HACCP Record Sheets

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

Template for Malta, not legal advice. Mostly EU level; national rules only where stated. Status 24 October 2026.

> Template for Malta, not legal advice. Status 24 October 2026. EU level only: the operator sets the limits in the HACCP plan; a Maltese retention period for these sheets is not covered.

Sheet A – temperatures of chilling units

Month / year _____

Limits from the HACCP plan: fridge [ ] °C · display [ ] °C · freezer [ ] °C _____

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						
4						
5						
6						
7						
8						
9						
10						
11						
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27						
28						
29						
30						
31						

Sheet B – goods in

Check: document, undamaged packaging, use-by / best-before date, temperature of chilled goods, cleanliness of the delivery. Keep documents so that every supplier can be identified (Article 18 of Regulation (EC) No 178/2002).

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

Sheet C – cleaning carried out

Month / year

Day	Machine backflush	Grinder	Surfaces and bar	Fridges	Ice	Floors and toilets	Signature
1							
2							
3							
4							
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30							
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 plan, allergens, record sheets, safety at the espresso machine (Regulation (EC) No 852/2004, Annex II, Chapter XII).

Full name	Position	Hygiene training completed (date)	Trainee's signature

Trainer's signature

Sources: Regulation (EC) No 852/2004, Annex II (europaius.com/eu-akt/32004r0852); Regulation (EC) No 178/2002, Article 18 (europaius.com/eu-akt/32002r0178). Status 24 October 2026.

Sources – full text of the legislation on Europaius

- 852/2004
- 178/2002