⊘ ChecklistGuro

Bakery Inspection Checklist (Daily) - Freshness, allergens

Incoming Goods - Delivery & Storage

Verification of delivery procedures, storage conditions, and proper rotation of ingredients.

Delivery Date

Enter date...

Delivery Time

Delivery Temperature (Ingredient Fridge)

Enter a number...

Delivery Vehicle Condition (Cleanliness)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Packaging Integrity (Damaged?)

☐ No Damage

☐ Minor Damage

☐ Significant Damage

Ingredients Received (Confirm against order)

☐ Flour

☐ Sugar

☐ Butter

☐ Eggs

☐ Yeast

☐ Fruit

☐ Nuts

☐ Dairy

Notes on Delivery (e.g., temperature discrepancies, packaging issues)

Write something...

Freshly Baked Goods - Visual & Temperature

Assessment of visual appeal, temperature compliance, and proper labeling of freshly baked items.

Temperature of Bread/Rolls (Internal)

Enter a number...

Temperature of Cakes/Pastries (Internal)

Enter a number...

Appearance - Bread/Rolls (Color, Rise)

☐ Excellent

☐ Good

☐ Acceptable

☐ Poor

Appearance - Cakes/Pastries (Color, Decoration)

☐ Excellent

☐ Good

☐ Acceptable

☐ Poor

Notes on Appearance/Texture of Freshly Baked Goods

Write something...

Evidence of Proper Baking (Crust, Texture)

☐ Yes

☐ No

☐ N/A

Time of Baking (First Batch)

Pre-Made/Display Items - Freshness & Quality

Examination of pre-made items and those on display for freshness, quality, and adherence to standards.

Temperature of Pastries (display case)

Enter a number...

Visual Appearance of Cakes (mold, color, etc.)

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Texture of Cookies (soft, crispy, chewy)

- [ ] As Expected
- [ ] Slightly Soft
- [ ] Slightly Hard
- [ ] Not Acceptable

Date of Production/Display (for items exceeding 24hr display)

Enter date...

Notes on condition of display items (e.g., wilting, dryness, unusual appearance)

Write something...

Evidence of Staling/Drying?

☐ No

☐ Minor

☐ Moderate

☐ Significant

Quantity of items to be discarded (due to quality)

Enter a number...

Allergen Control - Ingredient Verification

Review of ingredient labeling, storage, and handling to prevent allergen cross-contamination.

Date Codes Checked for Allergen Information?

☐ Yes

☐ No

☐ N/A

Check Incoming Ingredient Labels for Allergen Declarations. Which allergens are explicitly declared on current ingredient labels?

- [ ] Wheat/Gluten
- [ ] Dairy/Milk
- [ ] Eggs
- [ ] Soy
- [ ] Nuts (specify which nuts below)
- [ ] Peanuts
- [ ] Sesame
- [ ] Mustard
- [ ] Celery
- [ ] Fish
- [ ] Shellfish
- [ ] None Declared
- [ ] Other (Specify in LONG_TEXT)

If 'Other' selected above, specify the allergen(s) declared.

Write something...

Are ingredient labels readily available for review?

- [ ] Yes
- [ ] No

Number of incoming ingredient deliveries checked today for allergen information.

Enter a number...

Are ingredients segregated by allergen type?

☐ Yes

☐ No

☐ Partially

Any notes/observations regarding allergen ingredient verification?

Write something...

Allergen Control - Equipment & Surfaces

Assessment of equipment cleaning and surface sanitization to minimize allergen risks.

Were allergen cleaning logs reviewed and up-to-date?

☐ Yes

☐ No

☐ N/A

Temperature of allergen-dedicated equipment (e.g., mixer, proofers) - Record Temperature (°C)

Enter a number...

Dedicated color-coded utensils and equipment used for allergen-containing products?

☐ Yes, consistently used

☐ Sometimes used

☐ No

Describe any visible residue or cross-contamination observed on equipment or surfaces. (Be specific - ingredient type)

Write something...

Cleaning chemicals used - are allergen precautions followed?

☐ Yes, documented procedures followed

☐ Potentially, needs review

☐ No, procedure not followed

Photos of clean equipment/surfaces (as needed for verification)

⬆ Upload File

Labeling & Information - Accuracy & Clarity

Verification of accurate and complete labeling, including allergen declarations and ingredient lists.

Are allergen declarations present on all applicable products?

☐ Yes

☐ No

☐ N/A

Are ingredient lists accurate and complete?

☐ Yes

☐ No

☐ Review Required

Is the 'Best Before' or 'Use By' date clearly visible and legible?

☐ Yes

☐ No

☐ Needs Adjustment

Note any discrepancies found in labeling (e.g., missing information, incorrect dates):

Write something...

Are weight/volume markings present and accurate for pre-packaged goods?

☐ Yes

☐ No

☐ N/A - Not Applicable

Detail any corrective actions taken regarding labeling issues:

Write something...

Are promotional labels (if any) compliant with regulations?

☐ Yes

☐ No

☐ N/A

Waste Management - Allergen Segregation

Review of waste disposal procedures to prevent allergen contamination.

Are allergen-specific waste containers available?

☐ Yes

☐ No

☐ N/A

Are waste containers clearly labeled for allergen types?

☐ Yes

☐ No

☐ N/A

Describe any observed issues with allergen waste segregation.

Write something...

Is staff trained on proper waste disposal procedures for allergens?

☐ Yes

☐ No

☐ N/A

Number of allergen-specific waste containers present:

Enter a number...

Note any corrective actions taken regarding waste segregation:

Write something...