



WEEKLY DIARY (MONDAY - SUNDAY + REVIEW) COVER

WEEK COMMENCING:

BUSINESS TRADING NAME:

PERSON(S) IN CHARGE THIS WEEK:

Opening Checks

Sufficient Level 2 (or above) trained staff available all day. Staff fit for work. Clean work clothes provided / being worn.	
Hot running water available at all sinks & wash hand basins.	
Sufficient hand washing & cleaning (e.g. soap, paper towel, scouring pad, BS1276 or equivalent antibacterial spray etc.) materials provided.	
Premises clean & tidy. No signs of pest activity.	
Fridges & freezers temperature checked / working properly. Fridge temperatures recorded below.	
Other important (e.g. cooking, reheating, hot holding, blast chilling etc.) equipment in good working order.	
Separate raw food preparation area(s) & equipment provided.	
Food preparation areas, surfaces, utensils & equipment cleaned / disinfected.	
Infra-red / probe thermometer(s), probe wipes & spare batteries provided.	
Up to date (accounting for any new food supplies / recipes / dishes etc.) & accurate allergen information records available on site.	
Food traceability records available on site.	

Make a note of any problems / action taken here:

Temperature Checks

Delivery (Target 8°C)		Fridge (Target 8°C)			Cooking / Reheating (Target 75°C)		Hot-Holding (Target 63°C)	
Product	Temp	Unit	AM	PM	Product	Temp	Product	Temp
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Closing Checks

All pre-cooked foods fully cooled, covered, date labelled & put in the fridge or freezer.	
All other chilled & frozen foods checked as date labelled & in date. Any food on its Use By date thrown away.	
Fridges & freezers temperature checked again / working properly. Fridge temperatures recorded above.	
Food preparation areas are clean and disinfected (work surfaces, equipment, utensils etc.).	
Washing up finished.	
Dirty cleaning equipment cleaned or thrown away.	
Waste removed & new bags put in the bins.	
Floors swept & clean.	
Premises secure & protected against pest entry.	

Make a note of any problems / action taken here:

Extra Actions / Prove It Checks

Premises deep cleaning		Make a note of any details here:
Special equipment (e.g. ice machine) cleaning		
Maintenance & Repairs		
Extra pest control measures		
Thermometer / fridge temperature gauge accuracy checks		
Hot food / chilling down food Prove It temperature checks		

I confirm that all our safe methods were followed & effectively supervised today.	Partly	Name: Position:
	Fully	

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MANAGEMENT / WEEKLY REVIEW

As the person in charge of this pack, take time during the week to walk around the business & observe whether there are any problems / whether the business' safe methods are being followed in practice? Write the details of any problems & what you did about them below.

Also look back over the last week's diary entries. If there was a serious problem or recurrent issue (i.e. an issue that has occurred more than once), make a note of it here, find out why & record what you did to resolve it.

Please remember: this review requires completion even if no problems have been found.

Did you observe any serious problems or recurrent issues? Yes No

DETAILS	WHAT YOU DID ABOUT IT?
Damage to paintwork on ceiling above prep area. Staff member observed not washing hands after handling raw meat. Deep cleaning required in pot wash area. Delivery taken without being checked. Staff member observed decanting peanuts into wrong container.	Reported paintwork for repair. Safe method retraining to be provided to staff regarding checking deliveries, hand washing & handling of allergenic foods. Deep cleaning completed in pot wash area & added to cleaning schedule.

SAFE METHOD	CHECK LIST		
Have you reviewed your safe methods?	Yes	No	N/A
Has the business' allergen information been updated to reflect any menu, ingredient or supplier changes etc?	Yes	No	N/A
Have there been any premises, equipment, process or staffing changes which could affect the business' safe methods?	Yes	No	N/A
Have any new suppliers been recorded with contact information?	Yes	No	N/A
Have any cleaning / disinfection materials been changed? Does the business' cleaning schedule require updating?	Yes	No	N/A
Have any new staff been trained on the business' safe methods?	Yes	No	N/A
Do any existing staff require safe method refresher training?	Yes	No	N/A
Are any extra opening or closing checks required?	Yes	No	N/A
If any food complaints have been received, have they been investigated & the business' safe methods reviewed?	Yes	No	N/A
Have the business' thermometers been calibrated in the last 4 weeks & the results recorded?	Yes	No	N/A
Have any extra checks been completed & recorded?	Yes	No	N/A
Are regular prove it checks being completed & recorded?	Yes	No	N/A

ADDITIONAL DETAILS
Allergen matrix updated & new recipe sheets completed for lasagne & apple crumble specials. Cleaning schedule updated to include daily cleaning of pot wash area. Chef A requires retraining on food allergies, stock control & deliveries (planned for tomorrow & will be signed off on training record). Staff reminded of importance of keeping records. Daily system of temperature control checks & records to be trialled next week.

Name:	Position:	Date:
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Did you observe any serious problems or recurrent issues?

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DETAILS	WHAT YOU DID ABOUT IT?

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Are regular prove it / daily temperature checks being completed & recorded?	Yes	No	N/A

ADDITIONAL DETAILS

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