

Documents, records and reporting

Record keeping

Keeping accurate records is a requirement of the Act (section 50) and regulations (regulations 35 - 38).

This template includes important record-keeping documents your business may require depending on your food business including:

- a list of suppliers;
- staff training;
- sickness record;
- pest control;
- cleaning.

Completing the Diary is an important part of record keeping. It helps to show how you correct things that go wrong and could affect the safety or suitability of food. You can use the diary to:

- write down anything that goes wrong;
- write down what was done to correct the problem and prevent customers from being affected;
- write down what was done to prevent a problem from happening again;
- confirm that the procedures in the FCP have been followed.

The Diary also contains space for keeping records of temperatures of cooked, stored and displayed food and thermometer calibrations.

There's more information on how to use the Diary in the introduction and in the Diary itself.

Pre-printed documents for recording other checks are also provided for specific activities, for example:

- recording the shelf life of foods;
- checking meat is cooked;
- re-using food.



You might find it useful to keep your Cleaning and Maintenance schedules in the Diary so that you can easily confirm that they are being followed

Making changes

If you carry out any food activities that aren't identified in this plan, they may require evaluating and approval before you can incorporate them into the plan. Changes that will require evaluation and approval are set out in Part 3 of the *Food Control Plans and National Programmes Notice 2015: What constitutes a significant amendment to a food control plan*. They include major alterations of processing facilities; processing food not covered by the plan; setting up a new process not covered by the plan; making changes that introduce new hazards; and other activities that are not covered by the procedures in this template. If you make a significant amendment your plan becomes a custom FCP and must be registered with MPI.

Changes that are not likely to require evaluation and approval include:

- using your own record sheets as long as they contain at least the same information as those provided in the template;
- changing the order of procedures;
- removing or marking as "not applicable" parts of the template that do not apply to your business (e.g. removing *Transporting food* if you don't transport food).

If you make a significant change to your plan (see above), make sure that the contents pages and procedures in your FCP are updated with the date the change was made and a new version number. If you update your plan with an Amendment issued by MPI, also update the Amendment record.

If you change any Business management details in section 2.1 or the information that accompanied your application for registration, you must notify your registration authority. This includes details on the death of the owner or operator, bankruptcy, liquidation, receivership etc.

All documents, including versions that are no longer used, and all records must be kept for at least four years and made available on request (e.g. by a Verifier or Food Safety Officer).

If you're unsure whether a proposed change may require approval, contact your registration authority for advice.

Reporting

If something goes wrong at your business that either results in food that is not safe and suitable, or food that may not be safe or suitable and the situation could make people sick you must report this to your verifier.