No. 10

Food Safety Shift Checklist

Make daily food safety checks consistent and documented: record actual readings against the limits you set, see failures immediately, and track every correction to verification.

Built for: Kitchen managers, chefs, F&B; directors and multi-outlet operators.

What is included

File	Format	Use
Food-Safety-Workbook-Blank.xlsx	Excel	Start here: formatted, formula-ready workbook for your own data.
Food-Safety-Workbook-Sample.xlsx	Excel	Same model filled with fictional sample data.
Food-Safety-Shift-Checklist.html	Interactive dashboard	Optional: opens in Chrome, Edge or Safari on a computer or tablet. Runs without internet; data stays in that browser.
food-safety-checklist-guide.pdf	PDF	This guide.
LICENSE.txt, START-HERE.txt	Text	License terms and quick start.

Quick start

1. **Start with Excel.** Open **Food-Safety-Workbook-Blank.xlsx** and enter your own data in the blue cells; every other cell calculates. The **-Sample** workbook shows a filled-in example.
2. **Use Google Sheets?** In Google Drive choose New › File upload, then open the workbook with Google Sheets. Formulas carry over; charts may need restyling.
3. **Optional interactive dashboard:** open **Food-Safety-Shift-Checklist.html** in Chrome, Edge or Safari on a computer or tablet. It runs offline and opens with fictional sample data — choose **Start blank** when you are ready.
4. The dashboard saves entries only in that browser on that device. Use **Save backup** regularly; **Restore** loads a backup elsewhere.

Operating routine

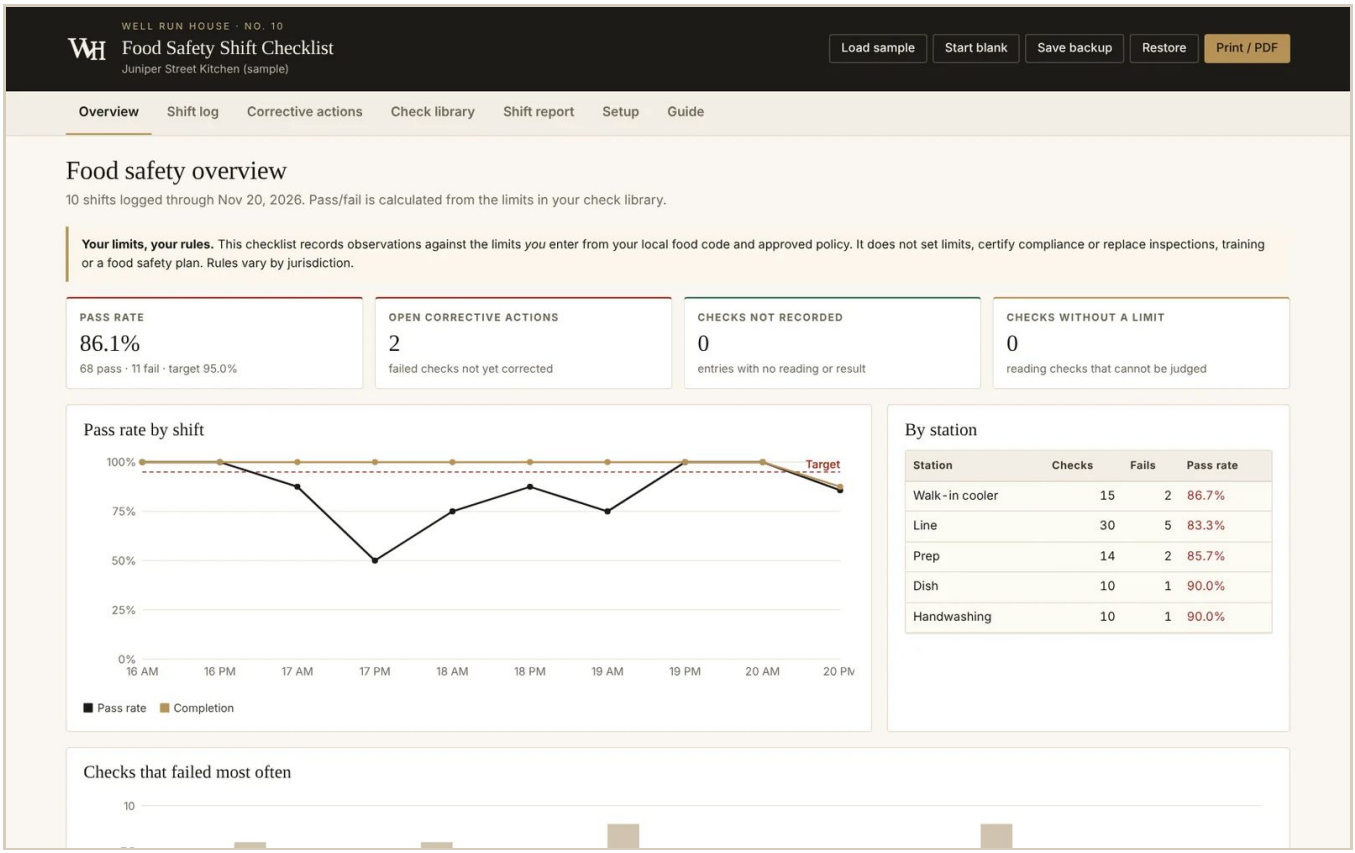
1. **Set checks using your local food code and approved policy.** Enter each check, its station, frequency and limits.
2. **Start each shift** with “Add this shift’s checks”.
3. **Record actual readings separately** — the reading itself, not just a tick.
4. **Isolate unsafe food** according to your policy and record the corrective action.
5. **Escalate and verify correction:** a second person ticks Corrected and initials it.

Sample — the full product includes the Excel workbook, interactive dashboard and complete guide

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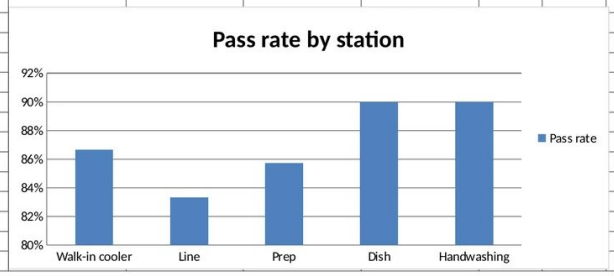
Food Safety Shift Checklist

Two screenshots from the product, taken with its fictional sample data.



Interactive dashboard — Food safety overview

	A	B	C	D	E	F	G	H	I	J	K
1	Summary										
2	*All values are formulas. Station names in column A are inputs.*										
3					Station	Passed	Failed	Pass rate			
4	**Checks passed**	68			Walk-in cooler	13	2	86.7%			
5	**Checks failed**	11			Line	25	5	83.3%			
6	**Pass rate**	86.1%			Prep	12	2	85.7%			
7	**Target pass rate**	95.0%			Dish	9	1	90.0%			
8	**Open corrective actions**	2			Handwashing	9	1	90.0%			
9	**Not recorded**	0									
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