



Food safety advice

Daily Checklists

If you run a food business, you are required to show what you do to make food safely and carry out checks on a daily basis to ensure that your premises, equipment and the food you sell are safe and hygienic.

The Food Standards Agency have developed a pack to help small catering businesses comply with these regulations called Safer Food, Better Business, which incorporates daily checks.

On the next page there are some extra records you can add to the Safer Food Better Business pack, which you can use to record temperatures and stock rotation checks.



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Daily Check For: Date:

Delivery Checks (Chilled below 8°C, Frozen below -18°C)

Better to check the temperature of the actual food being delivered than the delivery van. The food delivered needs to be not only 'in date' but the date needs to allow you enough time to sell the food before it expires

Supplier	Temp	Dates OK ? √ or X	Packaging OK √ or X	Action taken

Storage Checks (Chilled below 8°C, Frozen below -18°C)

Fridge Number	Temp	Time	Action

Freezer Number	Temp	Time	Action

Cooking and Reheating Checks

You need a probe thermometer to check the core temperature of the food which should be at least 75°C for 30 seconds. You also need to have 'anti-bacterial probe wipes' to clean the probe after each use to prevent cross contamination.

Food item	Temp	Time



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Cooling Checks

Food should be cooked to a minimum core temperature of 75°C for 30 seconds and cooled to below 8°C within 90 minutes of the end of cooking. Smaller pieces of meat cool quicker. Stews, casseroles and liquids cool quicker in a shallow container.

Food item	Time cooked	Time to cool to below 8°C	Actual temp	Total time	Action Taken (if too long)

Stock Rotation/Date Storage Checks

Products should be discarded when past 'use by' date

Storage area	Dates OK? √ or X	Packaging OK? √ or X	Separation of raw & cooked foods OK? √ or X	Action Taken

Daily Checks Carried Out By: _____.

Signed: _____.

This form should be kept for six months after completion and stored with the restaurant hazard analysis documentation or Safer food, better business pack.