

How does this diary work?

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

It contains:

- checks to do every day that you bake, before you start (opening checks) and when you finish (closing checks)
- a review after every 15 days of food production
- suppliers' list
- contacts list

You should sign the diary every day that you produce food for your business to say that:

- the opening and closing checks have been done
- you have checked your refrigerator temperature (you can tick to say that it is less than 8°C or write in the actual temperature reading in the space)
- 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.

The review gives you the opportunity to look back at previous weeks (i.e. the last 15 times you baked food for your business) 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 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. Please note if you are going to be baking every day or most days you should obtain the diary section of the Safer Food Better Business catering pack to use as this would be more appropriate for you. This requires a 4 weekly review instead.

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