

Date of baking			Tick
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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.

You can use the checklist below to help you.

- Look back over the past 15 diary entries. If you had a serious problem, or the same thing went wrong three times or more, make a note of it here, find out why and do something about it.

Did you have a serious problem or did the same thing go wrong three times or more?

Yes / No

Details:

What did you do about it?

- Have you changed your menu? Yes / No
Have you reviewed your safe methods? Yes / No
Any changes/new methods?
- Have you changed supplier/bought new ingredients? Yes / No
Do these affect any of your safe methods?
- Are you using any new/different equipment? Yes / No
Does this affect any of your safe methods?
- Other changes:

