

WEEKLY RECORD page 1 of 2

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	Yes	No	N/A
Have the Training House Rules been followed?			
• New Staff including Induction
• Formal Training
• Retraining/HACCP Training
• Other Training
Personal Hygiene	Yes	No	N/A
Have the Personal Hygiene House Rules been followed?			
• Personal Cleanliness/Hand Washing Facilities
• Protective Clothing
• Illness/Exclusion
Cleaning	Yes	No	N/A
Has the Cleaning Schedule been followed?			
• All specified equipment and areas
• Frequency
• Method
Cross Contamination Prevention	Yes	No	N/A
Have the Cross Contamination Prevention House Rules been followed?			
• Personnel
• Delivery Vehicles
• Storage
• Cooling
• Equipment
• Allergy Awareness
Pest Control	Yes	No	N/A
Have the Pest Control House Rules been followed?			
• Pest Proofing
• Insect Screens/ Fly-killing Devices
• Good Housekeeping
Waste Control	Yes	No	N/A
Have the Waste Control House Rules been followed?			
• Waste in Food Rooms
• Waste Collection
Maintenance	Yes	No	N/A
Have the Maintenance House Rules been followed?			
• Delivery Vehicles
• Premises Structure
• Light Fittings/Covers
• Work Surfaces
• Equipment/Utensils
• Ventilation System

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Stock Control	Yes	No	N/A
Have the Stock Control House Rules been followed?			
• Delivery
• Storage
• Stock Rotation
• Labelling
• Protection of Food

Temperature Control	Yes	No	N/A
Have the Temperature Control House Rules been followed?			

Records	Yes	No	N/A
Have all the necessary temperature checks been recorded using the correct recording forms or alternatively using the 'All-in-One' form?			

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

CORRECTIVE ACTION

This space should be used to record details of any deviations from the House Rules during the week. Details of Corrective Actions taken should also be recorded.

House Rules Deviations Observed	Corrective Actions Taken

Manager/Proprietor's Signature Date