

When **accepting deliveries**, refrigerated products must be 5°C or under, and frozen products must be -10°C or under.

## The Coffee Club Food Safety Daily Monitoring Form

**NOTE:** For no deliveries mark as **“No Delivery”**

### Incoming Goods Inspection (CCP 001 & CCP 002)

Date	Time	Product	Batch Number	Temp °C	Visual check		Designated storage area	Corrective Action <small>If product received above 5°C or above -10°C</small>	Checked by
					Accepted	Rejected			
					A	R			
					A	R			
					A	R			
					A	R			
					A	R			
					A	R			

### Temperature Control Log Cold Storage (CCP 004)

Date	Cold Storage Device Name:	Time	Temp °C	Time	Temp °C	Comments / Corrective Action <small>If fridge is above 5°C and freezer is above -15°C</small>	Checked by	
							AM	PM
	VMC (Visual Merchandising Cabinet)							
	Drinks Fridge							
	Ice Cream Freezer							
	Milk Fridge (FOH)							
	Prep Fridge (Top)							
	Prep Fridge (Bottom)							
	Freezer 1							
	Freezer 2							
	Dairy Fridge (BOH)							
	Cold Room / Fridge							
	Fridge 1							
	Fridge 2							

### Food Wastage Log

Date	Food Description	Amount Wasted	Disposed By	Description of why food wastage occurred

**NOTE:** At least 2 food items per delivery must be checked. If there is no food delivery on the day, “No Delivery” must be placed in the date section. If the item is to be Accepted then “A” must be circled. If the item is to be Rejected then “R” must be circled and actions must be listed.

**NOTE:** Cold Storage devices must be monitored for safe storage temperatures at least twice a day (Use the testing water bottle for refrigeration and testing ice-cream for freezer).