

The kitchen folder map

One folder, in this order. Where each free pack keeps it.

FSA pack = the FSA's Safer Food, Better Business pack. A tag reading Guidance means no law asks for that record. The law may still ask for the task, such as cleaning or training. SC8 and CookSafe's All-in-One Record can replace the separate delivery and temperature forms.

Section and what goes in	FSA pack (England and Wales)	Safe Catering (Northern Ireland)	CookSafe (Scotland)
1 The plan Your food safety procedures	Safe methods, completion record, review box, contacts	Safe Catering Plan (Section 3)	Flow Diagram, HACCP Charts, House Rules
2 Daily records - Checks, temperatures and what you did			
Opening and closing checks <i>Guidance</i>	Safe method and the diary	No daily form; SC5 for regular checks	No daily form; Weekly Record
Fridge and freezer temperatures	Chilled storage safe method; Prove it: Records - no fridge log	SC2	Cold Food Record
Cooking	Cooking safely safe method; Prove it: Records	SC3	Hot Temperature Record
Cooling	Chilling down hot food safe method; Prove it: Records	SC3	Hot Temperature Record
Reheating	Reheating safe method; Prove it: Records	SC3	Hot Temperature Record
Hot holding	Hot holding safe method; Prove it: Records	SC4	Hot Holding Record
Deliveries	Stock control, Suppliers and contractors	SC1	Delivery Record
Food sent out	No form; hot holding safe method covers food deliveries	SC9	Off Site Temperature Record
Stock and use-by	Stock control safe method; closing check on use-by dates	SC5: date codes checked, stock rotated	House Rules: Stock control; Weekly Record
What went wrong and what you did	A line in the diary	Corrective actions on the SC forms	Weekly Record, "CORRECTIVE ACTIONS TAKEN"
3 Cleaning schedule <i>Guidance</i> Your written cleaning schedule	Cleaning schedule in the diary	Section 4: cleaning schedule, Cleaning Record Sheet	House Rules: Cleaning Schedule
4 Probe checks <i>Guidance</i> Thermometer check results	Iced and boiling water check; maker's instructions, or for example once a month	Thermometer Calibration Record, at least twice a year	Monthly Probe Thermometer Check
5 Staff sickness and fitness to work <i>Guidance</i> Staff illness records	Personal hygiene and fitness to work safe method; opening check "Staff are fit for work"	SC7	House Rules: Personal Hygiene; Annex 2 from Food Standards Scotland
6 Pest control <i>Guidance</i> Pest checks and contractor reports	Pest control safe method; extra checks in the diary	Recommended: keep any pest contractor report as part of your documentation	House Rules: Pest control
7 Training <i>Guidance</i> Staff training records	Staff training record in the diary	SC6	House Rules: Training
8 Suppliers and traceability Who supplied you; your invoices	Suppliers' list in the diary; invoices and receipts	Suppliers List, Customer List; invoices and receipts	Delivery Record; keep receipts and invoices (House Rules)
9 Allergen information Allergen information for each dish	Allergen safe method, in writing, for example an allergen matrix	Food Allergies pages in the plan; copies of ingredient information	House Rules: Allergen Management
10 Review Dated reviews, and who did them	4-weekly review; review date and reviewed by	Declaration of Completion, signed after each review	Review, ideally every six months
11 Old records Finished records. No law sets a number	Diary pages: until the next food safety officer visit (GOV.UK). Invoices: ideally until the food is eaten without problems	Keep records for at least 12 months (recommended)	A reasonable period; your Enforcement Officer can advise

No law sets this layout. It is our way of filing what each pack asks for. Records can be on paper or electronic. Keep the folder at the business. Checked 23 October 2026. Not an FSA, Food Standards Scotland or council document.

chefsrecords.com/guides/food-safety-records/



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