



## FOOD SAFETY MANAGEMENT SYSTEM

Address: .....

Person in Charge: .....

Date Completed: .....

We wear coats/aprons  We wear hats/tie long hair back  We remove all jewellery

We wash hands prior to preparing food  We are allergy aware

We ensure that staff suffering from diarrhoea/vomiting do not prepare food

We consider the following to be the main food safety hazards in our business: .....

.....  
.....

Staff/Volunteers have received the following training: .....

.....  
.....

Food is purchased from: .....

.....  
.....

We prepare the following types of food: .....

.....  
.....

Food is also prepared at the following domestic premises (name, address, Tel No)

.....  
.....  
.....

Food is stored in the following areas/equipment: .....

.....  
.....

To ensure adequate stock rotation, we label food and carry out checks in the following ways:

.....  
.....

The following temperature checks of equipment are carried out:

.....  
.....

Prior to food preparation we clean with the following types of: Cloths/paper towels:

.....  
.....

Sanitizers/Spray Cleaners: .....

To prevent cross contamination we keep raw and cooked/ready-to-eat food separate by: .....

To ensure frozen food is thoroughly defrosted we: .....

To ensure food is thoroughly cooked we: .....

To ensure food is adequately held hot we: .....

To ensure food is adequately cooled we: .....

To ensure food is adequately reheated we: .....

To ensure food is safely transported we: .....

Rubbish and left-over food is placed in: .....

To effectively clean the premises following food preparation we: .....

To ensure the premises are kept free from pests we: .....

To ensure adequate records are kept, we record the types of food cooked on each occasion   
The numbers of persons catered for  The temperatures of fridges  freezers   
cooked food . This is done on the attached sheet  in a daily diary

Signed: ..... Date: .....

Review Date: .....