

Inspection day checklist.

Keep this with your food safety pack. When an officer arrives, you'll know where everything is.

BUSINESS _____ LAST REVIEWED _____

Have ready	Where it is	Checked ✓
Food safety management system (e.g. SFBB pack or HACCP plan)		
Diary or daily records since the last visit		
Fridge, freezer and hot-holding temperature records		
Cooking, cooling and reheating records		
Cleaning schedule and records		
Pest control records and contractor reports		
Delivery and supplier records		
Staff training records		
Allergen information for every dish		
Probe thermometer check records		
Food business registration details		
Previous inspection report and actions taken		

Notes from the visit

- Officers can visit without notice. Keep your diary pages until your next visit from a local authority food safety officer, as the SFBB guidance says.