



Record templates

February 2026
Version 2

How to use these templates

These record templates ('blanks' 'forms') are designed to be used with the Simply Safe and Suitable (SSS) Template Food Control Plan. You can also use these if your business is on a National Programme or My food Plan. View the SSS at: mpi.govt.nz/steps-to-a-simply-safe-and-suitable-FCP.



You can:

- use the record templates in this document,
- copy these templates and make changes to meet your business needs,
- create your own templates.

Important

- If you change these templates, or make your own, make sure you record the correct information.
- For the record keeping requirements, always check the latest version of your plan.
- Look for the pink pencil icon in the '**Do**' and '**Show**' sections of your plan. These indicate what info you must record.

See Record Keeping Guidance at mpi.govt.nz/dmsdocument/70842 (PDF) for:

- a list of what information to record,
- ideas for how to make and store records,
- ideas for version control,
- examples of how to fill in the record templates.



DISCLAIMER

While the Ministry for Primary Industries (MPI) has made every effort to ensure that the information in this guide is complete, MPI is not liable for loss resulting from reliance on the guide or any errors or omissions in it.

This guide is not legal advice.

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Opening and closing checks

- It's **optional** to record this information.
- You can use this daily to check that important tasks have been done when you open and close.
- You can also add other tasks you do every day to this template.

Date		
Opening check	Answer	Checker's initials
All working staff are well		
Food preparation areas are clean (surfaces, equipment, utensils).		
Fridge/chiller temperatures checked		
Other check (specify)		
Other check (specify)		

Closing check	Answer	Checker's initials
Food is protected from contamination.		
Food is stored at the correct temperature.		
Food past its "use-by" date has been thrown away.		
Cleaning has been completed		
Rubbish has been removed		
Other check (specify)		
Other check (specify)		



Internal audit / verification

- Use this to help you check that your plan is working.
- This template gives you some ideas on what you can check.
- You add other things you check during the internal audit.

Checking date			
What to check?	Answer	Write down any actions that need to be done	Checker's initials
Did anything go wrong since the last internal audit?			
Have new staff been trained?			
If new staff were trained, were the training records completed?			
Are you preparing and selling any new types of food?			
Do you have any new suppliers?			
Do you have any new or different equipment?			
Any significant changes to your business?			
If there are significant changes, has your plan been updated?			
Are there signs of pests?			
Have maintenance tasks been done?			
Other: specify what you will check			



Staff sickness

See the 'Managing personal hygiene and health' [blue] card in SS&S

Name	Symptoms (optional)	Date they became sick	Date returned to work	Action taken (optional)	Checker's initials



Daily fridge/chiller temperature checks

- Use this template to record the temperature of your food or the internal temperature of your fridge/chiller.

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checker's initials							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checker's initials							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checker's initials							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checker's initials							



My trusted suppliers

- You can find registration details at mpi.govt.nz/food-business/food-safety-registers-lists/.



Trusted supplier	
Business name	
Site registration number	
Registration expiry date (optional)	
Contact person	
Phone	
Email	
Address	
Day to place orders (optional)	Days to receive
Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun
Goods supplied	
Comments (optional)	

Trusted supplier	
Business name	
Site registration number	
Registration expiry date (optional)	
Contact person	
Phone	
Email	
Address	
Day to place orders (optional)	Days to receive delivery
Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun
Goods supplied	
Comments (optional)	



Cooking poultry, minced meat and liver - proving your method and batch checks

See the 'Cooking poultry, minced meat and liver' [magenta] card in SS&S

- Use this template to prove your method works by checking it 3 times with different batches of the same food (dish). You must then check one batch each week to confirm your method still works.
- Batch checks can be recorded in this template.
- For meat cooked in a sous vide use the 'Sous vide- proving your method and batch checks' template. For for hot smoking to cook food use 'Hot smoking to cook your food – proving your method and batch checks' template.

Food/dish (type, size, weight)						
Method (include this if you are proving your method)						
Batch	Date	Internal temp °C at the thickest part	How long at this temperature?	Is this a batch check?	Is this a check to prove your method?	Checker's initials
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				
		°C				



Cooling freshly cooked food records - proving your method and batch checks

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Cooling freshly cooked food' [magenta] card in SS&S

- Use this template to prove your cooling method works by checking it 3 times with different batches of the same food. You must then check one batch each week to confirm your method still works.
- Batch checks can be recorded in this template.
- For sushi, you can use the 'Cooling acidified sushi rice- proving your method and batch check' record.
- **Cooling rules:** Start timing when food reaches 60°C. Food needs to get from 60°C to 21°C in 2 hours or less. Food needs to get from 21°C to 5°C or lower in a further 4 hours or less

Food/dish (type, size, weight)

Method (include this if you are proving your method)

Batch	Date	Start time	Start temp °C	Second time check	Second temp °C check	Third time check	Third temp °C check	Is this a batch check?	Is this to prove your method?	Checker's initials



Using water activity to control bugs - proving your method and batch checks

- If you want to prove your method for drying your food to a water activity of 0.85 or less, you must record the % weight loss for 3 batches of your product. Then send samples of these batches to an accredited lab to confirm the water activity is below 0.85. Once you have 'proven' that your percentage weight loss gives a water activity of below 0.85, you can use % weight loss to check water activity. You must check % weight loss for one batch each week to confirm your method still works.
- You can also use this template for batch checks.
- If use a water activity meter, then you don't have to fill out weights or % weight loss.
- If you calculate % weight loss, then you don't need to fill out the water activity meter reading.

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Using water to control bugs' [magenta] card in SS&S

Food/dish (type, size, weight)											
Method or recipe (amounts of additives used) (include this if you are proving your method)											
Batch	Start date	Finish date	Weight before drying (grams)	Weight after drying (grams)	Weight loss (grams)	% weight loss	Water activity meter reading	Lab water activity result	Is this a batch check?	Is this to prove your method?	Checker's initials



Hot smoking to cook your food – proving your method and batch checks

- Use this template to prove your hot smoking method works by checking it 3 times with different batches of the same food. You must then check one batch each week to confirm your method still works.
- Batch checks can also be recorded in this template.

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Using hot-smoking to control bugs' [magenta] card in SS&S

Food										
Method (include this if you are proving your method)										
Batch	Date	Smoke house/ box air temperature °C	Time the cooking started in smoker	Time cooking finished in smoker	Core temp °C of food at the end of cooking period	Was more cooking time needed?	If yes, what was done to make sure food was cooked (optional)	Is this a batch check?	Is this to prove your method?	Checker's initials



Hot smoking to cook your food – batch checks

See the 'Using hot-smoking to control bugs' [magenta] card in SS&S

- Use this template to record your batch checks

Food	Batch	Date	Smoke house/ box air temp °C	Time the cooking started in smoker	Time cooking finished in smoker	Core temp °C of food at the end of cooking period	Was more cooking time needed?	If yes, what was done to make sure food was cooked (optional)	Checker's initials

See the 'Using hot-smoking to control bugs' [magenta] card in SS&S



Hot smoking to impart flavour to your food - batch checks

Food/dish	Batch	Date	Smoke house temp °C	Time in smoker (hours and minutes)	Checker's initials



Selling your food to other businesses

See the 'Selling your food to other businesses' [orange] card in SS&S

Business that you supply food to	Contact details (for example phone number, email, address)	Food supplied	Quantity supplied:	Date you supplied them	Task done by (add initials)



Cleaning plan/schedule

See the 'Cleaning up and closing' [purple] card in SS&S

- It is **optional** to record this information.
- Use this template to write your cleaning plan.
- This is to show what gets cleaned and how, how often is done and who does it.

Items and areas to be cleaned / cleaning task	How often task is done?	Cleaning method	Who does the task?	Notes



Equipment and facilities maintenance checks and repairs

See the 'Maintaining equipment and facilities' [purple] card in SS&S

- Use this template for when equipment, facilities and water supply (if applicable) are repaired or checked.
- You can use the 'Thermometer check/calibration' template for recording the results of your thermometer checks.
- When something goes wrong with your equipment / facilities (for example broken fridges, flooding) use the 'When something goes wrong' template.

Item that need maintenance checks/repairs	How often is it checked?	Who does the check/repair?	What was done?	Date of check/repair	Checker's initials



Thermometer checks / calibration

See the 'Maintaining equipment and facilities' [purple] card in SS&S

- It's **optional** to record this information.
- A way you can make sure your thermometer is accurate is by calibration. An example of how to calibrate a thermometer can be found on page 51 of Buddy 1 mpi.govt.nz/dmsdocument/62502-Food-safety-buddy-issue-1-print/ (PDF).



Date	Thermometer ID	Temperature °C reading in iced water	Temperature °C reading in boiling water	Action taken if thermometer is inaccurate	Checker's initials



When something goes wrong

- Use this template to record information when something goes wrong and what was done to fix it.

Date:

Staff involved:

Person responsible for fixing the problem:

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



Customer complaints information

- Use this to record information about customer complaints and what was done to resolve the complaint.

Customer name and contact details
Date and time of purchase
Affected food (batch/lot number)
Complaint
Cause of the problem The following can also be filled in on the 'When something goes wrong' record template
Action taken immediately and action taken to stop it happening again
Managed by or resolved by



Traceability

- You can also use this template to record traceability information if you import food.
- If **importing food**, include any information which will allow food to be traced:
 - from the supplier to the registered importer;
 - while it is under the registered importer's possession;
 - to the next person the food is passed onto (other than the final consumer).

Supplier name and contact details				
Manufacturer name and contact details				
Product type	Brand	Best before/ use by dates (if required)	Temperature °C of food on arrival (if it needs to be kept under temperature control)	Batch /Lot Information
Other information				



Cooling acidified sushi rice - proving your method and batch checks

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Making Sushi' [teal] card in SS&S

- Use this template to prove your cooling method works by checking it 3 times with different batches of the same food. You must then check one batch each week to confirm your method still works.
- Batch checks can be recorded in template.
- **Cooling rules for acidified sushi rice:** Start timing when rice reaches 60°C. Rice needs to get from 60°C to 21°C in 2 hours or less. Food needs to get from 21°C to 15°C or lower in a further 4 hours or less.

Food/dish (type, size, weight)										
Method (include this if you are proving your method)										
Batch	Date	Start time	Start temp °C	Second time check	Second temp °C check	Third time check	Third temp °C check	Is this a batch check?	Is this to prove your method?	Checker's initials



Cooling acidified sushi rice - batch checks

See the 'Making sushi' [teal] card in SS&S

- Use this template to record your batch checks.

Batch	Date cooked	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C in 2 hours or less		Food needs to get from 21°C to 15°C or lower in a further 4 hours or less		Checker's initials
		Start time	Start temperature °C	Second time check	Second temperature °C check	Third time check	Third temperature °C check	



Drying Chinese style roast duck - proving your method and batch checks

See the 'Making Chinese style roast duck' [teal] card in SS&S

See the 'Proving the method you use works every time' [magenta] card in SS&S

- Use this template to prove your method works by checking it with 3 different batches. You must then check one batch each week to confirm your method still works.
- Batch checks can be recorded in this template.

Method (include this if you are proving your method)

Cooking details

Batch	Date	Time started drying	Temperature °C		Time drying finished	Action taken to correct drying if core temperature is greater than 25°C	Is this a batch check?	Is this for proving your method?	Checker's initials
			Start	Half-way					



Sous vide - proving your method and batch checks

- Use this template to prove your method works by checking it with 3 different batches. You must then check one batch each week to confirm your method still works.
- Batch checks can be recorded in this template.

See the 'Cooking using sous vide' [teal] card in SS&S

See the 'Proving the method you use works every time' [magenta] card in SS&S

Food and cooking method (weight, size, thickness of cut, ingredients) (include this if you are proving your method)

What equipment was used (water bath loading)?

Batch and date	Water bath temp°C before food was added	Time for food to reach internal temp°C	Internal temp °C of food at start of holding time	Length of holding time	Internal temp °C of food at end of holding time	Cooling time (food cooled and stored for later service)	Served immediately (optional)	Chilled storage (optional)	Is this a batch check?	Is this for proving your method?	Checker's initials

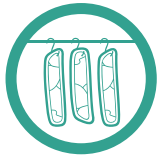


Sous vide - batch checks

See the 'Cooking using sous vide' [teal] card in SS&S

- Use this template to record your batch checks.

Batch and date	Water bath temp°C before food was added	Time for food to reach internal temp°C	Internal temp °C of food at start of holding time	Length of holding time	Internal temp °C of food at end of holding time	Cooling time (food cooled and stored for later service)	Served immediately (optional)	Chilled storage (optional)	Checker's initials



Setting up the % weight loss method

- Use this template to record the information outlined on page 1 of “Additional information to support the ‘Making biltong’ card” mpi.govt.nz/dmsdocument/70155/ (PDF)
- Results from calculating percentage weight loss and sending samples to laboratory for a_w testing.



Biltong number	Biltong thickness	Biltong weight after slicing (grams)	Biltong weight after drying (grams)	Weight loss (grams)	% weight loss	Laboratory a_w test result
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Action taken if a_w not below 0.85 for samples:



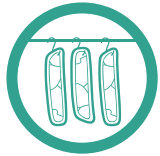
Recording each batch of biltong - page 1 of 2

See the 'Making biltong' [teal] card in SS&S



- Use this template to record the information outlined on page 1 of "Additional information to support the 'Making biltong' card" mpi.govt.nz/dmsdocument/70155/ (PDF)

Product:	Batch ID	Date and time batch prepared:	
		Date and time batch ready for sale:	
Confirm meat from an approved abattoir		Batch trimmed meat weight and calculated weights of salt and vinegar	
Meat (and meat cuts used)		Salt	
Vinegar		Allowed additives (for example nitrite)	
Sugar		Other herbs and spices	
Marinading			
Date/time marinated meat put in chiller		Chiller temperature reading	
Date/time marinated meat taken out chiller		Chiller temperature reading	
Confirm Good Hygienic Practices followed for: Equipment People Preparing Marinading			
Drying - start			
Date and time meat hung in dryer		Dryer room/cabinet temperature	
Fan (if used) setting/speed		Humidity (if used) setting	
a _w confirmed (other than by percentage weight loss method): By laboratory		By business a _w meter	
Sample number	a _w measurement	Sample number	a _w measurement
1.		4.	
2.		5.	
3.		6.	
Action taken if a _w not below 0.85 for all samples:			



Recording each batch of biltong- page 2 of 2

See the 'Making biltong' [teal] card in SS&S

Percentage weight loss/ a_w calculated for this batch (includes lowest % weight loss biltongs)						
Biltong number	Approx. biltong thickness	Biltong weight after slicing (grams)	Biltong weight after drying (grams)	Weight loss (grams)	% weight loss	Meets a_w below 0.85 from 'setting up the method' lab results?
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Action taken if a_w not below 0.85 for all samples:						
Drying - finish						
Date and time biltong removed from dryer			Total drying time			
Confirm: drying conditions regularly checked. What adjustments had to be made during drying:						
Other comments noted for this batch to remember to do next time?						
Confirm biltong made in accordance with card: Signature					Date:	