







记录单4 / Record Sheet 4

# 清洁安排表

## Cleaning Schedule

(更多的记录单可从[www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au)获得)

- 在“区域/设备”栏目下输入正在清洁的区域。在“所用方法/洗涤剂”栏目中说明如何清洁该区域、使用什么材料和化学品。
- 某些区域每天都需要清洁，而有些区域则需每周或每月清洁。在“频率”栏目中，写下该区域多久清洁一次。
- 本记录副本要放在每个工作区域或设备附近。
- 清洁工完成清洁工作后，要在记录上写上姓名缩写。食品安全监理必须检查清洁工作符合标准。

区域 / 设备 Area / Equipment	所用方法/洗涤剂 Method Used/ Detergent	频率 Frequency	开始之日: Week Starting:							开始之日: Week Starting:							开始之日: Week Starting:							开始之日: Week Starting:																	
			一 M	二 T	三 W	四 T	五 F	六 S	日 S	一 M	二 T	三 W	四 T	五 F	六 S	日 S	一 M	二 T	三 W	四 T	五 F	六 S	日 S	一 M	二 T	三 W	四 T	五 F	六 S	日 S											
Work Bench	Brush out. Wash with warm water and detergent. Rinse with clean water. Apply sanitiser. Allow to air dry.	Daily	BC	BC	BC	BC	BC	PS	PS																																

这些记录必须用英文填写

You must keep these records in English

Chinese

Version 1.1 February 2003



# 虫害防治

## Pest Control

(更多的记录单可从[www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au)获得)

不断检查虫害。

每4至6周:

- 检查企业处所是否未受虫害影响。
- 在“证据”一栏中记录出现害虫的证据。
- 在“采取的行动计划”一栏中记录控制害虫所采取的行动。
- 您可能需要与虫害防治承包人联络。

日期: Date:	证据 Evidence		害虫种类 (如果知道) Pest Type (if known)	采取的改正行动 Corrective Action Taken	何人完成: Carried out by:
区域 Area	是 Yes	否 No			
原料贮藏 Ingredients Store					
厨房 Kitchen					
餐馆区域 Restaurant Area					
服务区域 Service Area					
地面 Grounds					

日期: Date:	证据 Evidence		害虫种类 (如果知道) Pest Type (if known)	采取的改正行动 Corrective Action Taken	何人完成: Carried out by:
区域 Area	是 Yes	否 No			
原料贮藏 Ingredients Store					
厨房 Kitchen					
餐馆区域 Restaurant Area					
服务区域 Service Area					
地面 Grounds					

记录单7 / Record Sheet 7

# 食品召回

## Food Recall

(更多的记录单可从[www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au)获得)

如果某个供应商向你们企业出售的食品需要收回，请填写本记录单。

如果你们企业向另外一家企业供应食品或原料，你们需要遵循《食品业召回准则》。请联络当地的市政府环境健康官员。浏览澳大利亚食品标准局网站，即可下载该准则，网址[www.foodstandards.gov.au](http://www.foodstandards.gov.au)

日期: Date:		
供应商/制造商名称 Name of Supplier / Manufacturer		
收回原因 Reason for Recall		
产品名称 Product Name		
批号 Batch number		
失效日期 Use by Date		
存货单位数量 Number of Units in Stock		
处理方式 Method of Disposal		
何人完成: Carried out by:		

日期: Date:		
供应商/制造商名称 Name of Supplier / Manufacturer		
收回原因 Reason for Recall		
产品名称 Product Name		
批号 Batch number		
失效日期 Use by Date		
存货单位数量 Number of Units in Stock		
处理方式 Method of Disposal		
何人完成: Carried out by:		

这些记录必须用英文填写

You must keep these records in English

Chinese

Version 1.1 February 2003

记录单8 / Record Sheet 8

# 加工时间/温度记录

## Process Time/Temperature Log

(更多的记录单可从[www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au)获得)

至少有两个菜单项目或产品时，由食品安全监理使用本记录单。本记录单应该在每月固定日期使用。

请参阅所附记录单样本，了解如何使用本记录单。

根据你们的《食品安全项目》规定，本记录显示你们的加工时间和加工温度都在安全限度之内。

食品项目 Food Item	加工 Process																
		开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End
	日期 Date																
	时间 Time																
	温度°C Temp°C																
	时间 Time																
	温度°C Temp°C																

观察:  
Observations:

改正行动:  
Corrective Action:

签名:  
Signed:

食品项目 Food Item	加工 Process																
		开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End
	日期 Date																
	时间 Time																
	温度°C Temp°C																
	时间 Time																
	温度°C Temp°C																

观察:  
Observations:

改正行动:  
Corrective Action:

签名:  
Signed:

这些记录必须用英文填写

You must keep these records in English

Chinese

Version 1.1 February 2003

记录单8 / Record Sheet 8

# 加工时间/温度记录

仅为样本

## Process Time/Temperature Log

至少有两个菜单项目或产品时，由食品安全监理使用本记录单。本记录单应该在每月固定日期使用。

本记录单为样本。

根据你们的《食品安全项目》规定，本记录显示你们的加工时间和加工温度都在安全限度之内。

食品项目 Food Item	加工 Process	Thawing		Preparation		Cooking		Cooling		Reheating		Display		Serving			
		开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End
Roast Beef	日期 Date	25/9/01		26/9/01		26/9/01		26/9/01		27/9/01		27/9/01		26/9/01			
	时间 Time	6pm	9am	11am	12pm	12pm	2pm	2pm	4pm	12.30	13.30	13.30	13.40	13.40			
	温度°C Temp°C	-15	0	3	5	5	75	75	21	5	75	75	72	72			
	时间 Time							4pm	6pm								
	温度°C Temp°C							21	5								

观察: All ok

Observations:

改正行动:  
Corrective Action:

签名: P Beecher  
Signed:

食品项目 Food Item	加工 Process	Preparation		Cooking		Cooling		Reheating									
		开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End	开始 Start	结束 End
Meat Sauce	日期 Date	26/9/01		26/9/01		26/9/01		27/9/01									
	时间 Time	10am	12pm	12pm	1pm	1pm	3pm	12.30	13.30								
	温度°C Temp°C	5	8	8	95	95	23	5	75								
	时间 Time					3pm	5pm										
	温度°C Temp°C					23	5										

观察: Only just cooled in time

Observations:

改正行动: Use shallow trays for better cooling  
Corrective Action:

签名: P Beecher  
Signed:

## 记录单8说明：

在所附加工温度记录样本中，我们用两个食品项目—烤牛肉和肉酱作为范例进行说明。记录单中记录了范例食品的“准备”、“烹调”和“上菜”中的每个步骤。在每个步骤处，加工名称的*开始时间*和*开始温度*都记录下来。在加工结束时，*结束时间*和*结束温度*也记录下来。

你们的加工温度记录单，应该把重点放在菜肴中风险高的食品部分上面。“风险高”的食品包括肉类、乳品、海鲜、蛋类、肉类熟食或者含有这些物品的任何食品。需要谨慎监测的，正是这些食品。

所有接受检查的加工过程名称，都要记录在记录单上。在肉酱范例中，第一个加工过程是“**准备**”。从准备肉酱原料开始的一刻，就应该在记录单中写上主要高风险原料的时间和温度。在这个范例中，“**准备**”过程开始的时间是指把蔬菜和肉从贮藏区域拿出来时间。因为肉类属于高风险部分，因此肉的温度要记录下来。“**准备**”步骤结束时，下一个步骤是“**烹调**”。肉酱的*开始时间*和*开始温度*给记录下来。“**烹调**”结束时，*结束时间*和*结束温度*记录下来。

肉酱从“**烹调**”热源上取下以后，温度和要再次记录。在这个范例中，需要遵循“**冷却**”原则（列在《食品安全计划》中的《标准操作步骤》里）。为了确保冷却过程足够，要定时检查温度。每次检查温度和时间后，都要在《加工温度记录单》中进行记录。在这个范例中，食品安全监理记录了两次温度，并且注意到，如果肉酱放在浅盘中，冷却带来的危险就会较低。

《加工温度记录单》范例显示，肉酱在另外一天“**重新加热**”。同样，时间和温度在该过程的开始和结束时都给记录下来。

《加工温度记录单》是一份重要的记录资料。没有该资料，每个加工步骤，都需要一份单独的温度记录。

《加工温度记录单》必须用英文填写

# 内部复查清单

## Internal Review Checklist

(更多的记录单可从[www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au)获得)

**食品安全监理每2-3个月，就应该使用一次这一清单**

- 每个有关的问题都要回答。(如果问题与你们的企业不相关，请划掉。)
- 如果某个问题的答案是“否”，请在“观测”一栏中详细说明。
- 在“所需改正行动”一栏中说明你们为了解决问题都做了什么。
- 最后，在改正行动完成后，签上姓名和日期。

1. 订货/交货 1. Ordering/Delivery	是 Yes	否 No	观察 Observations
所用的供应商是否全部列在你们的核准供应商名单上? Are all suppliers used on your Approved Suppliers List?			
产品温度是否在接收时监测过? Are product temperatures monitored at intake?			
所有交货产品是否按照步骤检查过? Are all product deliveries checked in line with the procedure?			
交货产品接受后，是否存放在相应的贮藏处? After receiving are delivered products stored in their appropriate storage?			
接受货品以前，交通工具是否定时进行检查? Are transport vehicles checked at regular intervals prior to receiving the goods?			
员工是否知悉所交货品的检查要素? Are staff aware of the key factors to check goods for on delivery?			
员工是否知悉车辆的检查要素? Are staff aware of the key factors to be aware of when inspecting a vehicle?			
员工是否知悉这些要素为什么重要? Are staff aware why these factors are important?			
所交货物收到时，是否填写了交货记录单? Is the delivery record sheet filled in when a delivery is received?			
<b>所需改正行动:</b> Corrective Action Required:			日期: Date:
			填写人: Completed by:

2.存放 2.Storage		是 Yes	否 No	观察 Observations				
食物是否全部存放在离开地面的地方、而且不与墙壁接触? Are all foods stored off the ground and not in contact with walls?	冷冻 Chilled							
	冰冻 Frozen							
	干货 Dry							
存放区域是否有畅通的存放空间? Has the storage area got clear storage space?	冷冻 Chilled							
	冰冻 Frozen							
	干货 Dry							
存放区域的温度是否属于正常范围? Are temperatures of storage areas operating in the correct range?	冷冻 Chilled							
	冰冻 Frozen							
温度控制表是否完成? Are temperature control charts completed?	冷冻 Chilled							
	冰冻 Frozen							
为了防止出现交叉污染, 生食是否与熟食分开存放? Are raw foods stored away from cooked foods to prevent cross contamination?								
为了防止出现交叉污染, 生食是否与即食食品分开存放? Are raw foods stored away from ready to eat foods to prevent cross contamination?								
所有食品是否经过合适地包装? Are all foods packaged adequately?								
所有存放容器是否全部盖有盖子并贴有标签? Are all storage containers lidded and labelled?	冷冻 Chilled							
	冰冻 Frozen							
	干货 Dry							
食品是否按照失效日期轮换存放? Have foods been stored in rotation of use-by date?	冷冻 Chilled							
	冰冻 Frozen							
	干货 Dry							
清洁剂和化学品是否分开存放? Are cleaning agents and chemicals stored separately?								
存放区域是否没有害虫的迹象? Is the storage area free from evidence of pests?								
<b>所需改正行动:</b> <i>Corrective Action Required:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"><b>填写人:</b> <i>Completed by:</i></td> </tr> <tr> <td></td> <td><b>日期:</b> <i>Date:</i></td> </tr> </table>						<b>填写人:</b> <i>Completed by:</i>		<b>日期:</b> <i>Date:</i>
	<b>填写人:</b> <i>Completed by:</i>							
	<b>日期:</b> <i>Date:</i>							

3. 准备 3. Preparation	是 Yes	否 No	观察 Observations
温度时间复查是否完成? 出现问题时, 是否采取了行动? Has the temperature time review been completed? Has action been taken where problems arose?			
工作表面和器具、设备是否清洁? Are work surfaces, utensils and equipment clean?			
清洁安排表是否填写? Are cleaning schedules completed?			
解冻食品是否受到保护, 不受污染, 而且是在冷藏存放区域进行? Is thawing food protected from contamination and done in cold storage area?			
为了防止交叉污染, 熟食是否与准备区域分开? Are cooked foods away from the preparation area to prevent cross contamination?			
为了防止交叉污染, 化学品是否与准备区域分开? Are chemicals away from the preparation area to prevent cross contamination?			
是否有异物(有形物品)污染的危险? Is there a risk of contamination from foreign bodies (physical items)?			
处理食物时, 员工是否认识到有风险? Are staff aware of risks when handling foods?			
员工是否穿着相应的防护服装? Are staff wearing appropriate protective clothing?			
员工是否遵循食品卫生准则? Are staff following good hygiene practices?			
是否有有效的洗手和烘干设备? Are there adequate hand washing and drying facilities?			
员工是否了解个人卫生准则? Are staff knowledgeable in personal hygiene practices?			
员工个人物品是否以合适的方式存放, 而且没有污染食品或设备的危险? Are staff personal belongings stored in appropriate manner and not at risk of contaminating food or equipment?			
设备是否工作、是否得到良好的维修? Is equipment working and well maintained?			
设备的安装是否易于清洁? Is equipment installed to facilitate cleaning?			
这个区域的害虫防治措施是否足够、有效? Are pest control measures adequate and effective in this area?			
剩饭菜是否经过合适的处理? Is food waste disposed of appropriately?			
垃圾桶是否定期倒空? Are waste bins emptied regularly?			
<b>所需改正行动:</b> <i>Corrective Action Required:</i>			
		<b>填写人:</b> <i>Completed by:</i>	
		<b>日期:</b> <i>Date:</i>	

4. 烹调 / 烹调后处理 4. Cooking / Post Cooking Handling		是 Yes	否 No	观察 Observations
温度时间复查是否完成? 出现问题时, 是否采取了改正行动? Has the temperature time review been completed? Has corrective action been taken where problems arose?				
烹调时间和温度是否令人满意、员工是否监测? Are cooking times and temperatures satisfactory and monitored by staff?				
熟食是否与以下可能的污染物类型分开? Are cooked foods kept away from the following possible types of contamination?	生食到熟食 Raw to Cooked Foods			
	物理 Physical			
	化学 Chemical			
设备和器具使用前是否清洁? Is equipment and utensils clean prior to use?				
温度测量设备是否准确? Is the temperature measuring equipment accurate?				
冷却后以待后用的食品是否按温度控制准则进行冷却? Is food that is being cooled for later use done in line with temperature control practices?				
食品在冷却时, 是否受到无污染的保护? Is the food protected from contamination during cooling?				
食物盛放设施是否有效? Are Food holding facilities adequate?	热 Hot			
	冷 Cold			
员工是否记录了盛放设备的温度? Does staff record the temperature of holding equipment?	冷 Cold			
	热 Hot			
	冰冻 Frozen			
陈列单元是否受到无污染危险的保护? Are display units kept free from any risk of contamination?				
食品陈列操作是否有效? Are Food displays operating effectively?	热, 高于60°C Hot above 60°C			
	冷, 低于5°C Cold below 5°C			
	冰冻-18°C Frozen -18°C			
员工上菜时是否以卫生的方式进行? Is serving carried out in hygienic manner by staff?				
员工是否知悉污染的危险? Are staff aware of risks of contamination?				
陈列单元使用前是否清洁? Are display units clean prior to use?				
陈列单元中是否有足够的器具以供使用? Are sufficient utensils available for use in display units?				
害虫防治措施是否足够有效? Are pest controls measures adequate and effective?				
<b>所需改正行动:</b> <i>Corrective Action Required:</i>				
		<b>填写人:</b> <i>Completed by:</i>		
		<b>日期:</b> <i>Date:</i>		

5. 包装 5. Packaging	是 Yes	否 No	观察 Observations
包装材料是否以卫生的方式存放? Is packaging material being stored hygienically?			
标签是否提供了足够的产品资料? Does the label provide adequate product information?			
员工是否遵循该区域的卫生准则? Are staff following food hygiene practices in this area?			
该区域和设备是否清洁? Is the area and equipment clean?			
清洁剂和化学品是否分开存放? Are cleaning agents and chemicals stored separately?			
害虫防治措施是否足够有效? Are pest controls measures adequate and effective?			
<b>所需改正行动:</b> <i>Corrective Action Required:</i>			
		<b>填写人:</b> <i>Completed by:</i>	
		<b>日期:</b> <i>Date:</i>	

6. 运输 6. Transport	是 Yes	否 No	观察 Observations
运输车辆是否清洁、清洁规定是否完成? Are transport vehicles clean and are cleaning schedules completed?			
运输车辆的温度控制记录是否完成? Are temperature control records completed for transport vehicles?	冷冻 Chilled		
	冰冻 Frozen		
车辆是否处于良好的保养状态? Is the vehicle in good repair?			
生食和即食食品的交货方式是否会避免交叉污染的发生? Is raw and ready to eat foods delivered so that cross contamination does not occur?			
运输员工是否知悉安全准则? Are transport staff aware of food safety practices?			
运输员工是否有相应的防护服装? Do transport staff have appropriate protective clothing?			
<b>所需改正行动:</b> <i>Corrective Action Required:</i>			
		<b>填写人:</b> <i>Completed by:</i>	
		<b>日期:</b> <i>Date:</i>	

7. 客户投诉 7. Customer Complaints	是 Yes	否 No	观察 Observations
客户投诉是否记录下来? Are customer complaints recorded?			
该投诉记录后, 是否因此采取了行动? Is the action taken as a result of this complaint recorded?			
员工是否知道收到顾客投诉后该怎么办? Are staff aware of what to do were they receive a customer complaint?			
企业是否向患有过敏症的顾客提供资料? Does the business provide information to customers with allergies?			
<b>所需改正行动:</b> <i>Corrective Action Required:</i>			
		填写人: <i>Completed by:</i>	
		日期: <i>Date:</i>	

8. 个人健康与卫生 8. Personal Health & Hygiene	是 Yes	否 No	观察 Observations
员工是否知道食品安全准则及其责任? Are staff aware of food safety practices and their responsibilities?			
员工是否穿着合适的防护服装? Are staff wearing suitable protective clothing?			
员工是否配戴首饰或者涂抹指甲油? Are staff wearing jewellery or nail varnish?			
员工是否知道, 他们可能患有食物源性疾病时不得工作? Are staff aware they have must not be at work when they maybe suffering from a food borne illness or condition?			
员工是否根据支持项目在相应的时间洗手? Are staff washing their hands at the appropriate times as per support programme?			
员工是否受过食品卫生训练? Are staff trained in food hygiene?			
<b>所需改正行动:</b> <i>Corrective Action Required:</i>			
		填写人: <i>Completed by:</i>	
		日期: <i>Date:</i>	

9. 清洁 9. Cleaning		是 Yes	否 No	观察 Observations
清洁安排表是否包括了所有有关资料? (项目、指示、频率、化学品、设备) Does the cleaning schedule include all relevant information? (Items, instructions, frequency, chemicals, equipment)				
清洁安排表是否填写? Are cleaning schedules completed?				
是否有足够的设备来有效完成清洁工作? Is there adequate equipment to undertake cleaning effectively?				
清洁设备是否干净、使用后是否正确放置? Is the cleaning equipment clean and stored appropriately after use?				
所有清洁化学品是否放在清楚标明的容器中? Are all cleaning chemicals in clearly labelled containers?				
<b>所需改正行动:</b> Corrective Action Required:				
		填写人: Completed by:		
		日期: Date:		

10. 场所、设备、害虫和废物 10. Premises, Equipment, Pests and Waste		是 Yes	否 No	观察 Observations
以下区域是否处于良好状态? Are the following areas in good repair?	存放区域 Storage Area			
	准备 Preparation			
	烹调 Cooking			
	上菜/陈列 Serving/Display			
	运输车辆 Transport Vehicle			
以下区域是否没有害虫? Are the following areas secure from pests?	存放区域 Storage Area			
	准备 Preparation			
	烹调 Cooking			
	上菜/陈列 Serving/Display			
	运输车辆 Transport Vehicle			
外部放置的废物处理桶是否盖有盖子? Are externally stored waste disposal bins lidded?				
废物放置区域和垃圾桶是否定期清洁? Is the waste storage area and bins cleaned regularly?				
食品准备区域的垃圾桶是否定期倒空? Are waste bins in the food preparation area emptied regularly?				
垃圾处理桶是否能与食品存放桶辨别出来? Are waste disposal bins identifiable from food storage bins?				
<b>所需改正行动:</b> Corrective Action Required:				
		填写人: Completed by:		
		日期: Date:		