Food-waste observation and action log

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Date / service	
Item / waste category	
Amount and unit	
Reason	
Covers or other activity measure	
Action / owner	
Review result	

Before use: Choose the waste stream and unit. Record amount and reason consistently. Add a relevant activity measure. Choose one action and owner. Compare a similar later service.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online