

# Safe method completion record



To complete the pack you need to work through each section and complete all the safe methods that are relevant to your business. **Most small caterers will need to fill in all the methods.**

It does not matter in what order you work through the safe methods. As you complete each one, fill in this record. When you have completed all the safe methods that are relevant to your business, this sheet will show that you have worked through the pack.

| Safe method                                 | Date | Signature | Safe method not relevant to my business – tick if this is the case |
|---|------|-----------|--|
| <b>Cross-contamination</b>                  |      |           |  |
| Personal hygiene                            |      |           |  |
| Cloths                                      |      |           |  |
| Separating foods                            |      |           |  |
| Pest control                                |      |           |  |
| Maintenance                                 |      |           |  |
| Food allergies                              |      |           |  |
| Physical and chemical contamination         |      |           |  |
| <b>Cleaning</b>                             |      |           |  |
| Cleaning effectively                        |      |           |  |
| Clear and clean as you go                   |      |           |  |
| Your cleaning schedule                      |      |           |  |
| <b>Chilling</b>                             |      |           |  |
| Chilled storage and displaying chilled food |      |           |  |
| Chilling down hot food                      |      |           |  |
| Defrosting                                  |      |           |  |
| Freezing                                    |      |           |  |

# Safe method completion record (continued)



| Safe method                   | Date | Signature | Safe method not relevant to my business – tick if this is the case |
|-------------------------------|------|-----------|--|
| <b>Cooking</b>                |      |           |  |
| Cooking safely                |      |           |  |
| Foods that need extra care    |      |           |  |
| Rice                          |      |           |  |
| Eggs                          |      |           |  |
| Checking food is cooked       |      |           |  |
| Hot holding and delivery      |      |           |  |
| <b>Management</b>             |      |           |  |
| Opening and closing checks    |      |           |  |
| Extra checks                  |      |           |  |
| Prove it                      |      |           |  |
| Training and supervision      |      |           |  |
| Customers                     |      |           |  |
| Suppliers and contractors     |      |           |  |
| Stock control                 |      |           |  |
| Product withdrawal and recall |      |           |  |