**Templates and records used in a Food Safety Management System (FSMS)**

* Daily Temperature Monitoring Record (Chiller)
* Daily Temperature Monitoring Record (Freezer)
* Daily Temperature Monitoring Record (Restaurant)
* Daily Temperature Monitoring Record (Food Caterers)
* List of Suppliers
* Supplies Receiving Form
* Daily Check of Premise (before Start of Operation)
* Daily Check of Premise (after Operation Time)
* Maintenance Check of Premises
* Cleaning Check of Premise
* Daily Food Handlers Health Status Record
* Training (Safety) Record

(The templates and records are to be used in conjunction with Singapore Standard, SS 583 : 2013 – Guidelines on food safety management for food service establishments and its Supplement.)

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| **Date** | **Morning (before operations time)  Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Afternoon (after lunch crowd, before dinner crowd) Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Night (just before closure)  Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Verified by supervisor:** |
|  | **Calibration\*: Temperature recorded by probe thermometer \_\_\_\_\_\_\_\_\_\_\_\_\_ Temperature recorded by chiller gauge \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | **Temp** | **Recorded by** | **Temp** | **Recorded by** | **Temp** | **Recorded by** | **Verified by** |
| **e.g.** | **3 °C** |  | **4 °C** |  | **4 °C** |  |  |
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**\*Calibration is done by taking a probe thermometer and recording the temperature of the chiller. The temperature shall be the same as the temperature recorded by the chiller gauge (deviation of ± 1 °C allowed).**

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| **Date** | **Morning (before operations time)  Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Afternoon (after lunch crowd, before dinner crowd) Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Night (just before closure)  Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Verified by supervisor:** |
|  | **Calibration\*: Temperature recorded by probe thermometer \_\_\_\_\_\_\_\_\_\_\_\_\_ Temperature recorded by chiller gauge \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | **Temp** | **Recorded by** | **Temp** | **Recorded by** | **Temp** | **Recorded by** | **Verified by** |
| **e.g.** | **-15 °C** |  | **-12 °C** |  | **-14 °C** |  |  |
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**\*Calibration is done by taking a probe thermometer and recording the temperature of the freezer. The temperature shall be the same as the temperature recorded by the freezer gauge (deviation of ± 1 °C allowed).**

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| **Date** | **Calibration of food probe thermometer\*: Ice water temperature: \_\_\_\_\_\_\_\_\_\_\_\_ Boiling water temperature: \_\_\_\_\_\_\_\_\_\_\_\_** | | | | | **Date of calibration:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(beginning of month)** | |
| **Food item** | **Temp** | **Recorded by** | **Food item** | **Temp** | **Recorded by** | **Verified by Supervisor** |
| **e.g.** | **Fried chicken** | **75 °C** |  | **Stir-fried vegetables** | **75 °C** |  |  |
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**\*Calibration is done by taking the temperature of ice water (0 °C) and boiling water (100 °C) (deviation of ± 1 °C allowed).**

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| **Date** | **Calibration of food probe thermometer\*: Ice water temperature: \_\_\_\_\_\_\_\_\_\_\_\_ Boiling water temperature: \_\_\_\_\_\_\_\_\_\_\_\_** | | | | | **Date of calibration:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(beginning of month)** | | | | | |
| **Receipt no.** | **Time first dish is cooked** | **Food item** | **Temp** | **Recorded by** | **Food item** | **Temp** | **Recorded by** | **Time order left kitchen** | **Time order reached destination** | **Verified by Supervisor** |
| **e.g.** | **123456** | **9.00 am** | **FriedrRice** | **75 °C** |  | **Stir-Fried Vegetables** | **75 °C** |  | **11.30 AM** | **12.00 PM** |  |
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**\* Calibration is done by taking the temperature of ice water (0 °C) and boiling water (100 °C) (deviation of ± 1 °C allowed)**

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| **Supplier** | **Supplier address** | **Supplier contact person** | **Supplier contact no.** | **Products** | **Remarks** |
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| **Product** | **Supplier** | **Product** | | | | | **Supplier vehicle** | | **Remarks** |
|  |  | **Chilled / Frozen dry** | **State of product** | **Surface temperature** | **Expiry date\*** | **Batch no.** | **Clean** | **Temperature** |
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**\*Expiry date should be more than 50% of the product shelf life**

**Receiving stamp – to be used as alternative to the ‘Supplies Receiving Form’**

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| **Receiving Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Receiving Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Packaging Intact: Yes / No \***  **Quality Acceptable : Yes / No \***  **Receiving Temperature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_°C**  **Receiver’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Thermometer: Chill ( < than 8 °C) / Frozen ( < than -10 °C)**

**Infra red : Chill ( < than 12 ° C) / Frozen ( < than -6 °C)**

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| **Check** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** | **Remarks** |
| **Personal hygiene of employees** |  |  |  |  |  |  |  |  |
| **All attended food hygiene course** |  |  |  |  |  |  |  |  |
| **Clean attire and properly dressed** |  |  |  |  |  |  |  |  |
| **Not unwell** |  |  |  |  |  |  |  |  |
| **No open wounds** |  |  |  |  |  |  |  |  |
| **Fingernails are short and without polish-** |  |  |  |  |  |  |  |  |
| **Hair is properly tied** |  |  |  |  |  |  |  |  |
| **No jewellery** |  |  |  |  |  |  |  |  |
| **Hands are washed and clean** |  |  |  |  |  |  |  |  |
| **Number of employees reported sick** |  |  |  |  |  |  |  |  |
| **Employee illnesses are documented** |  |  |  |  |  |  |  |  |
| **Food preparation areas/ General surrounding** |  |  |  |  |  |  |  |  |
| **Clean and dry walls/ floors** |  |  |  |  |  |  |  |  |
| **Clean working surfaces**  **(e.g. sinks, preparation tables, storage cupboards, display showcases are properly maintained)** |  |  |  |  |  |  |  |  |
| **Clean exhaust hood and flue** |  |  |  |  |  |  |  |  |
| **Clean equipment** |  |  |  |  |  |  |  |  |
| **No signs of pest infestation** |  |  |  |  |  |  |  |  |
| **All refuse bins are clean and lined with plastic bags** |  |  |  |  |  |  |  |  |
| **Hand wash soap / liquid and paper towels are provided at hand wash bin** |  |  |  |  |  |  |  |  |
| **Clean wiping cloths** |  |  |  |  |  |  |  |  |
| **All lighting fixtures are working** |  |  |  |  |  |  |  |  |
| **Clean lighting fixtures** |  |  |  |  |  |  |  |  |
| **No cracks / exposed lighting** |  |  |  |  |  |  |  |  |
| **Clean ventilation equipment / fans/ exhaust** |  |  |  |  |  |  |  |  |
| **All the condiments and sauces have been replaced** |  |  |  |  |  |  |  |  |

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| **CHECK** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** | **REMARKS** |
| **Storage areas** |  |  |  |  |  |  |  |  |
| **Clean chiller/ freezer (including the rubber gaskets on chiller / freeze door)** |  |  |  |  |  |  |  |  |
| **Clean cabinet / dry storage area** |  |  |  |  |  |  |  |  |
| **Proper temperature in chiller (below 5 °C) and freezer (below -12 °C)** |  |  |  |  |  |  |  |  |
| **Proper storage of food in the storage areas** |  |  |  |  |  |  |  |  |
| **No signs of pest infestation** |  |  |  |  |  |  |  |  |
| **Food stored have not expired** |  |  |  |  |  |  |  |  |
| **Food items are not stored directly on the floor** |  |  |  |  |  |  |  |  |
| **All food items are properly covered** |  |  |  |  |  |  |  |  |
| **Checked by:** |  |  |  |  |  |  |  |  |

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| **Check** | **Monday** | **Tuesday** | **Wednesday** | **ThursdaY** | **Friday** | **Saturday** | **Sunday** | **Remarks** |
| **Food preparation area/ General cleanliness** |  |  |  |  |  |  |  |  |
| **All waste from bins are properly bagged and thrown** |  |  |  |  |  |  |  |  |
| **Clean and dry walls / doors** |  |  |  |  |  |  |  |  |
| **Clean working surfaces** |  |  |  |  |  |  |  |  |
| **Clean exhaust hood and flue** |  |  |  |  |  |  |  |  |
| **Clean equipment** |  |  |  |  |  |  |  |  |
| **Clean utensils** |  |  |  |  |  |  |  |  |
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| **No food left uncovered/ unprotected** |  |  |  |  |  |  |  |  |
| **All wiping cloths are washed** |  |  |  |  |  |  |  |  |
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| **Storage areas** |  |  |  |  |  |  |  |  |
| **Clean cabinet / Dry storage area** |  |  |  |  |  |  |  |  |
| **Cover food properly before storing in the chiller / freezer** |  |  |  |  |  |  |  |  |
| **Proper temperature in chiller (below 5 °C) and freezer (below -12 °C)** |  |  |  |  |  |  |  |  |
| **Food items are not stored directly on the floor** |  |  |  |  |  |  |  |  |
| **All food items are properly covered** |  |  |  |  |  |  |  |  |
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| **Others** |  |  |  |  |  |  |  |  |
| **All food debris are cleaned up and disposed of** |  |  |  |  |  |  |  |  |
| **Refreshment area (if any) is clean** |  |  |  |  |  |  |  |  |
| **Checked by:** |  |  |  |  |  |  |  |  |

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| **Type of maintenance** | **Frequency** | **Contractor engaged** |  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Machine (overall servicing, including maintenance temperature checks)** | | | | | | | | | | | | | | | |
| **Ice-maker** | **Once every 2 months** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Freezer** | **Once every 2 months** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Chiller** | **Once every 2 months** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Dishwasher** | **Once a month** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Exhaust hood** | **Once every 3 months** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Services** | | | | | | | | | | | | | | | |
| **Pest control** | **Once a month** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Checked by:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Type of cleaning** | | **Frequency** | **Cleaned by: (Name of staff)** |  |  |  |  |  |  |
| **Machine (overall cleaning)** | | | | | | | | | |
| **Ice-maker** | **Once every 2 weeks** | |  | **Date of cleaning:** |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |
| **Freezer** | **Once every 2 weeks** | |  | **Date of maintenance:** |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |
| **Chiller** | **Once every 2 weeks** | |  | **Date of maintenance:** |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |
| **Dishwasher** | **Once every 2 weeks** | |  | **Date of maintenance:** |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |
| **Exhaust hood** | **Once a week** | |  | **Date of maintenance:** |  |  |  |  |  |
| **Verified by:** |  |  |  |  |  |
| **Cooking vat/ Oven** | **Once a week** | |  |  |  |  |  |  |  |
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| **Health status check** (To be completed by Supervisor) | | | | | | **Follow-up (to be completed by staff)** | | | **Verified** (by Supervisor) |
| **Date** | **Time** | **Name of ill food handler** (State ‘Nil’ when there are no ill food handlers) | **Symptom description** (Diarrhea/ Vomiting/ Fever/ Stomach pain/ Nausea) | **Time staff left premises** | **Reported by** (Name, Signature) | **Date of return to work** | **Symptoms cleared** (Yes/No) | **Declared by** (Name, Signature) |
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| Name of Employee: |  | Employee ID: |  |
| Job Title: |  | Date of Employment: |  |
| Supervisor: |  |  |  |

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| **Training Items** | **Training Date** | **Training Program** | **Training Provider** | **Employee Assessed Date** | **Verified By** |
| Basic food hygiene course |  |  |  |  |  |
| Company food safety policy |  |  |  |  |  |
| Opening and closing operations check |  |  |  |  |  |
| Allergen awareness |  |  |  |  |  |
| Cleaning and sanitisation |  |  |  |  |  |
| Cooking |  |  |  |  |  |
| Cross-contamination prevention |  |  |  |  |  |
| Maintenance |  |  |  |  |  |
| Personal hygiene |  |  |  |  |  |
| Pest control |  |  |  |  |  |
| Physical and chemical contamination prevention |  |  |  |  |  |
| Purchasing and receiving |  |  |  |  |  |
| Stock and storage control |  |  |  |  |  |
| Temperature control |  |  |  |  |  |
| Thawing and tempering |  |  |  |  |  |
| Waste control |  |  |  |  |  |
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| **Any other training** |  |  |  |  |  |
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| **Refresher training** |  |  |  |  |  |
| Company food safety policy |  |  |  |  |  |
| Basic food hygiene course (refresher course) |  |  |  |  |  |
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