Logo	**QUALITY SYSTEMS RECORD**	*Issue: 1*	*Ref No:*
		Issued by:	
	Production Log	*Approved by:*	
		Issue date:	
		Approval date:	
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Instructions: Employees will record the date, product name, start and end time of production, the two temperature measurements taken, any corrective action taken, and the amount of food prepared on the Production Log. The manager will verify that employees are taking the required temperatures and following the proper preparation procedure by visually monitoring employees during the shift and reviewing, initialing, and dating the log daily. Maintain this log as directed by your State agency.

Date	Start Time	Product Name	Temp #1	Temp #2	Amount Prepared	Corrective Actions	End Time	Employee Initials	Verified By/Date