



Food Safety Audit

Premises: _____ Date: _____

Conducted by: _____

Persons present: _____

Grade Scoring:

- 5: No action necessary: meets all requirements,
- 4: Minor action required: meets most requirements, no high risk problems apparent
- 3 Requires non urgent remedial action within 1 month
- 2: requires significant remedial action,
- 1: requires immediate remedial action/prohibition of process; imminent risk identified

Area	Comment	Grade
Purchase		
Approved suppliers used		
Specifications met?		
Delivery		
Dedicated area, clean?		
Delivery checks- including temperature, quality, date coding, quantity		
Storage - Frozen		
Adequate		
Separation raw/cooked		
Date codes/labels		
Temperature checks		
Stock rotation		

Disclaimer: This is a sample document. No organisation or person involved in the creation of this publication accepts responsibility for any inaccuracies omissions or failure by the business to implement correctly, however caused.



Storage – Refrigerated	Comment	Grade
Adequate		
Sep raw/cooked		
Date codes/labels		
Temperature checks		
Stock rotation		
Storage – Dry		
Adequate		
Separate raw/cooked		
Date codes/labels		
Stock rotation		
Preparation		
Dedicated areas?		
Dedicated boards?		
Dedicated utensils?		
Timing		
Clean		

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Preparation (cont.)	Comment	Grade
Cleaning schedule adhered to?		
Allergen Control		
Separation during delivery & storage		
Preparation controls		
Dedicated areas/equipment		
Recipe/product awareness		
Service controls & notices		
Staff awareness		
Personal Hygiene		
Staff facilities		
Hand wash basins		
Soap		
Means of drying		
Notices		

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Personal Hygiene (cont.)	Comment	Grade
Hot water		
Uniform		
Jewellery – including watches		
Perfume		
Smoking		
Staff training		
Current		
Level		
HACCP		
Cleaning		
Detergents		
Disinfectants		
Sanitisers		
Colour coding		

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Cleaning	Comment	Grade
Staff awareness regarding chemicals		
Controls regarding contamination		
Cleaning equipment		
Cleaning Schedule		
Internal refuse		
External refuse		
Repair		
Floors		
Walls		
Ceilings		
Ventilation system		
Work surfaces		
Equipment		

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Pest Control	Comment	Grade
Contract?		
Monitoring		
Signs		
Staff awareness		
Glass and Brittle Materials		
Breakages & condition?		
Damage		
Policy for breakages		
HACCP/Food Safety Management System		
Suitable for size & nature of business?		
Covers all processes?		
Covers all hazards		
Staff awareness		
Complete?		
Implemented and used?		

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