[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Bakery food safety checklist

Bakery food safety - allergens, temperatures, cleaning and date coding.

Date	[Date]
Checked by	[Name]

Checks

Check	Yes	No	N/A
Allergen information displayed and up to date for every product	☐	☐	☐
Fridge and freezer temperatures logged and in range	☐	☐	☐
Handwash stations stocked with soap and paper towels	☐	☐	☐
Separate utensils and surfaces for allergen-free baking	☐	☐	☐
Date coding correct on all pre-packed items	☐	☐	☐
Cleaning schedule signed off for the day	☐	☐	☐
Pest check - no signs in storage or production areas	☐	☐	☐
Raw egg handling procedures followed	☐	☐	☐
Staff illness reporting - anyone unwell sent home	☐	☐	☐
Waste stored correctly and collection booked	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

[Company name]

Checked by	Signature	Date