

Record Sheet 8

Process Time/Temperature Log

(more sheets are available at www.health.qld.gov.au/foodsafety)

This record is to be used by the Food Safety Supervisor for at least two menu items or products. The record should be used on a set date once a month.
 Fill in the Process as per the Sections selected for your Food Safety Plan.
 (See Example Sheet)
 This record verifies that your processes are within the safety limits for both temperature and time, as outlined in your Food Safety Program

Food Item	Process																
	Date																
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
	Time																
	Temp °C																
	Time																
	Temp °C																

Observations:

Corrective Action: Signed:

Food Item	Process																
	Date																
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
	Time																
	Temp °C																
	Time																
	Temp °C																

Observations:

Corrective Action: Signed:

Food Item	Process																
	Date																
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
	Time																
	Temp °C																
	Time																
	Temp °C																

Observations:

Corrective Action: Signed:

EXAMPLE ONLY

Record Sheet 8

Process Time/Temperature Log

This record is to be used by the Food Safety Supervisor for at least two menu items or products. The record should be used on a set date once a month. Fill in the Process as per the Sections selected for your Food Safety Plan. (See Example Sheet)

This record verifies that your processes are within the safety limits for both temperature and time, as outlined in your Food Safety Program

Food Item	Process	Thawing		Preparation		Cooking		Cooling		Reheating		Display		Serving			
<i>Roast Beef</i>	Date	25/9/01		26/9/01		26/9/01		26/9/01		27/9/01		27/9/01		26/9/01			
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
	Time	6pm	9am	11am	12pm	12pm	2pm	2pm	5pm	12.30	13.30	13.30	13.40	13.40			
	Temp °C	-15	0	3	5	5	75	60	21	5	75	75	72	72			
	Time							5pm	9pm								
Temp °C							21	5									

Observations: *All ok*

Corrective Action:

Signed:

P Beecher

Food Item	Process	Preparation		Cooking		Cooling		Reheating									
<i>Meat Sauce for lasagne</i>	Date	26/9/01		26/9/01		26/9/01		27/9/01									
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
	Time	10am	12pm	12pm	1pm	1pm	3pm	12.30	13.30								
	Temp °C	5	8	8	95	95	23	5	75								
	Time					3pm	5pm										
Temp °C					23	5											

Observations: *Only just cooled in time*

Corrective Action: *Use shallow trays for better cooling*

Signed

P Beecher

Explanation:

In the example Process Temperature Log provided, two menu items are used – roast beef and meat sauce. With each of these menu items the sheet records the food process as the food changes from raw ingredients to a menu item that is ready to serve. At each step along the way the name of the process, the start time and start temperature is recorded. At the end of the process, the end time and end temperature is recorded.

Your Process Temperature Log should focus on high-risk food components of the dish. “High Risk” includes meat, dairy products, seafood, eggs, small goods or any foods that contain these components. It is these foodstuffs that need to be monitored carefully.

In the example sheet, the name of all the processes being checked are recorded. In the meat sauce example, the first process is “preparation”. The moment you start preparing the ingredients for the sauce you should note the time and the temperature in the Log. In this instance, the start of the preparation process is when you remove the vegetables and the meat from their storage areas. In this example, the temperature of the meat is being recorded as it is the high-risk component.

Preparation is a process that occurs at any stage, but always involves handling the food. In this example preparation prior to cooking is monitored. When you have finished preparation, and are about to move onto the next stage – in the example sheet this next stage is “Cooking” - you should again record the time and temperature.

When you have finished the cooking process, record the end time and end temperature of the meat sauce.

When the meat sauce is removed from heat for cooling, record the temperature and time when this cooling process starts. Follow the rule as per Cooling (Section 6 in the Standard Operating Procedures) of your Food Safety Plan and ensure that your cooling process is adequate by checking the temperature at regular intervals. Each time you check the temperature and time, record that information in the Process Temperature Log.

In this example the Food Safety Supervisor recorded the temperature twice and noted that cooling could be less dangerous if the sauce cooled in a shallow tray.

The Process Temperature Log example shows the meat sauce was then reheated on a separate day. Again, the time and temperature is recorded at the start and end of this process.

The Process Temperature Log is an important record. Without it you would need to use individual temperature records for each process stage.