



HO4

## SFBB diary

Attached is a sample diary to show how a completed diary might look.

Week commencing: 5 / 01 / 2009

MONDAY

Any problems or changes – what did you do?

Opening checks ☐

Closing checks ☐

Notes Closed today

Name \_\_\_\_\_

Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

TUESDAY

Any problems or changes – what did you do?

Opening checks ☐

Closing checks ☐

Notes  
Pork dish under cooked.  
Returned to oven and checked again to make sure no pink or red in centre

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

WEDNESDAY

Any problems or changes – what did you do?

Opening checks ☐

Closing checks ☐

Notes  
New Special on the menu - haddock and chips.  
Safe methods checked for this dish.  
Sophie Wells induction training completed.

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

THURSDAY

Any problems or changes – what did you do?

Opening checks ☐

Closing checks ☐

Notes  
Fish supplier has suddenly closed - gone out of business.  
Changed supplier to 'Fish4Us'.  
Paul Wells started as a kitchen porter - completed his induction.

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

FRIDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

Microwave broke down today.

Put up 'out of order' sign.

Notes No hand wash soap available at the sink - Jo refilled it today.

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

SATURDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

Microwave fixed by Mr Fix Shop.

Notes New special on the menu - Prawn stir fry  
Safe methods checked.Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

SUNDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

No problems or changes today

Notes

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

EXTRA CHECKS

We have performed the following extra checks this week.

Opening  
checks ☐Closing  
checks ☐

High level cleaning

Notes

Name Jane JacksonSigned JJackson

Week commencing: 12 / 01 / 2009

MONDAY

Any problems or changes – what did you do?

Opening checks ☐

Closing checks ☐

Notes Closed today

Name \_\_\_\_\_

Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

TUESDAY

Any problems or changes – what did you do?

Opening checks ☒

Closing checks ☒

Notes Microwave broke down again.  
Reported it to Mr Fix Shop  
Completed SFBB training with Paul Wells.

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

WEDNESDAY

Any problems or changes – what did you do?

Opening checks ☒

Closing checks ☒

Notes Microwave back in kitchen  
Reported it to Mr Fix Shop  
Completed SFBB training with Paul Wells.

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

THURSDAY

Any problems or changes – what did you do?

Opening checks ☒

Closing checks ☒

Notes Customer complained that they found a hair in her food.  
Manager dealt with the customer.  
Jo - kitchen - retrained in wearing hairnet correctly

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

FRIDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

Notes

Microwave broke again!  
New microwave purchased, the old one thrown out.  
Staff trained on new microwave.

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

SATURDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

Notes

No problems or changes today.

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

SUNDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

Notes

No problems or changes today.

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

EXTRA CHECKS

We have performed the following extra checks this week.

Opening  
checks ☐Closing  
checks ☐

Notes

Name \_\_\_\_\_

Signed \_\_\_\_\_

Week commencing: 19 / 01 / 2009

MONDAY

Any problems or changes – what did you do?

Opening  
checks ☐

Closing  
checks ☐

Closed

Notes

Name \_\_\_\_\_

Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

TUESDAY

Any problems or changes – what did you do?

Opening  
checks ☐

Closing  
checks ☐

Closed

Notes

Name \_\_\_\_\_

Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

WEDNESDAY

Any problems or changes – what did you do?

Opening  
checks ☒

Closing  
checks ☒

Paul Wells rang in sick with vomiting - advised him to stay off work till he has no symptoms for 48 hours.

Notes

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

THURSDAY

Any problems or changes – what did you do?

Opening  
checks ☒

Closing  
checks ☒

No problems or changes today.

Notes

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

FRIDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

New dessert special – strawberry and fresh cream cakes.

Notes Safe methods checked for this dish.

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

SATURDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

Mixing bowl cracked – threw it away.

Notes

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

SUNDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

No problems or changes today.

Notes

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

EXTRA CHECKS

We have performed the following extra checks this week.

Opening  
checks ☐Closing  
checks ☐Deep cleaning – kitchen.  
Checked by J. Jackson.

Notes

Name Jane JacksonSigned JJackson

Week commencing: 26 / 01 / 2009

MONDAY

Any problems or changes – what did you do?

Opening checks ☐

Closing checks ☐

Notes Closed today

Name \_\_\_\_\_

Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

TUESDAY

Any problems or changes – what did you do?

Opening checks ☒

Closing checks ☒

No problems or changes today.

Notes

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

WEDNESDAY

Any problems or changes – what did you do?

Opening checks ☒

Closing checks ☒

Left hand oven not working correctly.  
Reported to supplier.

Notes Out of order sign put on oven.

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

THURSDAY

Any problems or changes – what did you do?

Opening checks ☒

Closing checks ☒

No problems or changes today.

Notes

Name Jane Jackson

Signed JJackson

Our safe methods were followed and effectively supervised today.

FRIDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

Notes

Mouse droppings seen in dry store.  
Pest controller called - full clean completed.  
The damaged food thrown away.

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

SATURDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

Notes

No problems or changes today.

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

SUNDAY

Any problems or changes – what did you do?

Opening  
checks ☐Closing  
checks ☐

Notes

Dead mouse found in the dry store.  
Area fully cleaned - mouse disposed of.

Name Jane JacksonSigned JJackson

Our safe methods were followed and effectively supervised today.

EXTRA CHECKS

We have performed the following extra checks this week.

Opening  
checks ☐Closing  
checks ☐

Notes

Extra pest control checks.  
Re-trained staff on aspects of pest control.

Name Jane JacksonSigned JJackson