



SAFE METHOD COMPLETION RECORD

To complete the pack you need to work through each section and complete all the safe methods that are relevant to your business. **Most small caterers will need to fill in all the methods.** But if, for example, a business does not hot hold food then the 'Hot holding' method will not be relevant to them.

It does not matter in what order you work through the safe methods. As you complete each one, fill in this record. When you have completed all the safe methods that are relevant to your business, this sheet will show that you have worked through the pack.

| SAFE METHOD | DATE | SIGNATURE | TICK HERE IF SAFE METHOD NOT RELEVANT |
|---|------|-----------|---------------------------------------|
| Cross-contamination | | | |
| Personal hygiene | | | |
| Cloths | | | |
| Separating foods | | | |
| Food allergies | | | |
| Physical and chemical contamination | | | |
| Pest control | | | |
| Maintenance | | | |
| Cleaning | | | |
| Handwashing | | | |
| Cleaning effectively | | | |
| Clear and clean as you go | | | |
| Your cleaning schedule | | | |
| Chilling | | | |
| Chilled storage and displaying chilled food | | | |
| Chilling down hot food | | | |
| Defrosting | | | |
| Freezing | | | |

SAFE METHOD:

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| SAFE METHOD | DATE | SIGNATURE | TICK HERE IF SAFE METHOD NOT RELEVANT |
|------------------------------------|------|-----------|---------------------------------------|
| Cooking | | | |
| Cooking safely | | | |
| Foods that need extra care | | | |
| Reheating | | | |
| Checking your menu | | | |
| Hot holding | | | |
| Ready-to-eat food | | | |
| Acrylamide | | | |
| Management | | | |
| Opening and closing checks | | | |
| Extra checks | | | |
| Prove it | | | |
| Managing food allergen information | | | |
| Training and supervision | | | |
| Customers | | | |
| Suppliers and contractors | | | |
| Stock control | | | |
| Product withdrawal and recall | | | |