



Record keeping guidance

February 2026

Version 1

About this guidance

This guidance is designed for business that use 'Record Templates'

1. mpi.govt.nz/dmsdocument/16717 (PDF)
2. mpi.govt.nz/dmsdocument/70918 (Word)
3. mpi.govt.nz/dmsdocument/70917(Excel)

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This guidance includes:

- Some ideas for keeping records
- Examples of how to fill in record templates
- A list of information to record and the corresponding record templates.

DISCLAIMER

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This guide is not legal advice.

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Some ideas for other ways you might keep your records



Write records in note books or diaries



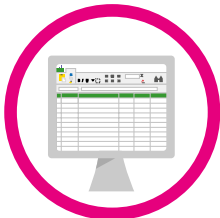
You can copy the record templates from the Record Templates files into any other file type (like Google Sheets, Jot Form, Google Docs). Save these to your computer or online storage and put the record information there.



Print off record templates that work for you and write down your record info. File the print offs in a ring binder.



Write your records on a white board. Records you put on a white board could include cleaning schedules and temperature checks. Take photos of your whiteboard and save those to your computer or online storage.



Type up your records in a spreadsheet. Save the spreadsheet to your computer or online storage like Google Drive, Drop Box, Office 365. Online storage lets you access the info on your phone or other device.



Create a QR code that links to your online files such as Google Sheets, Jot Form or Excel online. Print off the QR code and put it in place that you can easily access when you are recording information - like the fridge or whiteboard. Scan the QR code with your phone and it will take you to the record web page so you enter your record information.

Some suggestions on version control

- Save your records in computer folders online or on your computer. You can keep a record for each month or year - which ever works best for your business.
- Print your records and file them in in a folder for each month or year.



Training records

Staff name

Tim Jones

See the 'Training and competency' [dark blue] card in SS&S

- Staff could include volunteers, family, friends, owner/operators, and managers, who may carry out food related tasks in your business.
- You can use Simply Safe & Suitable template food control plan to train your staff.
- Below is an example of how you can fill in the template.
- The template includes the top topics to train your staff on.

Staff job title (optional) <i>Kitchen hand</i>	Staff start date (optional) <i>1/8/2025</i>
Staff email (optional) <i>tim.jones@email.com</i>	Staff phone number (optional) <i>022 0123 456</i>

Training topic (part of the plan that has been covered)	Staff initials/ signature	Trainer initials/signature	Training date
Managing health and hygiene - washing hands properly (wash with soap, 20 sec rule, dry thoroughly, know when to wash them)	TJ	GW	8/8/25
Protecting food from contamination by staff (managing sickness, clean clothing)	TJ	GW	8/8/25
Separating Food (raw vs cooked, allergy awareness, managing chemicals)	TJ	GW	8/8/25
Cleaning up and sanitising (what to clean, when and how)	TJ	GW	8/8/25
Temperature control (Cook and store food at the right temperature.)	TJ	GW	8/8/25



Staff sickness

See the 'Managing personal hygiene and health' [blue] card in SS&S

- Below is an example of how to fill in the template.

Name	Symptoms (optional)	Date they became sick	Date returned to work	Action taken (optional)	Checker's initials
Samuel Smith	Fever and vomiting	01/08/25	05/08/25	Stayed home. Symptoms stopped 02/08/25.	TW



Daily fridge/chiller temperature checks

See the 'Keeping food cold' [green] card in SS&S

- Use this template to record the temperature of your food or the internal temperature of your fridge/chiller.
- Below is an example of how to fill in the template.

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	5°C	4°C	5°C	4°C	3°C	3°C	--
2	3°C	3°C	4°C	3°C	3°C	3°C	--
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checker's initials		JP					

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checker's initials:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checker's initials							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
6	°C	°C	°C	°C	°C	°C	°C
7	°C	°C	°C	°C	°C	°C	°C
8	°C	°C	°C	°C	°C	°C	°C
9	°C	°C	°C	°C	°C	°C	°C
10	°C	°C	°C	°C	°C	°C	°C
Checker's initials							



My trusted suppliers

- You can find registration details at mpi.govt.nz/food-business/food-safety-registers-lists/.
- Below is an example of how to fill in the template.



Trusted supplier	
Business name	Cheesy Pete
Site registration number	MPI0000/0
Registration expiry date (optional)	1/5/2026
Contact person	Peter Rowse
Phone	021 123 456
Email	orders@cheesypete.co.nz
Address Cheesy Pete 44 Main Street Cityville	
Day to place orders	Days to receive delivery
Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun
Goods supplied chedder brie mozzarella	
Comments (optional) doesn't like last minute orders but can do next day delivery closes at 2pm on thursdays	

Trusted supplier	
Business name	
Site registration number	
Registration expiry date (optional)	
Contact person	
Phone	
Email	
Address	
Day to place orders	Days to receive delivery
Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun
Goods supplied	
Comments (optional)	



Trusted supplier deliveries

See the 'Sourcing, receiving & storing food' [green] card in SS&S

See the 'Tracing your food' [red] card in SS&S

- This record can also be used for tracing your food.
- Below is an example of how to fill in the template.

Date	Batch number / Lot ID (optional)	Name and contact details of supplier	Type of food	Quantity	Temperature on arrival (if applicable)	Checker's initials
4/4/17	4251708	farrods, south farm townsville	fresh chicken breast	5kg	4°C	Tony
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	



Cooking poultry, minced meat and liver - proving your method and batch checks

See the 'Cooking poultry, minced meat and liver' [magenta] card in SS&S

- Use this template to prove your method works by checking it 3 times with different batches of the same food (dish). You must then check one batch each week to confirm your method still works.
- Batch checks can be recorded in this template.
- For meat cooked in a sous vide use the 'Sous vide - proving your method and batch checks' template. For hot smoking to cook food use 'Hot smoking to cook your food – proving your method and batch checks' template.
- Below is an example of how to fill in the template.

Food/dish (type, size, weight)

2kg chicken roast x4

Method (include this if you are proving your method)

Put in pre-heated oven at 220°C for 2 hours intended that the thickest part of the meat reaches 75°C for 30 seconds.

Batch	Date	Internal temp °C at the thickest part	How long at this temperature?	Is this a batch check?	Is this a check to prove your method?	Checker's initials
1	1/8/25	75°C	1 min		Yes	SM
2	4/8/25	75.5°C	1 min		Yes	SM
3	6/8/25	76°C	1 min		Yes	SM
1	13/8/25	75.8°C	1 min	Yes	No	SM
		°C				
		°C				
		°C				
		°C				
		°C				



Reheating method - proving your method works and batch checks

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Reheating food' [magenta] card in SS&S

- Use this template to prove your reheating method works by checking it 3 times with different batches of the same food (dish). You must then check one batch each week to confirm your method still works.
- Batch checks can also be recorded in this template.
- Below is an example of how to fill in the template.

Food/dish (type, size, weight) <i>5 litres vegetable soup</i>					
Method <i>Heat all 5 litres in a 10 litre pot on stove on med/high for 15 mintes until the center of the liquid is 75°C</i>					
Batch	Date	Internal temp °C in the coolest part (if a liquid) or the middle (if solid)	Is this a batch check?	Is this to prove your method?	Checker's initials
1st	01/08/2025	75°C		Yes	SM
2nd	04/08/2025	77°C		Yes	SM
3rd	06/08/2025	76°C		Yes	SM



Cooling freshly cooked food records - proving your method and batch checks

- Use this template to prove your cooling method works by checking it 3 times with different batches of the same food. You must then check one batch each week to confirm your method still works.
- Batch checks can be recorded in this template.
- For sushi, use the 'Cooling acidified sushi rice - proving your method and batch check' record.
- Below is an example of how to fill in the template.
- **Cooling rules:** Start timing when food reaches 60°C. Food needs to get from 60°C to 21°C in 2 hours or less. Food needs to get from 21°C to 5°C or lower in a further 4 hours or less.

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Cooling freshly cooked food' [magenta] card in SS&S

Food/dish (type, size, weight)

1 litre of butter chicken curry

Method (include this if you are proving your method)

Curry was divided into 4 250mL containers and placed on cooling racks, then placed in the fridge at the second temperature check

Batch	Date	Start time	Start temp °C	Second time check	Second temp °C check	Third time check	Third temp °C check	Is this a batch check?	Is this to prove your method?	Checker's initials
1st	1/8/25	12:45pm	60.1	2:31pm	20.0	6:20pm	4.5		Yes	SM
2nd	4/8/25	1pm	60.0	3pm	21.0	7pm	5.0		Yes	SM
3rd	5/8/25	12:30pm	59.0	2:25pm	20.0	7:20pm	4.5		Yes	SM
1	12/8/25	12:50pm	60.2	2:31pm	20.0	6:23pm	4.5	Yes		SM



Cooling freshly cooked food - batch checks

See the 'Cooling freshly cooked food' [magenta] card in SS&S

- Use this to record your batch checks for cooling freshly cooked food.
- For cooling acidified rice, use 'Cooling acidified sushi rice - batch checks' record template
- Below is an example of how to fill in the template

Food/dish	Date cooked	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C in 2 hours or less		Food needs to get from 21°C to 5°C or lower in a further 4 hours or less		Checker's initials
		Start time	Start temperature °C	Second time check	Second temperature °C check	Third time check	Third temperature °C check	
Chicken curry	21/5/25	12:45pm	60.1	2:31pm	20.0	6:20pm	4.5	JJ



Using water activity to control bugs - proving your method and batch checks

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Using water to control bugs' [magenta] card in SS&S

- If you want to prove your method for drying your food to a water activity of 0.85 or less, you must record the % weight loss for 3 batches of your product. Then send samples of these batches to an accredited lab to confirm the water activity is below 0.85. Once you have 'proven' that your percentage weight loss gives a water activity of below 0.85, you can use % weight loss to check water activity. You must check % weight loss for one batch each week.
- You can also use this template for batch checks.
- If use a water activity meter, then you don't have to fill out weights or % weight loss.
- If you calculate % weight loss, then you don't need to fill out the water activity meter reading.
- Below is an example of how to fill in the template.

Food/dish (type, size, weight)

250 grams of dried figs

Method or recipe (amounts of additives used) (include this if you are proving your method)

Weigh figs. Wash and dry figs

Remove the top stem off the fig. Slice each fig into 3 to 5mm slices.

Lay fig slices flat on a dehydrator tray.

Turn the dehydrator on to the dried fruit setting and leave to dry for 8 hours.

Once cool, weigh figs again and note down weight loss and % weight loss. Store in an airtight container.

Batch	Start date	Finish date	Weight before drying (grams)	Weight after drying (grams)	Weight loss (grams)	% weight loss	Water activity meter reading	Lab water activity result	Is this a batch check?	Is this to prove your method?	Checker's initials
1	1/8/25	1/8/25	1000	250	750	75	NA	0.6	No	Yes	SH
2	10/8/25	10/8/25	1000	250	750	75	NA	0.6	No	Yes	SH
3	11/8/25	11/8/25	1000	250	750	75	NA	0.6	No	Yes	SH
1	18/8/25	18/8/25	1000	250	750	75	NA	NA	Yes	No	



Using acid to control bugs - proving your method and batch checks

See the 'Proving the method you use works everytime' [magenta] card in SS&S

See the 'Using acid to control bugs' [magenta] card in SS&S

- Use this template to prove your method works for using acid to control bugs (for example pickling).
- Prove your method works by checking it 3 times with different batches of the same food (dish). You must then check one batch each week to confirm your method still works.
- Batch checks can also be recorded in this template.
- Below is an example of how to fill in the template.

Food/dish (type, size, weight)							
Chow chow (pickled relish)							
Method or recipe (include this if you are proving your method)							
Ingredients = 5 cups of vinegar, 3 cups of sugar, 2 tablespoons of salt, spices, 4 tomatoes, 1 onion, 1/2 cabbage, 2 capsicums. Add vinegar, salt, sugar and spices to a saucepan and bring to a simmer until the sugar dissolves. Add the tomatoes, capsicums, onion and cabbage, bring to the boil, lower heat and let simmer for 15-20 mins. Remove from heat and bottle. pH checked by calibrated pH meter.							
Batch	Date Start	Date Finish	pH start	pH finish	Is this a batch check?	Is this to prove your method?	Checker's initials
1st	1/8/25	8/8/25	6.0	2.8		Yes	SH
2nd	10/8/25	17/8/25	6.1	2.7		Yes	SH
3rd	20/8/25	27/8/25	6.0	2.9		Yes	SH
1	27/8/25	3/9/25	6.0	2.8	No		SH



Hot smoking to cook your food – proving your method and batch checks

- Use this template to prove your hot smoking method works by checking it 3 times with different batches of the same food. You must then check one batch each week to confirm your method still works.
- Batch checks can also be recorded in this template.
- Below is an example of how to fill in the template.

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Using hot-smoking to control bugs' [magenta] card in SS&S

Food

1kg side of salmon

Method (include this if you are proving your method)

Place salmon in preheated 115°C smoker. Cook for 30 to 40 minutes until internal temperature reaches 75°C. Remove and cool as per the "Cooling freshly cooked food" card.

Batch	Date	Smoke house/ box air temperature °C	Time the cooking started in smoker	Time cooking finished in smoker	Core temp °C of food at the end of cooking period	Was more cooking time needed?	If yes, what was done to make sure food was cooked (optional)	Is this a batch check?	Is this to prove your method?	Checker's initials
1	01/08/2025	115.0	9:00 am	9:33 am	75.5	No	NA		Yes	SM
2	04/08/2025	115.0	8:00am	8:38am	76.0	No	NA		Yes	SM
3	05/08/2025	115.0	9:30am	10:05am	75.5	No	NA		Yes	SM
1	12/08/2025	115.0	8:00am	8:30am	75.1	No	NA	Yes		SM



Hot smoking to impart flavour to your food - batch checks

See the 'Using hot-smoking to control bugs' [magenta] card in SS&S

- Below is an example of how to fill in the template.

Food/dish	Batch	Date	Smoke house temp °C	Time in smoker (hours and minutes)	Checker's initials
Ham	1	10/08/2025	52	45 mins	TJ



Transported food temperature checks

See the 'Transporting food' [orange] card in SS&S

- You only need to use this sheet if your food is out of temperature control for more than 4 hours.
- Temperature control means keeping food at 5°C or below, or above 60°C where most bad bugs can not grow.
- If something went wrong, fill in 'When something goes wrong' template.
- Below is an example of how to fill in the template.

Date	Food/dish	Temperature °C	Time out of temperature control (optional)	Checker's initials
4/08/25	Egg sandwiches	4.0	4 hours 30 min	JW



Allergens in your food

See the 'Separating food' [green] card in SS&S

See the 'Knowing what's in your food' [orange] card in SS&S

- It is **optional** to record this information. But it will help your staff know what is in your food so that you can tell your customers.
- If you do use this template, remember to keep this up to date when recipes, suppliers, and ingredients change.
- Below is an example of how to fill in the template.

Food/dish	Ingredients	Allergens
Chocolate chip cookies	Flour, eggs, butter, milk, sugar, chocolate chips	Milk, gluten, wheat, eggs



Selling your food to other businesses

See the 'Selling your food to other businesses' [orange] card in SS&S

- Below is an example of how you can fill in the template

Business that you supply food to	Contact details (for example phone number, email, address)	Food supplied	Quantity supplied	Date you supplied them	Task done by (add initials)
PJ's Burger Truck	123 Main Street, Auckland. 027 345 789	burger buns	200	10/08/2025	BL



Cleaning plan/schedule

See the 'Cleaning up and closing' [purple] card in SS&S

- It is **optional** to record this information.
- Use this template to write your cleaning plan.
- This is to show what gets cleaned and how, how often is done and who does it.
- Below is an example of how to fill in the template.

Items and areas to be cleaned / cleaning task	How often task is done?	Cleaning method	Who does the task?	Notes
Preparation benches	after every use	clean debris, wipe with new or freshly cleaned cloth with hot soapy water, dry with paper towels, apply spray sanitiser (no rinse)	all staff	

- It's **optional** to record this information.
- Use this template to note down daily cleaning tasks and when they are done.
- Below is an example of how to fill in the template.

[illegible]



Equipment and facilities maintenance checks and repairs

See the 'Maintaining equipment and facilities' [purple] card in SS&S

- Use this template for when equipment, facilities and water supply (if applicable) are repaired or checked.
- You can use the 'Thermometer check/calibration' template for recording the results of your thermometer checks.
- When something goes wrong with your equipment / facilities (for example broken fridges, flooding) use the 'When something goes wrong' template.
- Below is an example of how to fill in the template.

Item that need maintenance checks/repairs	How often is it checked?	Who does the check/repair?	What was done?	Date of check/repair	Checker's initials
<i>Grease Trap</i>	<i>6 monthly - Feb and Aug</i>	<i>Greg's Grease Traps Services</i>	<i>Full service and clean out of passive grease trap</i>	<i>10/8/2025</i>	<i>GG</i>
<i>Thermometer</i>	<i>Every 3 months - Aug, Nov, Feb, May</i>	<i>Manager</i>	<i>See 'Thermometer calibration/check' template.</i>	<i>10/8/2025</i>	<i>TL</i>



Thermometer checks / calibration

- It's **optional** to record this information.
- A way you can make sure your thermometer is accurate is by calibration. An example of how to calibrate a thermometer can be found on page 51 of Buddy 1 mpi.govt.nz/dmsdocument/62502-Food-safety-buddy-issue-1-print/ (PDF).
- Below is an example of how to fill in the template.



Date	Thermometer ID	Temperature °C reading in iced water	Temperature °C reading in boiling water	Action taken if thermometer is inaccurate	Checker's initials
10/8/25	1	2.0	97.0	Bought a new thermometer	TW
10/11/25	1	0.0	100.0	NA	TW



When something goes wrong

- Use this template to record information when something goes wrong and what was done to fix it.
- Below is an example of how to fill in the template.

Date: 17 / 02 / 17

Staff involved: Richard Thomas, John Johnson

Person responsible for fixing the problem: Richard Thomas

What went wrong?

Fridge 2 on permanent defrost

What did you do to fix it?

Called electrician

What did you do to stop it from happening again?

Caused by build up of dust around compressor – to regularly check/clean [on cleaning schedule]

How did you keep food safe? How did you make sure no unsafe or unsuitable food was sold?

Moved food to beer fridge
 – Checked temp for food: all still at 5°C
 – Used most of it today



Customer complaints information

- Use this to record information about customer complaints and what was done to resolve the complaint.
- Below is an example of how to fill in the template.

Customer name and contact details
<i>Fred Smith, +64 23 456 789</i>
Date and time of purchase
<i>Monday 15th July Lunch time at 12:30</i>
Affected food (batch/lot number)
<i>Mince and cheese pie - Batch made that morning (monday) - new week; new food</i>
Complaint
<i>Claims pie made them sick</i>
Cause of the problem
The following can also be filled in on the 'When something goes wrong' record template
<i>See investigation below. Does not appear to be caused by us</i>
Action taken immediately and action taken to stop it happening again
<i>I showed Mr Smith our cooking records for Mondays batch of pies. I also showed him our hot holding record. I suggested he speaks to the local council EHO about the matter and if he was still ill his doctor would be able to help as well.</i>
Managed by or resolved by
<i>Sam Mornings</i>



Traceability

See the 'Tracing your food' [red] card in SS&S

- You can also use this template to record traceability information if you import food.
- If **importing food**, include any information which will allow food to be traced:
 - from the supplier to the registered importer;
 - while it is under the registered importer's possession;
 - to the next person the food is passed onto (other than the final consumer).
- Below is an example of how to fill in the template.

Supplier name and contact details

Ying Yang Manufacturing Co
+86 23445657

Manufacturer name and contact details

Ying Yang Manufacturing Co, Shanghai
Mr Alan Lee, owner tel +86 23445657 Email: alanlee@yingyang.co.cn

Product type	Brand	Best before/ use by dates (if required)	Temperature °C of food on arrival (if it needs to be kept under tempera- ture control)	Batch / Lot Information
Dumpling wrapper	Ying Yang			SGH117801

Other information

Ying Yang has provided certificates of registration with Shanghai food authority - reg no 12345

The product is transported using a registered food distributor in Shanghai (World Wide Food Distribution)

Received product specifications from Ying Yang. Cross referenced specs with Food Standards Code to ensure it meets NZ Standards



**See the 'Proving the method
you use works every time'
[magenta] card in SS&S**

- [illegible]



Cooling acidified sushi rice - proving your method and batch checks

See the 'Proving the method you use works every time' [magenta] card in SS&S

See the 'Making Sushi' [teal] card in SS&S

- Use this template to prove your cooling method works by checking it 3 times with different batches of the same food. You must then check one batch each week to confirm your method still works.
- Batch checks can be recorded in this template.
- Below is an example of how to fill in the template.
- **Cooling rules for acidified sushi rice:** Start timing when rice reaches 60°C. Rice needs to get from 60°C to 21°C in 2 hours or less. Food needs to get from 21°C to 15°C or lower in a further 4 hours or less.

Food/dish (type, size, weight)

8 cups of white sushi rice

Method (include this if you are proving your method)

8 cups of rice was divided into two 1 litre containers and placed on cooling racks until rice cooled to 21°C, then containers of rice are placed in the fridge

Batch	Date	Start time	Start temp °C	Second time check	Second temp °C check	Third time check	Third temp °C check	Is this a batch check?	Is this to prove your method?	Checker's initials
1st	1/8/25	12:45pm	60.1	2:31pm	20.0	6:20pm	14.8		Yes	SM
2nd	4/8/25	1pm	60.0	3pm	21.0	7pm	15.0		Yes	SM
3rd	5/8/25	12:30pm	60.2	2:25pm	20.0	7:20pm	14.9		Yes	SM
1	12/8/25	12:50pm	60.2	2:31pm	20.0	6:23pm	14.5	Yes		SM



Cooling acidified sushi rice - batch checks

- Use this template to record your batch checks
- Below is an example of how to fill in the template.

Batch	Date cooked	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C in 2 hours or less		Food needs to get from 21°C to 15°C or lower in a further 4 hours or less		Checker's initials
		Start time	Start temperature °C	Second time check	Second temperature °C check	Third time check	Third temperature °C check	
1	21/5/22	12:45pm	60.1	2:31pm	20.0	6:20pm	14.5	JJ



Drying Chinese style roast duck - proving your method and batch checks

See the 'Making Chinese style roast duck' [teal] card in SS&S

See the 'Proving the method you use works every time' [magenta] card in SS&S

- Use this template to prove your method works by checking it with 3 different batches. You must then check one batch each week to confirm your method still works.
- Batch checks can be recorded in this template.
- Below is an example of how to fill in the template.

Method (include this if you are proving your method)

1.75 kg duck. Dip in boiling water with 2 tsp five-spice, 2 teaspoon sugar, 2 teaspoon salt, 3 teaspoon vinegar. Hang duck in cooler part of kitchen for 3 hours. Check temp at start and after 1 hour and 30 minutes.

Cooking details

Batch	Date	Time started drying	Temperature °C		Time drying finished	Action taken to correct drying if core temperature is greater than 25°C	Is this a batch check?	Is this for proving your method?	Checker's initials
			Start	Half-way					
1st		3:00pm	20.0	20.0	6:00pm	n / a		Yes	JM
2nd		4:00pm	20.0	19.0	7:00pm	n / a		Yes	JM
3rd		3:00pm	19.0	19.0	6:00pm	n / a		Yes	JM



- Use this template to record your batch checks.
- Below is an example of how to fill in the template.

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Making doner kebabs - batch checks

See the 'Making doner kebabs' [teal] card in SS&S

- Below is an example of how to fill in the template.

Food type	Batch	Date	Temp °C food is cooked to	Time at this temp	Checker's initials
Beef	1	10/08/2025	75	1 min	TJ



Sous vide - proving your method and batch checks

- Use this template to prove your method works by checking it with 3 different batches. You must then check one batch each week to confirm your method still works.
- Batch checks can be recorded in this template.
- Below is an example of how to fill in the template.

See the 'Cooking using sous vide' [teal] card in SS&S

See the 'Proving the method you use works every time' [magenta] card in SS&S

Food and cooking method (weight, size, thickness of cut, ingredients) (include this if you are proving your method)

- 1 chicken breast (200 to 220 grams)
- Season with salt and pepper
- Use vacuum bag (small), put chicken breast into bag and seal according to manufacturers instructions.
- Water bath more than 60°C before bag is immersed

What equipment was used (water bath loading)?

- Vacuum bag small
- water bath
- needle probe

Batch and date	Water bath temp°C before food was added	Time for food to reach internal temp°C	Internal temp °C of food at start of holding time	Length of holding time	Internal temp °C of food at end of holding time	Cooling time (food cooled and stored for later service)	Served immediately (optional)	Chilled storage (optional)	Is this a batch check?	Is this for proving your method?	Checker's initials
1st 5/8/25	65	25 mins	62	29 mins	63	n / a	Yes	n / a		Yes	FW
2nd 8/8/25	65	25 mins	62	30 mins	63	n / a	Yes	n / a		Yes	GM
3rd 9/8/25	65	26 mins	62	29 mins	63	n / a	Yes	n / a		Yes	GM

- Use this template to record your batch checks.
- Below is an example of how to fill in the template.

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Record list

- If you follow any of the cards below, you will need to keep records for them. We have provided record templates for these records except where stated in the table below.
- The list below outlines which sections require records and what information needs to be recorded.
- To find the record requirements, see the A4 version of Simply Safe and Suitable (SSS) (<https://mpi.govt.nz/food-business/running-a-food-business/food-control-plans/use-a-template-food-control-plan/steps-to-a-simply-safe-and-suitable-template-food-control-plan>).
- Note that **all records must:**
 - be accurate
 - be easy to read
 - identify what was done
 - say when it was done
 - say who did it
 - records need to be available when requested by verifier and MPI
 - be kept for 4 years



SSS cards with information recording requirements	Page in SSS that describes the record requirement	Information to record	Is it mandatory to record this information?	Name of record template
Not applicable	Not applicable	Things you check when you open and close your business.	No	Opening and closing checks
Taking responsibility	16	Records of the checks you and your staff have made.	Yes	Internal audit/ verification
Checking the plan is working well	20	Results of the checks you have made when self-verifying/ auditing.	Yes	Internal audit/ verification
Training and competency	22	• Who was trained • Training date • Parts of the plan covered • Signatures or initials from trainee and trainer	Yes	Training
Managing water supply provided by a registered drinking water supply	7, 25	The name of your registered supplier (for example your local council).	Yes, if you use water from a registered supplier	No record template. Write/ type into your plan
	83	• How often water system and tanks are checked/repared • Who did the checks/repairs • Date checked/repared	Yes, if you use water from a registered supplier	Equipment and facilities maintenance checks and repairs
Managing self supply water	13, 29	All nearby activities	Yes, if you use self-supply water	No record template - Write/type into the "Understanding and managing risks from near-by activities" card of your plan



Record list

SSS cards with information recording requirements	Page in SSS that describes the record requirement	Information to record	Is it mandatory to record this information?	Name of record template
Managing self supply water	7, 27	Where you get your water from	Yes, if you use self-supply water	No record template - Write/type into "Managing self supply water" card of your plan
	28	Water treatment system	Yes, if you use self-supply water	No record template - Write/type into "Managing self supply water" card of your plan
	29	Water test results	Yes, if you use self-supply water	No record template
	83	How often you check/repair the water treatment system	Yes, if you use self-supply water	Equipment and facilities maintenance checks and repairs
Managing personal hygiene and health	32	Who was sick When they were sick	Yes	Staff sickness
Sourcing, receiving and storing food	40	Your trusted suppliers list and other evidence showing food is safe and suitable (such as registration details)	Yes	My trusted suppliers
	41	- Name and contact details of your supplier - Type and quantity of food supplied - Temperature at time received (if applicable)	Yes	Trusted supplier deliveries



Record list

SSS cards with information recording requirements	Page in SSS that describes the record requirement	Information to record	Is it mandatory to record this information?	Name of record template
Sourcing, receiving and storing food	41	If you import, also include: - Food importer registration certificate. - Safety and suitability assessment of food you have imported	Yes, if you import	No record template - for the safety and suitability assessment see mpi.govt.nz/safe-suitable-food/ 
Keeping food cold	43	Temperature of the food in your fridge	Yes	Daily fridge/chiller temperature checks
Reheating	49	If proving, provide proven method and batch checks	Yes, if you prove your method	Reheating - proving your method
Cooking poultry, minced meat and liver	47	- Food type - Date cooked - Temperature cooked to and how long it stayed at temperature	Yes - if you use this card	Cooking poultry, minced meat and liver – proving your method and batch checks
	47, 49	If proving, provide your method for cooking and batch checks	Yes, if you prove your method	Cooking poultry, minced meat and liver – proving your method and batch checks
Cooling freshly cooked food	54	- The food - Date food was cooked - The time it took to cool down - How you cool food	Yes, if you cool potentially hazardous food	Cooling freshly cooked food - proving your method and batch checks Cooling freshly cooked food - batch checks
	49, 54	If proving, provide your method and batch checks	Yes, if you prove your method	Cooling freshly cooked food - proving your method and batch checks



Record list

SSS cards with information recording requirements	Page in SSS that describes the record requirement	Information to record	Is it mandatory to record this information?	Name of record template
Using water activity control bugs	58	- Lab test results / results from your own method for water activity - Permitted additives and how you meet the Australian NZ Food Standards code - Method for drying/brining	Yes, if you use this card	Using water activity to control bugs - proving your method and batch checks
	49, 57	If proving, record your method for drying food or brining. Provide batch records. Lab results x 3 batches, then calculation for water activity.	Yes, if you prove your method	Using water activity to control bugs - proving your method and batch checks
Using acid to control bugs	60	Pickling recipe	Yes, if you use this card	Using acid to control bugs – proving your method and batch checks
	49,60	If proving, show a method and batch checks	Yes, if you prove your method	Using acid to control bugs – proving your method and batch checks
Using hot-smoking to control bugs	82, 83	Hot-smoking to cook food: - Smoke house air temperatures - Smoking start time - Smoking finish time - Food core temperature at end of cooking - If additional time was needed.	Yes, if you use this card	Hot smoking to cook food – batch checks Hot smoking to cook food – proving your method and batch checks
	49, 62	If proving, show a method and batch checks	Yes, if you prove your method	Hot smoking to cook food – proving your method and batch checks
	63	Hot-smoking (to flavour food only): - Smoke house air temperatures - Length of the process	Yes, if you use this card	Hot smoking to impart flavour to your food - batch checks



Record list

SSS cards with information recording requirements	Page in SSS that describes the record requirement	Information to record	Is it mandatory to record this information?	Name of record template
Transporting food	67	The temperature your chilled/ frozen or hot food was transported at, if it was not used within 4 hours of entering the danger zone.	Yes, if you use this card	Transported food temperature checks
Knowing what's in your food	71	It's optional to record the following information: - Dish/food - Ingredients - Allergens	No	Allergens in your food
Selling food to other businesses	75, 76	- Business details that you supply food to - Date you supplied them - Products you supply to them - Amount supplied	Yes, if you use this card	Selling your food to other businesses
Cleaning up and closing	Not applicable	It's optional to record information about how, what and how you clean	No	Cleaning plan/schedule Daily cleaning tasks
Maintaining equipment and facilities	82	Regular maintenance tasks and repairs (including water systems and tanks) If you calibrate your own thermometers, record that you did the calibration.	Yes	Equipment and facilities maintenance checks and repairs
	Not applicable	It's optional to record the results of the thermometer calibration.	No	Thermometer checks/calibration
When something goes wrong	84	- What went wrong - How you fixed it - Steps to prevent it happening again - How you keep food safe or made sure no unsafe and unsuitable food was sold	Yes, if something goes wrong	When something goes wrong



Record list

SSS cards with information recording requirements	Page in SSS that describes the record requirement	Information to record	Is it mandatory to record this information?	Name of record template
Dealing with customer complaints	85, 86	- Customer contact details - Date and time of purchase - Food affected including batch/lot ID if applicable - What the complaint was about - Cause of problem - Action taken immediately - Steps to prevent it happening again	Yes, if a customer complains	Customer complaints information
Tracing your food	87, 88	Option 1 - Record all information (include this information below if importing) - Name and contact details of supplier - Name and contact details of the manufacturer of the food - Any information that shows the food has been assessed as being safe and suitable - Best Before and Use By dates (if required) - Any information that shows the food is transported safely - Description of the food (commodity, brand, lot / batch ID etc.) - Any information which will allow food to be traced from the supplier to the registered importer, while it is under the registered importer's possession, to the next person the food is passed onto (other than the final consumer).	Yes, if you import	Traceability
	87, 88	Option 2 - Minimum information required when receiving food - Name and contact details of supplier - Type of food and quantity - Temperature at time received (if applicable)	Yes	Trusted supplier deliveries



Record list

SSS cards with information recording requirements	Page in SSS that describes the record requirement	Information to record	Is it mandatory to record this information?	Name of record template
Recalling your food	91	If a supplier's food has been recalled: - record the action you and your staff took to remove that food from your business. If your food needs to be recalled: - the action you and your staff took to remove that food from your business, - a completed Food Recall Risk Assessment Form, - a copy of the recall notice.	Yes, if food needs to be recalled	No record template - for recall documents see mpi.govt.nz/food-business/food-recalls/food-recall-documents/ 
Making sushi	93	pH measures of rice amount of vinegar solution	Yes, if you use this card	Acidifying rice - proving your method and batch checks
	94	How you safely cool each batch of acidified rice	Yes, if you use this card	Cooling acidified sushi rice - proving your method and batch checks Cooling acidified sushi rice - batch checks
	49, 94	If you prove your methods, record the method and batch checks	Yes, if you prove your method	Cooling acidified sushi rice - proving your method and batch checks Acidifying rice - proving your method and batch checks



Record list

SSS cards with information recording requirements	Page in SSS that describes the record requirement	Information to record	Is it mandatory to record this information?	Name of record template
Making Chinese style roast duck	96	• Temperature of each duck at the time it was hung up to dry and the time the drying started • Temperature of the duck half way through drying process and • How you brought temperature down if higher than 25°C. • The time the duck was taken from the drying area to be cooked.	Yes, if you use this card	Drying Chinese style roast duck - proving your method and batch checks Drying Chinese style roast duck - batch checks
	49	If you prove your methods, record the method and batch checks	Yes, if you prove your method	Drying Chinese style roast duck - proving your method and batch checks
Making doner kebab	98	• Food type • Date food cooked • Temperature food cooked to • Time food stayed at temperature for	Yes, if you use this card	Making doner kebab - batch checks
Cooking using sous vide	102	• Water bath temperatures before adding food • Time take for the food to reach the selected internal temperature • Length of holding time once the food has reached the selected temperature • Internal temperature of the food at the start and end of holding times • Cooling time	Yes, if you use this card	Sous vide - proving your method and batch checks Sous vide - batch checks
	49, 102	If you prove your methods, record the method and batch checks	Yes, if you prove your method	Sous vide - proving your method and batch checks



Record list

SSS cards with information recording requirements	Page in SSS that describes the record requirement	Information to record	Is it mandatory to record this information?	Name of record template
Making biltong	109, 110	• Confirmation from your meat supplier that meat ordered for making biltong comes from an authorised abattoir in New Zealand with Establishment Number(s) on the box or carcase. • Weight of meat used in the batch. • Weight and thickness of a representative sample (10 or more) of raw meat slices from each batch of biltong. • Your calculation for ensuring the levels of sodium or potassium nitrite added (or any other permitted food additive) does not exceed levels permitted in the dried biltong. • Amount of salt and vinegar (calculated using the total weight of meat). • Air temperature for drying and any other settings of equipment you use that are necessary for the process (i.e. settings you rely on each time you make biltong). • Date and time the batch of marinated meat was hung in the dryer. • Date and time the batch of biltong finished drying.	Yes, if you use this card	Biltong - Setting up the % weight loss method Biltong batch records