



Record Blanks

For Wine makers

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.

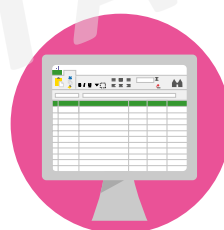
Some ideas for other ways you might keep your records:



Notebooks



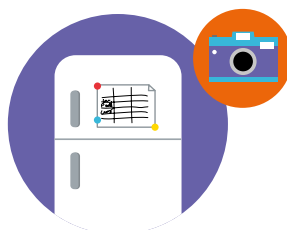
Email folders



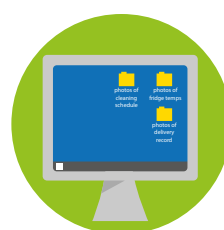
Your own
spreadsheets



Whiteboards
that are
photographed/
recorded later



Paper filed or
photographed
later



Folders of
photos of
whiteboards/
other records



Staff training records

Tim Jones

's training record

Position/Responsibility	cellar door	Start date	12 / 04 / 17
Email	tim.jones@email.com	Phone number	022 0123 456

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)	TJ	GW	12/04/17
Protecting food from contamination by staff (managing sickness, clean clothing)	TJ	GW	12/04/17
Cleaning up (what to clean, when and how)	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



Meeting export requirements - Labelling and packaging

You can use this record blank to indicate that this product meets that standard for the market/s that it is destined for.

Product: _____

	Market:	Market:
Language permitted		
Product Name required		
Brand name		
Vintage		
Variety rule		
Alcohol by volume		
Net contents to be expressed as		
Geographical Indication (if Permitted)		
Production Methods permitted		
Terms /information not permitted		
Sweetness level declarations		
Country of Origin declaration		
Lot identification format required		
Health message(s) required		
Sulphite declaration		
Other Allergen declarations		
Producer		
Importer declaration		
Serving Facts		
Ingredient listing		
Information about Presentation and Placement information		



Meeting export requirements - Wine Making and Composition

You can use this record to show that your product meets the wine making and compositional requirements for the markets that you export to:

Product: _____

	Market:	
Wine made to NZ Practice may be sold in this market (Y/N)		
General Composition	Required	My wine
Minimum alcohol		
Maximum alcohol		
Total Acidity		
Volatile Acidity		
Dry extract		
Contaminant and Toxin limits		
Food additives restrictions (cf with NZ legislation)		
During fermentation		
For preservation		
For filtration and clarification		
For Acidification		
For De-acidification		
For stabilisation		
Enrichment options permitted		
Other Cellar Treatments permitted		
Sparkling Wine only		
Pressure requirements		
Duration of process		
Aromatic Sparkling Wine only		
Aromatic wine varieties permitted		
Other requirements		



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 and sanitising

Date	Task completed	Cleaned by
01/04/18	Clean hydrometer	MT

[illegible]



Cleaning plan

Cleaning task	Frequency	Who does the cleaning	Description of cleaning
<i>Cleaning the tanks</i>	<i>After 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



Maintenance record

Date	Task completed	By who
2/01/18	Removed build up from the screening gutter	Tony Johnston Tony's maintenance Ltd



Maintenance record

Date	Task completed	By who



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			
La Fromage Ltd Paris, France			
Product type	Brand	Quantity	Batch/Lot Information
Aged gouda	La Fromage	2 wheels	B1250
Other information			
takes up to 2 weeks to arrive, make sure to order with plenty of time			



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			



Making wine or cider

Items with a * are for grape wine only

Wine/Cider: Sauvignon blanc Batch/Lot ID: #3472 Date: 14/03/2017

Receiving fruit (or juice)		
Date: <u>14/03/2017</u>	*Variety of grapes/juice: <u>Sauvignon blanc</u>	
*Origin of grapes/juice: <u>Block 12, Marlborough</u>	Weight of fruit/juice: <u>1,000 kg grapes</u>	
Spray Diary/Supplier statement received? <u>Y</u> <u>N</u>	Additions (e.g. SO ₂)	
:Supplier of fruit/juice: <u>Self</u>		
Extracting & collecting fruit		
Date: <u>14/03/2017</u>	*Volume of juice: <u>700 litres</u>	Additions (e.g. SO ₂ , enzymes, acid):
Fermenting & maturing		
Date: <u>14/03/2017</u>	*Volume: <u>700 litres</u>	Additions (e.g. sugar, nutrients, yeast):
Racking & filtering		
Date: <u>15/04/2017</u>	*Volume: <u>650 litres</u>	Additions (e.g. SO ₂ , finings, acid):
Storing & blending		
Date: <u>06/01/2018</u>	Volume: <u>650 litres of Block 12 sav blended with 650L block 4. (see sheet lot 4217)</u>	Batch additions (e.g top-ups):
Bottling		
Date: <u>08/01/2018</u>	*Volume: <u>1000 litres</u>	Additions (e.g. acid, sugar, SO ₂):



Making wine or cider

Items with a * are for grape wine only

Wine/Cider: _____ Batch/Lot ID: _____ Date: _____

Receiving fruit (or juice)		
Date:	*Variety of grapes/juice:	
*Origin of grapes/juice:	Weight of fruit/juice:	
Spray Diary/Supplier statement received? Y N	Additions (e.g. SO ₂) :	
Supplier of fruit/juice:		
Extracting & collecting fruit		
Date:	*Volume of juice:	Additions (e.g. SO ₂ , enzymes, acid):
Fermenting & maturing		
Date:	*Volume:	Additions (e.g. sugar, nutrients, yeast):
Racking & filtering		
Date:	*Volume:	Additions (e.g. SO ₂ , finings, acid):
Storing & blending		
Date:	Volume:	Batch additions (e.g. top-ups):
Bottling		
Date:	*Volume:	Additions (e.g. acid, sugar, SO ₂):



Cooking poultry, minced meat and chicken liver

You can also use this record blank to record:

- your weekly batch checks if you have proved your method; and
- when making donor kebabs.

Date	Time	Food	Type of check			Temp °C cooked to	How long at this temp	Initial
			Individual	One of a batch	Weekly batch check			
01/04/17	1:20pm	baked chicken breast		✓		65°C	15 mins	JW
						°C		
						°C		
						°C		
						°C		
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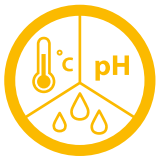


Cooking poultry, minced meat and chicken liver

You can also use this record blank to record:

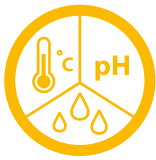
- your weekly batch checks if you have proved your method; and
- when making donor kebabs.

Date	Time	Food	Type of check			Temp °C cooked to	How long at this temp	Initial
			Individual	One of a batch	Weekly batch check			
						°C		
						°C		
						°C		
						°C		
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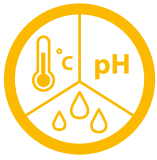
Hot smoking to impart flavour to your food

Date*	Food item	Smoke house temp	Time taken for smoking process
11/08/12	Ham x20	52°C	45 mins
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
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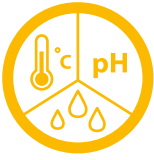
Hot smoking to impart flavour to your food

Date*	Food item	Smoke house temp	Time taken for smoking process
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
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		°C	
		°C	
		°C	



Hot smoking to cook your food – batch records

Product/Food Type	Smoke house air temperature	Time batch started in smoker	Time batch finished	Food core temp	Further time needed? ✓/X	If Y, what was done to ensure food was cooked*	Signed*
ham leg (3kg)	180°C	09:00	13:00	78°C	No	n / a	SM
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			
				°C			



Hot smoking to cook your food – batch records

Product/Food Type	Smoke house air temperature	Time batch started in smoker	Time batch finished	Food core temp °C	Further time needed? ✓/X	If Y, what was done to ensure food was cooked*	Signed*
				°C			
				°C			
				°C			
				°C			
				°C			
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				°C			
				°C			
				°C			
				°C			
				°C			



Proving the method you use to kill bugs works every time

Use this to record blank to prove your method works for:

- drying; or
- pickling/brining meat and/or vegetables

Item (type, size, weight) <i>Peach kombucha</i>					
Method <i>Standard kombucha ferment, 7 days, 25°C 20L water, 4kg sugar</i>					
Batch	Date* Start	Date Finish	pH start	pH finish	Initial*
1st	1/5/17	8/5/17	6.0	2.8	SH
2nd	10/5/17	17/5/17	6.1	2.7	SH
3rd	20/5/17	27/5/17	6.0	2.8	SH

Item (type, size, weight)					
Method					
Batch	Date*				Initial*
1st					
2nd					
3rd					



Proving the method you use to kill bugs works every time

Use this to record blank to prove your method works for:

- drying; or
- pickling/brining meat and/or vegetables

Item (type, size, weight)					
Method					
Batch	Date*				Initial*
1st					
2nd					
3rd					

Item (type, size, weight)					
Method					
Batch	Date*				Initial*
1st					
2nd					
3rd					

[illegible]

[illegible]



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*
4/10/16	milk	8°C	JW
7/06/17	yogurt	4°C	JW
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
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		°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	
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		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	



When something goes wrong

Date: 06 / 04 / 18

What went wrong?

Fridge 2 on permanent defrost

What did you do to fix it?

Called sparky

What did you do to stop it from happening again?

Caused by build up of dust around compressor – to regularly check/clean [on cleaning schedule]

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

Moved food to beer fridge
– Checked temp for food: all still at 5°C
– Used most of it today,



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)
Pinot Noir - 2016 #5724
Complaint
glass fragment found in bottle.
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

[illegible][illegible]

[illegible][illegible]



Proving Sushi rice pH

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of acidified rice every week.

Type of rice*				
White sushi rice				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
8/7/17	1st	500g	130ml	3.8
8/7/17	2nd	500g	130ml	3.6
9/7/17	3rd	500g	130ml	3.7

Type of rice*				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
	1st			
	2nd			
	3rd			

Type of rice*				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
	1st			
	2nd			
	3rd			



Proving Sushi rice pH

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of acidified rice every week.

Type of rice*				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
	1st			
	2nd			
	3rd			

Type of rice*				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
	1st			
	2nd			
	3rd			

Type of rice*				
Date*		Amount of Rice	Amount of vinegar solution	pH of rice
	1st			
	2nd			
	3rd			

[illegible]

[illegible]



Proving a drying method for Chinese style roast duck

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of duck every week. These can be recorded using the record blank on page 49.

Food item and method						
1.75 kg duck. Dip in boiling water with 2 tsp five-spice, 2 tsp sugar, 2 tps salt, 3 tsp vinegar. Hang duck in cooler part of kitchen for 3 hours. Check temp at start and after 1.5 hrs						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Initials*
		Start	Half-way			
1st	3pm	20°C	20°C	3 hours	n / a	JM
2nd	4pm	20°C	19°C	3 hours	n / a	JM
3rd	3pm	19°C	19°C	3 hours	n / a	JM

Food item and method						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Initials*
		Start	Half-way			
1st		°C	°C			
2nd		°C	°C			
3rd		°C	°C			



Proving a drying method for Chinese style roast duck

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of duck every week. These can be recorded using the record blank on page 49.

Food item and method						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Initials*
		Start	Half-way			
1st		°C	°C			
2nd		°C	°C			
3rd		°C	°C			

Food item and method						
Cooking details						
Date	Time started drying	Temperature		Time taken from drying area for cooking	Action taken to correct drying if core temperature is greater than 25°C	Initials*
		Start	Half-way			
1st		°C	°C			
2nd		°C	°C			
3rd		°C	°C			



Sous vide control sheet

You can use this record blank for;

- recording your weekly batch checks if you have proved your method; or
- recording your sous vide time and temperatures.

Date*		Item description*		Cooking						Served immediately*		Chilled storage*	
				Water bath temp before food was added	Time for food to reach internal temp	Temp at start of holding time	Length of holding time	Temp at end of holding time	Cooling time (food cooled and stored for later service)				
24/06/17		Chicken breast		63°C	30 mins	62°C	2 hours	65°C	n / a	✓			
				°C		°C		°C					
				°C		°C		°C					
				°C		°C		°C					
				°C		°C		°C					
				°C		°C		°C					
				°C		°C		°C					
				°C		°C		°C					



Sous vide control sheet

You can use this record blank for;

- recording your weekly batch checks if you have proved your method; or
- recording your sous vide time and temperatures.

Chilled storage*									
Served immediately*									
Cooking	Cooling time (food cooled and stored for later service)								
	Temp at end of holding time	°C	°C	°C	°C	°C	°C	°C	°C
	Length of holding time								
	Temp at start of holding time	°C	°C	°C	°C	°C	°C	°C	°C
	Time for food to reach internal temp								
	Water bath temp before food was added	°C	°C	°C	°C	°C	°C	°C	°C
Item description*									
Date*									



Proving a cooking method for sous vide

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of sous vide food every week. These can be recorded using the record blank on page 53.

Food item and details (i.e. weight, size, thickness of cut, ingredients etc.): - 1 chicken breast (200-220g) - Season with salt and pepper - Use vacuum bag (small), put chicken breast into bag and seal according to manufacturers instructions. - Water bath >60°C before bag is immersed								
What equipment was used (water bath loading)? - Vacuum bag small - water bath - needle probe								
Date*	Water bath temp before food was added	Time for food to reach internal temp	Temp at start of holding time	Length of holding time	Temp at end of holding time	Cooling time (food cooled and stored for later service)	Served immediately*	Chilled storage
1st 5/8/17	62°C	30 mins	6°C	2hrs	65°C	n/a	✓	n/a
2nd 8/8/17	62°C	30 mins	6°C	2hrs	65°C	n/a	✓	n/a
3rd 9/8/17	62°C	30 mins	6°C	2hrs	65°C	n/a	✓	n/a



Proving a cooking method for sous vide

Use this record blank to prove your method works by checking it with 3 different batches. If you prove your method, you must still check one batch of sous vide food every week. These can be recorded using the record blank on page 53.

Food item and details (i.e. weight, size, thickness of cut, ingredients etc.):		Date*	Water bath temp before food was added	Time for food to reach internal temp	Temp at start of holding time	Length of holding time	Temp at end of holding time	Cooling time (food cooled and stored for later service)	Served immediately*	Chilled storage
What equipment was used (water bath loading)?		1st	°C		°C		°C			
		2nd	°C		°C		°C			
		3rd	°C		°C		°C			