CAFÉS AND RESTAURANTS · MANAGERS

# Food safety audit checklist

Walk the kitchen with this form. Look, measure and ask, then mark each check and write down the reading or what you saw.

| LOCATION | DATE AND SHIFT | AUDITOR |
|---|---|---|
| | | |
| **PERSON IN CHARGE** | **FOOD OR BATCH FOLLOWED** | **RECORDS CHECKED** |
| | | |

Mark each item Pass, Fail or N/A. For every Fail, write the issue in the table at the end with an owner, a due date and a photo reference if it helps.

## 1 Receiving and storage

| # | ITEM | PASS | FAIL | N/A | READING OR NOTE |
|---|---|---|---|---|---|
| 1 | Deliveries are checked on arrival, and chilled and frozen items are put away straight away. | ☐ | ☐ | ☐ | |
| 2 | Rejected or damaged goods have a note saying why. | ☐ | ☐ | ☐ | |
| 3 | Food in the fridges and freezers is covered, labeled with name and date, and off the floor. | ☐ | ☐ | ☐ | |
| 4 | Raw meat, poultry and fish are stored so they cannot drip onto ready-to-eat food. | ☐ | ☐ | ☐ | |
| 5 | Prepared items past their date are thrown away. | ☐ | ☐ | ☐ | |
| 6 | Pick one labeled container: you can find its record.<br>Delivery note, prep sheet or cooling log. | ☐ | ☐ | ☐ | |

## 2 Staff hygiene

| # | ITEM | PASS | FAIL | N/A | READING OR NOTE |
|---|---|---|---|---|---|
| 7 | Hand-wash sinks have running water, soap and paper towels, and nothing blocks them. | ☐ | ☐ | ☐ | |
| 8 | You saw staff wash their hands after handling raw food, taking out trash or touching a phone. | ☐ | ☐ | ☐ | |
| 9 | Staff wear clean uniforms, and hair is covered or tied back. | ☐ | ☐ | ☐ | |
| 10 | Cuts on hands are covered with a waterproof bandage and a glove. | ☐ | ☐ | ☐ | |
| 11 | Staff know to tell the manager before work if they have vomiting, diarrhea or a fever.<br>Do not write medical details on this form. | ☐ | ☐ | ☐ | |

## 3 Allergens and cross-contact

| # | ITEM | PASS | FAIL | N/A | READING OR NOTE |
|---|---|---|---|---|---|
| 12 | The allergen list matches the current menu and recipes. | ☐ | ☐ | ☐ | |
| 13 | Allergen ingredients are labeled and stored apart from other food. | ☐ | ☐ | ☐ | |
| 14 | Raw and ready-to-eat food have separate boards and utensils. | ☐ | ☐ | ☐ | |
| 15 | Follow one allergy order from the table to the plate: the kitchen got the request and used clean tools and surfaces.<br>Write the order. | ☐ | ☐ | ☐ | |

## 4 Temperatures

| # | ITEM | PASS | FAIL | N/A | READING OR NOTE |
|---|---|---|---|---|---|
| 16 | Cold food measured with a probe is at or below the limit.<br>US FDA Food Code model rule for TCS food: cold-held at 41 °F (5 °C) or below. Use your local rule. | ☐ | ☐ | ☐ | |
| 17 | Hot food on hot hold, measured with a probe, is at or above the limit.<br>US FDA Food Code model rule for TCS food: hot-held at 135 °F (57 °C) or above. Use your local rule. | ☐ | ☐ | ☐ | |
| 18 | One cooling batch meets the cooling limits, from the times and readings in the log.<br>US FDA Food Code model rule for cooked TCS food: 135 °F (57 °C) to 70 °F (21 °C) within 2 hours, then to 41 °F (5 °C) or below within 6 hours in total. Exceptions exist. Use your local rule. | ☐ | ☐ | ☐ | |
| 19 | Cooking, reheating and delivery temperatures match the limits in your own procedure.<br>Do not use one limit for everything. | ☐ | ☐ | ☐ | |
| 20 | Thermometers work and have been checked as your procedure says. | ☐ | ☐ | ☐ | |
| 21 | Today's temperature log has real readings and times, not only ticks. | ☐ | ☐ | ☐ | |

## 5 Cleaning, sanitizing and pests

| # | ITEM | PASS | FAIL | N/A | READING OR NOTE |
|---|---|---|---|---|---|
| 22 | Food-contact surfaces and equipment are clean and free of food residue. | ☐ | ☐ | ☐ | |
| 23 | Sanitizer is mixed and tested with a test strip.<br>Write the reading. | ☐ | ☐ | ☐ | |
| 24 | Wiping cloths are kept in sanitizer, not left on surfaces. | ☐ | ☐ | ☐ | |
| 25 | Cleaning chemicals are labeled and stored away from food. | ☐ | ☐ | ☐ | |
| 26 | Today's cleaning schedule is signed and matches what you see. | ☐ | ☐ | ☐ | |
| 27 | There are no signs of pests: droppings, gnaw marks or live insects. | ☐ | ☐ | ☐ | |

## 6 Problems that were found before

| # | ITEM | PASS | FAIL | N/A | READING OR NOTE |
|---|---|---|---|---|---|
| 28 | For the last failed check in the log, the record says what happened to the affected food and who decided. | ☐ | ☐ | ☐ | |
| 29 | The same record says what fixed the cause, such as a repair, retraining or a changed method. | ☐ | ☐ | ☐ | |
| 30 | Open actions have an owner and a due date. | ☐ | ☐ | ☐ | |
| 31 | A manager checked that closed actions are really fixed, not only marked done. | ☐ | ☐ | ☐ | |
| 32 | Not covered today<br>Write what you did not get to see, for example cooling or a delivery. | | | | |

## Issues to fix

| # | ISSUE (WHAT AND WHERE) | OWNER | DUE DATE | PHOTO REF. | DONE |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |

COMPLETED BY (NAME AND SIGNATURE) _____ REVIEWED BY (MANAGER) _____ DATE _____

Free to use inside your company. To share publicly, link to getbitreport.com/resources/templates/

A starting point, not legal advice, a HACCP plan or a certification. Adapt it to your menu, your approved procedures and the rules of your local authority. Temperature figures follow the US FDA Food Code (2026 edition); local rules can differ, so use the limits that apply where you operate.