

Audit Checklist for the Food and Beverage Industry Template



General Compliance:

- Verify that all necessary permits and licenses are up-to-date and displayed.
- Confirm compliance with local, state, and federal regulations governing food safety and sanitation.
- Check that employees handling food have received proper food safety training and certification.
- Inspect the facility for cleanliness, hygiene, and sanitation practices.

Food Handling and Storage:

- Check food storage temperatures and ensure they are within safe ranges.
- Inspect food storage areas for proper labeling, FIFO (First-In-First-Out) rotation, and segregation of raw and cooked foods.
- Verify that proper handwashing facilities are available and being used by employees.
- Assess the use of gloves, hairnets, and other personal protective equipment.

Menu and Ingredient Control:

- Review the menu to ensure that all listed items match the actual offerings.
- Confirm that allergen information is accurately provided on menus and communicated to customers.
- Check ingredient labeling and verify that it complies with regulations.
- Ensure accurate portion control and standardization of recipes.

Kitchen and Food Preparation:

- Inspect kitchen equipment for cleanliness, proper maintenance, and safe operation.
- Evaluate food preparation processes to prevent cross-contamination.
- Verify cooking temperatures and times to ensure food safety.
- Check for proper thawing and refrigeration practices.

Quality Control:

- Assess the taste, texture, and presentation of menu items for consistency.
- Ensure that food is served at the appropriate temperature.
- Monitor customer feedback and complaints to identify areas for improvement.
- Check for adherence to quality control procedures during food preparation.

Inventory and Supplier Management:

- Review inventory management practices to minimize waste and ensure freshness.
- Confirm that suppliers are reputable, provide quality products, and adhere to safety standards.
- Check for accurate record-keeping of inventory levels and orders.

Health and Safety:

- Inspect fire safety equipment and emergency exits.
- Ensure that first aid kits are readily accessible and stocked.
- Verify that employees are aware of safety protocols and emergency procedures.
- Check for compliance with workplace safety regulations.

Waste Management:

- Evaluate waste disposal procedures, including recycling and hazardous waste management.
- Confirm that waste bins are properly labeled and emptied regularly.
- Assess efforts to minimize food waste through portion control and efficient practices.

Documentation and Records:

- Review records of food safety training for all staff.
- Ensure that temperature logs for refrigeration and cooking equipment are up-to-date.
- Verify the availability of health inspection reports and permits for public viewing.