Restaurant food safety self-inspection checklist

Business name: Example Bistro **Location:** Kitchen

Date of inspection: 27/11/2026 **Inspected by:** Emma Clarke

Walk through the premises with this list. For each line tick OK, Not OK or N/A. For every Not OK write what you found, what will be done, who does it and by when, and the date it was done. Check against the limits in your own HACCP plan.

No.	Check	OK	Not OK	N/A	Finding	Action	Who, by when	Done (date)
Staff hygiene and health								
1	Staff fit for work; illness and symptoms reported to the manager	✓						
2	Clean work clothes, hair covered, no jewellery on hands or wrists	✓						
3	Hands washed at the right times; no eating or smoking in food areas	✓						
4	Cuts and wounds covered with a waterproof dressing	✓						
5	Hygiene training records up to date for every food handler		✓		Expires 10 Dec	Book refresher	EC, 30/11	
Hand washing								
6	Hand wash basins free to use, with warm water, soap and paper towels	✓						
7	Hand wash basins used only for washing hands	✓						
Temperatures								
8	Fridges and chilled displays within the limit in your plan	✓						
9	Freezers within the limit in your plan	✓						
10	Hot food held at or above the limit in your plan	✓						
11	Cooking and reheating core temperatures checked and recorded	✓						
12	Cooked food cooled quickly; cooling recorded	✓						
13	Probe thermometer working, clean and checked	✓						
Storage and food protection								
14	Raw food stored below or apart from ready-to-eat food	✓						
15	Food covered, labelled and within its date	✓						
16	Opened and prepared food marked with a date	✓						
17	Food stored off the floor; dry store clean and tidy	✓						
18	Food thawed in the fridge or by another safe method	✓						
19	Deliveries checked and recorded on arrival	✓						

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No.	Check	OK	Not OK	N/A	Finding	Action	Who, by when	Done (date)
Cleaning and disinfection								
20	Food contact surfaces and equipment clean	✓						
21	Cleaning products labelled and stored away from food	✓						
22	Disinfectant mixed and tested as the label says	✓						
23	Dishwasher reaches its temperature; detergent dosed	✓						
24	Cleaning schedule followed and signed	✓						
Pest control								
25	No droppings, gnaw marks, insects or other signs of pests	✓						
26	Doors, windows and fly screens closed or intact	✓						
27	Bait stations and traps in place; visits recorded		✓		Last check 18 Nov	Check baits today	EC, 27/11	27/11
Allergens								
28	Allergen information current for every dish	✓						
29	Staff know where to find the allergen information	✓						
30	Allergen-free orders prepared apart with clean equipment	✓						
Premises, water and waste								
31	Floors, walls and ceilings clean and in good repair	✓						
32	Lighting and ventilation working; no mould or condensation	✓						
33	Hot and cold drinking water available	✓						
34	Waste bins with lids, emptied often enough	✓						
35	Toilets and changing areas clean and stocked	✓						
Records								
36	Temperature logs complete and signed	✓						
37	Corrective actions recorded with what was done	✓						
38	HACCP plan current; reviewed after menu or process changes	✓						
39	Supplier list and delivery notes kept	✓						
40	Last official inspection report kept	✓						

Emma Clarke	James Patel	27/12/2026
Inspected by (name, signature)	Manager (name, signature)	Next inspection (date)