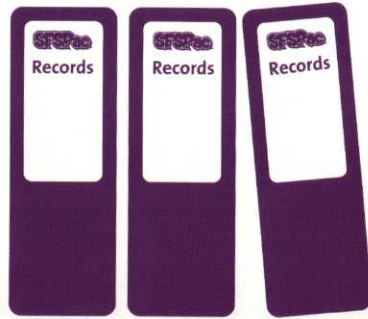


# Food Safety Record Keeping

**If in doubt, don't throw the records out. Check with your supervisor before discarding anything.**



This Education Module meets USDA Professional Standards Code 2610.

## Definition-

It is the responsibility of food service staff to record temperatures, sanitizer concentrations and thermometer calibrations. They must also document corrective actions and other pertinent information required by the HACCP based food safety program. Overall, it is the manager's responsibility to ensure that records are being taken and filed in the proper place.

## Information-

In a food safety program, all records used in the facility should be filed and kept for at least one year. (Check with your local jurisdiction for exact time frame.) New forms should be available and kept in an accessible location for food service staff.

## Process for Record Keeping-

1. All pertinent information on critical control points, time, temperature and corrective actions, etc., must be readily available and posted in a convenient location in the kitchen for ease of recording data.
2. All completed forms must be filed in the manager's office.
3. Managers must ensure that all forms are updated, available for use and filed properly after completion.
4. Managers must review records on a daily basis to verify that employees are keeping records and taking appropriate corrective action.
5. Managers must ensure that all personnel are educated on the importance of recording critical information.

## You Should Know

1. What types of food safety data should be recorded?
2. Where food safety records should be filed.
3. How often should managers review forms?