

# Safe method completion record



To complete the pack, work through each section and complete all the safe methods that are relevant to your business. Most small retailers will need to fill in all the methods in the Cross-contamination, Cleaning, Chilling and Management sections. Businesses that do some food preparation or cooking will also need to work through the Cooking and preparation section.

It does not matter in what order you complete the safe methods. Fill out this record to show that you have worked through and completed the pack. Make sure you train your staff on all the safe methods that are relevant to the work they do and make a note on the Staff training record in the diary.

Safe method	Date	Signature	Safe method not relevant to my business – tick
<b>Cross-contamination</b>			
Good housekeeping			
Pest control			
<b>Cleaning</b>			
Personal hygiene			
Cleaning effectively			
Your cleaning schedule			
<b>Chilling</b>			
Chilled storage and display			
Frozen storage and display			
<b>Management</b>			
Opening and closing checks			
Extra checks			
Prove it – chilled and frozen storage			
Suppliers and contractors			
Product withdrawal and recall			

('Management' continued overleaf)

Safe method	Date	Signature	Safe method not relevant to my business – tick
<b>Management (continued)</b>			
Stock control			
Training and supervision			
Customers – feedback			
Customers – food allergies			
<b>Cooking and preparation</b>			
Preparation – ready-to-eat foods			
'Bake off' products, reheating and hot holding			
Raw meat, poultry and eggs			
Cooking safely – bacon, sausages and eggs			
Cooking safely – rotisserie chicken and ham			
Prove it – cooking			