

# Calorie Wise Audit Tool

For more information please refer to the [Guidance on voluntary energy labelling for out of home businesses in Northern Ireland](#) when completing this audit tool. The Calorie Wise scheme and this associated guidance is only applicable in Northern Ireland.

# Business Details

Date of Visit: \_\_\_\_\_

Business Name and Address:  Tel no.: Email Address:
Food Business Operator/Proprietor:  Contact Name and Position:
Type of Business:
Current Food Hygiene Rating* Score:  (*Please note: Business must have a Food Hygiene Rating Score of at least 3 or above)
Business using MenuCal? (please tick)  <input type="checkbox"/> Yes <input type="checkbox"/> No (please record alternative method) _____
Type of visit: (please tick) <input type="checkbox"/> Assessment Visit <input type="checkbox"/> Re-assessment Visit
Comments
Calorie Wise awarded? (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the business willing to be contacted by the FSA to be included in a case study? (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Officer Signature: _____ Date: _____  Name of Officer: _____  Council Area: _____

## Four Key Principles for the Calorie Wise scheme

<b>Principle 1</b>	Yes	No	N/A	Comments
<p>Energy information is displayed clearly and prominently at point of choice (“Point of choice” relates to the place where prices are displayed and customers make their meal choices, see pages 14-15 of technical guidance).</p>				
<p>Energy information is clear.</p>				
<p>Energy information is positioned close to the price of the item, item description or image.</p>				
<p>The font and format are at least as prominent as the name or price.</p>				
<p>Colour contrast is used appropriately, so that energy information stands out and can be easily differentiated from price.</p>				
<p>Is the information on printed menus clear and noticeable to customers? Subtler presentation can be used as customers usually have more time to look at these menus.</p>				
<p>Energy information must be displayed in both energy values “kJ” (kilojoules) and “kcal” (kilocalories).</p>				
<p>The information on “kJ” must come first. The information on “kcal” must not be displayed any more prominently than that on “kJ”, for example, the font size used for “kcal” must not be bigger than that used for “kJ”.</p>				
<p><b>Has Principle 1 been met?</b></p>				

<b>Principle 2</b> Energy information is provided for standardised food and drink items sold (see pages 16-17 of technical guidance).	Yes	No	N/A	Comments
<b>Calorie Wise Gold</b> Energy information for <b>all</b> standardised food and drink items is displayed i.e. those served more than 30 days annually.				
<b>Calorie Wise Silver</b> Energy information is displayed for <b>30%</b> of standardised food and drink items sold (spread evenly across breakfast, lunch and dinner menus and starter, main course and dessert menus where relevant) and <b>30%</b> of side portions.				
Clear processes are available to ensure the food can be reproduced consistently each time it is made.  For example, standardised recipes with set number of portions.				
Documented recipes available in hard copy or electronic form.				
Clear processes/practices are available to ensure consistent portion sizes, for example, standard size of serving dishes and spoons.				
When there is a lot of energy information to be displayed, it can be streamlined to display the default option, this is: <ul style="list-style-type: none"> <li>• the food/drink served to customers when they do not specify their choice (for example, semi- skimmed milk if they do not ask for skimmed milk in a drink).</li> <li>• the most popular choice</li> </ul> Please see technical guidance page 16 for more information.				
Energy is displayed for 'Meal Deals' (either separately or total value).				
<b>Has Principle 2 been met?</b>				

<b>Principle 3</b> Energy information is provided per portion/item/meal; and for multi-portion or sharing items the number of portions must also be provided (see pages 18-19 of technical guidance).	Yes	No	N/A	Comments
Energy information is provided for what the consumer is purchasing, for example, per portion/item/meal.				
For shared food				
Number of servings per dish and the energy information per portion is displayed next to the item description.				
For combination or customised meals				
Itemised energy information is provided, including; <ul style="list-style-type: none"> <li>• the main item (for example, the burger, fried chicken, steak);</li> <li>• components of the meal/food (for example, salad, potatoes or chips);</li> <li>• extras (for example sauces/dressings, cheese slices)</li> </ul>				
Where Self-Service foods are used				
Is energy information per serving displayed for self-service items, for example, buffets, salad bars, sauces, dressings? Is there a standard sized serving method where possible (such as a standard size scoop/spoon)?				

<b>Principle 3</b> Energy information is provided per portion/item/meal; and for multi-portion or sharing items the number of portions must also be provided.	Yes	No	N/A	Comments
Where products are not served in standard portions (such as poured dressings, sauces or products served using tongs), the use of an illustrative portion may be more appropriate, for example, for salads/vegetables a level bowl, dressings could be labelled per tablespoon or per 100g. Please provide an example, if any, of a menu option this has been used for.				
<b>Where energy ranges are used:</b>				
Have minimum and maximum energy values been used for a single food/drink which can vary, such as a salad where a dressing can be added?  Please provide an example, if any, of a menu option this has been used for.				
Have minimum and maximum energy values been used for a number of items in combination (meal deal/combination, meal/fixed menu)?  Please provide an example, if any, of a menu option this has been used for.				
<b>Has Principle 3 been met?</b>				

<b>Principle 4</b> Information on daily energy requirement is displayed clearly and prominently and in a way that is appropriate for the consumer (see page 20 of technical guidance).	Yes	No	N/A	Comments
Calorie requirement information can be seen by the consumer, for example; <ul style="list-style-type: none"> <li>• one clear and prominent statement on the main menu board at counter service outlets</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• located prominently and towards the front of the menu on hand-held menus.</li> </ul> An option can be the calorie couple.				
Where space is limited calorie requirement information is displayed clearly and prominently elsewhere in a location that customers will notice.  An option can be the calorie couple.				
<b>Has Principle 4 been met?</b>				

<b>Internal processes and Management</b>	Yes	No	N/A	Comments
A documented process is in place for review of nutrition information.				
Where updates to nutrition information are required, updates are available to customers as soon as practical (as a minimum the next menu reprint or within 6 months, whichever is sooner).				
<p>If an explanatory statement is present it is clear and prominent. Examples of explanatory statements are:</p> <ul style="list-style-type: none"> <li>• The energy information is provided as a guide. It is calculated using average figures and based on a typical serving size.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• The energy information is provided as a guide. Whilst we ensure this is as accurate as possible, occasionally we will have to substitute ingredients, and this may alter the energy value displayed.</li> </ul>				
<p>The method of calculating energy information is identified.</p> <p>If energy information has been calculated from a recipe then processes, method, calculations and data should be reviewed.</p> <p>If energy information has been provided from a laboratory, compare with a representative analytical sample.</p>				
<p>Has staff training been provided to ensure all staff follow recipes and standard portion sizes? Please provide examples.</p>				
<p>Is there a process in place for dealing with substituted foods:</p> <ul style="list-style-type: none"> <li>• In the food</li> <li>• For the consumer</li> </ul> <p>Please provide examples.</p>				
<b>Have management and processes been met?</b>				



## Verification of at least two menu choices

Food choice 1	Yes	No	N/A	Comments
Name of food:				
Standardised recipe is available (includes weights and/or measurements).				
Number of portions that the recipe provides is set.				
Nutrition analysis/calculations are available.				
Ingredient controls are in place, including procurement.				
Portion size is controlled.				
Practices are consistent, for example; <ul style="list-style-type: none"> <li>• Cooking methods identified and adhered to</li> <li>• Service controls</li> </ul>				

<b>Food choice 2</b>	Yes	No	N/A	Comments
Name of food:				
Standardised recipe is available (includes weights and/or measurements).				
Number of portions that the recipe provides is set.				
Nutrition analysis/calculations are available.				
Ingredient controls are in place, including procurement.				
Portion size is controlled.				
Practices are consistent, for example; <ul style="list-style-type: none"> <li>• Cooking methods identified and adhered to</li> <li>• Service controls</li> </ul>				
<b>Calorie Wise awarded?</b>				

# Notes



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