

Food Safety Records Pack

Free printable record forms for small food businesses

#	Form	How often
1	Fridge & Freezer Temperature Record	Daily
2	Hot Holding Temperature Record	Daily
3	Cleaning Schedule & Sign-Off	Daily / Weekly
4	Opening & Closing Checks	Daily
5	Delivery / Goods-In Record	Per delivery
6	Date Code Check Record	Daily
7	Allergen Matrix	Per product
8	Staff Training Record	Ongoing
9	Fitness to Work / Return to Work	Per staff member
10	Pest Sighting Log	As required
11	Food Waste & Disposal Record	As required
12	Corrective Action Record	As required

How to use this pack. Print the forms you need and keep them in a folder on site. Fill them in as you go, not at the end of the week. Sign and date every entry. Keep completed records for at least the period your local authority asks for — twelve months is a common minimum.

These forms are provided free by The Food Standard as a general template. They are not a regulated document, not an accredited document, and are not affiliated with or endorsed by the Food Standards Agency or any local authority. They do not replace your own documented food safety management procedures. Adapt them to suit your business.

1. Fridge & Freezer Temperature Record

Check and record at least twice a day — opening and closing.

Business name: _____ Month / Period: _____

Chilled units should read **8°C or below** (aim for 0–5°C). Frozen units should read **-18°C or below**. If a reading is out of range, record the action taken and tell your manager immediately.

Date	Time	Unit / Location	Temp °C	In range? Y / N	Action taken if out of range	Signed

Reminder: read the actual display or probe. Never copy forward yesterday's figure.

2. Hot Holding Temperature Record

For hot counters, pie warmers, rotisseries and heated cabinets.

Business name: _____

Month / Period: _____

Hot food must be held at **63°C or above**. Food may be displayed below 63°C for a **single period of up to two hours**, after which it must be sold, reheated properly, or thrown away.

Date	Product	Time out	Temp °C	Re-check time	Temp °C	Sold / Reheated / Discarded	Signed

3. Cleaning Schedule & Sign-Off

List the item, how often it is cleaned, and who signed it off.

Business name:

Month / Period:

Clean first to remove dirt and grease, then sanitise. Leave sanitiser wet on the surface for the **contact time stated on the bottle** before wiping. Sign only when the job is actually done.

Item / Area	Frequency	Product used	Date	Time	Signed	Checked by

4. Opening & Closing Checks

Complete at the start and end of every trading day.

Business name: _____

Week beginning: _____

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
OPENING CHECKS							
Fridges and freezers reading correct temperature							
Hot holding units preheated and up to temperature							
No signs of pests overnight							
Hand wash basin has soap and hand drying							
Food areas and counters clean							
No damaged or leaking stock on display							
Staff on shift fit to work and appropriately dressed							
Date check completed on short-life stock							
CLOSING CHECKS							
All out-of-date stock removed from sale							
Hot food remaining sold, reheated or discarded							
Chilled and frozen stock correctly stored and covered							
Counters, slicers and equipment cleaned and sanitised							
Waste removed, bins closed, back door secure							
Cardboard and packaging cleared from stockroom							
Temperature records completed for the day							

Signed (opening): _____ Signed (closing): _____

5. Delivery / Goods-In Record

Complete before you sign for a delivery. Once signed for, it is yours.

Business name:

Month / Period:

Chilled should arrive at **8°C or below**, frozen at **-18°C or below**. Reject anything damaged, leaking, blown, short-dated or arriving warm. You are allowed to reject a delivery — record what and why.

Date	Supplier	Product / Type	Temp °C	Packaging OK? Y/N	Dates OK? Y/N	Accepted / Rejected	Signed

6. Date Code Check Record

Daily check of short-life and chilled stock.

Business name: _____

Month / Period: _____

It is an offence to sell food after its **use-by** date. Best-before dates are about quality, not safety — but eggs must not be sold after their best-before date. Never cover a date code with a reduction sticker.

Date	Section / Area checked	Items removed from sale	Items reduced	Action taken	Signed

Record which of the 14 allergens each product contains. Keep this where staff can reach it.

Review and update this sheet **every time a recipe or supplier changes.**

[illegible]

Staff must never guess allergen information. If it is not on this sheet, check the label or ask a manager.

Evidence of the training each member of staff has completed.

Month / Period:

Food businesses must be able to show that food handlers are trained or instructed to a level appropriate to their job. Keep this record up to date and keep copies of any certificates with it.

[illegible]

Induction training should be completed before a new starter handles open food.

9. Fitness to Work / Return to Work

Complete for any staff member reporting illness, and again before they return to handling food.

Anyone with **vomiting or diarrhoea must not handle food** and must be clear of symptoms for **48 hours** before returning. Also report infected cuts or skin infections, discharge from eyes, ears or nose, and any stomach illness in the household.

Staff name	
Job role	
Date symptoms started	
Symptoms reported	
Date last symptom occurred	
Date staff member may return to food handling (48 hours clear)	
Duties reassigned during absence (if any)	
Confirmed symptom-free on return — staff signature	
Manager signature and date	

Keep this form confidential. Record only what is needed to decide whether the person can safely handle food — do not record medical detail beyond that.

10. Pest Sighting Log

Record every sighting or sign of pest activity, however small.

Business name:

Month / Period:

Signs include droppings, gnaw marks, greasy smear marks, nesting material, flies or beetles around dried goods, and a musty or ammonia-like smell. Report immediately — do not clear droppings without instruction and protection.

Date	Time	Location	What was seen	Reported to	Action taken	Signed

11. Food Waste & Disposal Record

Record food removed from sale and why.

Business name:

Month / Period:

This record protects the business. It shows that out-of-date, damaged or unsafe stock was identified and removed rather than sold.

Date	Product	Quantity	Reason for disposal	Disposal method	Signed

12. Corrective Action Record

Record anything that went wrong and what was done about it.

Business name: _____ Month / Period: _____

Use this for equipment failures, temperature breaches, customer complaints, contamination incidents and near misses. An honest record of a problem and its fix counts strongly in your favour at inspection.

Date	What went wrong	Immediate action taken	Action to stop it happening again	Signed