

Opening checklist

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken.

Check / record	OK / issue / N/A	By
Refrigeration and essential equipment checked		
Team fit for work and suitably dressed		
Preparation surfaces ready for food handling		
Handwash facilities and supplies available		
No visible pest signs; issues escalated		
Probe and cleaning supplies available		
Current ingredient and allergen details accessible		
Business-specific check: _____		

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Closing checklist

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken.

Check / record	OK / issue / N/A	By
Food stored, covered and labelled appropriately		
Use-by stock checked and dealt with		
Cleaning schedule completed or exceptions logged		
Waste removed and bins prepared		
Utensils and cleaning equipment dealt with		
Floors and preparation areas left clean		
Equipment secured under site shutdown procedure		
Doors/windows secured under site procedure		

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken. *Enter targets from your validated procedure; one limit does not suit every food or process.

Date / time	Equipment / food	Target range*	Actual °C	Action / recheck	Initials

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Cleaning schedule & record

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken. *Follow the product label, dilution and contact time. Never mix chemicals.

Area / item	Method / product*	Frequency	Due date	Done / by	Review

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Delivery checks

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken.

Date / supplier	Food / batch	Temp if relevant	Dates / packaging	Accept / action	Initials

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Allergen review record

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken. Keep your current recipe/ingredient and allergen information separately; this review log is not an allergen matrix.

Date / item	Recipe / supplier change	Info checked / updated	Cross-contact action	Staff briefed	By

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Food & drink waste record

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken.

Date / item	Reason	Quantity / unit	Unit cost £	Total cost £	By

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Staff training record

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken.

Staff name	Training / topic	Provider / supervisor	Completed	Review / expiry	Verified by

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Equipment checks

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken.

Date / equipment	Condition / issue	Action taken	Service / due	Resolved / date	By

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken. *Use your site fire-risk assessment and competent advice to define checks and frequency. This log is not a fire-risk assessment or inspection certificate.

Date / area	Item checked*	Observation	Action / escalate	Resolved / date	By

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Incident & corrective action

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken. Keep completed reports securely and follow your reporting procedures.

Check / record	OK / issue / N/A	By
Incident date / time: _____		
Location: _____		
Type / severity: _____		
What happened (continue on reverse if needed):		
Immediate action taken:		
People / witnesses (record only necessary details):		
Follow-up action / responsible person / due date:		
Manager review / closure date:		

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Fryer oil change record

Business: _____ Period/date: _____

Adapt to your site procedures and food-safety management system. Record exceptions and the action taken.

Date / fryer	Oil type	Change / filter	Reason / condition	Action / next check	By

Exceptions / corrective action / recheck or follow-up:

Manager/reviewer: _____ Date: _____ Further action: _____

Kitchen & customer reminders**WASH YOUR HANDS**

Clean hands. Safe food.

- Before preparing food
- After handling raw food or waste
- After cleaning or using the toilet
- After touching your face, phone or other touch points

Use soap and running water. Wash thoroughly and dry hygienically.

Kitchen & customer reminders

PLEASE TALK TO US

Food allergy?

- Tell a member of staff before ordering.
- Ask about the ingredients in your meal.
- Our team will check the current allergen information.

Staff: check the information every time. Never guess.

Kitchen & customer reminders

CHECK BEFORE YOU USE

Label it. Date it.

- Identify the food clearly.
- Add dates required by your site procedure.
- Check storage instructions and use-by dates.
- If unsure, stop and ask your manager.

Follow your food-safety procedures for storage and shelf life.

Kitchen & customer reminders

LEAVE IT READY

Clean as you go.

- Use the correct cleaning product for the task.
- Follow label instructions and contact time.
- Keep chemicals away from food.
- Record the clean and report any problems.

Never mix cleaning chemicals.