

# Diary refill



**Name:**

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**Business:**

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**Address:**

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**Start date:**

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**End date:**

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# Introduction



## How does this diary work?

The diary is specially designed to help you run your business effectively.

The manager should sign the diary every day to say that:

- the opening and closing checks have been done
- your safe methods have been followed

The diary should take about **one minute a day** to complete, unless you have something special to write down.

If anything **different** happens, or if something goes wrong, you should make a note in the diary of what happened and what you did. This is so you can show that you have taken action to make sure that food is safe to eat.

If the manager is not in, he or she can give responsibility for the diary to another member of staff. See the 'Training and supervision' safe method in the Management section.

This diary refill contains new diary pages to use with your Safer food, better business pack.

If you need to complete a new cleaning schedule, staff training record or update any of the safe methods in your Safer food, better business pack, you can print them from: [food.gov.uk/sfbb](http://food.gov.uk/sfbb)

## 4-weekly review

The 4-weekly review gives you the opportunity to look back at previous weeks and identify any persistent problems. Write down details of these and how you decide to tackle them. You might need to train staff again on certain safe methods and/or change how you do things.

You may find it useful to read the 4-weekly review before starting to use the diary. It will give you an idea of the kind of things you might need to write down during the week.

## Opening and closing checks

It is essential that you and your staff do certain checks every time you open and close. Make sure you have worked through the 'Opening and closing checks' safe method in the Management section. You might find it helpful, on a daily basis, to use the list of opening and closing checks in the diary.

## How long should I keep my completed diary pages?

You should store all your completed diary pages safely until your next visit from a local authority enforcement officer. He or she may want to look at your diary pages. During the visit, check with the enforcement officer how long he or she wants you to keep your diary pages.

**Week commencing:**

**Monday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Friday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Tuesday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Saturday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Wednesday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Sunday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Thursday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Extra checks**

We have performed the following extra checks this week.

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

**Week commencing:**

**Monday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Friday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Tuesday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Saturday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Wednesday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Sunday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Thursday**

Any problems or changes – what did you do?

Opening checks  Closing checks

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Name \_\_\_\_\_ Signed \_\_\_\_\_

Our safe methods were followed and effectively supervised today.

**Saturday**

Any problems or changes – what did you do?

Opening checks  Closing checks

Name \_\_\_\_\_ Signed \_\_\_\_\_

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Any problems or changes – what did you do?

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Name \_\_\_\_\_ Signed \_\_\_\_\_

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# 4-weekly review

You should regularly review the methods used in your business to check that they are up to date, and still being followed by you and your staff.



**You can use the checklist below to help you.**

- Look back over the past 4 weeks' diary entries. If you had a serious problem, or the same thing went wrong three times or more, make a note of it here, find out why and do something about it.

Did you have a serious problem or did the same thing go wrong three times or more?

Yes

No

Details:

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What did you do about it?

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- Did you get a new member of staff in the past 4 weeks? Yes  No   
Were they trained in your methods? Yes  No
- Have you changed your menu? Yes  No   
Have you reviewed your safe methods? Yes  No

Any changes/new methods?

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- Have you changed supplier/bought new ingredients? Yes  No

Do these affect any of your safe methods?

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- Are you using any new/different equipment? Yes  No

Do these affect any of your safe methods?

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- Other changes:

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# Notes

