## MONITORING RECORD

Controls Checked	Problems Found	Cause Identified	Action Taken	Signature / Date Supervisor, Manager, Owner

## EXAMPLE PAGE FOR MONITORING RECORD

Controls Checked	Problems Found	Cause Identified	Action Taken	Signature / Date Supervisor, Manager, Owner
<u>Delivery checks</u>	Yes, no records for chilled food delivered last week	Member of staff who checks deliveries on leave	Instal buddy system to ensure duties carried out when staff on leave etc.,	J Sanderson Manager 2.2.02
<u>Fridge</u> <u>Temperatures</u>	No, fridge operating at 6°C and records up to date	N/A	Praise given to staff, no further action needed	J Sanderson Manager 4.3.02
<u>Personal</u> <u>Hygiene</u>	Yes, Chef has long hair, clean but not tied back	Couldn't be bothered!	Initial warning as in contravention of personal hygiene rules. Chef apologised and tied hair back he said "It would not happen again".	J Sanderson Manager 5.4.02
<u>Correct use of</u> <u>detergents and</u> <u>sanitizers</u>	No problems identified	N/A	No further action	J Sanderson Manager 16.5.02
<u>Use of cleaning</u> <u>cloths</u>	Dirty and not being disinfected	Difficult to control when busy	Discussed with Area office changed cloths for paper towels,	J Sanderson Manager 4.6.02
			- Hazard Analysis updated,	
			- Supervisor instructed to re-order when 2 boxes left	