

Records



Records are an important part of any food safety system. They document the results of procedures described in your written programs. They also demonstrate that the program is being implemented and followed as intended. Records and documents are different. Documents are usually written procedures, policies, and program requirements, while records show the results or are evidence that these procedures have been completed.

Type of Records

Records required for the implementation and maintenance of your food safety system may include:

- testing results (e.g., microbial and chemical testing of final products, swabs of food contact surfaces)
- process control records (e.g., cooking records)
- operational records (e.g., shipping and receiving records)
- monitoring records (e.g., personnel practices monitoring checklist, pre-operational checklists, environmental control checklist)
- training records (e.g., GMP training)
- program log books (e.g., HACCP changes log)
- customer complaints
- internal audits
- program reviews (e.g., sanitation program review checklist)

Elements

Records may include:

- **name** of the record and numbering (e.g., personnel practices checklist)

- **criteria for meeting the standard** (e.g., reference to SOP or written program)
- **frequency** for recording the information (e.g., daily, every hour)
- **time and date** the information is recorded
- **observations/measurements** (e.g., record temperature, time, $\sqrt{/X}$, Yes/No)
- **deviations**
- **corrective actions** taken
- **initials** or name of the person recording

Record-Keeping Rules

- Train personnel who are responsible for completing the records (e.g., how to record information, what corrective actions should be followed when deviations occur).
- Be consistent and always, follow the same recording format.
- Record data in ink, not pencil.
- If you need to modify recorded data, strike out with a single line (information should be readable), correct and initial the change
- Do not pre-record data.

Example of a record

R #012: Cooking Record							
Date: _____				Supervisor initials: _____			
The heat treatment is satisfactory when internal temperature reaches 72°C and is maintained for one minute. Internal temperature of the products is measured following SOP 3.3.							
Observations are to be recorded every time a new batch of meat products is cooked in the smokehouse.							
Product	Cooking Program	Time	Temp	Meets Criteria	Deviations	Corrective Action	Initials

Example of a record

Personnel Hygiene Record				
Date (mm/dd/year): _____				
The criteria to determine whether performance is satisfactory are found in the Personnel Practice Program				
Time	Meets Criteria	Deviations	Corrective Action	Initials
Hands are washed properly (SOP 1.1)				
No jewelry is worn				
Wounds are covered adequately				
Product handle properly				
Comments:				

For more information on food safety please contact the Food Safety and Inspection Branch at foodsafety@gov.mb.ca.