RESTAURANT NAME	RESTAURANT ADDRESS

Food safety folder index

Use the index to locate records, assign ownership and identify gaps.

Set up the folder

- Enter the location and owner of each applicable document. “Pack” identifies a sheet included here. “Site” identifies material to locate or prepare for your operation.
- Adapt the index to your menu, equipment, processes and local requirements. Add rows or repeat the sheet when you need more space.

Maintain the records

- Date the working versions and keep completed records in the location defined by your procedure.
- For missing items, assign an owner and a due date. Mark N/A where an item does not apply and record the reason when helpful.

FR | En France, utiliser cet index comme aide au classement du plan de maîtrise sanitaire (PMS). Compléter avec les procédures propres au site.

RESTAURANT NAME	RESTAURANT ADDRESS

Food safety records inventory

Enter the location, owner and status for each applicable item.

Review date	Reviewed by	Next review

Source	Document / category	Location / owner	Status
Pack 01, 05, 06	Opening, closing, cleaning and maintenance		
Pack 02, 07	Receiving, storage and labelling		
Pack 03, 04	Chilled and frozen storage logs		
Pack 08, 09	Allergens and frying oil, if applicable		
Pack 10	Non-conformances and corrective actions		
Pack 12, 13, 14	Production monitoring, pest checks and product withdrawal / recall		
Site	Food safety procedures and applicable guidance		
Site	Registration and staff training records, as applicable		
Site	Cleaning instructions, pest control and water checks as applicable		
Site	Calibration records and site procedures for production steps		
Site	Supplier traceability, incident reporting and withdrawal procedures		
Site	Layout, workflows and staff instructions		