



From mountain to sea

Record Book

Aberdeenshire Council

A requirement of a HACCP based food safety management system is that monitoring activity and management checks are recorded at a frequency that reflects the nature and size of your business.

This Record Book is designed to work alongside your CookSafe System. By keeping the Record Book up to date your business may be able to demonstrate due diligence.

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
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Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
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HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
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REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
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WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
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Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
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MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

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MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
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Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

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Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
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Food Sample							
Start Time							
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Fridge/F'zer3														
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TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
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RECORDS	YES	NO	N/A
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HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
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Supplier							
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Visual Checks							
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Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
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	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
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COOKING TEMPERATURE CHECKS (75°C or above)							
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Formal Training/Retraining Rules			
Other Training			

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Hand Washing Rules			
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CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
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PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
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WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
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MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

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Manager/Proprietor's Signature _____

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Fridge/F'zer1														
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Core Temp							
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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
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WEEK COMMENCING:

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Formal Training/Retraining Rules			
Other Training			

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	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
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Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

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New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
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Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

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Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

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Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
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Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
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Personal Cleanliness Rules			
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Rules on Storage			
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Cooking and Cooling			

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Manager/Proprietor's Signature _____

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Date Code							
Accept/Reject							
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COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
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	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
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Fridge/F'zer3														
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Food Sample							
Core Temp							
Food Sample							
Core Temp							
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Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

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Food Sample							
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Food Sample							
Core Temp							
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Good Housekeeping Rules			

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MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
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Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

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HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
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Supplier							
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Visual Checks							
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Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
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Fridge/F'zer1														
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New Staff training including Induction Rules			
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Hand Washing Rules			
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Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
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Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
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Equipment Rules			

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Have the Temperature Control House Rules been followed?			

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Fridge/F'zer1														
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Start Time							
Finish Time							
Core Temp							
Food Sample							
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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
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REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
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WEEKLY RECORD

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Formal Training/Retraining Rules			
Other Training			

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	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
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COOKING TEMPERATURE CHECKS (75°C or above)							
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Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

REVIEW

It is essential that your HACCP based procedures are kept up to date. A review of your system must be carried out on a regular basis, ideally every six months or if any of the circumstances covered in the table below arises.

Use the table as a checklist of circumstances which may lead to a change or addition to your HACCP based system and record the changes you have made.

Date of Review

EXAMPLES	Applicable? Yes or no	If YES, what changes are needed to your HACCP based procedures?	Summary of changes made, date and initials
Introduction of any new dish with substantially difference process			
Introduction of new equipment/supplier or delivery methods			
Changes to premises layout			
Changes to House Rules			
A Local Authority inspection where deficiencies were noted			
New information available on hazards and risks			
Cleaning Chemical Changes			
Staff Changes			
Customer Complaint			
Six Monthly Review (if applicable)			
Other factors not mentioned above (detail)			

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
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Food Sample							
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Food Sample							
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Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

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Cleaning Chemicals Rules to include contact time, application and dilution			

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Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

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HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

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WEEK COMMENCING:

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Formal Training/Retraining Rules			
Other Training			

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Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

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HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

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New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

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Hand Washing Rules			
Personal Cleanliness Rules			
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Illness/Exclusion/Return to Work Rules			

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Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
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Good Housekeeping Rules			

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MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
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If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

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Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

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Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
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REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

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Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
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Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
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Equipment Rules			

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Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
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Food Sample							
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WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

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Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

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	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
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Core Temp							
Food Sample							
Core Temp							
Initials							

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Food Sample							
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	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
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Food Sample							
Start Time							
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Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
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	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
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Food Sample							
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STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

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HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
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Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
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COOKING TEMPERATURE CHECKS (75°C or above)							
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Food Sample							
Core Temp							
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COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
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HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
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WEEKLY RECORD

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TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
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CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
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PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
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Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
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Core Temp							
Food Sample							
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Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
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If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

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Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
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Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

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Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

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Food Sample							
Core Temp							
Food Sample							
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Cooking and Cooling			

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Good Housekeeping Rules			

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Equipment Rules			

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Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
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	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
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Food Sample							
Core Temp							
Food Sample							
Core Temp							
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Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
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Rules on Storage			
Rules on Preparation			
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Equipment Rules			

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Rules on stock control measures			

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Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
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HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

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Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
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Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
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WEEKLY RECORD

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Formal Training/Retraining Rules			
Other Training			

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Hand Washing Rules			
Personal Cleanliness Rules			
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Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

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HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
----------------------------------------	--	----------------------------------------	--

Aberdeenshire Council

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
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Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
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COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
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COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
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Start Time							
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Core Temp							
Food Sample							
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HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
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REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
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WEEKLY RECORD

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WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
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CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
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If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

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COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
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Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

DELIVERY CHECKS (Chill Temperature below 8°C / Frozen Temperature below -15°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Supplier							
DN/Invoice							
Goods Del'd							
Chill Temp							
Frozen Temp							
Visual Checks							
Date Code							
Accept/Reject							
Initials							

COLD TEMPERATURE CHECKS (Fridge 0-5°C / Freezer - 18°C)														
	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge/F'zer1														
Fridge/F'zer2														
Fridge/F'zer3														
Fridge/F'zer4														
Fridge/F'zer5														
Initial														

COOKING TEMPERATURE CHECKS (75°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

COOLING TEMPERATURE CHECKS (Cook within 90 minutes)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Start Time							
Finish Time							
Core Temp							
Food Sample							
Start Time							
Finish Time							
Core Temp							
Initials							

HOT HOLDING TEMPERATURE CHECKS (Hot hold above 63°C)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

REHEATING TEMPERATURE CHECKS (Reheat to 82°C or above)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Food Sample							
Core Temp							
Food Sample							
Core Temp							
Initials							

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'

WEEK COMMENCING:

TRAINING Have the House Rules been followed:	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			

PERSONAL HYGIENE Have the House Rules been followed:	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			

CLEANING Have the House Rules been followed:	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			

CROSS CONTAMINATION Have the House Rules been followed:	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			

PEST CONTROL Have the House Rules been followed:	YES	NO	N/A
Pest Proofing, insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			

WASTE CONTROL Have the House Rules been followed:	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			

MAINTENANCE Have the House Rules been followed:	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			

STOCK CONTROL Have the House Rules been followed:	YES	NO	N/A
Rules on stock control measures			

TEMPERATURE CONTROL Have the House Rules been followed:	YES	NO	N/A
Have the Temperature Control House Rules been followed?			

RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTION TAKEN

Manager/Proprietor's Signature _____

Date _____

MONTHLY PROBE THERMOMETER CHECK

Is the probe thermometer in good condition and clean?

Probe 1 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 2 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

Probe 3 thermometer recording details

Month												
Reading In Iced Water												
Reading in Boiling Water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**. If outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date and Details of Yearly Calibration		Date and Details of Yearly Calibration	
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Aberdeenshire Council

REVIEW

It is essential that your HACCP based procedures are kept up to date. A review of your system must be carried out on a regular basis, ideally every six months or if any of the circumstances covered in the table below arises.

Use the table as a checklist of circumstances which may lead to a change or addition to your HACCP based system and record the changes you have made.

Date of Review

EXAMPLES	Applicable? Yes or no	If YES, what changes are needed to your HACCP based procedures?	Summary of changes made, date and initials
Introduction of any new dish with substantially difference process			
Introduction of new equipment/supplier or delivery methods			
Changes to premises layout			
Changes to House Rules			
A Local Authority inspection where deficiencies were noted			
New information available on hazards and risks			
Cleaning Chemical Changes			
Staff Changes			
Customer Complaint			
Six Monthly Review (if applicable)			
Other factors not mentioned above (detail)			

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