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.