

# 4-weekly review

You should regularly review the methods used in your business to check that they are up to date, and still being followed by you and your staff.

You can use the checklist below to help you:

- Look back over the past 4 weeks' diary entries. If the same thing went wrong three times or more you need to make a note of it here, find out why and do something about it.

Did the same thing go wrong three times or more? Yes  No

Details:

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What did you do about it?

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- Did you get a new member of staff in the past 4 weeks? \_\_\_\_\_

Were they trained in your methods?

- Have you changed your menu? Yes  No

Have you reviewed your safe methods?

Any changes/new methods?

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- Have you changed supplier/bought new ingredients?

Do these affect any of your safe methods?

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- Are you using any new/different equipment?

Does this affect any of your safe methods?

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- Other changes/notes:

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# 4-weekly review sheet

Month commencing:  /  /

WEEK 1

WEEK 2

WEEK 3

WEEK 4