

• **Appendix: Record 2 Cooking Temperatures**

Event Date		Event Location	
Event Name		Catering Manager	

- **Mandatory** - Check and **record** that a randomly chosen potentially hazardous food dish is fully cooked.
- **Recommended** check and **record** that another randomly chosen hazardous food dish is fully cooked.
 - It is **recommended** that this random check be conducted early on the first day so that any corrective action is undertaken early.
- It is **recommended** an additional randomly chosen hazardous food is temperature checked 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.					
Recommended additional random check that food is fully cooked.					
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- 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 or stews: 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.

Appendix: Record 3 Cold Storage

Event Date	Event Name /Location	Catering Manager
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Temperature readings you must take:

- You **must** measure the cold temperature of each fridge / freezer storing high risk food (e.g. meat, cheese, etc) if buying prior to event with the VRA calibrated digital probe thermometer.
- You **should** measure the cold temperature in each esky storing high risk food on arrival at the event and recheck temperature some time during the day with the VRA probe thermometer.
- You **must** measure the cold temperature in each fridge or esky that is storing high risk 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.

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

How to use the VRA calibrated digital probe thermometer

- Turn the thermometer on by pushing the "Hold On-Off" button. The thermometer is "on" when the temperature shows on the display.
- Ensure that the instantaneous temperature is displayed, not max or min, by cycling through the "Max Min , °C °F" button – The words 'max' or 'min' should not appear on the display.
- Ensure °C not °F is shown on display. Change by press and holding "Max Min , °C °F" button.
- Put the front part of the thermometer probe on the surface of the high risk food (or put thermometer in the esky / fridge) till the displayed temperature stabilises. Record temperature etc in table below.

Fill in the table below

Time & Date of measurement	Description of food and cold storage unit eg.Sausages & Esky / fridge description.	Temperature of chosen food item	Corrective action: If temperature of food is out of standard, eg, change fridge setting, add more ice, discard food.	Checker's name

- Please pass this completed record to Event Treasurer after the event.