



eLog Sheets Explained

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General Information eLog Sheet Development and Completion

Why These eLogs?

eLog sheets are designed to correspond to the relevant template monitoring document in Section 18 of the Metcash Food Safety Manual Template. eLog sheets have been developed to monitor Critical Control Points, Control Points and also legislative requirements. Trade Measurement eLog sheets i.e. HA 18.11, HA 18.16 Scale Checks and Products weights and Measures Checks, assist the store to show due diligence to NMI Inspectors, should there be non-conformances found at a NMI inspection.

Built-In Rules & Guidelines

eLog sheets there have specific rules set into the form to ensure that where an entry is outside of the required parameters, an appropriate corrective action is raised. These rules are set to meet the specific requirements of the Food Safety Program and to ensure your store continues to sell safe food.

Mandatory Fields *

Fields with a red star on them are mandatory fields. If these fields are not completed the form cannot be successfully submitted.

Core Fields

Every eLog has a Staff Name field and a Signature field which provides traceability via the system.

Hints/Tips

Throughout each of the eLog sheets there are hint/tips at some data entry points. These hints, in some cases, guide the user for the information required to be entered, in other cases e.g. Temperature checks, guide the user for the acceptable range/rule in place to ensure the sale of safe food.

Corrective Actions

An entry outside of the set range/rule identifies that there may be an issue requiring further action. It is critical that the entries are honest and not falsified. Corrective Actions NOW is designed to resolve any compliance issues raised at the time it has been identified. This must be detailed enough for someone else, who was not there at the time, to understand the problem and what was done to close out the problem. Corrective Actions LATER raises awareness of the compliance issue to management for further intervention. All Corrective Actions must be acted upon and show details of what has been done to ensure ongoing compliance. Where a corrective action has been raised but closed NOW, do not go back and re-answer the field that has caused the CA, submit the form as completed.

Save Functionality

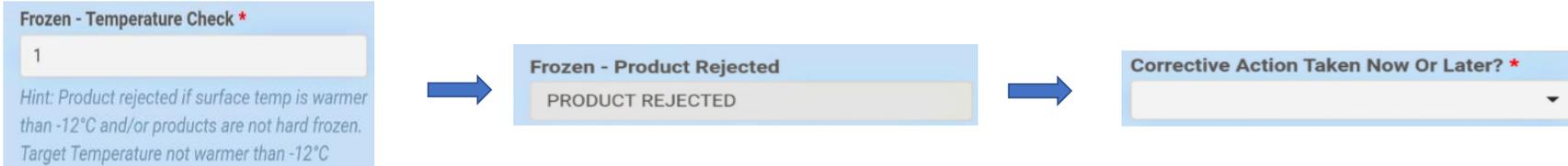
All eLog Sheets can be saved for completion at a later time, however where possible should always be completed and submitted at the time. The Save option has been built to allow for specific entries across a time period e.g. Monthly Cooling Validation, Temperature Monitoring Corrective Actions during defrost cycles (i.e. Check back in 30 mins) etc or when you are interrupted and need to assist in other business activities.

HA 11.15 Goods Inwards Summary

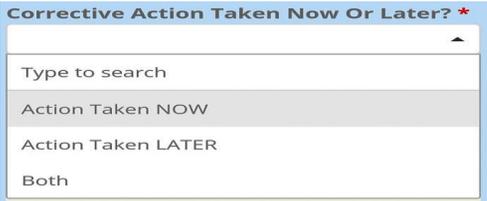
	Why is this required - This is the 1st opportunity to determine the safety of products for your customers.
	When is this eLogsheets required - For all Food Deliveries
	What is required - Refer to 11.15 Inwards Goods Receiving

Eziops App View	What are the rules	Why/How?
Supplier Name * <input type="text" value="Metcash Perishable"/>	Choose a Supplier, select one or multiple suppliers	Traceable, If Supplier name is not visible, choose Other and then type it in. And ask your Store Manager to add it by logging to the REFSS Dashboard
Transport Company <input type="text" value="ABC Transport"/>	Select the Transport Company	Rejection problems can then be traced back to the delivery company, as claims raised are generally with the supplier. If the transport company is not visible, choose Other and then type in the transport. And ask your Store Manager to add it by logging to the REFSS Dashboard
Description Of Goods * <input type="text" value="Chilled Foods"/> <input type="text" value="Dry Goods"/>	Describe the products you will be receiving. Select one or multiple options from the list	Note - For Chilled Foods, Frozen Foods, Mushroom/Pre packed Salads or Sprouts and Eggs - a temperature check is required. <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 5px;"> Chilled - Temperature Check * <input type="text" value="4"/> </div>

And if the Temperature is out of range, the log sheet rejects the product and a Corrective Action box appears for some more details. Example -



Date Codes (directs Only) <input type="text"/>	Check random dates codes and record here	Spot check to ensure low or out of date foods are not accepted
Visual Checks - Do You Accept Product? * <input type="text" value="Type to search"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>	Do You Accept the Product or reject it? Confirm - a) Chemicals Segregated and Not Leaking. b) Truck or Trolley Clean/ No Odours. c) No Damaged or infested food.	If you <u>accept</u> the delivery, sign the form and submit it. But if you choose to <u>reject</u> it, it will open up corrective actions for you for some more details - a) upload the Goods inspection photo. b) Corrective Action Now or Later
Goods Inspection Photo <input type="button" value="Gallery"/> <input type="button" value="Camera"/>	You can upload or take a Goods Inspection photo.	Not required unless delivery is being rejected due to Goods Inspection, however, can assist in the claims process for rejected deliveries, OHS or other concerns.

Eziops App View	What are the rules	Why/How?
	<p>Select Corrective Action NOW if the issue can be fixed immediately, LATER if further action is required or BOTH.</p>	<p>a) <u>Corrective Action Taken NOW</u>- Can you resolve this matter NOW with Corrective Action? If so document here.</p> <p>b) <u>Corrective Action Taken LATER</u> - Does this non compliance require Corrective Actions that cannot be performed now? If so, document in this field.</p>
	<p>You can upload or take a photo for documentation purposes.</p>	
	<p>All rejected deliveries require Manager's signature</p>	

HA 11.16 Refrigeration and Freezer Temperature Checks



Refrigeration and Freezer
Temperature Checks

Why is this required - To be completed on all systems which store/display potentially hazardous foods
When is this eLogsheet required - twice per day (Prior to Midday and Prior to 6pm)
What is required - Refer to 11.16 - Temperature Measurement Of Foods / IR Thermometer is required to complete

Eziops App View	What are the rules	Why/How?
<div style="background-color: #ADD8E6; padding: 5px; border: 1px solid black;"> <p>Deli Fridge 1 *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">3</div> <p>F/V Cool room *</p> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div> </div>	<p>Take temperature of a product in each asset utilising an IR thermometer. Ranges should be -</p> <ul style="list-style-type: none"> a. Freezer (no warmer than -18°C) b. Ice (no warmer than -2°C) c. Fridge/Chiller (no warmer than 5°C) d. Meat Prep (7 to 10°C) 	<p>Check one product per unit or every 4 metres of a larger unit, using a calibrated thermometer device, enter the result.</p>
<div style="background-color: #ADD8E6; padding: 5px; border: 1px solid black;"> <p>Corrective Action Taken Now Or Later? *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="font-size: small;">Type to search</p> </div> <ul style="list-style-type: none"> <li style="background-color: #f0f0f0; padding: 2px 5px;">Action Taken NOW <li style="padding: 2px 5px;">Action Taken LATER <li style="padding: 2px 5px;">Both </div>	<p>If a temperature is outside of the equipment range a Corrective Action will be raised. Select Corrective Action NOW if the issue can be fixed immediately, LATER if further action is required or BOTH.</p>	<p>a) <u>Corrective Action Taken NOW</u>- Can you resolve this matter NOW with Corrective Action? If so document here. Options: 1) Equipment on Defrost Cycle (Restest in 45 Minutes) 2) Power Outage 3) Unit Out of Order - All stock removed to alternative cold location 4) Other - Free Text</p> <p>b) <u>Corrective Action Taken LATER</u> - Does this non compliance require Corrective Actions that cannot be performed now? If so, document in this field. Option: 1) Refrigeration / Equipment Mechanic Called 2) Other - Free Text</p>

HA 18.24 Hot Food Cooking and Storage Temperature Checks



Hot Food Cooking and Storage Temperature Check

Why is this required - All cooked foods are to be probed and to be above 75 C, hot stored food to be above 60 C.

When is this eLogsheet required - twice per day (Some prefer to do each cook)

What is required - Refer to 11.12 - Processing & Handling of Hot Takeaway Foods / Temperature Probe is required

Eziops App View	What are the rules	Why/How?
<p>Temperature Check *</p> <p>Bain Marie <input type="text" value="65"/></p> <p>Bain Marie *</p> <p>65</p> <p><i>Hint: Probe MUST be used. Correct temperature above 60°C</i></p>	<p>Select product type (Chicken / Other Cooked Product / Stored Hot Food). Take temperature of a product in each asset utilising an IR thermometer.</p> <p>Ranges should be -</p> <p>a. Hot Food Storage Unit - above 60°C</p> <p>b. Roast Chicken - above 75°C, while recommended above 88°C</p> <p>c. Roast Meat and other cooked products (excluding Chickens) - above 75°C</p>	<p>Check temperature of each cooked product using a calibrated thermometer probe device, enter the result.</p>
<p>Corrective Action Taken Now Or Later? *</p> <p>Type to search</p> <p>Action Taken NOW</p> <p>Action Taken LATER</p> <p>Both</p>	<p>If a temperature is outside of the product range a Corrective Action will be raised. Select Corrective Action NOW if the issue can be fixed immediately, LATER if further action is required or BOTH.</p>	<p>a) <u>Corrective Action Taken NOW</u>- Can you resolve this matter NOW with Corrective Action? If so document here.</p> <p>b) <u>Corrective Action Taken LATER</u> - Does this non compliance require Corrective Actions that cannot be performed now? If so, document in this field.</p>

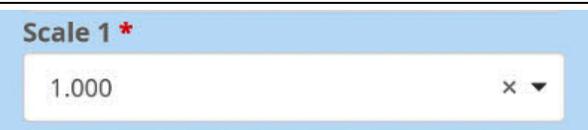
HA 18.23 Hot Foods Cooling Validation

 Hot Foods Cooling Validation	Why is this required - Only if hot food is cooked and then cooled to be sold cold or reheated at a later time/date.
	When is this eLogsheets required - Monthly
	What is required - 11.16 - Temperature Measurement Of Foods / Temperature probe is required

Eziops App View	What are the rules	Why/How?
Product Cooling * Roast Chicken x ▾	Insert the Product Cooling	Traceable to products cooked and then sold cold. Choose Product being verified. Monthly verification must be completed for all different products that are cooled to be sold cold.
Starting Temperature (above 60 Degrees) * 68	Insert Starting Temperature which must be at least at or above 60 degrees	NOTE: If at any Temperature check, 2 or 6 hours, the product has not cooled to below that required, check that the starting temperature was not too high, or the product may be too bulky and needs to be broken down to smaller portions.
Save Draft	Click Save once you have completed the above step to save the form onto the tablet device for access later to input the 2 hour temp check (This is 2 hours from the time the verification started)	
Temperature At 2 Hours Cooling (less Than 21 Degrees) 19	Temperature at 2 Hours which must be below 21 degrees	Enter the Probe Temperature. Dispose of product if temperature is above 21°C, start a new Verification record with a new test product.
Save Draft	Click Save once you have completed the above step to save the form onto the tablet device for access later to input the 6 hour temp check. (This is 6 hours from the time the verification started)	
Temperature At 6 Hours Cooling (less Than 5 Degrees) 4	Temperature at 6 Hours must be at or below 5°C	Enter the Probe Temperature. Dispose of product if temperature is above 5°C, start a new Verification record with a new test product.
Corrective Action Taken Now Or Later? * Type to search Action Taken NOW Action Taken LATER Both	If temperature at 2 hours cooling or at 6 hours cooling is out of range, a Corrective Action will be raised. Select Corrective Action NOW if the issue can be fixed immediately, LATER if further action is required or BOTH.	a) <u>Corrective Action Taken NOW</u> - Can you resolve this matter NOW with Corrective Action? If so document here. b) <u>Corrective Action Taken LATER</u> - Does this non compliance require Corrective Actions that cannot be performed now? If so, document in this field.

HA 18.16 Daily Scales Check

 Daily Scales Check	<p>Why is this required - Scales must be accurate for use to ensure customers are charged accurately. Best completed prior to use as a process to support any issues arising with customers and NMI.</p>
	<p>When is this eLogsheet required - 1 per day (preferably prior to trading on that scale to ensure it is accurate)</p>
	<p>What is required - Refer to 16.0 - Calibration Program / 1 Kg weight required</p>

Eziops App View	What are the rules	Why/How?
	<p>Enter the weight shown on the scale when 1kg test weight is placed on the scale. Is it - 1Kg / Above 1Kg / Below 1Kg. Scale also must be level, check the bubble is centered.</p>	<p>To ensure compliance to the Standard</p>
	<p>If weight is outside of the weight range a Corrective Action will be raised. Select Corrective Action NOW if the issue can be fixed immediately, LATER if further action is required or BOTH.</p>	<p>a) <u>Corrective Action Taken NOW</u>- Can you resolve this matter NOW with Corrective Action? Example - Zero the scale, repeat test or ensure there is nothing else on the scale, level the scale, Ok.</p> <p>b) <u>Corrective Action Taken LATER</u> - Does this non compliance require Corrective Actions that cannot be performed now? If so, document in this field. Example - Scale inaccurate, place POS/scale, out of use and have scale reverified by Licensed Technician. POS/Scale not to be used until reverification.</p>

HA 18.11 Monthly Tare Weights Check

 Monthly Tare Weight Check	<p>Why is this required - Only for products packed or pre-packed in store with a standard Tare Weight set against the product PLU in the scale or back office system.</p> <p>When is this eLogsheets required - Any day however By EOM, for each different packaging type.</p> <p>What is required - Refer to 11.21 - Stock Audit & Trade Measurement Checks</p>
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Eziops App View	What are the rules	Why/How?
<p>Department *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Fruit and Veg × ▾ </div>	Select the department	Traceable to the department/products checked
<p>Product Packaging Type *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Produce Plastic Bags × ▾ </div>	Product Packaging Type	Traceable to the Packaging type being checked for Tare Weight Accuracy. If the packaging type is not visible, choose Other and then enter in the Packaging Type into the Pack Type - Other field
<p>Total Weight Of 10 Pack Types (all Components) (in Grams) *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 37 </div>	Total Weight of 10 Pack Types (All components)(in grams)	Place 10 of the chosen packaging type onto a Scale and enter the total weight
<p>Average Weight Of Pack Types (total Weight/10)</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 3.7 </div>	Average Weight of Pack Types (Total Weight/10)	This is auto calculated with the above entered information (Actual Tare Weight)
The above pack type details must now be checked against a Product PLU which uses this pack type to verify its accuracy (It is illegal to include packaging as part of the final sale price of a packaged item)		
<p>PLU Description *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Bananas </div>	PLU Description	Traceable to the products which use this packaging type. It is the Tare weight which is set in the scale/POS that is being checked for accuracy
<p>Tare Weight In System *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 4 </div>	Tare Weight in System	Enter the Tare weight set against the PLU
<p>Tare Weight Variance (average Weight - Tare Weight In System)</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> -0.3 </div>	Tare Weight Variance (Average Weight - Tare Weight in System)	This is auto calculated with the above entered information
<p>PLU Adjusted? (y/n) *</p> <div style="display: flex; align-items: center; gap: 10px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </div>	PLU Adjusted	a. When there is a variance greater than 0 the system PLU should be changed to reflect the Actual Tare Weight b. When there is a variance less than 0, it is only required to be changed at the store's discretion

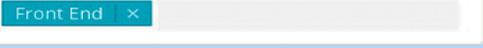
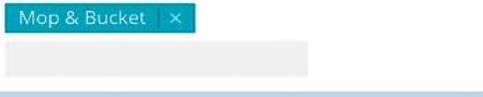
Product Weights and Measures Check

 Product Weights and Measures Check	<p>Why is this required - At Least 6 products packed in store to be randomly checked to ensure packs contain at least the declared net weight excluding the weight of any packaging.</p> <p>When is this eLogsheet required - Weekly, any day however by end of trade Sunday</p> <p>What is required - Test Weigh random products to ensure the label weight does not include the packaging weight. This check can be completed for In store packed items or items received from a supplier. Refer to 11.21 - Stock Audit & Trade Measurement Checks</p>
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Eziops App View	What are the rules	Why/How?
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Department *</p> <p>Meat (Butchery On Site) x ▼</p> </div>	Select the Department	Traceable to the department/products checked
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Product 1 - Item Description *</p> <p>Beef Rump</p> </div>	Product # - Item Description	Enter the product description (Include brand if applicable)
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Product 1 - Label Weight (grams) *</p> <p>270</p> </div>	Product # - Label Weight (Grams)	Enter the product label weight i.e. Net Weight stated on the pack
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Product 1 - Actual Weight (grams) *</p> <p>280</p> </div>	Product # - Actual Weight (Grams)	Place the Product on a Scale, preferably a Fresh Department Scale (as these will usually weigh in 2g increments), and enter the actual weight of the product shown
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Product 1 - Difference In Grams</p> <p>10</p> </div>	Product # - Difference in Grams	This field will automatically calculate and appear when the above details are entered. Where the difference is less than 0 a corrective action will be required as the product final price now includes packaging
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Corrective Action Taken Now Or Later? *</p> <p>Type to search</p> <p>Action Taken NOW</p> <p>Action Taken LATER</p> <p>Both</p> </div>	Where the difference is less than 0 a corrective action will be raised. Select Corrective Action NOW if the issue can be fixed immediately, LATER if further action is required or BOTH.	<p>a) <u>Corrective Action Taken NOW</u>- Can you resolve this matter NOW with Corrective Action? Example - Remove Product from sale, Quarantine Product, check remaining products of this type for further issues, repack/relabel in-store packed products without extending the original shelf life.</p> <p>b) <u>Corrective Action Taken LATER</u> - Does this non compliance require Corrective Actions that cannot be performed now? If so, document in this field. Eg. Notify manager of issue, raise a credit with the supplier (if applicable), review system set tare weight for in store packed products.</p>

HA 18.12f Daily Floor Inspection Log

 Daily Floor Inspection Log	Why is this required - to eliminate the risk of slips, trips and falls. Penalty is upto \$300k per incident
	When is this eLogsheets required - Daily throughout the day
	What is required - Physical Inspection of the floor in designated areas

Eziops App View	What are the rules	Why/How?
Department * 	Select the Department	Identifies the general area of the store
Details Of Actions Taken * 	Details of Actions Taken	Choose an option - a. Mop & Bucket b. Paper Towel c. Spill Kit d. Dustpan & Broom e. Swept f. Viewed Based on your selection, you can take the Photo of Spill and/or share more details on Area Inspected .
Photo Of Spill (before Cleaned) 	Photo of Spill (Before Cleaned)	Its an optional field that allows to record the photos. Photo option only shows when one of the following has been chosen above: a. Mop & Bucket or b. Spill Kit
Area Inspected / Cleaned 	Area Inspected	Share more detailed description of the area by aisle number, refrigeration location etc.
Is Further Corrective Action Required Later? * <input type="radio"/> Yes <input type="radio"/> No	Is Further Corrective Action Required Later?	This is not required however can be used to give more detailed description of the cleaning which has occurred, especially if the cleaning did not fit into the specified categories above

HA 11.03 Date Code Checks

	Why is this required - Ensures products sold in store are within date code guidelines
	When is this eLogsheet required - Pre-packed lines - weekly / Fresh and reduced to clear displays - Daily / Perishable & Dairy Displays - Weekly / Frozen Displays - Monthly
	What is required - Refer to 11.03 - Date Coding Guideline

Eziops App View	What are the rules	Why/How?
Department * 	Select the Department - Bakery / Dairy / Deli / Freezer / Grocery Non-edibles / Grocery edibles / Meat / Produce	Only perform 1 submission per department
Dairy * 	Select the Product Category (See Below)	Utilise the Grocery Date Code Check Sheet Reference in the Help Area
Are There Any Products Which Required Markdown Action? * <input checked="" type="radio"/> Yes <input type="radio"/> No	Markdown action required (Yes or No)	If product not within specified date code range action according to store policy.
Corrective Action Taken * 	If product outside of Date Code Range: 1) Markdown Actioned 2) Shrinkage recorded and stock disposed of 3) Return stock removed from fixtures and secured in preparation for credit with company representative	Perform Corrective Action activity

HA 18.26 pH Meter Calibration Record



pH Meter Calibration Record

Why is this required - Ensures pH equipment is calibrated correctly

When is this eLogsheets required - Daily or on days when acidified rice is prepared

What is required - Refer to 11.28 - Sushi Preparation and Display Guideline

Eziops App View	What are the rules	Why/How?
<p>Ph Meter/electrode Tested</p> <p>PE-12</p>	<p>Insert name of pH Meter electrode tested</p>	<p>Identifies the equipment being tested</p>
<p>Ph 7.0 Buffer Solution</p> <p>7.0</p>	<p>7.0 Calibration</p>	<ol style="list-style-type: none"> 1. Rinse the electrode in distilled water. 2. Power on the instrument by pressing the " Power button " 3. Press the " Hold button " once, the display will show the " HOLD " symbol. 4. Press the " ▼ button " once, the display will show CAL and then CAL 7.0 5. Place the electrode into pH 7.0 buffer solution 6. Press the " Hold button " once. 7. The " 7.0 " will flash, and then followed by " End " and will then return the normal measurement screen and finish the pH 7.0 calibration procedures.
<p>Ph 4.0 Buffer Solution</p> <p>4.0</p>	<p>4.0 Calibration</p>	<ol style="list-style-type: none"> 1. Rinse the electrode in distilled water. 2. Power on the instrument by pressing the " Power button " 3. Press the " Hold button " once, the display will show the " HOLD " symbol. 4. Press the " ▼ button " once, the display will show CAL and then CAL 7.0 5. Press the " ▼ button " once, the display will show CAL 4.0 6. Place the electrode into pH 4.00 buffer solution 7. Press the " Hold button " once. 8. The " 4.0 " will flash, followed by " End " and will then return the normal measurement screen and finish the pH 4.0 calibration procedures.
<p>Corrective Action Taken Now Or Later?</p>	<p>Select Corrective Action NOW if the issue can be fixed immediately, LATER if further action is required or BOTH.</p>	<p>a) Corrective Action Taken NOW- Can you resolve this matter NOW with Corrective Action? Example - Calibration cleared and test redone: 7.0 & 4.0 achieved.</p> <p>b) Corrective Action Taken LATER -Does this non compliance require Corrective Actions that cannot be performed now? Example - pH meter sent out for repair or manufacturer notified</p>

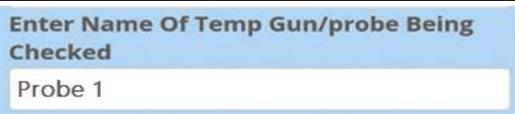
HA 18.25 Rice Acidification

 Sushi Rice Acidification Record	Why is this required - Ensures rice for making sushi is prepared correctly
	When is this eLogsheets required - To be completed for each batch of acidified rice prepared
	What is required - Refer to 11.28 - Sushi Preparation and Display Guideline

Eziops App View	What are the rules	Why/How?
<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>Date + Time Rice Acidified</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> ▼ </div> </div>	Insert Date and Time of check	Rice acidified to a pH of less than 4.0 will inhibit the growth of pathogenic bacteria and should ensure the finished sushi product will not exceed a pH of 4.5 when other ingredients are added. Make a note of Rice batch details (Date & Time) and label stored rice for traceability.
<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>Initial Quantity Of Acidified Rice Prepared For This Batch *</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="3"/> </div>	Insert quantity in kilograms	To acidify rice a mixture of Vinegar, Sugar and Salt can be added into cooked rice at room temperature.
<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>Rice Process Check Point *</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #fff;"> ▼ </div> </div>	Select: 1) Rice Acidification pH check 2) Rice Storage - Temperature Check 3) Rice Disposal	Only 1 stage can be completed at a time
<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>Rice Process Check Point *</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #fff; display: flex; justify-content: space-between; align-items: center;"> Rice Acidification - pH check x ▼ </div> </div>	1) Rice Acidification pH check / Insert the pH level (Must be below 4)	The pH of each batch of rice ice is to be checked and recorded to ensure proper acidification has occurred
<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>Rice Process Check Point *</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #fff; display: flex; justify-content: space-between; align-items: center;"> Rice Storage Temperature check x ▼ </div> </div>	2) Rice Storage - Temperature Check / Insert the Temperature of the Unit and the Temperature of the Rice	<ul style="list-style-type: none"> Once acidified, the rice must be covered when not being used and labelled with the date and time it was prepared. Acidified rice, with no other added ingredients, may be stored up to 8 hours at below 15°C after which it must be disposed. Where storage at a controlled temperature below 15°C is not achievable, then the Rice must be refrigerated and any remaining acidified rice must be disposed at the end of the day
<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>Rice Process Check Point *</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #fff; display: flex; justify-content: space-between; align-items: center;"> Rice Disposal x ▼ </div> </div>	3) Rice Disposal Quantity of disposed rice / Place in Date & Time of Disposal	Ensure rice is disposed of according to store procedure
<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>Corrective Action Taken Now Or Later? *</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #fff;"> <p style="font-size: 0.8em; margin: 0;">Type to search</p> <div style="background-color: #f0f0f0; padding: 2px; margin: 2px 0;">Action Taken NOW</div> <div style="padding: 2px 0;">Action Taken LATER</div> <div style="padding: 2px 0;">Both</div> </div> </div>	Select Corrective Action NOW if the issue can be fixed immediately, LATER if further action is required or BOTH.	<ol style="list-style-type: none"> 1. During calibration at 7.0 or 4.0, if the screen shows error "Err" the buffer solution or electrode may be the cause. 2. Renew the buffer solution and start the calibration procedure again. 3. If "Err" still occurs replace the electrode. 4. Where the pH Meter is out of order and pH strips or paper is not available, Sushi products must not be prepared.

HA 18.16 Thermometer Calibration

	Why is this required - All Temp guns and temp probes checked weekly. Temp guns can only be referenced against an accurate probe.
	When is this eLogsheets required - 1 per week
	What is required - Refer to 16.0 - Calibration Program / Temperature Probe required and IR Gun, Comparator, Test Tags optional

Eziops App View	What are the rules	Why/How?
	Enter the name of the Temperature equipment being checked	To ensure equipment is compliant to the Food Standards Code. Perform this check for each probe and IR gun in the location. Type in e.g. Probe 1, IR Gun 1, make sure your equipment is labelled for tracability.
<p>Select one of the following options-</p> <p>1) Full Temperature Kit - Test Tags Required</p> <p>2) Temperature Probe / Comparator / IR Temperature Gun</p> <p>3) Temperature Probe Only</p> <p>Each of these options are explained in details below -</p>		

Note:

When Should I Use the Infrared (IR) or Contact (Probe) Thermometers?

The **infrared (IR), non-contact thermometer**, measures the surface temperature of the product. They are used when the product is in thermal equilibrium - that is when it has been exposed to a set of conditions for an extended period of time.

- a. It is appropriate to use for chilled or frozen display cases, freezers & cold storage rooms, where the product has been in place long enough to stabilise temperature.
- b. It is fast, enabling you to take many readings in a short time rather than a 'few samples'.
- c. It is non-contact so it does not contaminate food, (no sterilising procedures or scrapping of samples necessary).

Note: Readings are of the surface temperature only - you cannot measure core temperatures. Also, readings are not absolute & in some cases are affected by the surface being measured (example - shiny metals or metalised shiny packaging).

The **Probe contact thermometer**, measures a temperature along approximately 10mm of the probe tip. The reading is absolute - that means it will be correct in all cases where the probe temperature equals the product temperature.

- It is very difficult to measure surface temperature with this probe. The probe should be inserted at least 30mm into the product.
- Use the probe to verify a product rejection or to qualify a particular storage problem - make final check with contact probe if infrared indicates a problem.
- Use to measure core temperature (example - to check core temperature of roast meat to verify it is cooked completely as required).

Altitude effects the boiling temperature of water. At higher altitudes the boiling temperature of water decreases. This is important when completing a boiling water temperature calibration as a Corrective Action may be required. In this instance record the actual results and note in the Corrective Action Now the known boiling temperature for your stores altitude (your actual reading must be within +/- 1 degree of this). *Reference article - Calibration of Thermometers in Varied Altitudes by NSW Department of Primary Industries, Food Authority. www.foodauthority.nsw.gov.au. <https://igl.zendesk.com/hc/en-us/articles/360001179395-Calibration-of-Thermometers-in-Varied-Altitudes>*

Test Type * Full Temperature Kit - Test Tags required	Test Type 1 - Full Temperature Kit - Test Tags Required
3 Degrees Test Piece * 3.1 OR 63 Degrees Test Piece	Fix test cap/s relevant to your store (3°C and, if hot food is cooked/displayed, 63°C) to the digital thermometer & compare/record temperature. (Acceptable error +/-0.4°C).
Digital Probe Thermometer * 3	Fit the probe to the digital thermometer, insert probe into the base of the temperature comparator & allow temperature to stabilise (usually 1-2 minutes), record the temperature.
IR Temperature Gun * 3.4	Point Infrared Gun at base of comparator & note variation between the probe and the gun (acceptable error +/-1°C), record the IR temperature. (Repeat this step for all IR Guns used in-store)
Note: The comparator can be used to calibrate additional probe thermometers (e.g. pencil probes) against the initial calibrated probe. Most Comparators have 2-3 small holes in the base where additional probes can be inserted for verification.	
Temp Difference (IR Temperature Gun - Digital Probe Thermometer) 0.4	It is an automatic field that calculates the temperature difference between IR Temperature Gun and Digital Probe Thermometer. If a variation in reading between the probe comparator and the Infrared gun is outside of +/-1°C, Corrective Action Box will show up.
Corrective Action Taken Now Or Later? * Type to search Action Taken NOW Action Taken LATER Both	Corrective Actions 1. The test caps holds their calibration indefinitely - if a variation in readings are noticed outside of +/-0.4°C – send in the complete kit for testing and re-calibrating by a 3rd party provider i.e. ECE FAST. 2. If a variation in reading between the probe comparator and the Infrared gun is outside of +/-1°C: o Check Battery and repeat the check. o Ensure verification is being completed at ambient temperatures (18°C - 23°C). 3. If variation continues, the IR gun may require re-calibration by a “third party” if possible for the type of IR thermometer or a replacement gun may be required.

<p>Test Type *</p> <p>Temperature Probe / Comparator / IR Temperature Gun x ▼</p>	<p>Test Type 2 - Temperature Probe / Comparator / IR Temperature Gun</p>
<p>Ice point Test *</p> <p>0.5</p>	<p>All stores must complete the Ice Point test.</p> <ol style="list-style-type: none"> 1. Fill a container/glass with crushed ice and put in enough cold water to create a slurry. 2. Place the probe thermometer into the slurry ensuring it does not touch the side or bottom of the container (this may affect the results). Allow the temperature to regulate, record temperature of the probe. (Acceptable error +/-1°C of 0°C)
<p>Boiling Water Test</p> <p>100</p>	<p>If the store sells hot food then they must complete the boiling water test.</p> <ol style="list-style-type: none"> 1. Place the probe thermometer into a container of boiling water ensuring it does not touch the side or bottom of the container (this may affect the results). Allow the temperature to regulate, record temperature of the probe. (Acceptable error +/-1°C of 100°C).
<p>Digital Probe Thermometer *</p> <p>12.8</p>	<p>When the probes are determined to be accurate, continue to calibrate the IR Thermometer Guns.</p> <p>Insert probe into the base of the temperature comparator & allow temperature to stabilise (usually 1-2 minutes), record the temperature.</p>
<p>IR Temperature Gun *</p> <p>13.1</p>	<p>Point Infrared Gun at base of comparator & note variation between the probe and the gun (acceptable error +/-1°C), record the IR temperature. (Repeat this step for all IR Guns used in-store)</p>
<p>Note: The comparator can be used to calibrate additional probe thermometers (e.g. pencil probes) against the initial calibrated probe. Most Comparators have 2-3 small holes in the base where additional probes can be inserted for verification.</p>	
<p>Temp Difference (IR Temperature Gun - Digital Probe Thermometer)</p> <p>0.3</p>	<p>It is an automatic field that calculates the temperature difference between IR Temperature Gun and Digital Probe Thermometer. If a variation in reading between the probe comparator and the Infrared gun is outside of +/-1°C, Corrective Action Box will show up.</p>
<p>Corrective Action Taken Now Or Later? *</p> <p>Type to search</p> <p>Action Taken NOW</p> <p>Action Taken LATER</p> <p>Both</p>	<p>Corrective Actions</p> <ol style="list-style-type: none"> 1. If a variation in reading between the probe and ice point temperature (0°C) is outside of +/-1°C: <ul style="list-style-type: none"> o Check Probe Battery and repeat the check. 2. If a variation in reading between the probe and boiling point temperature (100°C) is outside of +/-1°C: <ul style="list-style-type: none"> o Check Probe Battery and repeat the check. 3. If variation continues, the probe may require re-calibration by a "third party" if possible for the type of probe thermometer in use or a replacement probe may be required. 4. If a variation in reading between the probe comparator and the Infrared gun is outside of +/-1°C: <ul style="list-style-type: none"> o Check IR Gun Battery and repeat the check. o Ensure verification is being completed at ambient temperatures (18°C-23°C). 5. If variation continues, the IR gun may require re-calibration by a "third party" if possible for the type of IR thermometer or a replacement IR gun may be required.

Test Type * Temperature Probe Only x ▼	Test Type 3 - Temperature Probe Only	
Ice point Test * 0.5	<p>All stores must complete the Ice Point test.</p> <ol style="list-style-type: none"> 1. Fill a container/glass with crushed ice and put in enough cold water to create a slurry. 2. Place the probe thermometer into the slurry ensuring it does not touch the side or bottom of the container (this may affect the results). Allow the temperature to regulate, record temperature of the probe. (Acceptable error +/-1°C of 0°C) 	
Boiling Water Test 100	<p>If the store sells hot food then they must complete the boiling water test.</p> <ol style="list-style-type: none"> 1. Place the probe thermometer into a container of boiling water ensuring it does not touch the side or bottom of the container (this may affect the results). Allow the temperature to regulate, record temperature of the probe. (Acceptable error +/-1°C of 100°C). 	
<p>Note:</p> <ol style="list-style-type: none"> 1. Infrared Gun Thermometers cannot be calibrated against an Ice slurry result without the use of a temperature comparator 2. This calibration process described in the above steps must be completed for all additional Probe thermometers (including pencil probes). 		
Corrective Action Taken Now Or Later? * Type to search Action Taken NOW Action Taken LATER Both	<p>Corrective Actions</p> <ol style="list-style-type: none"> 1. If a variation in reading between the probe and ice point temperature (0°C) is outside of +/-1°C: <ul style="list-style-type: none"> o Check Battery and repeat the check. 2. If a variation in reading between the probe and boiling point temperature (100°C) is outside of +/-1°C: <ul style="list-style-type: none"> o Check Battery and repeat the check. 3. If variation continues, the probe may require re-calibration by a "third party" if possible for the type of probe thermometer in use or a replacement probe may be required. 	