



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 24 of Safe Catering Pack.

## **Instruction on Safe Catering Pack**

This Safe Catering Pack can be used by you to instruct and train your staff.

- Your staff should know the sections of the pack that are relevant to the job they do to ensure that the relevant practices and procedures are followed.
- Managers or supervisors responsible for the development and maintenance of this food safety management system must be adequately trained in its application. This requires them to have a good working knowledge of the pack.

It is recommended that you keep records of all staff training. This form, SC6, is provided 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 starting work 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 provides 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 [www.fsai.ie](http://www.fsai.ie).

# SC6 - Hygiene Training Record



## EXAMPLE:

Name: A Jones Position: Chef Date of Employment: 10 May 2019

## In House Training/Instruction on Safe Catering Pack

Nature Of Training	Dates	Trainer	Employee Signature
Instruction on Basic Hygiene Rules (Section 4 pg 24)	10/05/19	E Murphy	A Jones
<b>Training on steps and hazards in your food business (Section 3)</b>			
Purchase, Delivery/Receipt, Collection	10/05/19	E Murphy	A Jones
Storage	10/05/19	E Murphy	A Jones
Preparation and Handling	10/05/19	E Murphy	A Jones
Cold Serve/Display	10/05/19	E Murphy	A Jones
Defrosting	10/05/19	E Murphy	A Jones
Cooking	10/05/19	E Murphy	A Jones
Cooling/Freezing	10/05/19	E Murphy	A Jones
Reheating	10/05/19	E Murphy	A Jones
Hot Hold/Display	10/05/19	E Murphy	A Jones
Transport and Delivery	10/05/19	E Murphy	A Jones
Other Step(s)	N/A	N/A	N/A
Physical/Chemical Contamination	10/05/19	E Murphy	A Jones
Food Allergens	10/05/19	E Murphy	A Jones
Acrylamide	10/05/19	E Murphy	A Jones
<b>Training on hygiene requirements (section 4)</b>			
Traceability	21/05/19	E Murphy	A Jones
Cleaning	21/05/19	E Murphy	A Jones
Pest Control	21/05/19	E Murphy	A Jones
Waste Control	21/05/19	E Murphy	A Jones
Maintenance	21/05/19	E Murphy	A Jones
Personal Hygiene	21/05/19	E Murphy	A Jones
Training/Supervision	21/05/19	E Murphy	A Jones
Using and Calibrating a Temperature Probe	21/05/19	E Murphy	A Jones

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## In House Training/Instruction on Safe Catering Pack

Nature Of Training	Dates	Trainer	Employee Signature
Instruction on Basic Hygiene Rules (Section 4 pg 24)			
<b>Training on steps and hazards in your food business (Section 3)</b>			
Purchase, Delivery/Receipt, Collection			
Storage			
Preparation and Handling			
Cold Serve/Display			
Defrosting			
Cooking			
Cooling/Freezing			
Reheating			
Hot Hold/Display			
Transport and Delivery			
Other Step(s)			
Physical/Chemical Contamination			
Food Allergens			
Acrylamide			
<b>Training on hygiene requirements (section 4)</b>			
Traceability			
Cleaning			
Pest Control			
Waste Control			
Maintenance			
Personal Hygiene			
Training/Supervision			
Using and Calibrating a Temperature Probe			

## 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



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