Inspection pack

Readiness, records and evidence gathered for an inspector

Sample business

Sample cafe

All times are shown in the location's local time (Europe/London).

PERIOD
9 Nov 2026 – 15 Nov 2026

PREPARED ON
16 Nov 2026, 11:05 GMT

Prepared by Misenta for Sample business

This pack gathers the business's own food-safety and operational records to help show an inspector recent history. Misenta does not certify compliance or approve a business; the business remains responsible for meeting its legal obligations.

Selected report period

9 Nov 2026 – 15 Nov 2026

100%
CHECKS COMPLETED
72 of 72 scheduled

1
FOOD-SAFETY ISSUES
1 opened · 1 resolved

0
MISSED AND LATE CHECKS
0 missed · 0 late

Checks completed, food-safety issues and missed or late checks count food-safety checklists: every checklist in the Food safety category and any other checklist with a temperature check that has a limit.

Inspection readiness · Current snapshot

Where things stand as this pack was prepared, across every date, not only this period.

Minor gaps

Prepared on: 16 Nov 2026, 11:05 GMT

Deliveries: 1 delivery needs a review

Records health score today: No checks scheduled today

Signal	Status	Detail
Regional checklist	● OK	45 item(s) assessed across 8 current regional pack(s)
Missed checks	● OK	No missed or overdue checks
Open food-safety issues	● OK	None open
Allergen matrix	● OK	Published using this location’s declaration set; keep ingredient information current
Traceability records	● OK	3 supplier(s), 4 ingredient(s)
Deliveries	● Attention	1 delivery(ies) need a look
Open incidents	● OK	None open
Open refusals	● OK	None open
Recent records	● OK	96 check(s) completed in the last 7 days

Temperature summary

Readings shown in °C. Out of range counts failed readings; voided entries are excluded from the statistics.

Equipment / check	Limit	Readings	Lowest (°C)	Highest (°C)	Average (°C)	Out of range
Fridge temperature	≤ 8°C	15	3.3	9.4	4.3	1
Freezer temperature	≤ -18°C	14	-19.6	-18.5	-19	0
Ice point reading (expect 0 °C)	-1 – 1°C	1	0.3	0.3	0.3	0
Boiling point reading (expect 100 °C)	99 – 101°C	1	100.2	100.2	100.2	0
Fridge (≤ 8°C) temperature	≤ 8°C	14	2.9	4.5	3.8	0

Equipment / check	Limit	Readings	Lowest (°C)	Highest (°C)	Average (°C)	Out of range
Freezer (≤ -18°C) temperature	≤ -18°C	14	-19.5	-18.4	-18.9	0
Temperature after cooling	≤ 8°C	7	4.4	6.6	5.5	0
Hot-holding temperature	≥ 63°C	7	66.3	72.8	69.4	0
Core temperature when cooked	≥ 75°C	7	79.5	87	83.3	0

Missed and late checks

Food-safety checks

Every food-safety check in this period was recorded on time.

Daily sign-off

A manager's sign-off for each day this location had scheduled checks. Days appear once their last scheduled check is due. Each entry keeps the counts as they were when it was signed. A correction is a new entry; the earlier one stays.

Signed off on 6 of 7 days with checks.

Date	Signed off	Checks done	Open issues	Note
Mon, 9 Nov 2026	● Sample manager · 9 Nov 2026, 21:36	17 of 17	0	—
Tue, 10 Nov 2026	● Sample manager · 10 Nov 2026, 21:41	14 of 14	0	—
Wed, 11 Nov 2026	● Sample manager · 11 Nov 2026, 21:46	14 of 14	0	—
Thu, 12 Nov 2026	● Sample manager · 12 Nov 2026, 21:36	14 of 14	0	Fridge read 9.4 °C at opening: the door was left ajar during the delivery. Dairy moved to the second fridge; re-checked at 4.1 °C.
	● Correction Sample manager · 12 Nov 2026, 21:58	14 of 14	0	Fridge read 9.4 °C at opening: the door was left ajar during the delivery. Dairy moved to the second fridge; re-checked at 4.1 °C. Also: the double cream delivery arrived at 9.6 °C and was sent back with the driver.
Fri, 13 Nov 2026	● Sample manager · 13 Nov 2026, 21:41	14 of 14	0	Replacement double cream arrived at 3.9 °C and was accepted.
Sat, 14 Nov 2026	● Not signed off	—	—	
Sun, 15 Nov 2026	● Sample manager · 15 Nov 2026, 21:36	14 of 14	0	—

Checks by type

Every check scheduled in this period — food-safety checks, cleaning and other checklists, and internal audits.

Food-safety checks

Check	Category	Scheduled	Completed	Late	Missed	Failed
● Opening checks	Food safety	7	7	0	0	0
● Fridge & freezer temperatures	Food safety	14	14	0	0	1
● Probe calibration	Food safety	1	1	0	0	0
● Pest checks	Food safety	1	1	0	0	0
● Temperature checks — Opening	Food safety	7	7	0	0	0
● Cooling records	Food safety	7	7	0	0	0

Check	Category	Scheduled	Completed	Late	Missed	Failed
● Hot-holding records	Food safety	7	7	0	0	0
● Cooking temperature records	Food safety	7	7	0	0	0
● Closing checks	Food safety	7	7	0	0	0
● Cleaning checks	Food safety	7	7	0	0	0
● Temperature checks — Closing	Food safety	7	7	0	0	0

Operational checklists and internal audits

Check	Category	Scheduled	Completed	Late	Missed	Failed
● Opening routine	Checklist	7	7	0	0	0
● Allergen review	Checklist	1	1	0	0	0
● Prep routine	Checklist	7	7	0	0	0
● Cleaning routine	Checklist	7	7	0	0	0
● Closing routine	Checklist	7	7	0	0	0

Food-safety issues and corrective actions

Date and time	Check	Reading / limit	Detail	Corrective action	Resolved
12 Nov 2026, 07:02	Fridge temperature	9.4°C / ≤ 8°C	9.4°C above maximum 8°C	Door had been left ajar during the delivery. Closed it, moved the dairy to the second fridge and re-checked after 30 minutes. (Sample manager, 07:11)	● Resolved Sample manager · 12 Nov 2026, 07:40

Operational and internal-audit findings and corrective actions

No operational or internal-audit findings are linked to this period's checks.

Allergen matrix

Version 1 published with 10 items, reviewed by Sample manager on Mon, 16 Nov 2026.

Item-by-allergen detail is in the allergen matrix PDF.

Compliance packs adopted

Pack	Area	Version	Adopted
Start your food business — England	Registration	2	16 Nov 2026 · Sample owner
Food safety management — England	Food safety management	2	16 Nov 2026 · Sample owner
Temperature control — England	Temperature control	2	16 Nov 2026 · Sample owner
Cleaning & disinfection — England	Cleaning	2	16 Nov 2026 · Sample owner
Allergen management — England	Allergen management	2	16 Nov 2026 · Sample owner
Staff hygiene & training — England	Staff hygiene & training	2	16 Nov 2026 · Sample owner
Health & safety basics — England	Health & safety	2	16 Nov 2026 · Sample owner
Fire safety basics — England	Fire safety	2	16 Nov 2026 · Sample owner

Compliance tasks

Area	Item	Status
Allergen management	Keep written allergen information for every menu item	Done
Allergen management	Manage allergen cross-contact risks in the kitchen	Done
Allergen management	Record the 14 regulated allergens present as an ingredient	Done
Allergen management	Review allergen information when recipes, ingredients or suppliers change	Done
Allergen management	Train staff on where to find allergen information and how to handle questions	Done
Allergen management	Use precautionary 'may contain' statements only after assessing cross-contact risk	Done
Cleaning	Clean and disinfect food-contact surfaces with suitable products	Done
Cleaning	Clear and clean as you go during service	Done
Cleaning	Create and keep a cleaning schedule	Done
Cleaning	Follow the manufacturer's contact time for disinfectants and sanitisers	Done
Cleaning	Manage cloths, mops and reusable cleaning equipment safely	Done
Cleaning	Review the cleaning schedule when equipment or processes change	Done
Fire safety	Keep a written fire risk assessment for the premises	Done
Fire safety	Record the fire safety measures and an emergency plan	Done
Fire safety	Record the main fire hazards and the people at risk	Done
Fire safety	Record who the responsible person for fire safety is	Done
Fire safety	Review the fire risk assessment regularly and when things change	Done
Fire safety	Tell staff about fire risks and give fire-safety instruction	Done
Food safety management	Keep a daily food-safety diary	Done
Food safety management	Record corrective actions when something goes wrong	Done
Food safety management	Record your closing checks	Done
Food safety management	Record your opening checks	Done
Food safety management	Review your system when your food or processes change	Done
Food safety management	Set up a food safety management system based on HACCP principles	Done
Health & safety	Keep a basic health & safety policy and arrangements where needed	Done
Health & safety	Keep a simple health & safety risk assessment for the cafe	Done
Health & safety	Record accidents, near misses and follow-up actions	Done
Health & safety	Record the actions to control significant risks and who owns them	Done
Health & safety	Record the key catering risks	Done
Health & safety	Review the risk assessment when work, equipment or layout changes	Done
Registration	Keep your registration confirmation on file	Done
Registration	Register each premises, and re-register if you move or take one over	Done

Area	Item	Status
Registration	Register your food business with the local authority	Done
Staff hygiene & training	Exclude staff from food handling when illness creates a food-safety risk	Done
Staff hygiene & training	Keep a simple staff food-safety training record	Done
Staff hygiene & training	Keep the 48-hour symptom-free return rule visible to staff	Done
Staff hygiene & training	Make sure food handlers are supervised and trained in food hygiene	Done
Staff hygiene & training	Record fitness-to-work checks for new starters and returning staff	Done
Staff hygiene & training	Set personal-hygiene expectations: handwashing, clean clothing, cuts covered	Done
Temperature control	Check chilled storage temperatures regularly	Done
Temperature control	Keep cold food at 8°C or below (aim for 5°C or below)	Done
Temperature control	Record cooking and reheating checks where relevant	Done
Temperature control	Record corrective action when temperature control fails	Done
Temperature control	Record freezer checks where you store frozen food	Done
Temperature control	Record hot-holding checks where you hold hot food	Done

Procedures signed off

No procedures have been published for this location.

Training and courses

No course completions were recorded for this location.

Recorded training evidence

Learner	Detail	Completed	Renewal date	Evidence reference
Sample barista	Food hygiene certificate Certificate	15 Sept 2025	15 Sept 2028	Certificate seen and a copy kept
Sample cook	Food hygiene certificate Certificate	2 Mar 2026	2 Mar 2029	Certificate seen and a copy kept

Equipment care and calibration

No equipment care or calibration jobs were recorded for this period.

Suppliers and deliveries

Supplier: Sample bakery, Sample dairy supplier, Sample fruit and veg supplier

Date and time	Supplier	Detail	Temperature	Status
14 Nov 2026, 08:10	Sample bakery	SB-1197		Accepted
13 Nov 2026, 07:35	Sample dairy supplier	SD-4519	3.9°C	Accepted
12 Nov 2026, 07:20	**Sample dairy supplier**	**SD-4502**	**9.6°C (fail)**	**Rejected**
11 Nov 2026, 07:55	Sample fruit and veg supplier	FV-9031	5.2°C	Accepted
10 Nov 2026, 08:05	Sample bakery	SB-1182		Accepted
9 Nov 2026, 07:40	Sample dairy supplier	SD-4471	3.6°C	Accepted

Batches and lots

Lot	Ingredient	Use by	Status
B1113	Bread rolls		Active
L2611-11	Double cream	20 Nov 2026	Active
B1109	Sourdough loaves		Active
L2611-07	Whole milk	15 Nov 2026	Active

Batches made here

No batches made here are on file for this location in this period.

Incidents

No incidents were recorded for this period.

Recalls

No recalls were opened in this period.

Labels printed

No labels were printed in this period.

Other tasks

No other tasks were due or completed in this period.

Photo evidence

No photo evidence was attached in this period.

Reminders and escalations

No reminders or escalations were raised in this period.

Daily records

Mon, 9 Nov 2026

12/12 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Fridges and freezers running correctly	Pass	Yes		Sample barista	07:12
Opening Due: 10:00	Probe thermometer working and sanitised	Pass	Yes		Sample barista	07:13
Opening Due: 10:00	Hand wash basin stocked with soap and paper towels	Pass	Yes		Sample barista	07:14
Opening Due: 10:00	Allergen information available and up to date	Pass	Yes		Sample barista	07:15
Opening Due: 10:00	Staff fit for work	Pass	Yes		Sample barista	07:16
Opening Due: 10:00	Fridge temperature	Pass	4.2°C	≤ 8°C	Sample barista	07:02
Opening Due: 10:00	Freezer temperature	Pass	-18.6°C	≤ -18°C	Sample barista	07:03

Window	Check	Result	Reading	Limit	Recorded by	Time
Weekly check Due: 11:00	Ice point reading (expect 0 °C)	Pass	0.3°C	-1 – 1°C	Sample manager	08:26
Weekly check Due: 11:00	Boiling point reading (expect 100 °C)	Pass	100.2°C	99 – 101°C	Sample manager	08:27
Weekly check Due: 11:00	Photo of calibration	Not recorded				
Weekly check Due: 11:00	Signs of pest activity seen?	Pass	No		Sample manager	08:26
Weekly check Due: 11:00	Areas checked	Recorded	Details below		Sample manager	08:27
Weekly check Due: 11:00	Action taken	Not recorded				
Weekly check Due: 11:00	Photo of evidence	Not recorded				
Opening Due: 12:00	Fridge (≤ 8°C) temperature	Pass	4.3°C	≤ 8°C	Sample barista	07:02
Opening Due: 12:00	Freezer (≤ -18°C) temperature	Pass	-18.4°C	≤ -18°C	Sample barista	07:03
Service Due: 15:00	Dish or food cooled	Recorded	Tomato & basil soup		Sample cook	14:36
Service Due: 15:00	Temperature after cooling	Pass	4.5°C	≤ 8°C	Sample cook	14:37
Service Due: 15:00	Time taken to cool	Recorded	Details below		Sample cook	14:38
Service Due: 15:00	Dish or food held hot	Recorded	Tomato & basil soup		Sample cook	12:24
Service Due: 15:00	Hot-holding temperature	Pass	66.8°C	≥ 63°C	Sample cook	12:25
Service Due: 15:00	Dish or food cooked	Recorded	Chicken & leek pie		Sample cook	12:09
Service Due: 15:00	Core temperature when cooked	Pass	83.3°C	≥ 75°C	Sample cook	12:10
Closing Due: 22:00	Hot holding switched off and food cooled correctly	Pass	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and equipment cleaned and sanitised	Pass	Yes		Sample manager	20:42
Closing Due: 22:00	Waste removed and bins cleaned	Pass	Yes		Sample manager	20:43
Closing Due: 22:00	Fridges and freezers running correctly	Pass	Yes		Sample manager	20:44
Closing Due: 22:00	Closing photo of counter	Not recorded				
Cleaning Due: 22:00	Area cleaned and sanitised	Pass	Yes		Sample barista	21:03
Cleaning Due: 22:00	Product used	Not recorded				

Window	Check	Result	Reading	Limit	Recorded by	Time
Cleaning Due: 22:00	Contact time followed	Not recorded				
Cleaning Due: 22:00	Photo of cleaned area	Not recorded				
Closing Due: 22:00	Fridge temperature	Pass	3.9°C	≤ 8°C	Sample manager	20:28
Closing Due: 22:00	Freezer temperature	Pass	-18.9°C	≤ -18°C	Sample manager	20:29
Closing Due: 23:00	Fridge (≤ 8°C) temperature	Pass	4.3°C	≤ 8°C	Sample manager	20:28
Closing Due: 23:00	Freezer (≤ -18°C) temperature	Pass	-18.5°C	≤ -18°C	Sample manager	20:29

Recorded answers

Weekly check

Due: 11:00 · Areas checked · Sample manager · 08:27

Kitchen, store room and bin store

Service

Due: 15:00 · Time taken to cool · Sample cook · 14:38

Shallow tray, into the fridge at 14:20

Tue, 10 Nov 2026

10/10 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Fridge temperature	Pass	3.9°C	≤ 8°C	Sample barista	07:02
Opening Due: 10:00	Freezer temperature	Pass	-19.1°C	≤ -18°C	Sample barista	07:03
Opening Due: 10:00	Fridges and freezers running correctly	Pass	Yes		Sample barista	07:12
Opening Due: 10:00	Probe thermometer working and sanitised	Pass	Yes		Sample barista	07:13
Opening Due: 10:00	Hand wash basin stocked with soap and paper towels	Pass	Yes		Sample barista	07:14
Opening Due: 10:00	Allergen information available and up to date	Pass	Yes		Sample barista	07:15
Opening Due: 10:00	Staff fit for work	Pass	Yes		Sample barista	07:16
Opening Due: 12:00	Fridge (≤ 8°C) temperature	Pass	3.5°C	≤ 8°C	Sample barista	07:02
Opening Due: 12:00	Freezer (≤ -18°C) temperature	Pass	-19°C	≤ -18°C	Sample barista	07:03
Service Due: 15:00	Dish or food held hot	Recorded	Tomato & basil soup		Sample cook	12:24
Service Due: 15:00	Hot-holding temperature	Pass	69.7°C	≥ 63°C	Sample cook	12:25
Service Due: 15:00	Dish or food cooled	Recorded	Tomato & basil soup		Sample cook	14:36
Service Due: 15:00	Temperature after cooling	Pass	4.4°C	≤ 8°C	Sample cook	14:37
Service Due: 15:00	Time taken to cool	Recorded	Details below		Sample cook	14:38

Window	Check	Result	Reading	Limit	Recorded by	Time
Service Due: 15:00	Dish or food cooked	Recorded	Tomato & basil soup		Sample cook	12:09
Service Due: 15:00	Core temperature when cooked	Pass	83°C	≥ 75°C	Sample cook	12:10
Closing Due: 22:00	Hot holding switched off and food cooled correctly	Pass	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and equipment cleaned and sanitised	Pass	Yes		Sample manager	20:42
Closing Due: 22:00	Waste removed and bins cleaned	Pass	Yes		Sample manager	20:43
Closing Due: 22:00	Fridges and freezers running correctly	Pass	Yes		Sample manager	20:44
Closing Due: 22:00	Closing photo of counter	Not recorded				
Cleaning Due: 22:00	Area cleaned and sanitised	Pass	Yes		Sample barista	21:03
Cleaning Due: 22:00	Product used	Not recorded				
Cleaning Due: 22:00	Contact time followed	Not recorded				
Cleaning Due: 22:00	Photo of cleaned area	Not recorded				
Closing Due: 22:00	Fridge temperature	Pass	4.3°C	≤ 8°C	Sample manager	20:28
Closing Due: 22:00	Freezer temperature	Pass	-18.8°C	≤ -18°C	Sample manager	20:29
Closing Due: 23:00	Fridge (≤ 8°C) temperature	Pass	3.8°C	≤ 8°C	Sample manager	20:28
Closing Due: 23:00	Freezer (≤ -18°C) temperature	Pass	-18.7°C	≤ -18°C	Sample manager	20:29

Recorded answers

Service
Due: 15:00 · Time taken to cool · Sample cook · 14:38

Shallow tray, into the fridge at 14:20

Wed, 11 Nov 2026

10/10 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Fridges and freezers running correctly	Pass	Yes		Sample barista	07:12
Opening Due: 10:00	Probe thermometer working and sanitised	Pass	Yes		Sample barista	07:13
Opening Due: 10:00	Hand wash basin stocked with soap and paper towels	Pass	Yes		Sample barista	07:14
Opening Due: 10:00	Allergen information available and up to date	Pass	Yes		Sample barista	07:15
Opening Due: 10:00	Staff fit for work	Pass	Yes		Sample barista	07:16
Opening Due: 10:00	Fridge temperature	Pass	3.6°C	≤ 8°C	Sample barista	07:02
Opening Due: 10:00	Freezer temperature	Pass	-19°C	≤ -18°C	Sample barista	07:03

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 12:00	Fridge (≤ 8°C) temperature	Pass	4.5°C	≤ 8°C	Sample barista	07:02
Opening Due: 12:00	Freezer (≤ -18°C) temperature	Pass	-19.1°C	≤ -18°C	Sample barista	07:03
Service Due: 15:00	Dish or food cooked	Recorded	Bacon rolls		Sample cook	12:09
Service Due: 15:00	Core temperature when cooked	Pass	79.5°C	≥ 75°C	Sample cook	12:10
Service Due: 15:00	Dish or food cooled	Recorded	Tomato & basil soup		Sample cook	14:36
Service Due: 15:00	Temperature after cooling	Pass	6.6°C	≤ 8°C	Sample cook	14:37
Service Due: 15:00	Time taken to cool	Recorded	Details below		Sample cook	14:38
Service Due: 15:00	Dish or food held hot	Recorded	Tomato & basil soup		Sample cook	12:24
Service Due: 15:00	Hot-holding temperature	Pass	66.3°C	≥ 63°C	Sample cook	12:25
Closing Due: 22:00	Fridge temperature	Pass	4.3°C	≤ 8°C	Sample manager	20:28
Closing Due: 22:00	Freezer temperature	Pass	-19.4°C	≤ -18°C	Sample manager	20:29
Cleaning Due: 22:00	Area cleaned and sanitised	Pass	Yes		Sample barista	21:03
Cleaning Due: 22:00	Product used	Not recorded				
Cleaning Due: 22:00	Contact time followed	Not recorded				
Cleaning Due: 22:00	Photo of cleaned area	Not recorded				
Closing Due: 22:00	Hot holding switched off and food cooled correctly	Pass	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and equipment cleaned and sanitised	Pass	Yes		Sample manager	20:42
Closing Due: 22:00	Waste removed and bins cleaned	Pass	Yes		Sample manager	20:43
Closing Due: 22:00	Fridges and freezers running correctly	Pass	Yes		Sample manager	20:44
Closing Due: 22:00	Closing photo of counter	Not recorded				
Closing Due: 23:00	Fridge (≤ 8°C) temperature	Pass	3.4°C	≤ 8°C	Sample manager	20:28
Closing Due: 23:00	Freezer (≤ -18°C) temperature	Pass	-19.5°C	≤ -18°C	Sample manager	20:29

Recorded answers

Service
Due: 15:00 · Time taken to cool · Sample cook · 14:38

Shallow tray, into the fridge at 14:20

Thu, 12 Nov 2026

10/10 checks · 1 fail

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	**Fridge temperature**	**Fail**	**9.4°C**	**≤ 8°C**	**Sample barista**	**07:02**
Opening Due: 10:00	Fridge temperature	Pass	4.1°C	≤ 8°C	Sample manager	07:40
Opening Due: 10:00	Freezer temperature	Pass	-18.9°C	≤ -18°C	Sample barista	07:03
Opening Due: 10:00	Fridges and freezers running correctly	Pass	Yes		Sample barista	07:12
Opening Due: 10:00	Probe thermometer working and sanitised	Pass	Yes		Sample barista	07:13
Opening Due: 10:00	Hand wash basin stocked with soap and paper towels	Pass	Yes		Sample barista	07:14
Opening Due: 10:00	Allergen information available and up to date	Pass	Yes		Sample barista	07:15
Opening Due: 10:00	Staff fit for work	Pass	Yes		Sample barista	07:16
Opening Due: 12:00	Fridge (≤ 8°C) temperature	Pass	2.9°C	≤ 8°C	Sample barista	07:02
Opening Due: 12:00	Freezer (≤ -18°C) temperature	Pass	-18.9°C	≤ -18°C	Sample barista	07:03
Service Due: 15:00	Dish or food held hot	Recorded	Tomato & basil soup		Sample cook	12:24
Service Due: 15:00	Hot-holding temperature	Pass	71.2°C	≥ 63°C	Sample cook	12:25
Service Due: 15:00	Dish or food cooled	Recorded	Tomato & basil soup		Sample cook	14:36
Service Due: 15:00	Temperature after cooling	Pass	5.9°C	≤ 8°C	Sample cook	14:37
Service Due: 15:00	Time taken to cool	Recorded	Details below		Sample cook	14:38
Service Due: 15:00	Dish or food cooked	Recorded	Chicken & leek pie		Sample cook	12:09
Service Due: 15:00	Core temperature when cooked	Pass	87°C	≥ 75°C	Sample cook	12:10
Cleaning Due: 22:00	Area cleaned and sanitised	Pass	Yes		Sample barista	21:03
Cleaning Due: 22:00	Product used	Not recorded				
Cleaning Due: 22:00	Contact time followed	Not recorded				
Cleaning Due: 22:00	Photo of cleaned area	Not recorded				
Closing Due: 22:00	Hot holding switched off and food cooled correctly	Pass	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and equipment cleaned and sanitised	Pass	Yes		Sample manager	20:42
Closing Due: 22:00	Waste removed and bins cleaned	Pass	Yes		Sample manager	20:43

Window	Check	Result	Reading	Limit	Recorded by	Time
Closing Due: 22:00	Fridges and freezers running correctly	Pass	Yes		Sample manager	20:44
Closing Due: 22:00	Closing photo of counter	Not recorded				
Closing Due: 22:00	Fridge temperature	Pass	4.4°C	≤ 8°C	Sample manager	20:28
Closing Due: 22:00	Freezer temperature	Pass	-18.6°C	≤ -18°C	Sample manager	20:29
Closing Due: 23:00	Fridge (≤ 8°C) temperature	Pass	3.1°C	≤ 8°C	Sample manager	20:28
Closing Due: 23:00	Freezer (≤ -18°C) temperature	Pass	-18.6°C	≤ -18°C	Sample manager	20:29

Recorded answers

Service

Due: 15:00 · Time taken to cool · Sample cook · 14:38

Shallow tray, into the fridge at 14:20

Fri, 13 Nov 2026

10/10 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Fridges and freezers running correctly	Pass	Yes		Sample barista	07:12
Opening Due: 10:00	Probe thermometer working and sanitised	Pass	Yes		Sample barista	07:13
Opening Due: 10:00	Hand wash basin stocked with soap and paper towels	Pass	Yes		Sample barista	07:14
Opening Due: 10:00	Allergen information available and up to date	Pass	Yes		Sample barista	07:15
Opening Due: 10:00	Staff fit for work	Pass	Yes		Sample barista	07:16
Opening Due: 10:00	Fridge temperature	Pass	3.3°C	≤ 8°C	Sample barista	07:02
Opening Due: 10:00	Freezer temperature	Pass	-19.6°C	≤ -18°C	Sample barista	07:03
Opening Due: 12:00	Fridge (≤ 8°C) temperature	Pass	4.4°C	≤ 8°C	Sample barista	07:02
Opening Due: 12:00	Freezer (≤ -18°C) temperature	Pass	-19.5°C	≤ -18°C	Sample barista	07:03
Service Due: 15:00	Dish or food cooled	Recorded	Tomato & basil soup		Sample cook	14:36
Service Due: 15:00	Temperature after cooling	Pass	5.7°C	≤ 8°C	Sample cook	14:37
Service Due: 15:00	Time taken to cool	Recorded	Details below		Sample cook	14:38
Service Due: 15:00	Dish or food held hot	Recorded	Tomato & basil soup		Sample cook	12:24
Service Due: 15:00	Hot-holding temperature	Pass	72.8°C	≥ 63°C	Sample cook	12:25
Service Due: 15:00	Dish or food cooked	Recorded	Tomato & basil soup		Sample cook	12:09
Service Due: 15:00	Core temperature when cooked	Pass	82.5°C	≥ 75°C	Sample cook	12:10

Window	Check	Result	Reading	Limit	Recorded by	Time
Closing Due: 22:00	Fridge temperature	Pass	3.3°C	≤ 8°C	Sample manager	20:28
Closing Due: 22:00	Freezer temperature	Pass	-19.4°C	≤ -18°C	Sample manager	20:29
Cleaning Due: 22:00	Area cleaned and sanitised	Pass	Yes		Sample barista	21:03
Cleaning Due: 22:00	Product used	Not recorded				
Cleaning Due: 22:00	Contact time followed	Not recorded				
Cleaning Due: 22:00	Photo of cleaned area	Not recorded				
Closing Due: 22:00	Hot holding switched off and food cooled correctly	Pass	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and equipment cleaned and sanitised	Pass	Yes		Sample manager	20:42
Closing Due: 22:00	Waste removed and bins cleaned	Pass	Yes		Sample manager	20:43
Closing Due: 22:00	Fridges and freezers running correctly	Pass	Yes		Sample manager	20:44
Closing Due: 22:00	Closing photo of counter	Not recorded				
Closing Due: 23:00	Fridge (≤ 8°C) temperature	Pass	3.8°C	≤ 8°C	Sample manager	20:28
Closing Due: 23:00	Freezer (≤ -18°C) temperature	Pass	-19.1°C	≤ -18°C	Sample manager	20:29

Recorded answers

Service

Due: 15:00 · Time taken to cool · Sample cook · 14:38

Shallow tray, into the fridge at 14:20

Sat, 14 Nov 2026

10/10 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Fridges and freezers running correctly	Pass	Yes		Sample barista	07:12
Opening Due: 10:00	Probe thermometer working and sanitised	Pass	Yes		Sample barista	07:13
Opening Due: 10:00	Hand wash basin stocked with soap and paper towels	Pass	Yes		Sample barista	07:14
Opening Due: 10:00	Allergen information available and up to date	Pass	Yes		Sample barista	07:15
Opening Due: 10:00	Staff fit for work	Pass	Yes		Sample barista	07:16
Opening Due: 10:00	Fridge temperature	Pass	4°C	≤ 8°C	Sample barista	07:02
Opening Due: 10:00	Freezer temperature	Pass	-18.6°C	≤ -18°C	Sample barista	07:03
Opening Due: 12:00	Fridge (≤ 8°C) temperature	Pass	4°C	≤ 8°C	Sample barista	07:02
Opening Due: 12:00	Freezer (≤ -18°C) temperature	Pass	-19.1°C	≤ -18°C	Sample barista	07:03

Window	Check	Result	Reading	Limit	Recorded by	Time
Service Due: 15:00	Dish or food cooled	Recorded	Tomato & basil soup		Sample cook	14:36
Service Due: 15:00	Temperature after cooling	Pass	5.4°C	≤ 8°C	Sample cook	14:37
Service Due: 15:00	Time taken to cool	Recorded	Details below		Sample cook	14:38
Service Due: 15:00	Dish or food cooked	Recorded	Bacon rolls		Sample cook	12:09
Service Due: 15:00	Core temperature when cooked	Pass	86.1°C	≥ 75°C	Sample cook	12:10
Service Due: 15:00	Dish or food held hot	Recorded	Tomato & basil soup		Sample cook	12:24
Service Due: 15:00	Hot-holding temperature	Pass	66.8°C	≥ 63°C	Sample cook	12:25
Closing Due: 22:00	Fridge temperature	Pass	4°C	≤ 8°C	Sample manager	20:28
Closing Due: 22:00	Freezer temperature	Pass	-19.3°C	≤ -18°C	Sample manager	20:29
Closing Due: 22:00	Hot holding switched off and food cooled correctly	Pass	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and equipment cleaned and sanitised	Pass	Yes		Sample manager	20:42
Closing Due: 22:00	Waste removed and bins cleaned	Pass	Yes		Sample manager	20:43
Closing Due: 22:00	Fridges and freezers running correctly	Pass	Yes		Sample manager	20:44
Closing Due: 22:00	Closing photo of counter	Not recorded				
Cleaning Due: 22:00	Area cleaned and sanitised	Pass	Yes		Sample barista	21:03
Cleaning Due: 22:00	Product used	Not recorded				
Cleaning Due: 22:00	Contact time followed	Not recorded				
Cleaning Due: 22:00	Photo of cleaned area	Not recorded				
Closing Due: 23:00	Fridge (≤ 8°C) temperature	Pass	3.9°C	≤ 8°C	Sample manager	20:28
Closing Due: 23:00	Freezer (≤ -18°C) temperature	Pass	-18.7°C	≤ -18°C	Sample manager	20:29

Recorded answers

Service

Due: 15:00 · Time taken to cool · Sample cook · 14:38

Shallow tray, into the fridge at 14:20

Sun, 15 Nov 2026

10/10 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Fridge temperature	Pass	4.2°C	≤ 8°C	Sample barista	07:02
Opening Due: 10:00	Freezer temperature	Pass	-19.5°C	≤ -18°C	Sample barista	07:03

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Fridges and freezers running correctly	Pass	Yes		Sample barista	07:12
Opening Due: 10:00	Probe thermometer working and sanitised	Pass	Yes		Sample barista	07:13
Opening Due: 10:00	Hand wash basin stocked with soap and paper towels	Pass	Yes		Sample barista	07:14
Opening Due: 10:00	Allergen information available and up to date	Pass	Yes		Sample barista	07:15
Opening Due: 10:00	Staff fit for work	Pass	Yes		Sample barista	07:16
Opening Due: 12:00	Fridge (≤ 8°C) temperature	Pass	3.4°C	≤ 8°C	Sample barista	07:02
Opening Due: 12:00	Freezer (≤ -18°C) temperature	Pass	-19.3°C	≤ -18°C	Sample barista	07:03
Service Due: 15:00	Dish or food cooked	Recorded	Chicken & leek pie		Sample cook	12:09
Service Due: 15:00	Core temperature when cooked	Pass	81.5°C	≥ 75°C	Sample cook	12:10
Service Due: 15:00	Dish or food cooled	Recorded	Tomato & basil soup		Sample cook	14:36
Service Due: 15:00	Temperature after cooling	Pass	5.9°C	≤ 8°C	Sample cook	14:37
Service Due: 15:00	Time taken to cool	Recorded	Details below		Sample cook	14:38
Service Due: 15:00	Dish or food held hot	Recorded	Tomato & basil soup		Sample cook	12:24
Service Due: 15:00	Hot-holding temperature	Pass	72.4°C	≥ 63°C	Sample cook	12:25
Closing Due: 22:00	Hot holding switched off and food cooled correctly	Pass	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and equipment cleaned and sanitised	Pass	Yes		Sample manager	20:42
Closing Due: 22:00	Waste removed and bins cleaned	Pass	Yes		Sample manager	20:43
Closing Due: 22:00	Fridges and freezers running correctly	Pass	Yes		Sample manager	20:44
Closing Due: 22:00	Closing photo of counter	Not recorded				
Cleaning Due: 22:00	Area cleaned and sanitised	Pass	Yes		Sample barista	21:03
Cleaning Due: 22:00	Product used	Not recorded				
Cleaning Due: 22:00	Contact time followed	Not recorded				
Cleaning Due: 22:00	Photo of cleaned area	Not recorded				
Closing Due: 22:00	Fridge temperature	Pass	4.2°C	≤ 8°C	Sample manager	20:28
Closing Due: 22:00	Freezer temperature	Pass	-18.5°C	≤ -18°C	Sample manager	20:29

Window	Check	Result	Reading	Limit	Recorded by	Time
Closing Due: 23:00	Fridge (≤ 8°C) temperature	Pass	4°C	≤ 8°C	Sample manager	20:28
Closing Due: 23:00	Freezer (≤ -18°C) temperature	Pass	-18.8°C	≤ -18°C	Sample manager	20:29

Recorded answers

Service
Due: 15:00 · Time taken to cool · Sample cook · 14:38

Shallow tray, into the fridge at 14:20

Operational checklists and audits

Mon, 9 Nov 2026

5/5 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Lights and signage on	Recorded	Yes		Sample barista	07:12
Opening Due: 10:00	Coffee machine / grinder warmed up	Recorded	Yes		Sample barista	07:13
Opening Due: 10:00	Display and counter stocked	Recorded	Yes		Sample barista	07:14
Opening Due: 10:00	Till float counted	Recorded	Yes		Sample barista	07:15
Opening Due: 10:00	Floor clear and entrance clean	Recorded	Yes		Sample barista	07:16
Opening Due: 10:00	Notes for the day	Not recorded				
Prep Due: 12:00	Allergen matrix set up for every menu item	Pass	Yes		Sample manager	09:41
Prep Due: 12:00	Allergen information reviewed after any menu change	Pass	Yes		Sample manager	09:42
Prep Due: 12:00	Staff know where to find allergen information	Pass	Yes		Sample manager	09:43
Prep Due: 12:00	Notes	Not recorded				
Prep Due: 12:00	Pastries / sandwiches prepped	Recorded	Yes		Sample cook	09:18
Prep Due: 12:00	Stock rotated (FIFO)	Recorded	Yes		Sample cook	09:19
Prep Due: 12:00	Date labels checked	Recorded	Yes		Sample cook	09:20
Prep Due: 12:00	Prep list cleared	Recorded	Yes		Sample cook	09:21
Prep Due: 12:00	Prepped by	Not recorded				
Cleaning Due: 22:00	Floors mopped	Recorded	Yes		Sample barista	21:12
Cleaning Due: 22:00	Bins sanitised	Recorded	Yes		Sample barista	21:13
Cleaning Due: 22:00	Toilets checked and clean	Recorded	Yes		Sample barista	21:14
Cleaning Due: 22:00	Fridges wiped (exterior)	Recorded	Yes		Sample barista	21:15

Window	Check	Result	Reading	Limit	Recorded by	Time
Cleaning Due: 22:00	Bin store tidy	Recorded	Yes		Sample barista	21:16
Closing Due: 22:00	Coffee machine flushed / backflushed	Recorded	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and tables wiped down	Recorded	Yes		Sample manager	20:42
Closing Due: 22:00	Waste taken out	Recorded	Yes		Sample manager	20:43
Closing Due: 22:00	Till cashed up	Recorded	Yes		Sample manager	20:44
Closing Due: 22:00	Alarm set and premises locked	Pass	Yes		Sample manager	20:45
Closing Due: 22:00	Closing photo of counter	Not recorded				

Tue, 10 Nov 2026

4/4 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Lights and signage on	Recorded	Yes		Sample barista	07:12
Opening Due: 10:00	Coffee machine / grinder warmed up	Recorded	Yes		Sample barista	07:13
Opening Due: 10:00	Display and counter stocked	Recorded	Yes		Sample barista	07:14
Opening Due: 10:00	Till float counted	Recorded	Yes		Sample barista	07:15
Opening Due: 10:00	Floor clear and entrance clean	Recorded	Yes		Sample barista	07:16
Opening Due: 10:00	Notes for the day	Not recorded				
Prep Due: 12:00	Pastries / sandwiches prepped	Recorded	Yes		Sample cook	09:18
Prep Due: 12:00	Stock rotated (FIFO)	Recorded	Yes		Sample cook	09:19
Prep Due: 12:00	Date labels checked	Recorded	Yes		Sample cook	09:20
Prep Due: 12:00	Prep list cleared	Recorded	Yes		Sample cook	09:21
Prep Due: 12:00	Prepped by	Not recorded				
Closing Due: 22:00	Coffee machine flushed / backflushed	Recorded	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and tables wiped down	Recorded	Yes		Sample manager	20:42
Closing Due: 22:00	Waste taken out	Recorded	Yes		Sample manager	20:43
Closing Due: 22:00	Till cashed up	Recorded	Yes		Sample manager	20:44
Closing Due: 22:00	Alarm set and premises locked	Pass	Yes		Sample manager	20:45
Closing Due: 22:00	Closing photo of counter	Not recorded				

Window	Check	Result	Reading	Limit	Recorded by	Time
Cleaning Due: 22:00	Floors mopped	Recorded	Yes		Sample barista	21:12
Cleaning Due: 22:00	Bins sanitised	Recorded	Yes		Sample barista	21:13
Cleaning Due: 22:00	Toilets checked and clean	Recorded	Yes		Sample barista	21:14
Cleaning Due: 22:00	Fridges wiped (exterior)	Recorded	Yes		Sample barista	21:15
Cleaning Due: 22:00	Bin store tidy	Recorded	Yes		Sample barista	21:16

Wed, 11 Nov 2026

4/4 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Lights and signage on	Recorded	Yes		Sample barista	07:12
Opening Due: 10:00	Coffee machine / grinder warmed up	Recorded	Yes		Sample barista	07:13
Opening Due: 10:00	Display and counter stocked	Recorded	Yes		Sample barista	07:14
Opening Due: 10:00	Till float counted	Recorded	Yes		Sample barista	07:15
Opening Due: 10:00	Floor clear and entrance clean	Recorded	Yes		Sample barista	07:16
Opening Due: 10:00	Notes for the day	● Not recorded				
Prep Due: 12:00	Pastries / sandwiches prepped	Recorded	Yes		Sample cook	09:18
Prep Due: 12:00	Stock rotated (FIFO)	Recorded	Yes		Sample cook	09:19
Prep Due: 12:00	Date labels checked	Recorded	Yes		Sample cook	09:20
Prep Due: 12:00	Prep list cleared	Recorded	Yes		Sample cook	09:21
Prep Due: 12:00	Prepped by	● Not recorded				
Cleaning Due: 22:00	Floors mopped	Recorded	Yes		Sample barista	21:12
Cleaning Due: 22:00	Bins sanitised	Recorded	Yes		Sample barista	21:13
Cleaning Due: 22:00	Toilets checked and clean	Recorded	Yes		Sample barista	21:14
Cleaning Due: 22:00	Fridges wiped (exterior)	Recorded	Yes		Sample barista	21:15
Cleaning Due: 22:00	Bin store tidy	Recorded	Yes		Sample barista	21:16
Closing Due: 22:00	Coffee machine flushed / backflushed	Recorded	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and tables wiped down	Recorded	Yes		Sample manager	20:42
Closing Due: 22:00	Waste taken out	Recorded	Yes		Sample manager	20:43

Window	Check	Result	Reading	Limit	Recorded by	Time
Closing Due: 22:00	Till cashed up	Recorded	Yes		Sample manager	20:44
Closing Due: 22:00	Alarm set and premises locked	Pass	Yes		Sample manager	20:45
Closing Due: 22:00	Closing photo of counter	Not recorded				

Thu, 12 Nov 2026

4/4 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Lights and signage on	Recorded	Yes		Sample barista	07:12
Opening Due: 10:00	Coffee machine / grinder warmed up	Recorded	Yes		Sample barista	07:13
Opening Due: 10:00	Display and counter stocked	Recorded	Yes		Sample barista	07:14
Opening Due: 10:00	Till float counted	Recorded	Yes		Sample barista	07:15
Opening Due: 10:00	Floor clear and entrance clean	Recorded	Yes		Sample barista	07:16
Opening Due: 10:00	Notes for the day	Not recorded				
Prep Due: 12:00	Pastries / sandwiches prepped	Recorded	Yes		Sample cook	09:18
Prep Due: 12:00	Stock rotated (FIFO)	Recorded	Yes		Sample cook	09:19
Prep Due: 12:00	Date labels checked	Recorded	Yes		Sample cook	09:20
Prep Due: 12:00	Prep list cleared	Recorded	Yes		Sample cook	09:21
Prep Due: 12:00	Prepped by	Not recorded				
Closing Due: 22:00	Coffee machine flushed / backflushed	Recorded	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and tables wiped down	Recorded	Yes		Sample manager	20:42
Closing Due: 22:00	Waste taken out	Recorded	Yes		Sample manager	20:43
Closing Due: 22:00	Till cashed up	Recorded	Yes		Sample manager	20:44
Closing Due: 22:00	Alarm set and premises locked	Pass	Yes		Sample manager	20:45
Closing Due: 22:00	Closing photo of counter	Not recorded				
Cleaning Due: 22:00	Floors mopped	Recorded	Yes		Sample barista	21:12
Cleaning Due: 22:00	Bins sanitised	Recorded	Yes		Sample barista	21:13
Cleaning Due: 22:00	Toilets checked and clean	Recorded	Yes		Sample barista	21:14
Cleaning Due: 22:00	Fridges wiped (exterior)	Recorded	Yes		Sample barista	21:15

Window	Check	Result	Reading	Limit	Recorded by	Time
Cleaning Due: 22:00	Bin store tidy	Recorded	Yes		Sample barista	21:16

Fri, 13 Nov 2026

4/4 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Lights and signage on	Recorded	Yes		Sample barista	07:12
Opening Due: 10:00	Coffee machine / grinder warmed up	Recorded	Yes		Sample barista	07:13
Opening Due: 10:00	Display and counter stocked	Recorded	Yes		Sample barista	07:14
Opening Due: 10:00	Till float counted	Recorded	Yes		Sample barista	07:15
Opening Due: 10:00	Floor clear and entrance clean	Recorded	Yes		Sample barista	07:16
Opening Due: 10:00	Notes for the day	Not recorded				
Prep Due: 12:00	Pastries / sandwiches prepped	Recorded	Yes		Sample cook	09:18
Prep Due: 12:00	Stock rotated (FIFO)	Recorded	Yes		Sample cook	09:19
Prep Due: 12:00	Date labels checked	Recorded	Yes		Sample cook	09:20
Prep Due: 12:00	Prep list cleared	Recorded	Yes		Sample cook	09:21
Prep Due: 12:00	Prepped by	Not recorded				
Closing Due: 22:00	Coffee machine flushed / backflushed	Recorded	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and tables wiped down	Recorded	Yes		Sample manager	20:42
Closing Due: 22:00	Waste taken out	Recorded	Yes		Sample manager	20:43
Closing Due: 22:00	Till cashed up	Recorded	Yes		Sample manager	20:44
Closing Due: 22:00	Alarm set and premises locked	Pass	Yes		Sample manager	20:45
Closing Due: 22:00	Closing photo of counter	Not recorded				
Cleaning Due: 22:00	Floors mopped	Recorded	Yes		Sample barista	21:12
Cleaning Due: 22:00	Bins sanitised	Recorded	Yes		Sample barista	21:13
Cleaning Due: 22:00	Toilets checked and clean	Recorded	Yes		Sample barista	21:14
Cleaning Due: 22:00	Fridges wiped (exterior)	Recorded	Yes		Sample barista	21:15
Cleaning Due: 22:00	Bin store tidy	Recorded	Yes		Sample barista	21:16

Sat, 14 Nov 2026

4/4 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Lights and signage on	Recorded	Yes		Sample barista	07:12
Opening Due: 10:00	Coffee machine / grinder warmed up	Recorded	Yes		Sample barista	07:13
Opening Due: 10:00	Display and counter stocked	Recorded	Yes		Sample barista	07:14
Opening Due: 10:00	Till float counted	Recorded	Yes		Sample barista	07:15
Opening Due: 10:00	Floor clear and entrance clean	Recorded	Yes		Sample barista	07:16
Opening Due: 10:00	Notes for the day	Not recorded				
Prep Due: 12:00	Pastries / sandwiches prepped	Recorded	Yes		Sample cook	09:18
Prep Due: 12:00	Stock rotated (FIFO)	Recorded	Yes		Sample cook	09:19
Prep Due: 12:00	Date labels checked	Recorded	Yes		Sample cook	09:20
Prep Due: 12:00	Prep list cleared	Recorded	Yes		Sample cook	09:21
Prep Due: 12:00	Prepped by	Not recorded				
Closing Due: 22:00	Coffee machine flushed / backflushed	Recorded	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and tables wiped down	Recorded	Yes		Sample manager	20:42
Closing Due: 22:00	Waste taken out	Recorded	Yes		Sample manager	20:43
Closing Due: 22:00	Till cashed up	Recorded	Yes		Sample manager	20:44
Closing Due: 22:00	Alarm set and premises locked	Pass	Yes		Sample manager	20:45
Closing Due: 22:00	Closing photo of counter	Not recorded				
Cleaning Due: 22:00	Floors mopped	Recorded	Yes		Sample barista	21:12
Cleaning Due: 22:00	Bins sanitised	Recorded	Yes		Sample barista	21:13
Cleaning Due: 22:00	Toilets checked and clean	Recorded	Yes		Sample barista	21:14
Cleaning Due: 22:00	Fridges wiped (exterior)	Recorded	Yes		Sample barista	21:15
Cleaning Due: 22:00	Bin store tidy	Recorded	Yes		Sample barista	21:16

Sun, 15 Nov 2026

4/4 checks

Window	Check	Result	Reading	Limit	Recorded by	Time
Opening Due: 10:00	Lights and signage on	Recorded	Yes		Sample barista	07:12
Opening Due: 10:00	Coffee machine / grinder warmed up	Recorded	Yes		Sample barista	07:13
Opening Due: 10:00	Display and counter stocked	Recorded	Yes		Sample barista	07:14
Opening Due: 10:00	Till float counted	Recorded	Yes		Sample barista	07:15
Opening Due: 10:00	Floor clear and entrance clean	Recorded	Yes		Sample barista	07:16
Opening Due: 10:00	Notes for the day	● Not recorded				
Prep Due: 12:00	Pastries / sandwiches prepped	Recorded	Yes		Sample cook	09:18
Prep Due: 12:00	Stock rotated (FIFO)	Recorded	Yes		Sample cook	09:19
Prep Due: 12:00	Date labels checked	Recorded	Yes		Sample cook	09:20
Prep Due: 12:00	Prep list cleared	Recorded	Yes		Sample cook	09:21
Prep Due: 12:00	Prepped by	● Not recorded				
Closing Due: 22:00	Coffee machine flushed / backflushed	Recorded	Yes		Sample manager	20:41
Closing Due: 22:00	Surfaces and tables wiped down	Recorded	Yes		Sample manager	20:42
Closing Due: 22:00	Waste taken out	Recorded	Yes		Sample manager	20:43
Closing Due: 22:00	Till cashed up	Recorded	Yes		Sample manager	20:44
Closing Due: 22:00	Alarm set and premises locked	● Pass	Yes		Sample manager	20:45
Closing Due: 22:00	Closing photo of counter	● Not recorded				
Cleaning Due: 22:00	Floors mopped	Recorded	Yes		Sample barista	21:12
Cleaning Due: 22:00	Bins sanitised	Recorded	Yes		Sample barista	21:13
Cleaning Due: 22:00	Toilets checked and clean	Recorded	Yes		Sample barista	21:14
Cleaning Due: 22:00	Fridges wiped (exterior)	Recorded	Yes		Sample barista	21:15
Cleaning Due: 22:00	Bin store tidy	Recorded	Yes		Sample barista	21:16

Review and sign-off

The person responsible for food safety at this location has reviewed these records.

REVIEWED BY

ROLE

DATE

SIGNATURE