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CALORIE WISE AUDIT TOOL

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For more information please refer to the guidance on VOLUNTARY ENERGY (kJ/KCAL) LABELLING FOR OUT OF HOME BUSINESSES (2017) when completing this audit tool.

Publication date August 2017
Revision date August 2019

BUSINESS DETAILS

Name of EHO		Council Area	
Address of Business			
Contact Name and Position		Tel no.	Email Address
Type of Business			
Date of Visit		FHRS Rating	
Business using MenuCal? (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No (record alternative method)			
Calorie Wise awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of visit <input type="checkbox"/> Assessment Visit <input type="checkbox"/> Reassessment Visit			
Comments			
Is the business willing to be contacted by the FSA to be in a case study: <input type="checkbox"/> Yes <input type="checkbox"/> No			

FOUR KEY PRINCIPLES' AS OUTLINED BY THE 'GUIDANCE ON VOLUNTARY ENERGY LABELLING FOR OUT OF HOME BUSINESSES'

<p>Principle 1</p> <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, pg. 14 of technical guidance).</p>	Yes	No	N/A	Comments
Energy information is clear.				
Energy information is positioned close to the price of the item, item description or image.				
The font and format are at least as prominent as the name or price.				
Colour contrast is used appropriately, so that energy information stands out and can be easily differentiated from price.				
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.				
Energy information must be displayed in both energy values “kJ” (kilojoules) and “kcal” (kilocalories).				
The information on “kJ” must come first. The information on “kcal” must not be displayed any more prominently than that on “kJ”, e.g. the font size used for “kcal” must not be bigger than that used for “kJ”.				
Has principle 1 been met?				

Principle 2 Energy information is provided for standardised food and drink items sold (pg. 15 of technical guidance).	Yes	No	N/A	Comments
Energy for all standardised food items is displayed i.e. those served more than 30 times annually.				
Clear processes are available to ensure the food can be reproduced consistently each time it is made. E.g 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 e.g. standard size of serving dishes, spoons.				
<p>When there is a lot of energy information to be displayed, it can be streamlined to display the default option, this is:</p> <ul style="list-style-type: none"> - the food/drink served to customers when they do not specify their choice (e.g. semi- skimmed milk if they do not ask for skimmed milk in a drink). -the most popular choice <p>Please see technical guidance paragraph 57-61 for more information.</p>				
Energy is displayed for 'Meal Deals' (either separately or total value).				
Has principle 2 been met?				

Principle 3 Energy information is provided per portion / item / meal; and for multi-portion or sharing items the number of portions must also be provided (pg.17 and 18 of technical guidance).	Yes	No	N/A	Comments
Energy information is provided for what the consumer is purchasing, e.g. 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 e.g. the main item (e.g. the burger / fried chicken / steak); components of the meal / food (e.g. chips, potatoes, salad); extras (e.g. sauces / cheese slices / dressings).				
Where Self- Service foods are used;				
Is energy information per serving displayed for self-service items (such as buffets, salad bars, sauces, dressings etc). Is there a standard sized serving method where possible? (for example a standard size scoop/ spoon).				

Principle 3 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 (for example poured dressings, sauces, served using tongs) the use of an illustrative portion may be more appropriate (e.g. for salads/vegetables a level bowl, or dressings could be labelled per tablespoon or per 100g).				
Where energy ranges are used:				
It has not been possible to provide itemised energy information or a typical energy content. E.g space limitations.				
Minimum and maximum energy values in the range for a single food / drink (which can vary, such as a salad where dressing or mayonnaise etc. can be added) are displayed.				
Minimum and maximum energy values for a number of items in combination (meal deal / combination meal / fixed menu) are displayed.				
Has principle 3 been met?				

Principle 4 Information on daily energy requirement is displayed clearly and prominently and in a way that is appropriate for the consumer (pg. 19 of technical guidance).	Yes	No	N/A	Comments
Calorie requirement information can be seen by the consumer e.g. one clear and prominent statement on the main menu board at counter service outlets or located prominently and towards the front of the menu on hand held menus. 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.				
Has principle 4 been met?				

Internal processes and Management.	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 explanatory statement is present it is clear and prominent. Examples of explanatory statements are:</p> <p>The energy information is provided as a guide. It is calculated using average figures and based on a typical serving size.</p> <p>OR 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.</p>				
<p>The method of calculating energy information is identified.</p> <p>If energy information has been calculated from recipe then processes, method, calculations and data should be reviewed.</p> <p>If energy information has been provided from a laboratory then compare with a representative analytical sample.</p>				
Has staff training been provided to ensure all staff follow recipe and portion sizes. (Please provide examples).				
<p>Process in place for dealing with substituted foods</p> <ul style="list-style-type: none"> • In the food • For the consumer 				
Have management and processes been met?				

Verification of at least two menu choices

Food of 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 e.g. <ul style="list-style-type: none"> • Cooking methods identified and adhered to • Service controls 				
Calorie Wise awarded?				

Food of choice 2	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 e.g. <ul style="list-style-type: none"> • Cooking methods identified and adhered to • Service controls 				

Notes

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Published by the Food Standards Agency August 2017