HACCP Record Sheets

A temperatures · B deliveries · C cleaning · D corrective actions · E training · F pests

Template for Ireland, not legal advice. Irish rules covered only in part. Status 24 Oct 2026.

Template for cafés in Ireland, not legal advice. Status 24 October 2026. **The template covers the EU framework; Irish rules are included only where verified** (written allergen information under S.I. No. 489 of 2014). Registration with the food authority, temperature limits, food handler training rules, record retention, VAT, licensing of alcohol and smoking rules **are not covered** – check them with your competent food safety authority and other local authorities before you use the template.

Sheet A – fridge and freezer temperatures

Month / year _____

Limits from the HACCP plan: fridge ..... °C, display ..... °C, freezer ..... °C _____

The operator sets the limits in the HACCP plan (Irish rules not covered). If a limit is exceeded, record the corrective action on sheet D.

Day	Fridge 1 morning	Fridge 1 afternoon	Fridge 2 / display morning	Fridge 2 / display afternoon	Freezer	Signature
1						
2						
3						
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30						
31						

Sheet B – deliveries

Check: delivery docket, packaging intact, use-by / best-before date, temperature of chilled goods, cleanliness of the delivery.

Date	Supplier	Goods	Temp. °C	Use-by	Pack OK	Accepted / reason for rejection	Signature

Sheet C – cleaning completed

Month / year

Day	Espresso backflush	Grinder	Surfaces and counter	Fridges	Ice	Floors and WC	Signature
1							
2							
3							
4							
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31							

Sheet D – corrective actions

Date and time	What happened (finding)	What we did	Goods discarded	Signature

Sheet F – pest checks

Date	Area checked	Finding	Action / pest control company	Signature

Sheet E – staff training

Training topic _____

Trainer _____

Date _____

Duration _____

Content: personal hygiene, HACCP plan and critical control points, cleaning schedule, allergens, record sheets, safe use of the espresso machine.

Name	Position	Food hygiene training (date)	Trainee signature

Trainer signature

Sources: 852/2004 Article 5, Annex II, Chapters IX and XII · 178/2002 Article 18. Status 24 Oct 2026.

Sources – full text of the legislation on Europaius

- 852/2004
- 178/2002