

# Opening & Closing Checks

Every day, before a food premises/unit starts food production/handling/trading, a series of opening checks must be carried out to make sure the business is ready to operate safely and hygienically.

A list of general opening checks is provided on the next page. The FBO or Responsible Person for every unit/premises, must go through the list of opening checks and select those that apply by ticking them.

If additional checks are required these must be added to the Additional Opening Checks list.

Opening checks must be made every day before work activities begin.

The same procedure must be carried out for selecting and using the closing checks. If additional checks are required these must be added to the Additional Closing Checks list.

**When opening and closing checks have been completed satisfactorily this should be confirmed by ticking the greyed out “ticks” on the left hand side of the Daily Record. Further information on the use of the Daily Record is provided later in the Daily Diary.**

Any problems identified during the checks must be recorded in the Issues section, at the bottom of the Daily Record, along with the action taken to resolve the issue(s).



Scan the QR code or visit [ncass.org.uk/safetymanagementsystem](https://ncass.org.uk/safetymanagementsystem) for additional resources.

Opening Checks	Tick if applicable to this unit/premises
All equipment is in good working order	
All work surfaces, chopping boards and utensils are cleaned and disinfected prior to use	
Wash hand basins are set up / clean and supplied with warm water, soap and a hygienic method of hand drying	
Employees are fit for work, wearing correct protective clothing and following hygiene rules	
All temperature control units are working correctly and holding food to temperatures required by the Food Risk Assessment (Food Safety Management System)	
Unit is pest free (no droppings, nesting, gnawing, insects)	
Unit has a supply of BS EN compliant sanitiser/disinfectant	
The allergen matrix/product sheets are up to date and available for employees/customers to use	
Probe thermometer is working and probe wipes are available	

## Additional Opening Checks

Any additional opening checks for this specific unit/premises should be detailed in the table below:

Opening Checks

<b>Closing Checks</b>	Tick if applicable to this unit/premises
Foods beyond 'use by' or 'best before' dates are disposed of safely	
All appliances have been turned off except those intended to remain operating e.g. fridges/freezers	
Cleaning tasks completed	
Dirty cloths and clothes removed	
Waste has been responsibly removed and disposed of	
Food correctly labelled and stored	

## Additional Closing Checks

Any additional closing checks for this specific unit/premises should be detailed in the table below:

<b>Closing Checks</b>