



FoodSmart Food Safety Program Records

Check each record to see if it fits the way your business operates. Make copies of the blank records and add them to your Food Safety Program, you can do this by photocopying the records or printing them off the Records and Internal Review webpage. You can also view alternative records for the cleaning schedule, activity log and daily diary on the Records and Internal Review webpage on the FoodSmart website.

If the records in this Food Safety Program do not suit your business, you can design your own. This might include setting out the information differently. If you use an alternative record, make sure that:

- You collect the same information as the example records(s) you are replacing.
- Your written records are in English.
- If using remote IT systems to monitor cold storage, discuss this with your local council environmental health officer.

Altered records must be accepted by your registering council and you will need to include a blank copy with your Food Safety Program.

Keep your completed records onsite at your business as they must be available if requested by a council environmental health officer. The food safety supervisor of the business will also need to regularly review the records.