



EHO Inspection Prep Checklist

Self-audit checklist based on the three areas scored during an Environmental Health Officer food hygiene inspection.
Use before an inspection to identify and fix issues.

FK-CL-FS01

v1.0

Template
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1. Food Hygiene & Safety Procedures

Question	Yes	No	Notes/Action
All chilled food is stored at or below 8°C (ideally 1-5°C)			
All frozen food is stored at or below -18°C			
Hot food is held at or above 63°C			
Food is cooked to a core temperature of at least 75°C			
Cooked food is cooled to below 8°C within 90 minutes			
Reheated food reaches at least 75°C before serving			
A calibrated probe thermometer is available and in use			
Raw and ready-to-eat foods are stored separately (raw below cooked)			
Separate chopping boards and utensils are used for raw and ready-to-eat food			
Food preparation surfaces are cleaned and sanitised between tasks			
All food is properly wrapped, covered, or stored in sealed containers			
Use-by dates are checked and expired food is discarded			
Stock rotation is practised (first in, first out)			
Food is defrosted safely (in the fridge, not at room temperature)			
Deliveries are checked for temperature, condition, and date coding on arrival			
Allergen information is available for all menu items			
Staff are aware of the 14 declarable allergens and cross-contact risks			
Staff wash hands before handling food, after handling raw food, and after breaks			
Staff wear clean protective clothing and hair coverings			
Cuts and wounds are covered with blue waterproof dressings			
Staff who are unwell (vomiting/diarrhoea) are excluded for at least 48 hours			

2. Structural Compliance

Question	Yes	No	Notes/Action
Floors, walls, and ceilings are in good repair (no cracks, holes, or flaking paint)			
Work surfaces are smooth, impervious, and in good condition			
All food contact surfaces and equipment are clean and well maintained			

Question	Yes	No	Notes/Action
Adequate ventilation is in place and extraction systems are clean			
Lighting is adequate in all food handling and storage areas			
Light fittings have shatterproof covers where required			
Dedicated hand wash basins are available with hot water, soap, and paper towels			
Hand wash basins are used only for hand washing (not food prep or equipment)			
Fridges and freezers have visible thermometers and are working correctly			
Dry storage areas are clean, tidy, and food is stored off the floor			
No food is stored in corridors, toilets, or other unsuitable areas			
Waste bins have tight-fitting lids and are emptied regularly			
External waste areas are clean and bins are not overflowing			
The premises is proofed against pests (sealed gaps, door strips, mesh on windows)			
There is no evidence of pest activity (droppings, gnaw marks, dead insects)			
Cleaning chemicals are stored separately from food			
Adequate drainage is in place and functioning			
Toilet facilities do not open directly into food rooms			
Staff changing facilities and lockers are available			

3. Confidence in Management

Question	Yes	No	Notes/Action
A documented food safety management system is in place (HACCP or SFBB)			
The food safety management system is up to date and reflects current operations			
Daily diary/record sheets are completed consistently (no gaps or backdating)			
Fridge and freezer temperature logs are recorded at least once daily			
Cooking and hot holding temperatures are recorded			
A written cleaning schedule is in place and actively followed			
Cleaning records show tasks are completed as scheduled			
All food handlers have completed accredited food hygiene training			
Training records and certificates are available for inspection			
Supervisors or managers hold Level 3 food hygiene (or equivalent)			
New starters receive food safety induction training before handling food			
Supplier records and delivery documentation are kept			

Question	Yes	No	Notes/Action
Previous EHO recommendations have been acted on and resolved			
Allergen information is documented and reviewed when menus change			
A staff sickness and exclusion policy is documented and followed			
Corrective actions are recorded when issues are identified			

Sign-off

Date:		Initials/Signature:	
Corrective Action / Notes			



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