

All audits collectively assess how well a food business manages food safety, hygiene, daily operations, staff competence, allergen control, cleaning standards, equipment reliability, and overall compliance. Please choose which audits you are interested in.

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|---------------------------------------------------------------------------------------|------------------------------------------|
| Approval                                                                              |                                          |
| Date and time of approval                                                             | 5 Aug 2025 24:16:00                      |
| Approver's signature                                                                  |                                          |
|  | Alex Thompson<br>5 Aug 2025 10:11 PM BST |

## **Food Safety & Hygiene Audit**

**Purpose:** Verify compliance with food safety legislation and hygiene standards to ensure food is safe to consume.

### **Key Focus Areas:**

- HACCP/SFBB compliance.
- Personal hygiene.
- Cleaning and sanitation.
- Temperature controls.
- Food storage and handling.
- Pest control.
- Allergen management.
- Documentation and traceability.

**Outcome:** Confirms legal compliance and identifies food safety risks that could lead to contamination, foodborne illness, or enforcement action.

## **HACCP Audit**

**Purpose:** Assess the effectiveness of the Hazard Analysis and Critical Control Point (HACCP) system in controlling food safety hazards.

### **Key Focus Areas:**

- HACCP documentation.
- Hazard analysis.
- Critical Control Points (CCPs).
- Monitoring records.
- Corrective actions.
- Verification activities.
- Temperature controls.
- Goods receiving procedures.

**Outcome:** Confirms food safety hazards are identified, controlled, monitored, and reviewed effectively.

## **Kitchen Operations Audit**

**Purpose:** Evaluate kitchen practices to ensure food is prepared, cooked, stored, and served safely and consistently.

### **Key Focus Areas:**

- Food preparation practices.
- Cooking controls.
- Cooling and reheating.
- Hot holding.
- Cross-contamination prevention.
- Equipment condition.
- Staff hygiene.
- Kitchen cleanliness.

**Outcome:** Confirms safe day-to-day food production and operational control within the kitchen.

## **Health & Safety Audit**

**Purpose:** Verify compliance with workplace health and safety requirements and reduce risks to employees and visitors.

### **Key Focus Areas:**

- Fire safety.
- Emergency exits.
- First aid provisions.
- COSHH controls.
- Electrical safety.
- Knife safety.
- Manual handling.
- Slip, trip and fall prevention.

**Outcome:** Identifies workplace hazards and ensures legal health and safety requirements are met.

## **Allergen Management Audit**

**Purpose:** Ensure allergens are effectively controlled and customers receive accurate allergen information.

### **Key Focus Areas:**

- Allergen matrix accuracy.
- Customer allergen information.
- Staff allergen knowledge.
- Ingredient controls.
- Segregation procedures.
- Cross-contact prevention.
- Allergen cleaning controls.
- Training and documentation.

**Outcome:** Reduces the risk of allergen incidents and verifies compliance with allergen legislation.

## **Cleaning & Sanitation Audit**

**Purpose:** Assess the effectiveness of cleaning programmes in maintaining hygienic conditions throughout the site.

### **Key Focus Areas:**

- Daily cleaning activities.
- Chemical controls.
- COSHH compliance.
- Cleaning verification.
- Hygiene standards.
- Record completion.
- Staff cleaning practices.

**Outcome:** Confirms cleaning arrangements effectively control contamination risks and maintain hygiene standards.

## **Stock Control Audit**

**Purpose:** Verify stock is managed safely, efficiently, and traceably throughout the business.

### **Key Focus Areas:**

- Stock rotation (FIFO).
- Date coding.
- Goods receiving.
- Storage conditions.
- Waste control.
- Supplier controls.
- Traceability.
- Inventory accuracy.

**Outcome:** Ensures food quality, minimises waste, and supports full product traceability.

## **Brand Standards Audit**

**Purpose:** Ensure sites consistently operate in accordance with company brand requirements.

### **Key Focus Areas:**

- Menu compliance.
- Promotional execution.
- Uniform standards.
- Product consistency.
- Store presentation.
- Customer experience.
- Operational procedures.
- Brand image.

**Outcome:** Protects brand integrity and delivers a consistent experience across multiple locations.

## **Training & Competency Audit**

**Purpose:** Verify employees have received the required training and can competently perform their roles.

### **Key Focus Areas:**

- Food safety qualifications.
- Health & safety training.
- Allergen training.
- Induction completion.
- Competency assessments.
- Refresher training.
- Training matrix management.
- Staff knowledge verification.

**Outcome:** Confirms workforce competence and reduces risks arising from inadequate training.

## **Equipment & Maintenance Audit**

**Purpose:** Assess whether equipment is maintained, calibrated, and operating safely and effectively.

### **Key Focus Areas:**

- Planned Preventative Maintenance (PPM).
- Equipment condition.
- Calibration controls.
- Refrigeration performance.
- Extraction systems.
- Service contracts.
- Maintenance records.
- Breakdown management.

**Outcome:** Minimises equipment failures, protects food safety, and supports business continuity.

## **Sustainability & Environmental Audit**

**Purpose:** Evaluate environmental performance and sustainability initiatives across the business.

### **Key Focus Areas:**

- Food waste management.
- Energy efficiency.
- Water conservation.
- Packaging controls.
- Waste contractor management.
- Environmental objectives.
- Staff awareness.

**Outcome:** Supports sustainability goals, regulatory compliance, and responsible resource management.

## **Management System Audit**

**Purpose:** Assess the effectiveness of the overall management system in maintaining compliance and driving continuous improvement.

### **Key Focus Areas:**

- Policies and procedures.
- Document control.
- Record retention.
- Internal audit programme.
- Corrective actions.
- Management reviews.
- Performance monitoring.
- Continuous improvement.

**Outcome:** Provides assurance that governance, compliance, and operational controls are functioning effectively and driving business improvement.



# **Audit Hierarchy Summary**

## **Strategic Level**

- Management System Audit.
- Sustainability & Environmental Audit.
- Brand Standards Audit.

## **Operational Level**

- Food Safety & Hygiene Audit.
- HACCP Audit.
- Kitchen Operations Audit.
- Stock Control Audit.
- Customer Service Audit.
- Equipment & Maintenance Audit.

## **Compliance & Assurance Level**

- Health & Safety Audit.
- Allergen Management Audit.
- Training & Competency Audit.

Together, these audits provide a comprehensive audit programme covering legal compliance, food safety, operational performance, customer experience, employee competence, brand consistency, and business governance.