



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 35-36

Some ideas for other ways you might keep your records:



Notebooks



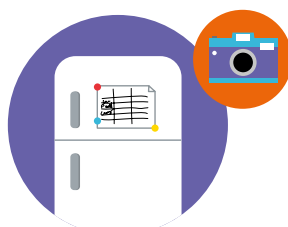
Email folders



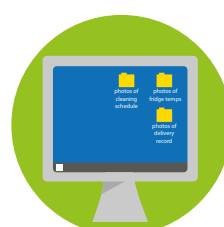
Your own
spreadsheets



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
Wash hands (wash with soap, 20 sec rule, dry thoroughly, know when to wash them)	<i>TJ</i>	<i>GW</i>	<i>12/04/17</i>
Protecting food from contamination by staff (managing sickness, clean clothing)	<i>TJ</i>	<i>GW</i>	<i>12/04/17</i>
Cleaning up (what to clean, when and how)	<i>TJ</i>	<i>GW</i>	<i>12/04/17</i>



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



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							



Cleaning plan

Cleaning task	Frequency	Who does the cleaning	Description of cleaning
<i>Cleaning the milk vats</i>	<i>After every use</i>	<i>Jimmy and Moana</i>	<i>Thorough clean and sanitise.</i>



Cleaning plan

Cleaning task	Frequency	Who does the cleaning	Description of cleaning



Cleaning and sanitising

Date	Task completed	Cleaned by
01/04/18	Cleaned cheese vat	MT



Cleaning and sanitising

Date	Task completed	Cleaned by



Maintenance record

Date	Task completed	By who
2/01/18	Change milk machine liners	Tony Johnston Tony's maintenance Ltd



Maintenance record

Date	Task completed	By who



Maintenance plan

Equipment item	Frequency	Next scheduled check	Who does the maintenance	Description of maintenance
Milk liners	After every 2,500 milkings	August	James will fix it Ltd	



Maintenance plan

Equipment item	Frequency	Next scheduled check	Who does the maintenance	Description of maintenance			



Dealing with pests

Only use when there are signs that pests may be present. You will also need to fill in the **'When something goes wrong'** blank too.

What bait / trap was used	Date put down	Where used
<i>Intruder rat trap</i>	<i>03/05/18</i>	<i>Outside back door</i>



Dealing with pests

Only use when there are signs that pests may be present. You will also need to fill in the **'When something goes wrong'** blank too.

What bait / trap was used	Date put down	Where used



Milking animal health - excluded animals

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



Milking animal health - excluded animals

Animal ID	Reason for exclusion	Medication taken (if applicable)	Date exclusion started	Date returned to milking



18 May 2018



Milking animal health - veterinary visits

Date	Vet	Nature of Visit



Medicine and chemical storage

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	01/21	Medicine box in chemical cupboard in dairy shed	



Medicine and chemical storage

Other comments (e.g when/how product is discarded or how it is used)									
Where is it stored									
Expiry date									
Date obtained									
Used for									
Name of product									



Sourcing, receiving and tracing food

Date	Batch number / Lot ID	Name and contact details of supplier	Type of food	Quantity	Temperature (if applicable)	Tests	
						APC	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

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



Sourcing, receiving and tracing food — importing food

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

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



Pasteurising and thermising

Temperature required 72°C

Time required 15 seconds

You will need a separate form for each type of cheese you make if they require different pasteurising/ thermising processes from each other.

Date	Batch / Lot ID	Temperature reached	Time held
13/03/18	A2580	72.5 °C	16 seconds



Pasteurising and thermising

Temperature required _____

Time required _____

You will need a separate form for each type of cheese you make if they require different pasteurising/ thermising processes from each other.

Date	Batch / Lot ID	Temperature reached	Time held



Transporting - temperature checks

You only need to use this sheet if your food is out of temperature control for more than 4 hours.

Date	Type of food	Temp (taken +4 hrs out of temp control)	Checked by
12/04/18	Raw milk brie	6 °C	BW
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
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		°C	
		°C	



Transporting - temperature checks

You only need to use this sheet if your food is out of temperature control for more than 4 hours.

Date	Type of food	Temp (taken +4 hrs out of temp control)	Checked by
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
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		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	



When something goes wrong

Date: 06 / 04 / 18

What went wrong?

Received call from the farm that there was a mix up with cows and colostrum milk got included in our batch (#531) milk was supplied on Tuesday 3rd April

What did you do to fix it?

Products made with this milk were identified and sent to landfill. Verifier was informed by email on Wed 4th April

What did you do to stop it from happening again?

N/A

How you kept food safe or made sure no unsafe or unsuitable food was sold

Products disposed of



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

Customer name and contact details
Tony Smith 123 Drive Road Westtown 3419
Date and time of purchase
03/02/18 - 2:30pm
Affected food (batch/lot number)
Gouda #5724
Complaint
Piece of plastic found in cheese.
Action taken immediately and action taken to stop it happening again
Re-trained staff on checking for foreign matter and reviewed controls.



Customer complaints information

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



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



Record list

Type of record	Record
Sourcing, receiving and tracing food	Importing food 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. Minimum information required when receiving food Name and contact details of the supplier Type of food Quantity of food Temperature at time received (if applicable)
Pasteurising and thermising	Batch/lot ID Temperature reached Date Time held
Transporting - temperature checks	Temperature food was transported at (if not used in 4 hours) Date received who checked it.
When things go wrong	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
Customer complaints	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.
Recalling food	Mock recalls you carried out (no record blank needed) Completed recall hazard/risk analysis form Copy of recall notice.