

EHO Inspection Readiness Checklist

Tick each item before your visit

Kitchen: _____ Checked by: _____ Date: _____

CROSS-CONTAMINATION

- ☐ Raw and ready-to-eat foods stored separately, raw below
- ☐ Colour-coded boards and utensils in use
- ☐ Allergen matrix up to date for every dish on the menu
- ☐ Allergen info available to front-of-house staff
- ☐ Open stock labelled and dated

CLEANING

- ☐ Cleaning schedule in place and signed off
- ☐ Hand wash basins stocked (soap, towels, hot water)
- ☐ Sanitiser in date and used at correct contact time
- ☐ No evidence of pests; pest control records on file
- ☐ Bins emptied and waste areas clean

CHILLING

- ☐ Fridge/freezer logs complete for the last 4+ weeks
- ☐ Out-of-range readings have corrective actions recorded
- ☐ Cooling of cooked food recorded
- ☐ Delivery temperatures checked and logged
- ☐ Probe thermometer calibrated and recorded

COOKING

- ☐ Core cooking temperatures probed and recorded
- ☐ Hot holding at 63C or above and logged
- ☐ Reheating checks recorded
- ☐ Probe cleaned between uses

MANAGEMENT & PAPERWORK

- ☐ Food safety management system (e.g. SFBB) up to date
- ☐ Opening and closing checks signed by staff on shift
- ☐ Staff food hygiene training records on file
- ☐ Supplier list and approved supplier details
- ☐ Records for any requested period can be produced quickly
- ☐ Sickness / fitness to work policy known by staff

Actions needed before visit: _____
