

Inspection-ready checklist

Business: _____

Checked on: _____

Use it as a self-check before an inspection, or once a month. Tick each item, and write what you will fix.

Inspectors look at three things: how hygienically food is handled, the condition of the premises, and how you manage food safety.

Paperwork and records

Check	OK	To fix
Food business registered with your council	☐	
Food safety management system to hand (for example Safer Food, Better Business, CookSafe or Safe Catering)	☐	
Daily opening and closing checks, filled in and up to date	☐	
Fridge and freezer temperature records, with actions for any wrong readings	☐	
Cooking, cooling, reheating and hot holding records	☐	
Cleaning schedule, initialled	☐	
Delivery checks and a list of suppliers with contact details	☐	
Staff training records	☐	
Allergen information for every dish, up to date	☐	
4-weekly reviews done	☐	
Pest control records or contract, if you have one	☐	

In the kitchen

Check	OK	To fix
Hand-wash basin with hot water, soap and paper towels, and nothing blocking it	☐	
Raw and ready-to-eat food kept apart, with separate equipment or proper cleaning between uses	☐	
Food covered, labelled and in date	☐	
Fridges at 8°C or below (5°C or below is a common target)	☐	
Clean, working probe thermometer and disinfectant wipes	☐	
Surfaces, floors and equipment clean and in good repair	☐	
No signs of pests	☐	
Staff in clean clothing, hair tied back, and fit to work	☐	

A general self-check based on Food Standards Agency guidance. It does not replace your council's advice or guarantee a rating.

Free printable template from foodsafetyrecords.co.uk. You may copy and use it in your business.

Prefer your phone? **Food Hygiene Record Book** for iPhone and Android.