

Fridge and freezer temperature log

One sheet per unit per month. Check and record at least twice a day, opening and evening. Print as many copies as you have units.

Unit name

Month / year

Target range (°C)

Checked by (initials key)

Working guide: fridges at 5 °C or below, freezers at minus 18 °C or below. Set your own targets from your HACCP or Safer Food Better Business plan. If a reading is out of range, write what you did about it in the last column and check again within the hour.

Day	AM °C	Initials	PM °C	Initials	Out of range? Action taken
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

EHO inspection records checklist

The records an Environmental Health Officer commonly asks to see. Walk this list before an inspection and there are no surprises on the day.

Daily records

- ☐ **Fridge and freezer temperatures recorded at least twice a day**, every unit, with the time and initials of whoever checked. Gaps in the log are the first thing an officer notices.
- ☐ **Delivery checks written down**: chilled and frozen goods probed or checked on arrival, with the reading and the decision (accepted or rejected).
- ☐ **Corrective actions noted next to any out of range reading**: what you did, when, and the follow up reading. A breach with a written action reads far better than a clean sheet that looks too perfect.
- ☐ **Opening and closing checks signed off** where your plan uses them.

Weekly and monthly

- ☐ **Probe thermometer accuracy check**: iced water should read close to 0 °C. Note the date and result. An uncalibrated probe undermines every reading taken with it.
- ☐ **Cleaning schedule signed off**, including fridge and freezer seals, shelves and drains.
- ☐ **A glance over the month's temperature sheets**: any unit drifting warmer week on week is telling you something before it fails.

Documents ready to show

- ☐ **Your food safety management pack is current** (HACCP based, for example Safer Food Better Business) and matches what the kitchen actually does.
- ☐ **Staff food hygiene training records**, including new starters.
- ☐ **Supplier list** with contact details.
- ☐ **Pest control visits and actions**, if you use a contractor.
- ☐ **Actions from the previous inspection closed out**, with evidence of what changed.

The honest limitation of paper: a sheet filled in twice a day cannot see the sixteen hours in between, and inspectors know it. Continuous monitoring keeps a live record for every unit around the clock, tells a real fault from a door left open, and cannot be backfilled. That is what ColdAssure does; the templates above are yours to keep either way. coldassure.com