

4-weekly review

Business: _____

Period from: _____

to: _____

Walk around: take a few minutes to watch whether your safe methods are really being followed in the kitchen.

Look back: read the last 4 weeks of daily records. Note any serious problem, or anything that went wrong 3 times or more, find out why, and write what you did.

Do it every 4 weeks, even if nothing went wrong. Keep it with your Safer Food, Better Business pack.

Problems in the last 4 weeks and what you did

Problem, why it happened, and what was done to stop it happening again:

Checklist

Question	Yes	No	Notes or action
Have you looked again at your safe methods, and do they still match what you do?	☐ Yes	☐ No	
Has allergen information been updated for any menu or ingredient changes?	☐ Yes	☐ No	
Have you changed any equipment or processes in a way that changes your safe methods?	☐ Yes	☐ No	
Are new suppliers written down with their contact details?	☐ Yes	☐ No	
Does the cleaning schedule need updating?	☐ Yes	☐ No	
Have new staff been trained in all your safe methods?	☐ Yes	☐ No	
Do any existing staff need refresher training?	☐ Yes	☐ No	
Are any extra opening or closing checks needed?	☐ Yes	☐ No	
Have any food complaints been looked into, and your safe methods reviewed?	☐ Yes	☐ No	
Have probe thermometers been checked in the last 4 weeks, with results written down?	☐ Yes	☐ No	
Are the extra checks you planned being done and recorded?	☐ Yes	☐ No	

Signed

Name:	Signature:	Date:
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Based on the 4-weekly review in the Food Standards Agency's Safer Food, Better Business pack (England and Wales). Use alongside your pack, not instead of it.

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.