles

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 17	Food Transport Vehicles must be designed and constructed to: <ul style="list-style-type: none">• protect food if there is a likelihood of contamination during transport;• be easily and effectively cleaned and if necessary, sanitised	<ul style="list-style-type: none">• Smooth impervious surfaces to the storage compartment• Food is to be transported in such a way as to prevent contamination (e.g. packaged in food grade storage containers).

10.2 Mobile Food Vehicles

Mobile Food Vehicles are required to comply with the Food Safety Standards. Acceptable solutions to compliance are:

- Food preparation area must be sealed off from the driving area;
- Hand wash basin must be of adequate size, connected to a holding tank of sufficient size to contain all waste water and have a supply of liquid hand soap and single use paper towels at all times;
- Utensil washing sink to be provided in addition to hand wash basin and connected to water holding tank;
- Holding tank must be located beneath the vehicle and all waste water disposed of to sewer;
- Vehicles must be designed and constructed so food is protected from contamination during transport;
- Vehicles must be designed and constructed so they can be easily cleaned;
- Food contact surfaces must be designed and constructed so they can be easily cleaned and sanitised;
- Food vehicles must be kept in a clean condition and parts must be maintained in good working order;
- Provision of adequate storage of food, whether potentially hazardous and perishable or non-potentially hazardous; and
- No animals are permitted to enter the food vehicle at any time.

11. Food Service to Vulnerable Persons

Food service to vulnerable persons such as hospital patients, meals-on-wheels, clients in nursing homes, respite centres, children under the age of 4 years in child day care and similar services are required under Standards 3.2.1 and 3.3.1 of the Code to have a Food Safety Program that documents how the food business will control the food safety hazards associated with food handling activities of the business.

Food businesses servicing vulnerable persons are required to comply with the Code in the same manner as other food premises in terms of Standard 3.2.2 Food Safety Practices and General Requirements and Standard 3.2.3 Food Premises and Equipment. For example, a larger child day care centre that provides for more than five children is required to comply with all of the Code Standards mentioned above, except for those where less than six vulnerable persons are serviced they are not required to have a Food Safety Program. Such premises are still required to have appropriate food premises, equipment, safety practices and comply with the general requirements.

12. Residential Food Preparation

Food prepared in a residential premises for sale or other reasons defined in the Act such as for charity or fundraising purposes are also considered to be a food business activity and must comply with relevant aspects of the Act, Regulations and Code. In general low risk food preparation activities may occur in a residential premises kitchen where approved by the City and consistent with the Department of Health WA guidelines. (http://www.public.health.wa.gov.au/3/1634/2/food_prepared_in_residential_premises.pm)

Such activities must be approved by the City by completing the food business notification/registration form. Examples of food preparation activities that are permitted in residential premises include:

- Child day care within a residential premises kitchen where less than seven children are cared for and meals are prepared for children in the residential home. Home daycare food must only be prepared and served for immediate consumption (ie no preparing in bulk freezing and reheating).
- Charitable or fundraising activities.
- Generally low risk food preparation such as the making of jams, pickles, cake decorating and similar products.

Please note that a kitchen within a residential premises used for the above activities must comply with the Code in respect to Standards 3.2.2 Food Safety Practices and General and 3.2.3 Food Premises and Equipment. While these standards can require suitable high-quality finishes and equipment fit-out in a commercial premises, a residential kitchen would not be expected to have the same level of fit-out. Further advice from an Environmental Health Officer is required depending on the food risk and activity involved.

Other considerations, such as Planning requirements for conducting a business from a residence should also be considered and you consult with the City's Planning Services on this matter.

13. Contact Details

For further information or clarification please contact the City of Kalamunda Health Service on:

Phone: (08) 9257 9813

Email: enquiries@kalamunda.wa.gov.au

Website: kalamunda.wa.gov.au



2 Railway Road, Kalamunda WA 6076



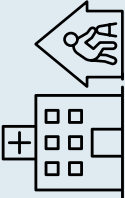

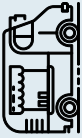


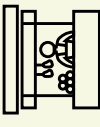




T 9257 9999

E enquiries@kalamunda.wa.gov.au

kalamunda.wa.gov.au

Food Safety Standard 3.2.2A

To improve food safety and prevent foodborne illness, all food service, retail and catering businesses in Australia must implement food safety management tools by 8 December 2023.

Business category types	
Category one	Category two
<p>A caterer or food service that make and serve unpackaged, potentially hazardous, ready-to-eat food. Examples include:</p> <div><div>restaurants and cafes</div><div>fast food outlets</div><div>hospitals and aged care</div><div>bakeries</div><div>mobile food vans</div><div>childcare and school canteens</div></div>	<p>A retail business that sells unpackaged, potentially hazardous, ready-to-eat foods that aren't made by the business. Examples include:</p> <div><div>delis</div><div>some market stalls</div><div>some supermarkets</div><div>some service stations</div><div>seafood retailers</div><div>some butchers</div></div>

Which tools are required?		
	Category one	Category two
Food handler training	✓	✓
Food safety supervisor	✓	✓
Show that your food is safe	✓	✗

Food handler training

Food handlers must do a food safety training course or show that they understand:

**safe handling of food**

**food contamination**

**cleaning and sanitising equipment**

**personal hygiene**

Food safety supervisor

A food business must have a food safety supervisor who:

**is trained**

**has a supervisor's certificate**

**can give advice to people who make food**

**is reasonably available**

Show that your food is safe

A food business must show that they are making safe food by:

**keeping a record of important food safety controls, activities and processes**

or

**demonstrating safe food handling practices**



Appendix 8: Template examples

The following templates are provided for information and can be adapted or combined to suit specific business needs.

Examples of what you might record are provided in each template, and blank templates are also provided.

Template	Description
1 – Supplier details	Used to record your suppliers' details and the products they supply.
2 – Food receipt	Used to record the condition of received goods.
3 – Cooking and cooling food	Used to monitor the cooking and cooling times and temperatures.
4 – Temperature record sheet: e.g. for food display	Used to monitor the temperature of foods, for example, being displayed.
5 – Log for 2-hour/4-hour rule	Used to monitor food temperatures while they are in the 'danger zone'.
6 – Cleaning and sanitising procedure	Used to show what needs to be cleaned, the method, and who is responsible for cleaning and sanitising.
7 – Cleaning and sanitising record	Used to record your cleaning schedule (2 weeks). It may be useful to adapt this template for daily, weekly, fortnightly and/or annual cleaning and sanitising schedules and checklists.
8 – General temperature record	Can be adapted for multiple activities to record food temperatures (reheating, cooking, transport).

Template 1 – Supplier details

Supplier name	Contact details	Address	Foods supplied	Notes
FS Food Delivery	(02) 6271 2222 AH 0444 12345	4/15 Lancaster Pl, Majura Park, ACT	Cheese, Sourdough	Supplier agreement in place, check delivery truck 1 x / month
✓ Maintain up-to-date records of your suppliers and the products they supply you with. ✓ Consider setting up supplier agreements or an approved supplier program to ensure you receive safe and suitable products. ✓ Reject suppliers that do not supply food that meets safety and suitability requirements.				

Template 2 – Food receipt

Date	Time	Supplier	Product (name and lot)	Condition/Temp	Corrective action / Notes	Checked by
e.g. 3/11/22	08:00	FS Food Delivery	Cheese – 007 Frozen spinach – POT13	Package intact, 5°C Frozen hard	Truck inspected – clean, temperature ok	WR
Check: ✓ Goods received under agreed conditions. Frozen food must feel hard frozen with no evidence of thawing. (e.g. clean, packaging intact, correctly labelled, correct temperature, date markings within 'Use by' or 'Best Before' date). ✓ Cold foods should be kept at 5°C or below (unless validated alternative). ✓ Hot foods should be kept at 60°C or above (unless validated alternative). ✓ Supplier's details included in shipment. ✓ Product name and lot identified. ✓ Determine if the received goods should be accepted (then stored correctly), returned, or disposed.						

Template 3 – Cooking and cooling food (examples)

Date	Food	Cooked food core temp (≥75°C or equiv.)	Cooling start time (when food temp is 60°C)	Time within 2 hrs	≤ 21°C within 2 hrs? (Yes — continue cooling)	Time / Temp	Time / Temp	5°C or below within 4 hrs? (6 hrs after start)	Corrective action/ note	Staff initials
3/11/22	Spinach and cheese pies	80.9°C	8:30am	10:30am	Yes	12:30pm		Yes	<5°C in 4 hrs, no 6 hr test required	WR
			60°C	19°C		5°C				
3/11/22	Tuna Mornay	96°C	11:00am	1:00pm	Yes	3:00pm	5:00pm	Yes		AC
			60°C	20°C		17°C	3.8°C			
3/11/22	Roast chickens	90.4°C	11:30am	1:30pm	Yes	3:30pm	5:30pm	No	Discard product, reviewed cooling process, chop up chicken before cooling.	SN
			62°C	21°C		16°C	8°C			
4/11/22	Rice	Boiling	10:10am	12:10pm	No				2 hr limit not met, discarded. Reviewed SOP. Cool under cold running water or portion to small containers to cool.	KF
			61°C	35.2°C						

✓ Use a clean, sanitised probe thermometer.

✓ Ensure food is thoroughly cooked to ≥75°C (or equiv.) by checking the thickest part.

✓ Potentially hazardous food must be cooled **from 60°C to 21°C within 2 hours**, then cooled **from 21°C to 5°C within the next 4 hours**.

✓ Some tips to rapidly cool food include: dividing big batches into smaller portions, using blast chillers, and using ice water baths.

Template 3 – Cooking and cooling food

Date	Food	Cooked food core temp (≥75°C or equiv.)	Cooling start time (when food temp is 60°C)	Time within 2 hrs	≤ 21°C within 2 hrs? (Yes — continue cooling)	Time / Temp	Time / Temp	5 °C or below within 4 hrs? (6 hrs after start)	Corrective action/ note	Staff initials
<div>✓ Use a clean, sanitised probe thermometer.</div> <div>✓ Ensure food is thoroughly cooked to ≥75°C (or equiv.) by checking the thickest part.</div> <div>✓ Potentially hazardous food must be cooled from 60°C to 21°C within 2 hours, then cooled from 21°C to 5°C within the next 4 hours.</div> <div>✓ Some tips to rapidly cool food include: dividing big batches into smaller portions, using blast chillers, and using ice water baths.</div>										

Template 4 – Food temperature record sheet: e.g. for food display

Date														Notes
Time		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Cold unit 1														
Cold unit 2														
Cold unit 3														
Hot unit 1														
Hot unit 2														
Hot unit 3														
Staff initials														
Date		Corrective action taken (e.g. bain marie temperature turned up, refrigeration unit checked by technician, food discarded, etc.)												Signed
✓ Use a clean, sanitised probe thermometer to check <u>food</u> temperature (or e.g. a jar of water, if checking refrigeration).														
✓ Cold foods should be kept at 5°C or below (unless validated alternative).														
✓ Hot foods should be kept at 60°C or above (unless validated alternative).														
✓ If food is not at correct temperature, add notes on corrective actions taken.														

Template 5 – Log for 2-hour/ 4-hour rule (examples)

Food	Date	Time out of refrigeration (above 5°C)	Activity (e.g. food prep, display, transport.)	Time back in temp control (≤5°C)	<u>Total</u> time out	2-hr/4-hr action (re-refrigerate/ use/ or discard — see below)	Staff initials
Meat & salad sandwiches	3/11/22	10:30am	Sandwich prep	11:00pm	30 min	Back in fridge 1	WR
		12 noon	Display for lunch on top of lunch counter	1:30pm	1 hr 30 + 30 prep = 2hr	Put 10 sandwiches back in fridge 1	DC
		3:30pm	Remain on display on top of lunch counter		3 hr 30 + 30 prep = 4hr	4 hr limit, discarded left overs	DC
		4pm	10 saved from lunch, display for quick sale at end of the day -placed on top of counter	6:00pm	2 hr + 2hr = 4 hours	Only one left, discarded	DC
Fresh cream filled buns	4/11/22	11am	Buns from fridge to display table front of shop for quick sale	3pm	4 hours	Discarded remaining	AC
Sliced ham for croissants	5/11/22	8:00am	Placed ham on bench for use for breakfast croissants	10:00am	2 hr	Wrapped portion left, marked with today's date & noted 2 hours left for tomorrow, put back in coolroom	SN
Sliced ham for croissants	6/11/22	8:00am	Placed ham on bench for use for breakfast croissants – day 2	10am	2 hr	Discarded remaining	SN

✓ If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.

✓ Each time period that food is kept between 5°C and 60°C, add up to reach a total time.

✓ 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 and not put back in the refrigerator.**

✓ Potentially hazardous food that has been kept between 5°C and 60°C for **longer than four hours must be discarded.**

Template 5 – Log for 2-hour/ 4-hour rule

Food	Date	Time out of refrigeration (above 5°C)	Activity (e.g. food prep, display, transport.)	Time back in temp control (≤5°C)	Total time out	2-hr/4-hr action (re-refrigerate/ use/ or discard — see below)	Staff initials

✓ If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.

✓ Each time period that food is kept between 5°C and 60°C, add up to reach a total time.

✓ 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 and not put back in the refrigerator**.

✓ Potentially hazardous food that has been kept between 5°C and 60°C for **longer than four hours must be discarded**.

Template 6 – Cleaning and sanitising procedure

Item/ equipment	How often	Cleaning method	Sanitising method	Responsibility	Comments
e.g. Bain marie	Daily	Turn off power, drain out water, discard food left in trays. Remove trays and grids and pre-rinse them with warm water. Wash in warm soapy water (use “Supersoap” detergent and scrubber). Rinse in clean hot water. Wipe inside of bain marie.	Mix 5ml concentrated bleach in 10L warm water in sink (use gloves). Soak trays in sink for 5 mins. Wet a clean cloth in bleach solution and wipe inside of bain marie. Place trays on clean tea towel on bench to air dry.	Kitchen hand - WTR	Chemicals, cloths, and gloves in cupboard under sink. Make fresh bleach solution daily
<ul style="list-style-type: none"> ✓ Use warm to hot water to help remove grease etc. ✓ Use an effective detergent for your application (depends on residue/equipment). ✓ Ensure that the surface looks, feels, and smells clean. ✓ Use a sanitiser after cleaning, for all food contact surfaces. ✓ Follow the manufacturer’s instructions for all chemicals. ✓ Take care to not re-contaminate surfaces and equipment after cleaning and sanitising. 					

Template 6 – Cleaning and sanitising procedure

Item/ equipment	How often	Cleaning method	Sanitising method	Responsibility	Comments
<div>✓ Use warm to hot water to help remove grease etc.</div> <div>✓ Use an effective detergent for your application (depends on residue/equipment).</div> <div>✓ Ensure that the surface looks, feels, and smells clean.</div> <div>✓ Use a sanitiser after cleaning, for all food contact surfaces.</div> <div>✓ Follow the manufacturer's instructions for all chemicals.</div> <div>✓ Take care to not re-contaminate surfaces and equipment after cleaning and sanitising.</div>					

Template 7 – Cleaning and sanitising record (2 weeks)

[illegible]

Template 8 – General temperature record (multi-use) e.g. cooking, reheating, refrigeration

Date	Time	Activity / Food / Appliance	Food temp. °C	Corrective action / Notes	Checked by
2/11/22	9:00	Fridge 1 check	5	-	WTR
" "	9:30	Cook small quiches (200°C, 20 mins)	79	-	WTR
" "	11:00	Reheat meat pies to hot hold	53* 63	Didn't reach 60°C after reheating 40 mins – turned oven up by 10°C and will recheck in 20 mins... ok at 11:20	WTR
Temperature checks					
✓ Cold foods should be kept at 5°C or below (unless validated alternative).					
✓ Hot foods should be kept at 60°C or above (unless validated alternative).					
✓ Frozen foods are 'frozen hard'.					
✓ Cook to internal temperature of ≥75 (or equivalent).					
✓ If food is not at correct temperature, add notes on corrective actions.					

Template 8 – General temperature record (multi-use) e.g. cooking, reheating, refrigeration

Date	Time	Activity / Food / Appliance	Food temp. °C	Corrective action / Notes	Checked by
Temperature checks ✓ Cold foods should be kept at 5°C or below (unless validated alternative). ✓ Hot foods should be kept at 60°C or above (unless validated alternative). ✓ Frozen foods are 'frozen hard'. ✓ Cook to internal temperature of ≥75 (or equivalent). ✓ If food is not at correct temperature, add notes on corrective actions.					