Food Storage and Inventory Audit Checklist

Food and beverage



Confirm all supplies are procured from authorized vendors holding valid food safety licenses.



Verify that deliveries are checked promptly by assigned staff and temperature logs are updated for perishable items.



Ensure receiving zone is tidy, with no leftover cartons, litter, or waste.



Check that food stock is kept at least 6 inches above floor level and shelving units are positioned away from walls.



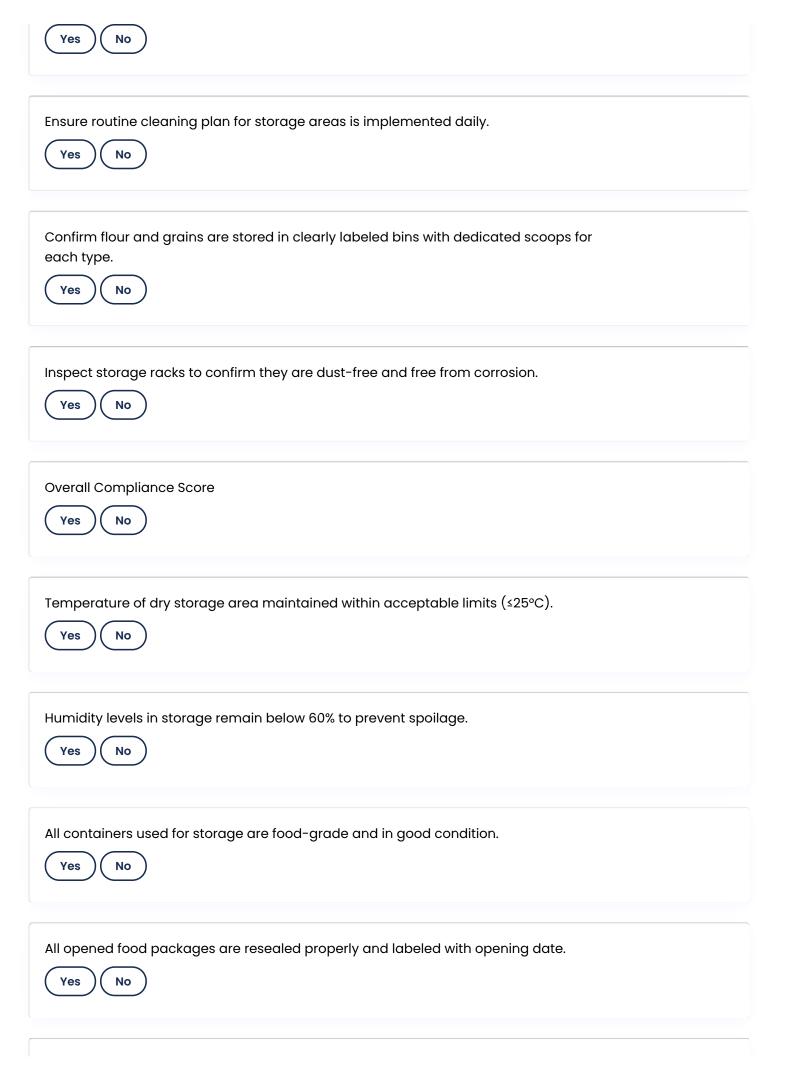
Confirm FIFO/FEFO rotation system is practiced and no expired stock is present.

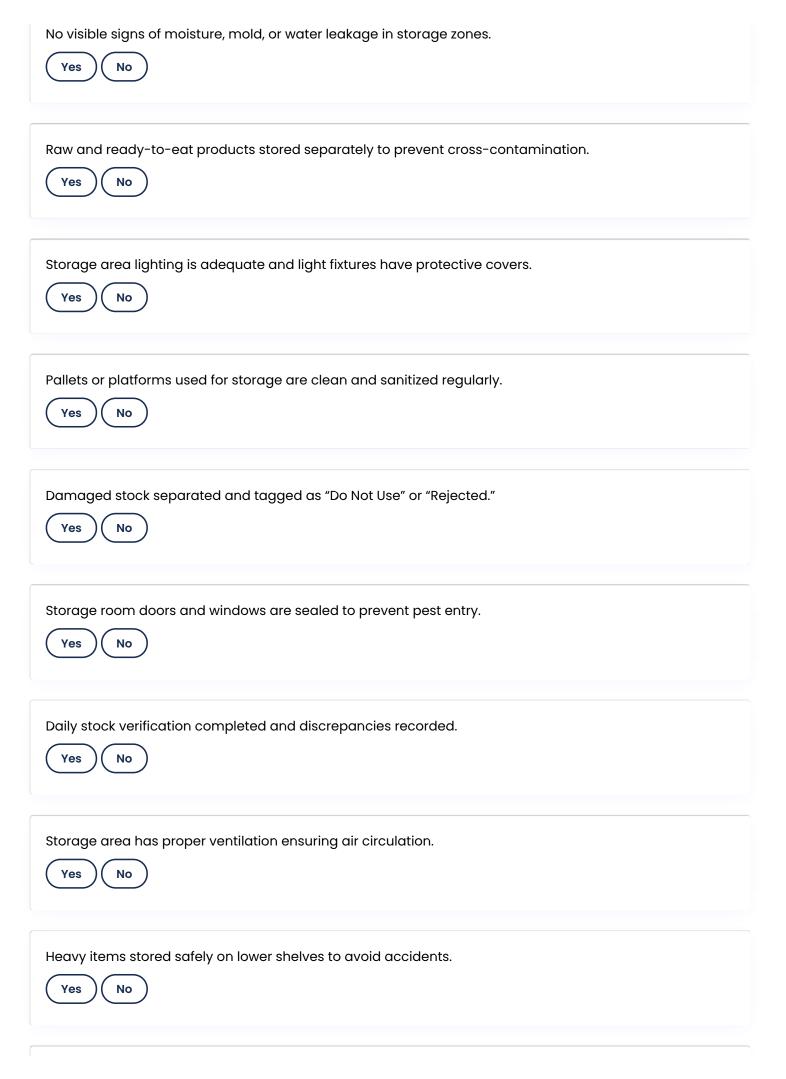


Verify that chemicals, cleaning agents, and other non-food goods are stored separately from edibles.



Inspect for any signs of pests and confirm pest management schedule is being followed.





Storage SOPs and guidelines displayed clearly in receiving and storage areas.



