[COMPANY LOGO]

Daily Temperature Logging Procedure

Last Updated: 22/01/2024

Purpose:

To outline the steps in logging the temperatures of all kitchen coolers and freezers on a daily basis (Twice daily).

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

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Procedure

1. Locate the "Temperature Log Sheet" for the designated cooling unit along.
2. Open the cooler or freezer door of the cooler/freezer that you will be logging and locate the interior temperature thermometer, or use an infrared thermometer to capture the real-time temperature of the cooling unit.
3. Read the temperature that is shown on the thermometer.
4. Close the cooler/freezer door and mark the temperature in Celsius in the correct cooler/freezer temperature cell.
5. Fill in today's date and clearly sign your initials in the correct cells
6. Repeat steps 2-5 for all cooler and freezer units in the establishment
7. If a thermometer is reading a temperature higher than 4 C for coolers and -18 C for freezers, notify the supervisor immediately
8. Once all cooling unit thermometers have been read and logged, return the log sheet clipboard back to the kitchen office

Monitoring

The kitchen supervisor will ensure that this procedure has been properly completed towards the end of each work day by reviewing all log sheets for completion and temperature stability.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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