



## Manager's Weekly Spot Checks

Item	Y/N	Details/Comments
<b>Documentation</b>		
Opening and Closing Checklists accurately completed		
Fridge and freezer temperature checks accurately completed		
Delivery temperature checks accurately completed		
Hot Food Temperature Checks accurately completed		
Probe Calibration Checks accurately completed		
Food Cooling Checks accurately completed		
Maintenance requests logged and followed up		
Any incidents reported -physical, chemical, allergen incidents, food poisoning allegations etc.		
<b>Food Storage</b>		
All prepared food correctly date labelled with shelf life		
All defrosting food correctly date labelled with defrost day + shelf life		
No out of date food		
No food past it's before date		
All food covered		
<b>Cross Contamination</b>		
Raw meat/fish stored below Ready to Eat Food		
No spoons left in food		
Separate utensils used for raw and cooked food		
Hand wash basins fully stocked with soap, towels and hot water available		
Team members wearing appropriate protective clothing, no jewellery, hat/hairnet as per company policy		



## Manager's Weekly Spot Check

Item	Y/N	Details/Comments
<b>Equipment and Structure</b>		
All equipment clean including hand/food contact surfaces		
Floors, walls, ceilings clean		
Ventilation canopy clean		
Fridge seals clean		
Any structural damage to walls, floors, ceilings		
Sanitiser available		
<b>Allergens</b>		
Advisory sign displayed on the wall or on the menu to inform customers of allergens		
14 allergens identified in all menu items and matrix up to date including specials, sauces etc		
Allergen information up to date and reviewed (when changes are made to menus/ingredients/food deliveries)		
Allergen ingredients in closed containers and away from other foods		
Decanted ingredients labelled with allergen		
Staff aware of where the allergen information is kept		
<b>Other</b>		
No glass in food preparation area		
External areas clean and bin lids closed		
Staff Changing area clean and tidy		
Chemicals not stored with food		
Probe thermometers available and working		

**Name of Manager:**

**Signature:**

**Date:**