MacWilliam Associates Kitchen Audit

Name of Local Authority	
Current Star Rating Awarded	
Date of Audit	

RECEIPT OF GOODS	
1. Storage	Comments
Is there sufficient storage space with enough	
shelving so that dry goods and goods in cold	
storage are stored off the floor?	
2 Delivery Temperatures	
2. Delivery Temperatures Are the delivery temperatures of chilled foods	
checked and recorded?	
Are chilled foods collected from suppliers	
(including the "cash and carry" goods) transported	
in insulated containers?	
3. Stock Rotation	
Are all dry, chilled and frozen goods in storage	
properly rotated? (first in – first out)	
Are all goods in storage correctly labelled, free	
from damage and within their date codes?	
nom aumage and wrann and eddes.	
4. Unsaleable/Unfit Food	
Is damaged and returned stock clearly identified	
and stored in a separate, labelled area?	
TEMPERATURE CONTROL	
5. Temperatures	
Are all refrigerators, freezers and chill rooms	
operating at their specified temperatures?	
Is a final cook temperature of at least 75°C being	
achieved during cooking?	
Is all hot holding equipment reaching the specified	
temperature?	
Are probes used and calibrated?	
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Are daily records of temperatures kept? Do the records indicate that the temperatures achieved have been satisfactory? Are core serves displayed? Are core serves displayed? Are core of certificates available? Are training records up to date? Are that the temperatures upplies upplicy available? Is an up to date health and safety policy available? Is there evidence of good safety practice? Is suitable fire fighting equipment and procedures in place? Is a correctly functioning, hand held digital thermometer available to record temps? 8. Cold Holding Equipment Is all cool holding equipment in proper working order with no apparent damage? Is all cooking equipment in proper working order with no apparent damage? Is due fat in deep	6. Records	
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12. Preparation	
Are separate utensils used for raw and cooked	
foods?	
13. Display	
Are all foods displayed in such a way to prevent	
contamination by the actions of customers?	
STRUCTURAL MAINTENANCE	
14. Walls	
Is decoration/repair satisfactory? (Cladding)	
15. Floors	
Are floors cleanable and in a good state of repair	
and easy to clean?	
16. Ceilings	
Is decoration/repair satisfactory?	
to accortations repair battoractory.	
17. Structure	
Are all other parts of the structure such as doors and	
windows in a good state of decoration/repair?	
18. Lighting	
Are broken lighting bulbs, tubes and fittings	
replaced promptly?	
Is the level of lighting in food handling areas	
adequate?	
10 Vantilation	
19. Ventilation	
Is all mechanical ventilation functioning correctly?	
Are ventilation filters cleaned/replaced regularly?	
20. Drainage	
Is the drainage system free of all leaks and	
blockages?	
-	
Are all drainage gullies/channels/grease traps	
regularly inspected and cleaned?	
regulary inspected and creation.	
CLEANING	
21. Schedules/Records	
Are proper written cleaning schedules in use?	
Are cleaning records being kept?	
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Is also ning nonforman as manitoned an a negation	
Is cleaning performance monitored on a regular	
basis?	
22. Chemicals	
Are the correct cleaning chemicals used?	
Are cleaning chemicals stored in an area separate	
from food handling areas?	
from rood nandning areas:	
Are manufacturers providing product data sheets	
for all chemicals supplied/COSHH?	
Have staff been trained in the safe and correct	
handling of all chemicals on the premises?	
23. Cleaning Equipment	
Is the proper cleaning equipment available and in	
good condition?	
Is the cleaning equipment stored in an area separate	
from food handling areas?	
8	
24. Surfaces	
Is the standard of cleaning of food and hand contact	
surfaces satisfactory?	
25. Equipment	
Is the standard of cleaning of equipment	
satisfactory?	
26. Structural	
Are walls, floors, ceilings, etc cleaned to a	
satisfactory standard?	
27. Wash Up	
Are there sufficient sinks to ensure a high standard	
of wash up?	
L.	
Is the dishwashing equipment exercises competing	
Is the dishwashing equipment operating correctly	
and at its design temperatures?	

Is the standard of crockery/cutlery cleaning and	
drying satisfactory?	
PERSONAL HYGIENE	
28. Cleanliness	
Is the standard of personal cleanliness of staff satisfactory?	
Are staff removing/covering jewellery before entering a food room?	
29.Clothing	
Are staff wearing proper clean clothing including head coverings?	
30. Habits	
Are staff prohibited from smoking, spitting, scratching, eating, etc whilst handling food?	
31. First Aid	
Are the correct first aid facilities, including	
washable, detectable dressings readily available?	
32. Wash Hand Basins	
Are there sufficient wash hand basins?	
Is anti bacterial liquid soap and hand drying facilities provided at each wash hand basin?	
Are the wash hand basins only used for hand washing?	
33. Staff Facilities	
Are the staff facilities clean and tidy?	
Are outdoor clothing/shoes/handbags only kept in the staff changing room?	
Is the WC clean and is a "Now wash your hands" sign clearly visible?	
(Is there a Customer WC on Site?)	
PEST CONTROL	
34. Signs of Infestation	
Are the premises free of any evidence of rodent/insect infestation?	

35. Control Measures	
Do the premises have a pest control contract?	
Are fly screens in place/insectocutor	
operating/clean?	
Are records of pest control visits kept?	
Have all previous pest proofing recommendations	
been completed?	
REFUSE DISPOSAL	
36. Internal	
Are there sufficient waste bins ensuring refuse is	
stored in properly lidded containers?	
Are waste bins cleaned regularly?	
37. External	
Are properly lidded bulk bins provided?	
Are collections arranged on a sufficiently regular	
basis?	
Are the bins cleaned regularly?	
Is the bin storage area clean and properly drained?	
FRONT OF HOUSE	
38. Cleanliness	
Are all front of house areas clean/presentable?	
39. Staff Hygiene	
Are all staff clean and tidily dressed?	
Management Systems	

Management Systems	
40. Food Safety Management (HACCP)	
Is there a correctly managed food safety system	
such as Safer food Batter Business in Place?	

Further Comments