

Log - Knife Control

Food Safety & Quality Template · Provided by GIFSQ

Knives go missing - into waste bins, into product, into pockets. This log tracks every knife out and back, so a missing blade triggers a search, not a shrug.

Instructions: Issue and return every knife against this log. Check blades for damage on return. A knife not returned at end of shift triggers the missing-knife procedure: search, quarantine suspect product, escalate. No exceptions.

Record details

- Date: [YYYY-MM-DD]
- Shift: []
- Issued by: [Name]

Acceptance criteria

Anything outside these criteria is a deviation - act, record, and tell QA.

- Every knife accounted for at shift end
- Damaged blades removed from use

Log

Knife ID	Type	Issued to	Time out	Condition on return	Time in	Initials
[Knife ID]	[Type]	[Issued to]	[Time out]	[Condition on return]	[Time in]	[Initials]
[Knife ID]	[Type]	[Issued to]	[Time out]	[Condition on return]	[Time in]	[Initials]
[Knife ID]	[Type]	[Issued to]	[Time out]	[Condition on return]	[Time in]	[Initials]
[Knife ID]	[Type]	[Issued to]	[Time out]	[Condition on return]	[Time in]	[Initials]
[Knife ID]	[Type]	[Issued to]	[Time out]	[Condition on return]	[Time in]	[Initials]

Knife ID	Type	Issued to	Time out	Condition on return	Time in	Initials
[Knife ID]	[Type]	[Issued to]	[Time out]	[Condition on return]	[Time in]	[Initials]
[Knife ID]	[Type]	[Issued to]	[Time out]	[Condition on return]	[Time in]	[Initials]
[Knife ID]	[Type]	[Issued to]	[Time out]	[Condition on return]	[Time in]	[Initials]
[Knife ID]	[Type]	[Issued to]	[Time out]	[Condition on return]	[Time in]	[Initials]
[Knife ID]	[Type]	[Issued to]	[Time out]	[Condition on return]	[Time in]	[Initials]

Notes and corrective action

Snap-off blades don't belong in food areas at all - if your site still uses them, this log is the least of your worries. Fixed-blade knives, tethered where practical.

- [Describe any deviation, action taken, and product disposition.]

Review

Reviewed by (name / signature)	Date	Comments
[Name / Signature]	[YYYY-MM-DD]	[Comments]

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026