



SC6
hygiene
training
records

SC6 hygiene training records



Food Safety
AUTHORITY OF IRELAND

Training/Supervision

You must make sure that staff are adequately supervised and instructed and/or trained in food hygiene to allow them to do their job safely.

All food handlers should receive instruction on basic hygiene rules before starting work. See section 4 page 21 of Safe Catering guide.

Instruction on Safe Catering Pack

This Safe Catering pack is designed not only to help you to draw up your own food safety management procedures but it could also be used by you to instruct and train your staff.

- If you are using this Safe Catering pack, you should instruct and train food handlers in each section of the pack that is relevant to the job they do in order to ensure that the relevant practices and procedures are followed.
- Managers or supervisors responsible for the development and maintenance of the food safety management procedures based upon this Safe Catering pack must be adequately trained in their application. This would require them to have a good working knowledge of the pack.

It is recommended that you keep records of all staff training. A form, SC6, is provided in section 5 page 8 to help you do this.

Further Training

The Food Safety Authority of Ireland has produced Guides to Food Safety Training that define the food safety skills to be demonstrated by food handlers and non-food handlers in the workplace.

There are two guides in the series

- Level 1 (Induction Skills) and Level 2 (Additional Skills).
 - Level 1 outlines the basic food safety skills that all staff should demonstrate within the first month of employment while Level 2 outlines additional food safety skills that staff should be able to demonstrate within 3-12 months of commencing employment in your food business.
- Level 3 (Food Safety Skills for Management)
 - Level 3 outlines food safety skills that managers and supervisors in food operations should be able to demonstrate.

Using the Safe Catering pack in conjunction with the Guides to Food Safety Training

The FSAI training guides outline the food safety skills that food workers need to be trained in.

The Safe Catering Pack and DVD provide you with information which will help you meet some of the training needs outlined in the training guides. Record evidence of further training on SC6 – Hygiene Training Record.

Further Information on the Guides to Food Safety Training are available on the FSAI website (www.fsai.ie) or through the FSAI Advice Line on 1890 336677. You may wish to ask your local Environmental Health Officer for further information on food safety training.

SC6 - Hygiene Training Record



EXAMPLE:

Name: A Jones Position: Chef Date of Employment: 10 May 2007

In House Training/Instruction on Safe Catering Pack

Nature Of Training	Dates	Trainer	Employee Signature
Instruction on Basic Hygiene Rules (Section 4 pg 24)	10/05/07	E Murphy	A Jones
Training on steps used in your business (Section 3)			
Purchase, Delivery/Receipt, Collection	10/05/07	E Murphy	A Jones
Storage	10/05/07	E Murphy	A Jones
Preparation and Handling	10/05/07	E Murphy	A Jones
Cold Serve/Display	10/05/07	E Murphy	A Jones
Defrosting	10/05/07	E Murphy	A Jones
Cooking	10/05/07	E Murphy	A Jones
Cooling/Freezing	10/05/07	E Murphy	A Jones
Reheating	10/05/07	E Murphy	A Jones
Hot Hold/Display	10/05/07	E Murphy	A Jones
Physical/Chemical Contamination	10/05/07	E Murphy	A Jones
Other Step(s)	N/A	N/A	N/A
Training on general hygiene requirements (Section 4)			
Cleaning	11/05/07	E Murphy	A Jones
Pest Control	11/05/07	E Murphy	A Jones
Waste	11/05/07	E Murphy	A Jones
Maintenance	11/05/07	E Murphy	A Jones
Personal Hygiene	11/05/07	E Murphy	A Jones
Training/Supervision	11/05/07	E Murphy	A Jones
Advice on using a Thermometer	11/05/07	E Murphy	A Jones
Food Allergies	11/05/07	E Murphy	A Jones

Further Training

Nature of Training e.g. External course, In-house, Refresher etc.	Course Provider	Date Completed	Employee Signature

Copies of any Certificates should be kept with this Form

SC6 - Hygiene Training Record



Name:..... Position:..... Date of Employment:.....

In House Training/Instruction on Safe Catering Pack

Nature Of Training	Dates	Trainer	Employee Signature
Instruction on Basic Hygiene Rules (Section 4 pg 24)			
Training on steps used in your business (Section 3)			
Purchase, Delivery/Receipt, Collection			
Storage			
Preparation and Handling			
Cold Serve/Display			
Defrosting			
Cooking			
Cooling/Freezing			
Reheating			
Hot Hold/Display			
Physical/Chemical Contamination			
Other Step(s)			
Training on general hygiene requirements (Section 4)			
Cleaning			
Pest Control			
Waste			
Maintenance			
Personal Hygiene			
Training/Supervision			
Advice on using a Thermometer			
Food Allergies			

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