



### What went wrong?

From diary entries over the past 4 weeks, did the same thing go wrong three or more times?	Yes	No
Were there any customer complaints?	Yes	No
Details:		
What corrective action was taken?		

### New workers?

Have you taken on any new food handling staff [including waiting staff]?	Yes	No
If so, have they been trained?	N/A	No
If no training has been given, what corrective action is being taken:		

### Have there been changes?

Are new types of food being prepared or sold compared to the last review?	Yes	No
Do you have any new suppliers?	Yes	No
Are you using any new or different pieces of equipment?	Yes	No
Have there been any other significant changes?	Yes	No
If the answer to any of the above is 'Yes', please state what the changes were:		
Did any of these changes require the Council's approval?	Yes	No
If the Council's approval has not been obtained, what action is being taken to get it?		

Signed:.....Date: .....