



Auditing brief

Overview of activity:	To document and action good and bad practices within the kitchen environments.
Learning objective:	To gather information to improve general hygiene practices. To help prove the college's due diligence defence.
Target audience:	Catering lecturers/catering managers.
Additional resources required:	Audit form, calibrated temperature probe
Estimated duration of activity:	30/45 minutes observing practices within the kitchen (making notes), 15 minutes writing up the report.
Links to other resources:	SFBB packs
Guidance notes:	See below.

Audit briefing notes

Before you enter the kitchen to audit, make sure you are wearing the correct uniform, for example white coats, suitable head coverings. Ensure that all jewellery has been removed and that you are fit for work. Remember to wash your hands on entry into the kitchen area.

The audit form needs to be completed with the correct date, location, etc.

Below are some points to consider when completing an audit:

1. Choose a time that the kitchen is busy.
2. Make sure you move around the kitchen but do not get in the way of the students/lecturers.
3. Audit the methods used for monitoring temperatures. Note any problems on your audit form.
4. Using your own calibrated temperature probe, take temperatures of the equipment and food. This needs to be recorded on your audit form.
5. While in the kitchen, take your time to look at all areas, floors, walls, ceilings, general handwashing, general preparing, cooking and serving procedures. Make notes on your audit form of things that are being done well and the things that need improvement.
6. Write up your audit report after visiting the kitchen and grade the corrective action as required.
7. Issue a copy of the audit report to the head of the department for action.
8. Make sure a copy of the audit is kept to prove your due diligence and ensure a system is in place to make sure that any action points raised have been actioned.

NB It is good practice to feed back to lecturing staff in a timely fashion.