

Record Templates for National Programme 1

About these templates

Certain records are required for all businesses registered under NP1. If you have an incident affecting your food safety/suitability, you are also required to document all details and keep a record.

These templates are a suggested starting point but you can modify them, use other forms or develop your own, provided the records you keep are detailed and accurate.

Record function	Required	When something goes wrong
Competency and training	X	
Water quality	X	
Pests		X
Maintenance		X
Sourcing receiving tracing	X	
Spray record	X	
Unsafe food		X
Foreign matter		X
Packing and labelling		X
Checking the programme		X
Recall		X

