

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.** But if, for example, a business does not hot hold food then the 'Hot holding' method will not be relevant to them.

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
Cross-contamination			
Personal hygiene			
Cloths			
Separating foods			
Pest control			
Maintenance			
Food allergies			
Physical and chemical contamination			
Cleaning			
Cleaning effectively			
Clear and clean as you go			
Your cleaning schedule			
Chilling			
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
Cooking			
Cooking safely			
Foods that need extra care			
Reheating			
Checking your menu			
Hot holding			
Ready-to-eat foods			
Management			
Opening and closing checks			
Extra checks			
Prove it			
Training and supervision			
Customers			
Suppliers and contractors			
Stock control			
Product withdrawal and recall			