Environmental Health

Food Safety Records for Prescribed Activities (Standard 3.2.2A)

Glenorchy City Council

BACKGROUND

Under Standard 3.2.2A of the Australia New Zealand Food Standards Code, certain food businesses must keep records to demonstrate that key food safety risks are being effectively managed.

WHAT ARE PRESCRIBED ACTIVITIES?

A prescribed activity involves handling unpackaged potentially hazardous food that is either:

- used to prepare ready-to-eat food that will be served to customers; or
- ready-to-eat food intended for retail sale.

Examples may include preparing sandwiches, salads, sushi, cooked meals, bakery products containing meat or dairy, and similar ready-to-eat foods.

If your business carries out prescribed activities, you must keep records that demonstrate how the following food safety requirements are being managed.

1. FOOD RECEIPT

When receiving potentially hazardous food, businesses must take all practicable measures to ensure food is received at:

- 5°C or below, or
- 60°C or above.

Examples of records:

- delivery temperature checks
- supplier delivery records
- notes recorded on invoices or delivery dockets

2. FOOD STORAGE

Potentially hazardous food must be stored under temperature control.

Examples of records:

- cool room temperature logs

- refrigerator monitoring records
- automated temperature monitoring systems

3. FOOD PROCESSING

Food businesses must ensure food is processed safely.

This includes:

- using cooking or other processing steps that are known to achieve food safety;
- minimising the time potentially hazardous food spends in the temperature danger zone when a pathogen control step is not being applied;
- cooling cooked potentially hazardous food from:
  - 60°C to 21°C within two hours, and
  - 21°C to 5°C within a further four hours;
- rapidly reheating previously cooked and cooled food to 60°C or above before hot holding.

Examples of records:

- cooking temperature records
- cooling logs
- validated recipes
- standard operating procedures (SOPs)
- reheating records

4. FOOD DISPLAY

Potentially hazardous food on display must be kept under temperature control.

Examples of records:

- display unit temperature logs
- automated monitoring records

5. FOOD TRANSPORTATION

Potentially hazardous food must be transported under temperature control.

Examples of records:

- transport temperature logs
- delivery vehicle monitoring records
- data logger reports

6. CLEANING and SANITISING EQUIPMENT

Businesses must ensure that:

- eating and drinking utensils are clean and sanitised immediately before use; and
- food contact surfaces are clean and sanitised whenever contamination is likely to occur.

A surface or utensil is considered clean and sanitised when it:

- is visibly clean; and
- has been treated using heat, chemicals, or another effective sanitising process to reduce microorganisms to a safe level.

Examples of records:

- cleaning schedules
- sanitation checklists
- documented cleaning procedures

WHAT IS A RECORD?

A record can be kept in any format, including paper-based or electronic systems.

Examples include:

- completed monitoring sheets or templates
- validated recipes or standard operating procedures (SOPs)
- notes recorded on invoices or delivery dockets
- digital temperature monitoring reports

- data logger records
- photographs or video footage
- other documented information that demonstrates food safety controls are being followed

Records must be made on each day that prescribed activities are undertaken.

Records must include:

- the date of the activity;
- the time (where relevant); and
- details of the food, process or activity being monitored.

Records must be kept for **three months** after they are made and able to be provided to an Authorised Officer if requested.

Businesses may use existing records, procedures, invoices, automated monitoring systems, photographs, or other documented evidence that demonstrates compliance with the prescribed requirements.