

• **Appendix: Record 2 Cooking Temperatures**

Event Date		Event Location	
Event Name		Catering Manager	

- **Mandatory** check and **record** that a random potentially hazardous food dish is fully cooked.
- **Recommended** check and **record** that another random hazardous food dish is fully cooked.
 - It is **recommended** that this random check be conducted early on the first day to ensure that should any required corrective action is undertaken early on.
- It is **recommended** an additional random temperature check if the activity runs for two days (use second check on day two) or if there is a changeover of volunteers.

Verification that food is thoroughly cooked.	Time & date	Dish title	YES Cooked	Corrective action: If food is not fully cooked, record corrective action taken to make sure it is fully cooked (e.g. Continued cooking)).	Checker's name
Mandatory random check that the food is fully cooked.			<input type="checkbox"/>		
Recommended additional random check that food is fully cooked.			<input type="checkbox"/>		
Recommended additional random check that food is fully cooked.			<input type="checkbox"/>		
Recommended additional random check that food is fully cooked.			<input type="checkbox"/>		
Recommended additional random check that food is fully cooked.			<input type="checkbox"/>		

Tips:

- The recommended method to check if food is thoroughly cooked is
 - to cut a burger patty or sausage in half and make sure there is no pink meat.
 - For soups, state soup / stew is boiling, or use a probe thermometer to check that the temperature exceeds 75°C.
- Please pass this completed record to Event Treasurer after the event.
- Make additional copies if required.

Appendix: Record 3 Cold Storage

Event Date	Event Name /Location	Catering Manager
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Instruction:

- You **must** put a USB temp logger with, and check the actual cold temperature of the fridge / freezer storing high risk food (e.g. meat, cheese, etc) if buying prior to event.
- You **should** put a USB temp logger with, and check the actual cold temperature of the high risk food in each esky on arrival at event and recheck temperature some time during the day
- You **must** put a USB temp logger with, and check the actual cold temperature of the high risk food in each fridge or esky that is storing the food overnight during the event (preferably check temperature once in evening and once in morning). If no high risk food stored overnight, record it on form.

To check temperature. Put the USB temp data logger, in a waterproof bag, with the food in cold storage. Wait 1 -2 minutes for logger to reach storage temperature. Read the temperature on the logger display by pressing the ► button, pressing repeatedly if needed. If it is above acceptable temperature, take action and record action to reduce the temperature.

- You will get the USB temp data logger already switched on. It automatically and continuously records the temperature and cannot be turned off. No need for you to record temperature.

Fill in the table below so we know what is measured.

Temperature rules:

- Frozen foods should always be delivered and kept frozen hard (unless being defrosted)
- For food kept in cold storage, maintain the temperature at 5°C or below

Starting Time & Date Logger is in storage unit.	Data logger Identifier number	Description of food and cold storage unit eg.Sausages & Esky / fridge description.	Corrective action: If temperature of food is out of standard, action taken eg, change fridge setting, add more ice, discard food.	Checker's name

Please pass this completed record to Event Treasurer and loggers to volunteer co-ordinator after the event.