Refss Active eLog Sheets

COVID 19 eLogs

eLog Name	eLog Detail	Frequency
COVID 19 Store Check (All Areas)	Provides a record that all areas of the store including staff areas are sanitised and cleaned.	3 x Daily (2 Hour Window - Prior to Open/Midday /Afternoon)
COVID 19 Safety Plan Checklist - Retail and Grocery - Template	All businesses are advised by Prime Minister & Cabinet to create their own COVID Safe plan regardless of individual states requirement to submit a plan or not. This Template provides a guide to developing this plan.	Schedule for Quarterly Review, complete and republish each Quarter or when major updates on COVID-19 are made available.
COVID 19 Customer High Touch Sanitation Check	Provides a record that all Customer High Touch areas in stores are sanitised and cleaned on a frequent basis.	Daily for Each Hour of the Day
COVID 19 Customer Notice and Signage Check	Provides a record of all Customer Notices, Sanitation Stations, Staff Notice Boards and floor markings at a single point in time, that they are available and in good condition. This is a record that can be emailed as a PDF and will also go to your dashboard.	Weekly
COVID 19 Store Shopper Count Check	Notes the maximum numbers of shoppers in store at any one time due to Social Distancing guidelines. This is a record that can be emailed as a PDF and will also go to your dashboard. It can be used as additional supportive evidence on how your store is managing social distancing.	Daily input data every hour and submit once at the end of the day
COVID 19 Staff Illness Check	Provides a record of any illness of team members working in or recently worked in the store. This is good to have a clear procedure during a pandemic and it also can provide details if information is requested by the State Health Department.	As Required
Delivery Record During Pandemic – 2 Hour Rule eLog	Provides a record that deliveries performed in a non-refrigerated vehicle during a pandemic are completed within 2 hours. This ensures there is a record that perishable products were not out of refrigeration from the store Coolroom to the customers home for more than 2 hours.	Complete per Delivery

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Basic Bundle Grocery Standard

eLog Name	Frequency	Schedule Time	Department Specific
FS - Refrigeration and Freezer Temperature Checks	Daily (x2)	00:00:00 AM - 12:00 PM & 12:00PM - 23:59	
FS - Weekly Thermometer Calibration	Weekly	Monday 00:00 AM - Sunday 23:59 PM	
FS - Goods Inwards	Each Perishable Receival		
FS - Hot Food Cooking and Storage Temperature Check	Daily (x2)	00:00:00 AM - 12:00 PM & 12:00PM - 23:59	Deli
FS - Hot Foods Cooling Validation	Monthly	1st Day 00:00 - 28th Day 23:59	Deli
FS - PH Meter Calibration	Each Rice Batch		Sushi
FS - Rice Acidification	Each Rice Batch		Sushi
FS - Meat Pre-Operational Checks - Daily/Monthly	Daily/Monthly	Daily - 00:00 - 9:00 Monthly 1st Day 00:00 - 28th Day 23:59	Butchery
FS - Meat Cleaning Record - Daily/Weekly/Monthly	Daily/Weekly/Monthly	Daily - 00:00 - 23:59 Weekly Monday 00:00AM - Sunday 23:59 Monthly 1st Day 00:00 - 28th Day 23:59	Butchery
FS - Daily Scales Check	Daily	Daily - 00:00 - 23:59	
FS - Monthly Tare Weight Check	Monthly	1st Day 00:00 - 28th Day 23:59	
FS - Product Weights and Measures Check	Weekly		
FS - Date Code Check	Weekly		
FS - Daily Floor Inspection Log	Daily (x 1-30)		
FS - Approved Supplier Program Checklist	Initially Approved / Receives New Accreditation		
FS - Consumer Product Complaint	When Issue Occurs		
FS - Country of Origin Labelling Product Calculation	Each New Product		
FS - Delivery Record Checksheet	Each Outbound Delivery		
FS - Goods Inwards and Invoice and Pallets	Each Perishable Receival		
FS - Food Safety Quality Standards Appraisal (QSA)	Monthly		
FS - Pest Control Sightings Record	Pest issue between Pest Controller Visits		
FS - Bakery (Prop) Cleaning Record - Daily/Weekly /Monthly	Daily/Weekly/Monthly		Bakery
FS - Bakery Cleaning Record - Daily/Weekly/Monthly	Daily/Weekly/Monthly		Bakery
FS - Café / Expresso Machine Cleaning	Daily/Weekly/Monthly		Café
FS - Sushi Cleaning - Daily/Weekly/Monthly	Daily/Weekly/Monthly		Sushi
FS - Dairy Freezer Cleaning Record - Daily/Weekly/Monthly	Daily/Weekly/Monthly		Dairy
FS - Deli Cleaning Record - Daily/Weekly/Monthly	Daily/Weekly/Monthly		Deli
FS - Fruit and Veg Cleaning Record - Daily/Weekly/Monthly	Daily/Weekly/Monthly		Fruit & Veg
FS - Meat (Pre-Pack) Cleaning Record - Daily/Weekly/Monthly	Daily/Weekly/Monthly		Meat

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Full Bundle Grocery eLogs

eLog Name	Frequency	Schedule Time	Department Specific
OPS - Corrective Action / Task	As Required		
OPS - Daily Stock Tasks	Weekly		
OPS - Recall / Withdrawal	As Required		
OPS - Store Walk - Dairy Freezer Daily	Daily		Dairy
OPS - Store Walk - Deli Daily	Daily		Deli
OPS - Store Walk - Fresh Meat Daily	Daily		Meat
OPS - Store Walk - Front End Daily	Daily		Front End
OPS - Store Walk - Grocery Daily	Daily		Grocery
OPS - Store Walk - Manager Daily	Daily		
OPS - Store Walk - Manager Daily (with Photos)	Daily		
OPS - Store Walk - Manager Monthly	Monthly		
OPS - Store Walk - Manager Weekly	Weekly		
OPS - Store Walk - Produce Daily	Daily		Fruit & Veg
OPS - Trolley Collection Log	Daily		
OPS - Weekly Supplier Compliance Report (External)	Weekly		
OPS - Weekly Supplier Compliance Report (Internal)	Weekly		
WHS - Emergency Drill Record Report	Quarterly		
WHS - Fire Alarm Test Report	Quarterly		
WHS - Fire Warden (Chief) Inspection - Annual	Annual		
WHS - Fire Warden (Chief, Deputy or Area) Inspection - Monthly	Monthly		
WHS - Forklift Daily Pre Start Safety Checklist (NEW)	Daily		
WHS - Forklift Pre-Operational Safety Check	Daily		
WHS - Pallet Jack Daily Pre Start Safety Checklist	Daily		
WHS - Walkie Stacker Daily Pre Start Safety Checklist	Daily		
WHS - Workplace Inspection - Annual	Annual		
WHS - Workplace Inspection - Monthly	Monthly		
WHS - Workplace Inspection - Weekly	Weekly		
WHS - Emergency Response Procedures	Quarterly		
WHS - Fire Wardens and First Aid Roles in Emergency Situations	Quarterly		
WHS - Incident / Hazard Reporting Form	As Required		
WHS - Incident Investigation Report	As Required		
WHS - Incident Reporting Form - Behavioural Standards	As Required		
WHS - Trolley Inspection Log	Weekly		
WHS - Manual Handling Checklist	As Required		

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