Opening and closing checks

Business: _____ Site / area: _____ Week / month: _____

How often: Every day you open: once at the start of the day and once at the end.

Date	Opening checks	Time / by	Closing checks	Time / by	Problems and action

Checked by manager (name / signature / date): _____

How to use this opening and closing checks

What to record

- Date
- Opening checks completed, with the time and who did them
- Closing checks completed, with the time and who did them
- Any problem found and what you did about it
- Any extra checks done that day, such as a deep clean or probe accuracy check
- Daily sign-off that safe methods were followed and supervised

Common mistakes

- Ticking every box at the end of the week instead of on the day
- Writing "all OK" on a day when a fridge was reported warm
- The same person signing off every day, even on days they were not working
- Skipping the 4-weekly review, so recurring problems are never fixed

Sources

- SFBB safe method: Opening and closing checks (PDF): https://assets.publishing.service.gov.uk/media/69c53ae523fcbcd838a6f774/sfbb-management-01-opening-closing-checks__1__1.pdf
- SFBB diary and 4-weekly review (PDF): https://assets.publishing.service.gov.uk/media/69c53f704a06660f085442ab/sfbb-diary-07-diary-and-4-weekly-review-fixed_0.pdf
- GOV.UK (Food Standards Agency): Safer food, better business for caterers: https://www.gov.uk/government/publications/safer-food-better-business-for-caterers
- legislation.gov.uk: Regulation (EC) No 852/2004, Article 5 (HACCP and records): https://www.legislation.gov.uk/eur/2004/852/article/5