YOUR EVERYDAY REFERENCE

Getting started with Sarnian

A clear routine for your kitchen checks and records.



A guide to keep close.

Use this guide when setting up your kitchen, recording a check or reviewing the evidence. Save a copy so you can return to the steps when you need them.

02 Make it your kitchen 03 Record and sign
04 Paper worksheets 05 Procedures and allergens
06 Reviews, exports and save recovery

Screenshots and sample records are illustrative. Your equipment, schedules, checks and monitoring limits come from your kitchen's reviewed plan.

01 / KITCHEN SETUP

Make it your kitchen

The owner reviews the setup before the team starts recording. Use individual accounts so signatures stay connected to the right person.

1. Open your account

Follow the setup or invitation link supplied for your business and choose your individual username and password. Returning users can use the sign-in page.

2. Add business details and equipment

In the kitchen administration area, save the business and kitchen names and add the logo. Give appliances clear names and check which equipment is active.

3. Prepare worksheets and the monitoring plan

Review worksheet columns and kitchen notes. The owner checks the scheduled tasks, equipment and monitoring limits before approving the daily plan. Use the business's appropriate procedures and source guidance.

4. Give each person the right access

Use Staff access to invite the team and assign appropriate roles. A personal account identifies the person recording or reviewing the work.

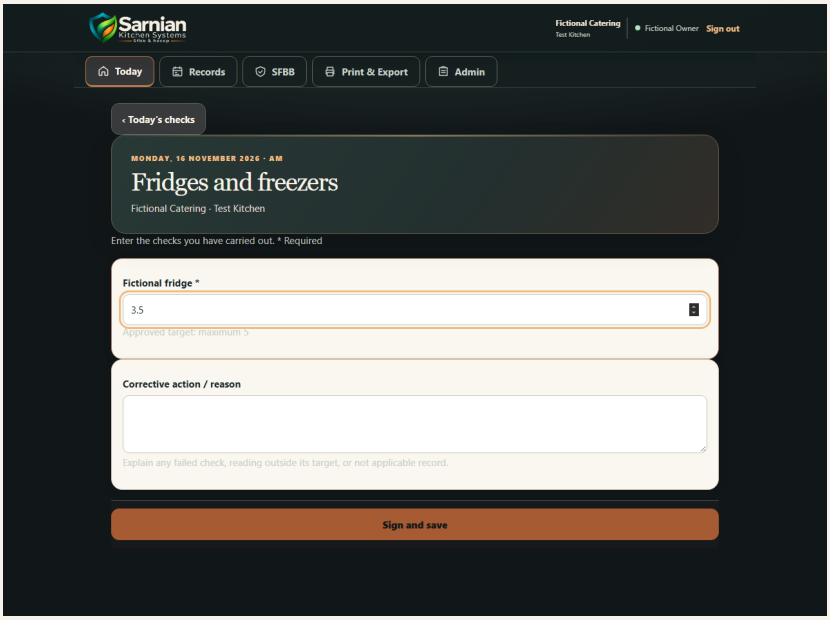
Before opening the day

Check the kitchen identity, equipment and approved plan. Review procedures and allergen information with the people responsible for them.

02 / THE DAILY ROUTINE

Record and sign a check

Open Today and confirm the kitchen and date. Open the day when prompted, then choose the scheduled check and the correct slot, such as AM or PM.



Illustrative entry. Example readings and targets are not operating instructions.

1. Enter what you actually checked

Record the reading or answer after carrying out the check. Add the corrective action or explanation where required.

2. Review the details and sign

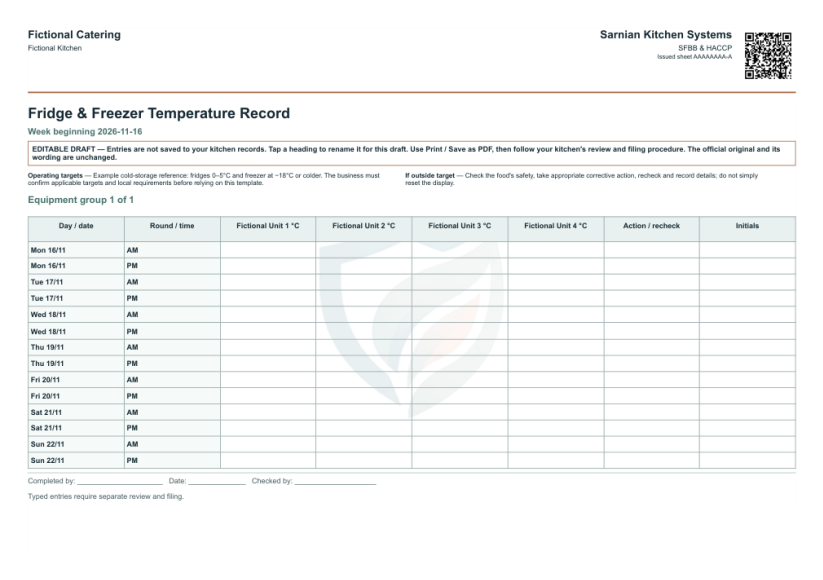
Confirm the values, date and slot, then use Sign and save. Check the saved record shows your name and time.

3. Follow the completion view

Return to Today to see recorded and outstanding checks. A later signature keeps the earlier entry in the history.

Keep the worksheet connected

Open Print & Export to work with issued worksheets, identify a completed copy or prepare an evidence export.



Fictional Catering
Fictional Kitchen

Sarnian Kitchen Systems
SFBB & HACCP
Issued sheet AAAAAAAA-A

Fridge & Freezer Temperature Record

Week beginning 2026-11-16

EDITABLE DRAFT — Entries are not saved to your kitchen records. Tap a heading to rename it for this draft. Use Print / Save as PDF, then follow your kitchen's review and filing procedure. The official original and its wording are unchanged.

Operating targets — Example cold-storage reference: fridges 0–5°C and freezer at −18°C or colder. The business must confirm applicable targets and local requirements before relying on this template.

If outside target — Check the food's safety, take appropriate corrective action, recheck and record details; do not simply reset the display.

Equipment group 1 of 1

Day / date	Round / time	Fictional Unit 1 °C	Fictional Unit 2 °C	Fictional Unit 3 °C	Fictional Unit 4 °C	Action / recheck	Initials
Mon 16/11	AM						
Mon 16/11	PM						
Tue 17/11	AM						
Tue 17/11	PM						
Wed 18/11	AM						
Wed 18/11	PM						
Thu 19/11	AM						
Thu 19/11	PM						
Fri 20/11	AM						
Fri 20/11	PM						
Sat 21/11	AM						
Sat 21/11	PM						
Sun 22/11	AM						
Sun 22/11	PM						

Completed by: _____ Date: _____ Checked by: _____

Typed entries require separate review and filing.

Illustrative A4 worksheet. Each issued copy has its own reference.

1. Choose the form and week

Select the worksheet and its Monday week start. Issue the copy, then check the kitchen, form and week before printing.

2. Record the work on the sheet

Complete the worksheet as the work is carried out. Keep the QR code and reference legible so the copy can be identified later.

3. Identify a completed copy

Under Scan a completed worksheet, select a clear photo or supported PDF and choose Identify worksheet. Check the matched kitchen, form and week. Identification alone does not save the file. Use the filing controls available to your account when retaining a digital copy.

04 / KITCHEN KNOWLEDGE

Keep the detail up to date

Use SFBB safe methods and Allergens and dietary records to keep the kitchen's procedures, source references and reviewed classifications together.

1. Choose and review a safe method

Open SFBB safe methods and select the relevant method. Record how your kitchen carries out the procedure, with the supporting source reference and review notes where requested.

2. Check before approving

Review the content with the responsible manager and use the appropriate draft or approval action. A care supplement needs a site-applicability assessment before its approval.

3. Review allergen classifications

Check menu and ingredient information against reliable, current sources before confirming classifications. Keep unknown information explicit until reviewed. Sarnian records the business's decision rather than inferring that a dish is safe.

4. Follow the history

Review the recorded signer, timestamp and earlier versions when a procedure or classification changes. Revisit the information when ingredients, menus or working practices change.

A shared responsibility

Use roles to control who can record, manage and review. The food business remains responsible for the accuracy of its checks, procedures and allergen information.

05 / REVIEW AND RETRIEVE

Find the record when it matters

Use the evidence to understand the work and any gaps. Exports bring the recorded information together for review.

1. Complete a management review

From SFBB safe methods, open Four-week management review. Choose the first Monday of four completed weeks, review the evidence and gaps, answer the questions and confirm the review before signing. The digital companion and an original source review page are distinct records.

2. Export a period

In Print & Export, open Inspection evidence and choose From and To dates. Select Download inspection PDF for a readable report, or Download inspection ZIP for supporting evidence. Choose a period of up to 93 days.

3. Check the contents

Read the report's dates, coverage and gaps. The ZIP includes original paper copies that have been filed. A report does not create a missing check or replace an original scan.

4. Recover a save after an interruption

If contact is lost while signing, keep the pending request and use its saved-record verification option. Follow the recovery instructions before creating another entry. Return to normal sign-in if your session has ended.

Keep this guide

Save a copy for your team. For an account or access problem, contact your business owner through your established workplace channel.

Open the Sarnian website | Open the app