

Daily Diary

Date...../...../.....



Deliveries

Time	Name of supplier	Food product	Temp °C	Batch number/used by	Visual check	Corrective action	Checked by

Storage unit temperature checks

Date/time	Unit/food description	Temp °C	Corrective action	Checked by

Processing

Menu item	Internal cooking temperature °C	Corrective actions	Checked by

Cooling

Food	Cooling time/temp	Time within 2 hrs	Temp	<21°C within 2 hrs	Time	Temp	Time	Temp	5°C or below within 4 hrs	Checked by

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Reheating

Time	Unit	Food type	Temperature	Corrective actions	Checked by

Display unit temperature log

Time	Unit	Temp	Corrective action	Checked by

2 hour / 4 hour rule

Food	Time taken out of temp control	Activity	Time placed back in temp control	Total time	Corrective action	Checked by

