

Safer Food Better Business – Daily Record Sheet - Catering							Date:							
1.0 Opening Checks														
1.1	Fridges, chilled display equip. & freezers - working properly													
1.2	Other equipment (e.g. oven) - working properly													
1.3	Staff - fit for work & wearing clean work clothes													
1.4	Food preparation areas - clean													
1.5	Plenty of hand washing & cleaning materials													
2.0 Delivery Checks (Maximum temperatures: chilled food +8°C; frozen food -12°C)														
	Time	Supplier / Food				Temperature		Packaging Satisfactory?		Checked by				
3.0 Fridge & Freezer Temperatures (Maximum temperatures: fridges +5°C; freezers -18°C)														
	Unit Ref.													
	am / pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	
	Temperature													
	Checked by													
4.0 Cooking Temperatures (Minimum temperature: +75°C)														
	Time	Food					Temperature			Checked by				
5.0 Hot Holding Temperatures (Minimum temperature: +63°C)														
	Time	Food					Temperature			Checked by				
6.0 Closing Checks														
6.1	No food left out													
6.2	Food past "use by" date - thrown away													
6.3	Dirty cloths - removed for cleaning & replaced with clean ones													
6.4	Waste - removed and new bags put into the bins													
6.5	Food preparation areas - clean													
7.0 Any problems or changes – what did you do?														
	Completed by:							Date:						

Every 4 weeks, please also complete the 4-weekly review in the Diary of Safer Food Better Business.

For further copies please go to our website at: www.bromley.gov.uk/FoodDocuments
 London Borough of Bromley, Public Protection, Food Team.

Safer Food Better Business – Daily Record Sheet - Catering							Date:							
1.0 Opening Checks														
1.1	Fridges, chilled display equip. & freezers - working properly											Satisfactory?	Checked by	
1.2	Other equipment (e.g. oven) - working properly													
1.3	Staff - fit for work & wearing clean work clothes													
1.4	Food preparation areas - clean													
1.5	Plenty of hand washing & cleaning materials													
2.0 Delivery Checks (Maximum temperatures: chilled food +8°C; frozen food -12°C)														
	Time	Supplier / Food					Temperature	Packaging Satisfactory?	Checked by					
3.0 Fridge & Freezer Temperatures (Maximum temperatures: fridges +5°C; freezers -18°C)														
	Unit Ref.													
	am / pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	
	Temperature													
	Checked by													
4.0 Cooking Temperatures (Minimum temperature: +75°C)														
	Time	Food					Temperature	Checked by						
5.0 Hot Holding Temperatures (Minimum temperature: +63°C)														
	Time	Food					Temperature	Checked by						
6.0 Closing Checks														
6.1	No food left out											Satisfactory?	Checked by	
6.2	Food past "use by" date - thrown away													
6.3	Dirty cloths - removed for cleaning & replaced with clean ones													
6.4	Waste - removed and new bags put into the bins													
6.5	Food preparation areas - clean													
7.0 Any problems or changes – what did you do?														
Completed by:							Date:							

Every 4 weeks, please also complete the 4-weekly review in the Diary of Safer Food Better Business.