

## Chartwells Champions Update – April 2019.

### Re; Chartwells Audit Questions Review – Current Silver standard Questions v FSMS.

*We will continue to use the Audit system as a tool to measure sites Compliance during visits as this gives us a score and view of Chartwells Units – However, until the Audit questions are adapted/changed, please review below.*

- *Following the launch of new FSMS the 100 SS Questions that should be adapted during site visits now to follow FSMS now in place – all answers by Auditor should demonstrate company defensibility when scoring– A brief guide to follow is below;*

**1<sup>st</sup> - \*Please check the FSMS file and associated Log Books are in place/completed/used in unit by teams?**

- **Food Safety Section 32 Q's to adapt to new FSMS guides;**
- Q6 – Cleaning record now N/A. – should no longer be in use.
- Q14 – Weekly storage check now replaced with opening/closing daily checks – are they completed daily? Correctly? – Record comments to support or N/A.
- Q30 – HACCP system – Check new FSMS HACCP sections are site specific - completed/dated and signed. New HACCP posters are in place for team reference – question team on HACCP guides – do they understand and have signed the FSMS training matrix?
- Q32a & 32b – Allergen Awareness Campaign in place and completed with teams in unit? Food Safety Discussions completed on the ACC Training record? All old Allergen posters are removed and replaced across unit FOH & BOH?

“Allergen reports are current/available for all the menu (open items – all which are served out of manufacturers packaging). Do they match the recipes sheet ingredients – cross reference a sample during visit of recipe v Allergen card/log?”

Manual Allergens also match the bespoke recipes in use if not completed from The Source? – sample check of items during visit.”

- **Health & Safety 25 Q's to adapt during visits;**
- Q 41 – Check that 2019 x4 policies are available in unit and communicated to teams? ( Food Safety, Health & Safety, Quality and Environmental)
- Q56 – Quarterly HSE check completed at front of Log Book?

**“Environmental Section does not have to be completed during site audit visit – Do not pick from section at start of report, audit 3 sections only”**

- **Quality 25 Q's to adapt during visits;**
- Q 76 – HSEQ Activity Calendar N/A – not required in Chartwells sites.
- Q 89 – Is the Service Brief completed in log book daily – Initialled/ticked off by team?
- Q 98 – Environmental training completed – N/A if not in place?

All other Silver Standard Questions are still fit for purpose regarding our policies and defensibility.

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