

PEST CONTROL DETAILS

TEMPLATE

Name of company:

Contact details:

What is being treated?

How often is treatment needed?

Last treatment date:

What chemicals are being used?

What is the location of baits if used?

Are there any precautions that need to be carried out before or after treatment?

Please attach receipts to this form. Talk to your pest control operator to help you develop a pest control program suitable for your premises.

You can use this template to help you meet the requirements of section B10 of the Eat Safe Brisbane food safety industry checklist. Important information on how to complete this form is available in the *Eat Safe Brisbane Food Safety Made Easy Guide* available at brisbane.qld.gov.au/EatSafeBrisbane. Details about the Eat Safe Brisbane food safety rating scheme are also available online.



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CLEANING PROGRAM

TEMPLATE

Job number	Fittings/equipment	Cleaning tools and products	Cleaning procedures	How often
E.g. 1	<i>Kitchen floors</i>	<i>mop, bucket, hot water, floor detergent</i>	<i>mop all floors using detergent</i>	<i>daily</i>

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You can use this template to help you meet the requirements of section B3 of the Eat Safe Brisbane food safety industry checklist. Important information on how to complete this form is available in the *Eat Safe Brisbane Food Safety Made Easy Guide* available at brisbane.qld.gov.au/EatSafeBrisbane. Details about the Eat Safe Brisbane food safety rating scheme are also available online.



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CLEANING SCHEDULE

TEMPLATE

Date	Job number – tick when completed														Signature	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
E.g. 20/07/2010	✓			✓	✓	✓					✓					John Smith

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You can use this template to help you meet the requirements of section B3 of the Eat Safe Brisbane food safety industry checklist. Important information on how to complete this form is available in the *Eat Safe Brisbane Food Safety Made Easy Guide* available at brisbane.qld.gov.au/EatSafeBrisbane. Details about the Eat Safe Brisbane food safety rating scheme are also available online.



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WASTE COLLECTION DETAILS

TEMPLATE

Name of collection company	Phone number	Type of waste	Collection day

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You can use this template to help you meet the requirements of section B11 of the Eat Safe Brisbane food safety industry checklist. Important information on how to complete this form is available in the *Eat Safe Brisbane Food Safety Made Easy Guide* available at brisbane.qld.gov.au/EatSafeBrisbane. Details about the Eat Safe Brisbane food safety rating scheme are also available online.



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WASTE CLEANING

TEMPLATE

Job description	Cleaning tools and products	Cleaning procedures	How often
<i>clean kitchen bins</i>	<i>sanitiser, brush, soapy water</i>	<i>Remove waste products. Rinse and scrub with soapy water. Spray sanitizer and allow to dry.</i>	<i>weekly</i>

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TRAINING RECORDS

TEMPLATE

Name	Date of training	Type of training	Length of training	Qualification/result achieved

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PRODUCT RECEIPT

TEMPLATE

Date	Time	Supplier	Product	Packaging	Temperature	Action	Signature
E.g. 20/07/2010	8:15AM	Bob's Butcher	Mince beef	Shrink wrap	15°C	Rejected	John Smith

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- Perishable items: at or below 5°C
- Frozen items: between -15°C and -12°C
- Hot items: at or above 60°C

You can use this template to help you meet the requirements of section B6 of the Eat Safe Brisbane food safety industry checklist. Important information on how to complete this form is available in the *Eat Safe Brisbane Food Safety Made Easy Guide* available at brisbane.qld.gov.au/EatSafeBrisbane. Details about the Eat Safe Brisbane food safety rating scheme are also available online.



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PRODUCT TEMPERATURE RECORD

TEMPLATE

Date	Time	Item recorded	Temperature	Action	Signature

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- Perishable items: at or below 5°C
- Frozen items: between -15°C and -12°C
- Hot items: at or above 60°C

You can use this template to help you meet the requirements of section B4 of the Eat Safe Brisbane food safety industry checklist. Important information on how to complete this form is available in the *Eat Safe Brisbane Food Safety Made Easy Guide* available at brisbane.qld.gov.au/EatSafeBrisbane. Details about the Eat Safe Brisbane food safety rating scheme are also available online.



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HOT HOLDING TEMPERATURE RECORD

TEMPLATE

Date	Product	Time of set-up	Temperature	Action	Time	Temperature	Action	Signature
E.g. 20/07/2010	Fried rice	9:00AM	78°C		12:00pm	65°C	OK	John Smith

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- Hot items: at or above 60°C

You can use this template to help you meet the requirements of section B4 of the Eat Safe Brisbane food safety industry checklist. Important information on how to complete this form is available in the *Eat Safe Brisbane Food Safety Made Easy Guide* available at brisbane.qld.gov.au/EatSafeBrisbane. Details about the Eat Safe Brisbane food safety rating scheme are also available online.



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TRANSPORTATION TEMPERATURE RECORD

TEMPLATE

Date	Item	Leaving time	Temperature	Action	Arrival time	Temperature	Action	Signature

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- Perishable items: at or below 5°C
- Frozen items: between -15°C and -12°C
- Hot items: at or above 60°C

You can use this template to help you meet the requirements of section B5 of the Eat Safe Brisbane food safety industry checklist. Important information on how to complete this form is available in the *Eat Safe Brisbane Food Safety Made Easy Guide* available at brisbane.qld.gov.au/EatSafeBrisbane. Details about the Eat Safe Brisbane food safety rating scheme are also available online.



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