Staff food safety training record

Business _____ Month _____ Year _____

Record induction on the first day, each course or briefing and when it is due again. Keep certificates with this sheet.
Do not write down health details. If a fitness-to-work check is part of your routine, record only that it was done.

Name	Role	Started	Induction done	Training or course	Date	Certificate kept	Refresh due	Signature

Free template from everlongapps.com/cheflog. Limits are a starting point: check them against your own food safety plan.
Cheflog keeps these records on a tablet, with reminders, signed entries and a PDF for the inspector.