Records are maintained for a period of two years. Current reports are kept in the applicable department, however, ALL past reports are located in the *insert applicable Department*.

In the *insert area or department* is insert location. Hanging from the bulletin board are the current week’s insert applicable department(s) logs / reports along with instructions, as needed. *Repeat for each area/department*.

Immediately outside the entrance to each freezer and refrigerator and/or next to temperature gauge will be a clip board with the current temperature readings.

Please see *insert Department* for current insert Department week’s reports. *Repeat for each Department*.

Please see *insert Department - example: Quality Control Department* for:

* ALL Supplier Verification Documents/ Ingredient Specifications; Vendor Certification, COA’s, Letter of Guarantee
* HARPC / Food Safety Annual Meeting Report, CCP (Pasteurization Charts) and Preventative Control Point Records - CP record keeping
* Monthly CCP Deviation Records,
* Pasteurization Charts,
* Sanitation and CIP Chart,
* CIP Flow Rate Checks
* COP Logs,
* New employee GMP’s Training Records
* Master Cleaning Schedule Records
* Self- Inspection Records
* Calibration Records
* Water Quality Records
* Water Treatment Chemicals: Specification and Letters of Compliance
* Packaging Materials Letter of Compliance
* Inbound Bill of Ladings
* Production Records (Confidential)
* Customer Complaint File (Confidential)
* Pest Control Records
* Mock Recall Records
* Preventative Maintenance Log, Emergency Repair Records, Work by Contractors
* etc.

**Hazard Analysis – Specific Control Measure Record Keeping is located as follows:**

(Note: sample processing steps shown below in form are merely for example purposes to demonstrate the type of approach needed)

|  | Processing Step | **Specific control measure to eliminate or acceptably reduce the hazard?** | **Name/Description of Record** | **Location of Current Records / Reports** | **Location of past Records / Reports** |
| --- | --- | --- | --- | --- | --- |
|  | **Receiving: Pasteurized Liquid Ice Cream Mix** | ≤45°F with calibrated IR thermometer or probe thermometer | **Receiving Log** |  |  |
| Visual Truck Inspection | **Receiving Log** |  |  |
|  | **Receiving: Shelf Stable Flavors, Extracts, Variegates for Ice Cream Production**  **Receiving: Shelf Stable Flavors, Extracts, Variegates for Ice Cream Production** | Boxes/Containers condition inspected to prevent cross-contamination | **Receiving Log** |  |  |
| Visual Truck Inspection |
|  | **Storage of Shelf Stable Flavors, Extracts, Variegates for Ice Cream Production** | Chemicals segregated from food products  Containers sealed to prevent cross-contamination | **Quality Control Start-Up Checklist & End of Day Checklist** |  |  |
|  | **Receiving: Refrigerated/ Frozen Variegates, Inclusions for Ice Cream Production** | ≤10°F and ≤45°F with calibrated IR thermometer or probe thermometer | **Receiving Log** |  |  |
| Boxes/Containers condition inspected to prevent cross-contamination |
| Visual Truck Inspection |
|  | **Receiving: Nuts/Peanuts and Inclusions containing Nuts/Peanuts** | Vendor must provide evidence of 5-log reduction kill step applied to product | **Vendor Approval Program** |  |  |
|  | **Storage of Refrigerated/ Frozen Variegates, Inclusions for Ice Cream Production and Nuts/Peanuts and Inclusions containing Nuts/Peanuts** | ≤10°F and ≤45°F with thermometer | **Temperature Log for Refrigerator** |  |  |
| Segregate Non-Allergens from Allergens  Boxes/Containers sealed to prevent cross-contamination | **Quality Control Start-Up Checklist & End of Day Checklist** |  |  |