

Record Sheet 8

Process Time/Temperature Log

(more sheets are available at www.foodsmart.vic.gov.au)

This record is to be used by the Food Safety Supervisor for at least two menu items or products. The record should be used on a set date once a month.

Consult the attached Example Sheets for information on how this record is used.

This record shows that your processes are within the safety limits for both temperature and time, as outlined in your Food Safety Program.

Food Item	Process																
		Date															
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
	Time																
	Temp°C																
	Time																
	Temp°C																

Observations:

Corrective Action: Signed:

Food Item	Process																
		Date															
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
	Time																
	Temp°C																
	Time																
	Temp°C																

Observations:

Corrective Action: Signed:

Food Item	Process																
		Date															
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
	Time																
	Temp°C																
	Time																
	Temp°C																

Observations:

Corrective Action: Signed:

EXAMPLE ONLY

Record Sheet 8

Process Time/Temperature Log

This record is to be used by the Food Safety Supervisor for at least two menu items or products. The record should be used on a set date once a month.

This is an EXAMPLE SHEET.

This record shows that your processes are within the safety limits for both temperature and time, as outlined in your Food Safety Program

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

Observations: *All ok*

Corrective Action:

Signed:

P Beecher

Food Item	Process	Preparation		Cooking		Cooling		Reheating					
Meat Sauce for lasagne	Date	26/9/01		26/9/01		26/9/01		27/9/01					
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
	Time	10am	12pm	12pm	1pm	1pm	3pm	12.30	13.30				
	Temp °C	5	8	8	95	95	23	5	75				
	Time					3pm	7pm						
Temp °C					23	5							

Observations: *Only just cooled in time*

Corrective Action: *Use shallow trays for better cooling*

Signed:

P Beecher:

Explanation of Record Sheet 8:

In the example Process Temperature Log provided, two example food items are used – roast beef and meat sauce. The Log records each step involved in the “**Preparation**”, “**Cooking**” and “**Serving**” of the example food. At each step the name of the process, the *start* time and *start* temperature is recorded. At the end of the process, the *end* time and *end* temperature is recorded.

Your Process Temperature Log should focus on high-risk food components of the dish. “High Risk” includes meat, dairy products, seafood, eggs, small goods or any foods that contain these components. It is these foodstuffs that need to be monitored carefully.

The name of all the processes that are being checked are recorded on the sheet. In the meat sauce example, the first process is “**Preparation**”. The moment you start preparing the ingredients for the sauce you should note the time and the temperature of the prime high risk ingredient in the Log. In this instance, the start of the “**Preparation**” process is when you remove the vegetables and the meat from their storage areas. The temperature of the meat has been recorded as it is the high-risk component. When “**Preparation**” is finished, “**Cooking**” is the next step. The *start* time and *start* temperature of the meat sauce is recorded. When the “**Cooking**” process is finished, the *end* time and *end* temperature is recorded.

When the meat sauce is removed from heat for “**Cooling**”, the temperature and time are recorded again. In this example, the rules for “**Cooling**” (in the Standard Operating Procedures in the Food Safety Plan) need be followed. To ensure the cooling process is adequate, the temperature is checked at regular intervals. Each time the temperature and time are checked, the information is recorded in the Process Temperature Log. In this example the Food Safety Supervisor recorded the temperature twice and noted that cooling could be less dangerous if the sauce cooled in a shallow tray.

The Process Temperature Log example shows the meat sauce was then “**Reheated**” on a separate day. Again, the time and temperature is recorded at the start and end of this process.

The Process Temperature Log is an important record. Without it you would need to use individual temperature records for each process stage.

The Process Temperature Log MUST be filled out in English.