



# Cheesemakers Record Blanks

There are many ways to keep records, these record blanks are just one way, **you do not need to use them.**

You may already have your own process for recording and won't need to make any changes, so long as you meet the requirements in your plan and you are able to show them to your verifier.

There is a list of all the records you will need to keep on pages 19-20.

**Some ideas for other ways you might keep your records:**



Notebooks



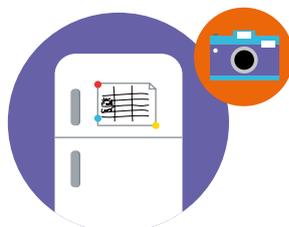
Email folders



Your own  
spreadsheets



Whiteboards  
that are  
photographed/  
recorded later



Paper filed or  
photographed  
later



Folders of  
photos of  
whiteboards/  
other records

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# Staff training records

Tim Jones 's training record

Position/Responsibility <i>cheese maker</i>	Start date <i>12 / 04 / 17</i>
Email <i>tim.jones@email.com</i>	Phone number <i>022 0123 456</i>

Topic (Part of the plan that has been covered)	Employee signed	Supervisor signed	Date
<b>Wash hands</b> <i>(wash with soap, 20 sec rule, dry thoroughly, know when to wash them)</i>	TJ	GW	12/04/17
<b>Protecting food from contamination by staff</b> <i>(managing sickness, clean clothing)</i>	TJ	GW	12/04/17
<b>Cleaning up</b> <i>(what to clean, when and how)</i>	TJ	GW	12/04/17



# Staff training records

\_\_\_\_\_’s training record

Position/Responsibility	Start date
Email	Phone number

Topic (Part of the plan that has been covered)	Employee signed	Supervisor signed	Date







# Record of exported products

Date	Certificate number	Product	Batch / Lot ID	Country going too	Contact details of destination
14/05/18	0124578	gouda	#45789	Australia	Mary Barns, High Street, Melbourne, Mary.barns@aol.com



# Record of exported products

Contact details of destination							
Country going too							
Batch / Lot ID							
Product							
Certificate number							
Date							

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# Personal hygiene - Staff sickness

Name	Symptoms	Date	Action taken				
Samuel Smith	Fever and vomiting	01/04/17	Stayed home. Symptoms stopped 02/04/17. Back to work on 05/04/17				



# Personal hygiene - Staff sickness

Action taken						
Date						
Symptoms						
Name						

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# Maintenance plan

Equipment item	Frequency	Next scheduled check	Who does the maintenance	Description of maintenance
Milk liners	after every 2,500 milkings	August	Albert	









# Milking animal health - Excluded animals

Animal ID	Reason for exclusion	Medication taken (if applicable)	Date exclusion started	Date returned to milking
#53	Mastitis	Virbac masticillin RTU injection	14/03/18	20/03/18 (6 days later)









# Medicine and Chemical storage

See page 44 in your plan

See page 37 in your plan

Name of product	Used for	Date obtained	Expiry date	Where is it stored	Other comments (e.g when/how product is discarded or how it is used)
Virbac masticillin RTU injection	Mastitis	3/02/18	01/2021	medicine box in chemical cupboard in dairy shed	





# Sourcing, receiving and tracing food

Date*	Batch number / Lot ID*	Name and contact details of supplier	Type of food	Quantity	Temp (if applicable)	Tests				
						APC	IS	SCC	Other	
04/11/17	#125	Grave and Daves Dairy	Raw milk	1000 litres	6 °C					
					°C					
					°C					
					°C					
					°C					
					°C					
					°C					
					°C					
					°C					



# Sourcing, receiving and tracing food

Date*	Batch number / Lot ID*	Name and contact details of supplier	Type of food	Quantity	Temp (if applicable)	Tests			
						APC	IS	SCC	Other
					°C				
					°C				
					°C				
					°C				
					°C				
					°C				
					°C				
					°C				

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# Sourcing, receiving and tracing food

## — importing food

See page 57 in your plan

Name of supplier and contact details			
Cheese importers NZ Auckland +64 09 -989-1234			
Manufacturer of the food and contact details			
Australian Cheese Ltd, Queensland			
Product type	Brand	Quantity	Batch/Lot Information
Aged Gouda	Best Gouda	2 wheels	B1250
Other information			



# Sourcing, receiving and tracing food

## — importing food

See page 57 in your plan

Name of supplier and contact details			
Manufacturer of the food and contact details			
Product type	Brand	Quantity	Batch/Lot Information
Other information			











# When something goes wrong

Date: 06 / 04 / 18

<b>What went wrong?</b>
<i>Recieved call from the farm that there was a mix up with cows and collustrum milk got included in our batch (#531) milk was supplied on tuesday 3rd April</i>
<b>What did you do to fix it?</b>
<i>Products made with this milk were identified and sent to landfil. Verifier was informed by email on Wed 4th April</i>
<b>What did you do to stop it from happening again?</b>
<i>n/a</i>
<b>How you kept food safe or made sure no unsafe or unsuitable food was sold</b>
<i>products disposed of</i>



# When something goes wrong

Date:

What went wrong?
What did you do to fix it?
What did you do to stop it from happening again?
How you kept food safe or made sure no unsafe or unsuitable food was sold



# Customer complaints information

<b>Customer name and contact details</b>
<i>Tony Smith</i>
<b>Date and time of purchase</b>
<i>03/02/18</i>
<b>Affected food (batch/lot number)</b>
<i>Gouda #5724</i>
<b>Complaint</b>
<i>Cheese was too salty</i>
<b>Action taken immediately and action taken to stop it happening again</b>
<i>re-trained staff on how to apply the salt.</i>



# Customer complaints information

<b>Customer name and contact details</b>
<b>Date and time of purchase</b>
<b>Affected food (batch/lot number)</b>
<b>Complaint</b>
<b>Action taken immediately and action taken to stop it happening again</b>



## Record list

If you do the following activities you will need to keep records for them. The list below outlines which sections require records and what needs to be on them. You can either use the record blanks in this pack or create your own.

Simply safe & suitable cards	Record
<b>Staff training</b>	Who was trained      Date Parts of plan covered      Signatures from trainee and trainer
<b>Registered water supply</b>	Who inspected      Date Completed tasks
<b>Ground/ roof water supply</b>	Water test results initial/annual All nearby activities
<b>Meeting export requirements</b>	Record of exported products
<b>Personal Hygiene - Sickness record</b>	Who was sick      Date
<b>Cleaning and Sanitising</b>	Cleaning task      Who did it      Date
<b>Maintaining equipment and facilities</b>	Regular maintenance checks/repairs      Who did it      Date
<b>Dealing with pests</b>	What bait was used      Date put down      Where used What was done if pests were found (add to 'When things go wrong' template')
<b>Milking animal health</b>	Which animal was sick/injured      Date of sickness Vet checks for milking animal health Results of any applicable TB testing (raw milk only)
<b>Milking</b>	Any applicable test results (no record blank needed)
<b>Designing your cheese making process</b>	A record of your process (no record blank needed).
<b>Proving your method works every time</b>	A record of your results showing your process works (no record blank needed)
<b>Developing your acid curve for raw milk</b>	Record of your pH cuve and operating limits (no record blank needed)



# Record list

Type of record	Record
<b>Sourcing, receiving and tracing food</b>	<p><b>Importing food</b></p> <p>Name and contact details of supplier            Name and contact details of the manufacturer of the food            Any information that shows the food has been assessed as being safe and suitable            Any information that shows the food is transported safely            A description of the food including commodity, brand, lot / batch ID etc.            Any info which allows food to be traced from supplier to importer, while under registered importers possession, to the next person the food was passed on to.</p> <p><b>Minimum information required when receiving food</b></p> <p>Name and contact details of the supplier            Type of food            Quantity of food            Temperature at time received (if applicable)</p>
<b>Pasteurising and thermising</b>	<p>Batch/lot ID      Temperature reached      Date      Time held</p>
<b>Transporting - temperature checks</b>	<p>Temperature food was transported at (if not used in 4 hours)            Date received      who checked it.</p>
<b>When things go wrong</b>	<p>What went wrong      Date      How you fixed it            Steps to prevent it happening again            How you keep food safe or made sure no unsafe and unsuitable food was sold</p>
<b>Customer complaints</b>	<p>Customer contact details      Date and time of purchase            Food that was affected (include batch/lot ID)            What the complaint was about      The cause of the problem            Action taken immediately            Actions taken to prevent it happening again.</p>
<b>Recalling food</b>	<p>Mock recalls you carried out (no record blank needed)            Completed recall hazard/risk analysis form            Copy of recall notice.</p>