



Hospitality Group Food Waste Management Audit Checklist 2026

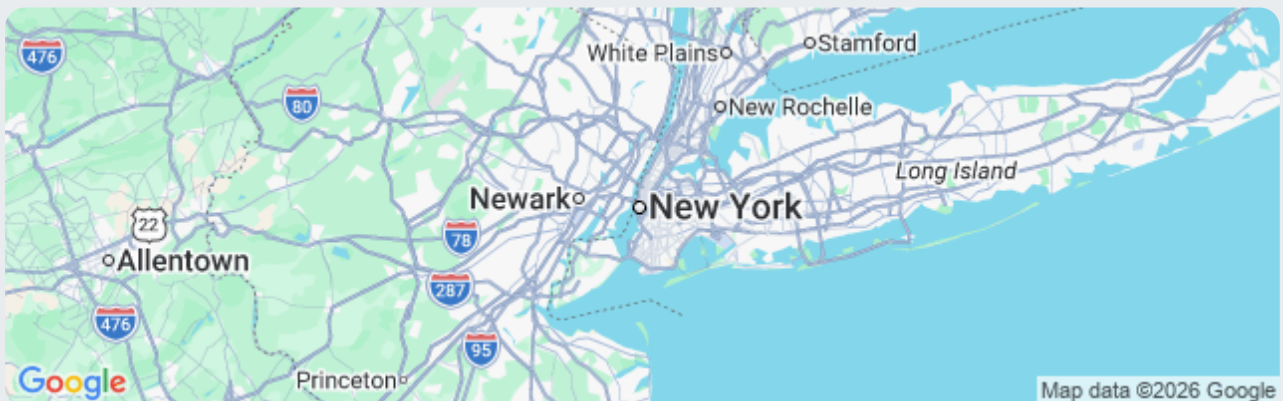
Pre-Audit Preparation & Documentation

Verification of waste management policies, staff training logs, and regulatory compliance permits for the 2026 period.

Audit Date

Facility/Property Name

 [Set My Current Location](#)



Waste Management Policy Document

 [Upload File](#)

Audit Auditor Name

- ☐ Internal Auditor
- ☐ Third-Party Inspector
- ☐ Compliance Officer

Required Documents Verified

- ☐ Staff Training Logs
- ☐ Waste Disposal Permits
- ☐ Supplier Delivery Invoices
- ☐ Previous Audit Reports

Audit Scope & Objectives

Write something...

Auditor Verification Signature

Procurement & Inventory Management

Review of supplier delivery protocols, stock rotation (FIFO) accuracy, and monitoring of over-ordering or damaged goods at the point of entry.

Audit Inspection Date

Enter date...

Supplier Delivery Compliance Status

- ☐ Compliant
- ☐ Non-Compliant
- ☐ Partial Compliance

Percentage of Delivered Goods with Packaging Damage

Enter a number...

Observations on Inventory Overstocking Issues

Write something...

Observed Inventory Errors

- ☐ Expired Items Found
- ☐ Incorrect Quantity Received
- ☐ Temperature Deviation in Delivery
- ☐ Broken Packaging

Upload Delivery Note/Invoice Scan

 Upload File

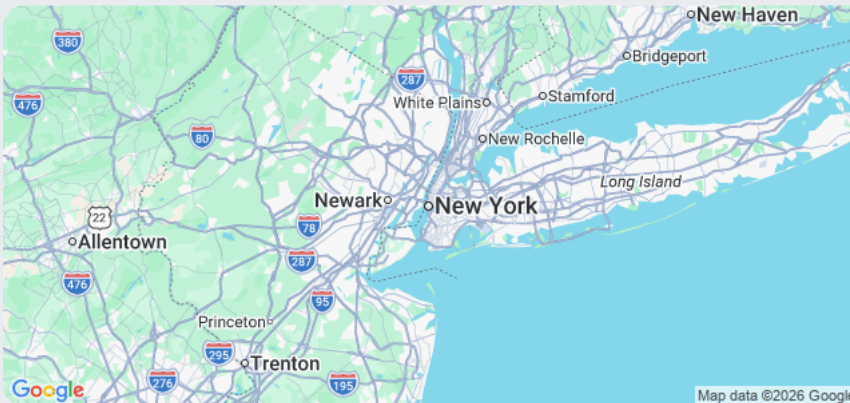
Auditor Verification Signature

Preparation & Production Waste Tracking

Audit of prep-station scraps, trimmings, and spoilage logs to identify preventable food loss during the cooking process.

Date of Inspection

Kitchen/Prep Station Area

[📍 Set My Current Location](#)

Estimated Weight of Organic Waste (kg)

Types of Prep Waste Identified

- ☐ Vegetable/Fruit Trimmings
- ☐ Meat/Protein Scraps
- ☐ Dairy/Egg Spoilage
- ☐ Bread/Grains
- ☐ Other

Root Cause Analysis of Waste

Write something...

Compliance Status

- ☐ Compliant
- ☐ Non-Compliant
- ☐ Action Required

Kitchen Supervisor Sign-off

Service & Buffet Management

Assessment of plate waste, buffet replenishment strategies, and monitoring of unconsumed prepared foods during service hours.

Buffet Waste Level

- ☐ Low
- ☐ Moderate
- ☐ High

Estimated Weight of Buffet Food Waste (kg)

Enter a number...

Primary Source of Buffet Waste

- ☐ Overproduction
- ☐ Improper Holding Temperatures
- ☐ Unappealing Presentation
- ☐ Leftover Plate Scraps

Corrective Actions Taken

Write something...

Audit Date

Enter date...

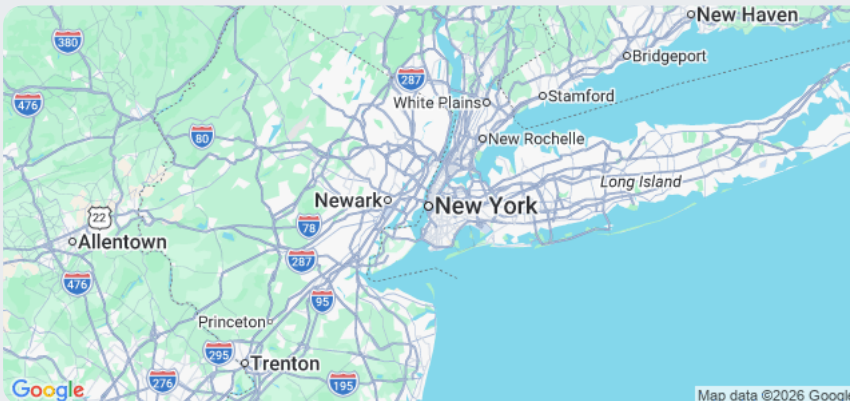
Auditor Signature

Storage & Temperature Control

Inspection of refrigeration and dry storage temperatures to prevent premature spoilage and bacterial growth.

Inspection Date

Storage Area/Unit ID

[📍 Set My Current Location](#)

Recorded Refrigerator Temperature (°C)

Storage Temperature Compliance

- ☐ Compliant
- ☐ Non-Compliant
- ☐ N/A

Temperature Deviation Notes

Write something...

Temperature Log Photo/Screenshot

 Upload File

Auditor Verification

Waste Segregation & Disposal Procedures

Evaluation of bin labeling, separation of organic vs. non-organic waste, and the efficiency of composting or bio-waste removal processes.

Bin Labeling Status

- ☐ All bins are clearly labeled and visible
- ☐ Some bins are missing labels
- ☐ Labels are illegible or incorrect

Waste Types Identified in Area

- ☐ Organic/Food Waste
- ☐ Recyclables (Plastic/Paper/Glass)
- ☐ Cardboard
- ☐ General Non-Recyclable Waste
- ☐ Hazardous/Chemical Waste

Estimated Weight of Organic Waste Collected (kg)

Enter a number...

Observations on Segregation Failures

Write something...

Photo Evidence of Waste Station

 Upload File

Auditor Verification

Staff Training & Compliance

Verification of employee knowledge regarding food waste reduction techniques and adherence to 2026 sustainability standards.

Last Training Session Date

Enter date...

Training Modules Completed

- ☐ Food Waste Identification
- ☐ Proper Segregation Techniques
- ☐ Composting Protocols
- ☐ Inventory Management & FIFO
- ☐ Regulatory Compliance Standards

Number of Staff Members Trained

Enter a number...

Training Gaps or Identified Needs

Write something...

Auditor Acknowledgment

Waste Data Recording & Reporting

Review of daily/weekly food waste logs, weight measurement accuracy, and progress against monthly reduction targets.

Audit Date

Enter date...

Total Weight of Organic Waste Collected (kg)

Enter a number...

Total Weight of Recyclable Waste Collected (kg)

Enter a number...

Waste Reduction Target Met?

☐

Yes

☐

No

☐

Partially

Discrepancy Notes & Observations

Write something...

Upload Waste Log Photos/Scans



Upload File

Auditor Signature

Equipment Maintenance & Hygiene

Assessment of the cleanliness of waste bins, composting units, and organic waste processing equipment.

Compost Bin Sanitization Status

- ☐ Clean and Sanitized
- ☐ Requires Cleaning
- ☐ Critical Issue - Immediate Action Needed

Last Cleaning Date (Days Ago)

Equipment Defect Notes

Maintenance Log Photo/Proof

 Upload File

Auditor Verification

< Previous

> Next

✔ Finish

✎ Generate Sample Report