



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



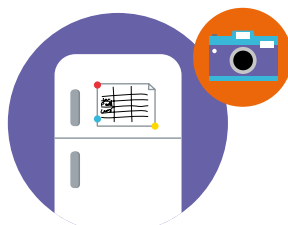
Email folders



Your own
spreadsheets



Whiteboards
that are
photographed/
recorded later



Paper filed or
photographed
later



Folders of
photos of
whiteboards/
other records

Contents

Dark Blue Cards: Setting up

- 3 Staff training records

Purple Cards: Cleaning and maintaining

- 5 Staff sickness
- 7 Cleaning plan
- 9 Cleaning and sanitising
- 11 Maintenance record
- 13 Maintenance plan
- 15 Checking for pests

Dark Green Cards: Farming and Harvesting

- 17 Milking animal health - Excluded animals
- 19 Milking animal health -Vet visits
- 21 Medicine and chemical storage

Light green Cards: Preparing cheese for sale

- 29 Transporting - temperature checks

Red Cards: Troubleshooting

- 31 When something goes wrong
- 33 Customer complaints information

Record list

- 35 Record list



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



Cleaning and sanitising

Date	Task completed	Cleaned by



Maintenance record

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



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

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



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



Milking animal health - veterinary visits

Date	Vet	Nature of Visit
16/05/18	Country Cows Vets - Martin Jones	Routine yearly check up



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									



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



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
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.