



# 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



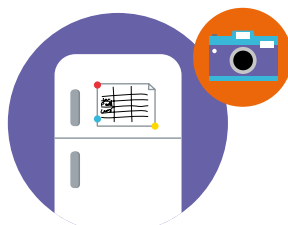
Email folders



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            |
|---|-----------------|-------------------|-----------------|
| <b>Wash hands</b><br><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> |
| <b>Protecting food from contamination by staff</b><br><i>(managing sickness, clean clothing)</i>  | <i>TJ</i>       | <i>GW</i>         | <i>12/04/17</i> |
| <b>Cleaning up</b><br><i>(what to clean, when and how)</i>  | <i>TJ</i>       | <i>GW</i>         | <i>12/04/17</i> |
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# 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 |
|--|-----------------|-------------------|------|
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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.<br>Back to work on 05/04/17 |
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|              |                    |          |   |



# 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> |
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# Cleaning plan

| Cleaning task | Frequency | Who does the cleaning | Description of cleaning |
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## Cleaning and sanitising

| Date     | Task completed            | Cleaned by |
|----------|---------------------------|------------|
| 01/04/18 | <i>Cleaned cheese vat</i> | MT         |
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# Cleaning and sanitising

| Date | Task completed | Cleaned by |
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# Maintenance record

| Date    | Task completed             | By who                                  |
|---------|----------------------------|---|
| 2/01/18 | Change milk machine liners | Tony Johnston<br>Tony's maintenance Ltd |
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# Maintenance record

| Date | Task completed | By who |
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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               | James will fix it Ltd    |                            |
|                |                            |                      |                          |                            |
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# 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> |
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## 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 |
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## 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<br>(6 days later) |
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## Milking animal health - excluded animals

| Animal ID | Reason for exclusion | Medication taken (if applicable) | Date exclusion started | Date returned to milking |
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# Milking animal health - veterinary visits

| Date     | Vet                                 | Nature of Visit         |
|----------|-------------------------------------|-------------------------|
| 16/05/18 | Country Cows Vets<br>- Martin Jones | Routine yearly check up |
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# Milking animal health - veterinary visits

| Date | Vet | Nature of Visit |
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# 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 |  |
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# 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<br>(taken +4 hrs out<br>of temp control) | Checked by |
|----------|---------------|---|------------|
| 12/04/18 | Raw milk brie | 6 °C  | BW         |
|          |               | °C  |            |
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# 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<br>(taken +4 hrs out<br>of temp control) | Checked by |
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## 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<br/>123 Drive Road<br/>Westtown<br/>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

|   |
|---|
| <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<br>Parts of plan covered      Signatures from trainee and trainer   |
| <b>Suitable water</b>                          | Water test results initial/annual   |
| <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<br>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<br>Vet checks for milking animal health<br>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>Transporting - temperature checks</b> | Temperature food was transported at (if not used in 4 hours)<br>Date received      who checked it.   |
| <b>When things go wrong</b>              | What went wrong      Date      How you fixed it<br>Steps to prevent it happening again<br>How you keep food safe or made sure no unsafe and unsuitable food was sold   |
| <b>Customer complaints</b>               | Customer contact details      Date and time of purchase<br>Food that was affected (include batch/lot ID)<br>What the complaint was about      The cause of the problem<br>Action taken immediately<br>Actions taken to prevent it happening again. |
| <b>Recalling food</b>                    | Mock recalls you carried out (no record blank needed)<br>Completed recall hazard/risk analysis form<br>Copy of recall notice.  |