

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

