

# *MacWilliam Associates*

## *Kitchen Audit*

<i>Name of Local Authority</i>	
<i>Current Star Rating Awarded</i>	
<i>Date of Audit</i>	

<b>RECEIPT OF GOODS</b>	
<b>1. Storage</b>	<b>Comments</b>
Is there sufficient storage space with enough shelving so that dry goods and goods in cold storage are stored off the floor?	
<b>2. Delivery Temperatures</b>	
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?	
<b>3. Stock Rotation</b>	
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?	
<b>4. Unsaleable/Unfit Food</b>	
Is damaged and returned stock clearly identified and stored in a separate, labelled area?	
<b>TEMPERATURE CONTROL</b>	
<b>5. Temperatures</b>	
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?	

<b>6. Records</b>	
Are daily records of temperatures kept?	
Do the records indicate that the temperatures achieved have been satisfactory?	
Are necessary posters displayed?	
Are staff adequately trained in food hygiene?	
Are copies of certificates available?	
Are training records up to date?	
Are HACCP'S/Safe Catering practices in place (evidence available?)	
Are new staff or those at risk given health surveillance?	
Are suppliers checked/Records in place?	
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?	
<b>7. Thermometers</b>	
Is a correctly functioning, hand held digital thermometer available to record temps?	
<b>8. Cold Holding Equipment</b>	
Is all cold holding equipment in proper working order with no apparent damage?	
Are all door seals intact?	
<b>9. Cooking Equipment</b>	
Is all cooking equipment in proper working order with no apparent damage?	
Is the fat in deep fryers cleaned regularly?	
<b>10. Maintenance Records</b>	
Are service agreements on equipment up to date?	
Are records of service visits kept?	
<b>CROSS-CONTAMINATION</b>	
<b>11. Storage</b>	
Are all cooked or ready-to-eat products stored separately from or above raw products?	
Are all containers/shelving used for storage washable and impervious?	

<b>12. Preparation</b>	
Are separate utensils used for raw and cooked foods?	
<b>13. Display</b>	
Are all foods displayed in such a way to prevent contamination by the actions of customers?	
<b>STRUCTURAL MAINTENANCE</b>	
<b>14. Walls</b>	
Is decoration/repair satisfactory? (Cladding)	
<b>15. Floors</b>	
Are floors cleanable and in a good state of repair and easy to clean?	
<b>16. Ceilings</b>	
Is decoration/repair satisfactory?	
<b>17. Structure</b>	
Are all other parts of the structure such as doors and windows in a good state of decoration/repair?	
<b>18. Lighting</b>	
Are broken lighting bulbs, tubes and fittings replaced promptly?	
Is the level of lighting in food handling areas adequate?	
<b>19. Ventilation</b>	
Is all mechanical ventilation functioning correctly? Are ventilation filters cleaned/replaced regularly?	
<b>20. Drainage</b>	
Is the drainage system free of all leaks and blockages?	
Are all drainage gullies/channels/grease traps regularly inspected and cleaned?	
<b>CLEANING</b>	
<b>21. Schedules/Records</b>	
Are proper written cleaning schedules in use?	
Are cleaning records being kept?	

Is cleaning performance monitored on a regular basis?	
<b>22. Chemicals</b>	
Are the correct cleaning chemicals used?	
Are cleaning chemicals stored in an area separate from food handling 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?	
<b>23. Cleaning Equipment</b>	
Is the proper cleaning equipment available and in good condition?	
Is the cleaning equipment stored in an area separate from food handling areas?	
<b>24. Surfaces</b>	
Is the standard of cleaning of food and hand contact surfaces satisfactory?	
<b>25. Equipment</b>	
Is the standard of cleaning of equipment satisfactory?	
<b>26. Structural</b>	
Are walls, floors, ceilings, etc cleaned to a satisfactory standard?	
<b>27. Wash Up</b>	
Are there sufficient sinks to ensure a high standard of wash up?	
Is the dishwashing equipment operating correctly and at its design temperatures?	

Is the standard of crockery/cutlery cleaning and drying satisfactory?	
<b>PERSONAL HYGIENE</b>	
<b>28. Cleanliness</b>	
Is the standard of personal cleanliness of staff satisfactory?	
Are staff removing/covering jewellery before entering a food room?	
<b>29. Clothing</b>	
Are staff wearing proper clean clothing including head coverings?	
<b>30. Habits</b>	
Are staff prohibited from smoking, spitting, scratching, eating, etc whilst handling food?	
<b>31. First Aid</b>	
Are the correct first aid facilities, including washable, detectable dressings readily available?	
<b>32. Wash Hand Basins</b>	
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?	
<b>33. Staff Facilities</b>	
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?)	
<b>PEST CONTROL</b>	
<b>34. Signs of Infestation</b>	
Are the premises free of any evidence of rodent/insect infestation?	

<b>35. Control Measures</b>	
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?	
<b>REFUSE DISPOSAL</b>	
<b>36. Internal</b>	
Are there sufficient waste bins ensuring refuse is stored in properly lidded containers?	
Are waste bins cleaned regularly?	
<b>37. External</b>	
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?	
<b>FRONT OF HOUSE</b>	
<b>38. Cleanliness</b>	
Are all front of house areas clean/presentable?	
<b>39. Staff Hygiene</b>	
Are all staff clean and tidily dressed?	
<b>Management Systems</b>	
<b>40. Food Safety Management (HACCP)</b>	
<i>Is there a correctly managed food safety system such as Safer food Better Business in Place?</i>	

<b>Further Comments</b>
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<b>Audit Completed By</b>	<b>Date</b>
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