

# ACME LIMITED

## WEEKLY KITCHEN AUDIT



Porter Building | London , UK,

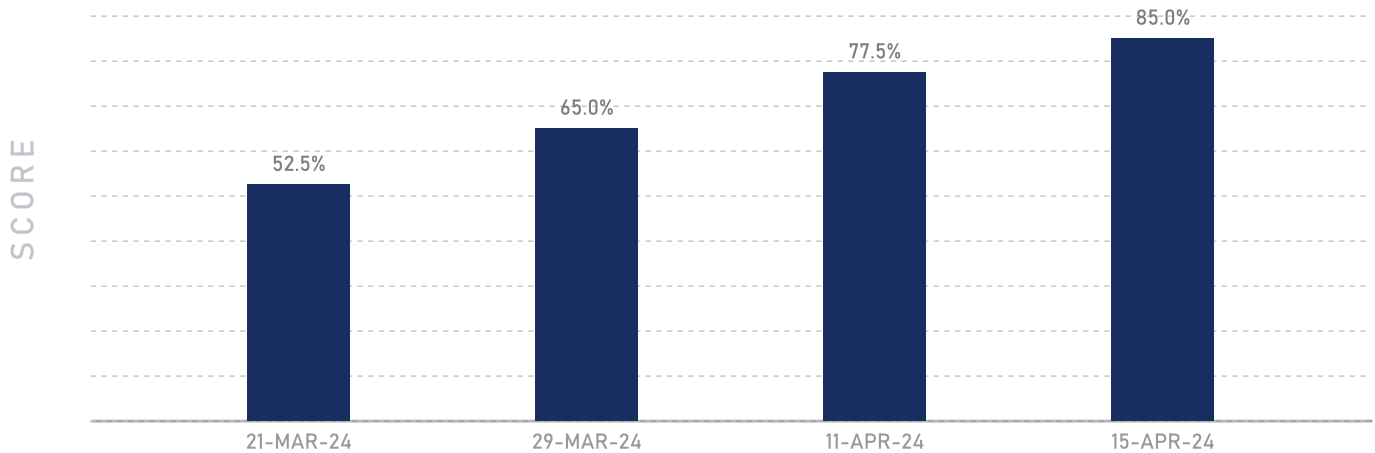
SUNDAY 28th April 2024

**PASS**

**95 %**

(38.0/40.0)

### HISTORY



### DESCRIPTION

Here you can add a standard description of this report, customized to the specific needs of your organization.

### SUMMARY

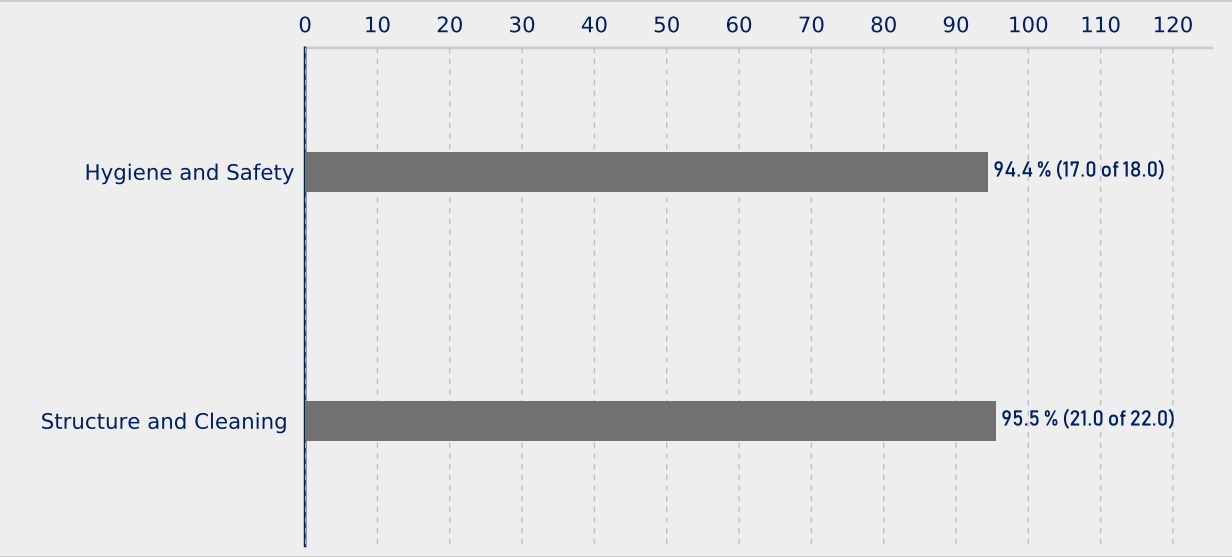
The store is making progress compared to previous visits.

#### Plan of Action

1. Inform the inventory manager to check and replace expired stock 3 times a week.
2. Schedule the maintenance team to replace the broken tile.

WEEKLY KITCHEN AUDIT

SCORE BY SECTION



Section	Actual	Target	%
Hygiene and Safety	17.0	18.0	94.4
Structure and Cleaning	21.0	22.0	95.5

HYGIENE AND SAFETY

(17/18) 94.4 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS			
1	All foods and raw ingredients purchased from the nominated suppliers.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar Yes
2	All deliveries inspected and monitored at time of delivery.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar No
3	All goods labeled and stored appropriately.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar Yes



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Properly labelled.

4	Check temperature of deliveries.	(1/1)	YES	15.Apr Yes	11.Apr No	29.Mar Yes	21.Mar No
5	Stock stored and rotated based on best before date.	(0/1)	NO	15.Apr Yes	11.Apr Yes	29.Mar No	21.Mar Yes

0%-74.99%:POOR | 75%-89.99%:FAIR | 90%-100%:PASS

WEEKLY KITCHEN AUDIT



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Action: Inform the inventory manager to check and replace expired stock 3 times a week.

6	Opened goods stored in appropriate containers (Pest control).	(1/1)	YES	15.Apr Yes	11.Apr No	29.Mar No	21.Mar No	
7	All food stored off the floor.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar Yes	
8	Temperature checks of fridges and freezers are completed.	(1/1)	YES	15.Apr Yes	11.Apr No	29.Mar Yes	21.Mar No	
9	High risk foods separately stored in chilled or frozen areas away from other food.	(1/1)	YES	15.Apr No	11.Apr Yes	29.Mar No	21.Mar Yes	
10	Eggs individually dated and purchased from nominated supplier only.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar No	
11	Temperature sensitive foods kept in fridge between preparation and service.	(1/1)	YES	15.Apr No	11.Apr Yes	29.Mar Yes	21.Mar Yes	
12	Colour coding system used for cutting boards and knives.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar No	
13	Check temperature when cooking high risk foods.	(1/1)	YES	15.Apr No	11.Apr Yes	29.Mar No	21.Mar Yes	
14	Ensure double cooking doesn't occur (cooling and reheating).	(1/1)	YES	15.Apr Yes	11.Apr No	29.Mar Yes	21.Mar No	
15	Hot foods held above 63 degrees before serving.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar No	21.Mar Yes	
16	Chilled plated food kept in fridge under 8 degrees after preparation and before service.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar No	
17	All staff handling food practice good personal hygiene.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar Yes	
18	All foods labelled with the appropriate date.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar No	21.Mar No	

STRUCTURE AND CLEANING

(21/22) 95.5 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS				
19	Prep sinks and surfaces labelled with their intended use and sanitised between uses.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar Yes	
20	Regular cleaning schedules maintained and monitored.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar No	21.Mar No	
21	Cleaning schedules up to date.	(1/1)	YES	15.Apr No	11.Apr Yes	29.Mar No	21.Mar Yes	
22	Milk dispenser is clean top and under.	(1/1)	YES	15.Apr No	11.Apr No	29.Mar No	21.Mar Yes	

## WEEKLY KITCHEN AUDIT

23	Clean fridges and check temperatures 2x a day.	(1/1)	YES	15.Apr No	11.Apr Yes	29.Mar Yes	21.Mar Yes	
24	All fridge food labelled appropriately and with a date.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar No	21.Mar No	
25	Food stored appropriately (dairy and meats separate).	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar Yes	
26	Staff are made aware of all special diet of residents.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar No	21.Mar No	
27	Dietary requirements records are up-to-date and made available.	(1/1)	YES	15.Apr Yes	11.Apr No	29.Mar Yes	21.Mar Yes	
28	Chemicals stored in their original labelled container and kept separate from food stores.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar No	
29	PPE available and used when carrying out cleaning tasks.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar No	21.Mar Yes	
30	Floor coverings in good condition, free from any split.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar No	
31	Wall tiles in good condition (free from cracks and chips).	(0/1)	NO	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar Yes	



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Action: Schedule the maintenance team to replace the broken tile.


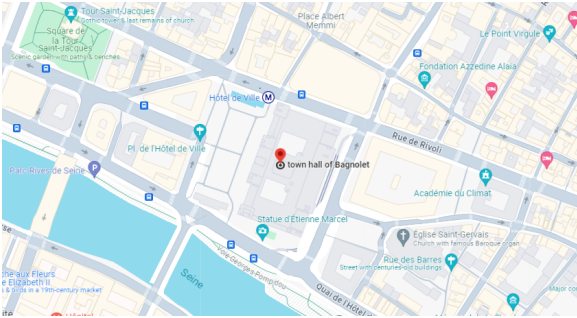
32	Walls, floors, doors and ceilings clean (free from debris).	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar No	21.Mar No	
33	Pest control record completed and up to date.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar Yes	
34	Kitchen free from pests since last audit.	(1/1)	YES	15.Apr Yes	11.Apr No	29.Mar Yes	21.Mar No	
35	Fly screens put in place and in good condition.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar No	21.Mar Yes	
36	Handwashing facilities have available soap and paper towel dispensers.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar No	
37	All staff facilities are hygienic and well maintained.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar Yes	
38	Lights in food prep and storage areas fitted with glare-free, vapour proof diffusers.	(1/1)	YES	15.Apr Yes	11.Apr No	29.Mar Yes	21.Mar No	
39	All equipment in good working condition.	(1/1)	YES	15.Apr Yes	11.Apr No	29.Mar Yes	21.Mar Yes	
All kitchen equipment is in pristine condition.								
40	Hot and cold water supply available and in good condition.	(1/1)	YES	15.Apr Yes	11.Apr Yes	29.Mar Yes	21.Mar No	

0%-74.99%:POOR | 75%-89.99%:FAIR | 90%-100%:PASS

COMMENTS & ACTION PLAN

Hygiene and Safety>> Hygiene and Safety		PRIORITY	High
(AC10018) Stock stored and rotated based on best before date.		DUE DATE	28 Apr 24
		ASSIGNEE	John Doe
FINDINGS	'No'		
ACTION REQUIRED	Inform the inventory manager to check and replace expired stock 3 times a week.		
Structure and Cleaning >> Structure and Cleaning		PRIORITY	Medium
(AC10019) Wall tiles in good condition (free from cracks and chips).		DUE DATE	28 Apr 24
		ASSIGNEE	John Doe
FINDINGS	'No'		
ACTION REQUIRED	Schedule the maintenance team to replace the broken tile.		

DECLARATION

 Kitchen Manager (Jane Williams)	
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