Food-safety supervisor checklist and review plan

Crewbright printable guide | Reviewed 11 November 2026

A food-safety supervisor checklist is useful when it leads to a clear decision, an owner and evidence that an action worked. This original review plan helps catering shift leaders connect records, staff understanding and the actual food being prepared.

Use the sequence alongside your business's approved food-safety system. Set the review frequency and limits for the actual operation. The fictional examples below illustrate management follow-through and provide no authorisation for a particular food or process.

1. Choose one process to follow through

Pick a real menu item or a small process, such as receiving and preparing a cold sandwich filling. Find its current recipe, ingredient sources, storage method, monitoring instructions and customer-information route. Follow the item through the venue and compare the written procedure with what staff actually do.

Ask which changes have occurred since the procedure was approved: ingredients, supplier, batch size, equipment, packaging or duties. Refer a changed or unfamiliar process to the person with the competence and authority to assess it before use.

2. Review five practical questions

Review question	Evidence to look for	Action if evidence is incomplete
Are today's instructions current?	Actual product, recipe version, supplier information and relevant labels agree.	Identify the affected food and information; ask the authorised person to resolve the mismatch.
Can the assigned worker perform the check?	Observed method, correct equipment, interpretation of the result and reporting route.	Arrange local instruction and supervised practice; record the duties needing support.
Do records show what happened?	Actual result, time, instrument reference where relevant, exceptions and corrective actions.	Keep gaps visible, assess affected food using reliable evidence and investigate the reason.
Is the next shift clear about unresolved issues?	Held items identifiable, decision owner, restrictions, next check and handover acknowledgement.	Give a specific handover before responsibility changes.
Did the improvement work?	Observation or recheck under realistic conditions, with a recorded result.	Reassess the action and cause; keep the issue open until evidence supports closure.

3. Use a specific corrective-action entry

Fictional example: the supervisor notices that a new garnish is being added to a sandwich while the service information still describes the earlier recipe. The current ingredient label is available, but the recipe owner has yet to review the change.

Immediate action: identify affected ingredients and prepared items and pause the affected information/release decision under the venue procedure.

Evidence: record the exact garnish, product reference, recipe version and where the mismatch was found.

Owner: the nominated recipe/allergen information lead resolves the ingredient and preparation implications and authorises the information update.

Handover: identify held items, who can decide their disposition, and the next review time.

Effectiveness: observe the first authorised preparation and ask a service colleague to find the current information. Record the actual result.

That final observation helps close the issue. A revised document on its own gives the next shift limited evidence about whether the service point is using it. If the review finds the old copy still active, keep the action open and address the document-control problem.

4. Copy the review-plan fields

Field	Your entry
Process / menu item / procedure version	_____
Reviewer / date / time	_____
Observed fact and evidence reference	_____
Affected food and immediate protection	_____
Decision needed / authorised owner	_____
Action / deadline / interim restriction	_____
Next-shift handover and acknowledgement	_____
Effectiveness check / result / closure authority	_____

Use your existing records wherever they already capture these decisions. This short public plan complements the six more detailed records and module exercises in Crewbright's supervisor course. Keep personal information in the appropriate secure workplace system.

5. Choose learning that matches responsibility

Supervisors overseeing HACCP controls, staff competence and food-safety improvements can compare Level 3 Food Hygiene and Safety for Catering Supervisors. Food handlers can compare Level 2 Food Hygiene and Safety for Catering. Check the syllabus and your employer's acceptance requirements.

Crewbright's course descriptions explain the provider-issued completion certificate and course scope. The workplace's food-safety lead remains responsible for reviewing site-specific proposals and arranging specialist advice where needed. Use the training matrix for planned learning and the HACCP working record for a control example.

Sources and scope

Checked 6 November 2026 against FSA managing food safety and GOV.UK staff-training guidance. Use the applicable system for your business, including CookSafe in Scotland and the FSA's Safe Catering guidance in Northern Ireland. Review frequency, controls and approval routes must reflect your actual operation.

Latest guidance: https://crewbright.co.uk/resources/catering-supervisor-food-safety-review-plan/