R3GOLA WORKS

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QUICK FOOD SAFETY SELF-CHECK

A simple documentation gap check for food businesses

HOW TO USE Choose one answer for each check: OK, ACTION or N/A.

OK = current evidence • ACTION = missing/incomplete/outdated/unverified • N/A = genuinely not applicable

BUSINESS DETAILS

Business / site: Date:

Completed by:

CHECKLIST

AREA / QUESTION	SELECT STATUS
1. Document control Are current food-safety documents identified, dated and available?	Choose
2. Legal / management Are applicable requirements and responsibilities identified?	Choose
3. Cleaning & sanitation Are cleaning schedules and completion records maintained?	Choose
4. Pest control Are pest checks, findings and corrective actions recorded?	Choose
5. Temperature control Are required storage/process temperatures monitored and recorded?	Choose
6. Equipment checks Are relevant equipment checks and faults documented?	Choose
7. Staff hygiene & training Are hygiene rules, training and competency records available?	Choose
8. Suppliers & traceability Can suppliers and relevant product/batch details be traced?	Choose
9. Non-conformance & incidents Are problems, incidents and corrective actions recorded?	Choose
10. Recall & emergencies Is there a documented process for product withdrawal/recall?	Choose

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CONTINUED CHECKLIST

Complete checks 11–16, then review the automatically updated summary below.

AREA / QUESTION	SELECT STATUS
11. Supplier approval & receiving Are supplier checks and incoming-product acceptance recorded?	Choose
12. Allergen management Are relevant allergens identified and cross-contact controls documented?	Choose
13. Water & ice safety Is the suitability of water and ice verified where applicable?	Choose
14. Waste management Are waste removal and waste-area hygiene controlled and recorded?	Choose
15. Staff illness & injury Are reporting and appropriate food-handling restrictions documented?	Choose
16. Premises & structural condition Are hygiene-related building defects recorded and followed up?	Choose

YOUR SELF-CHECK RESULTS

Counts and screening result update when an answer changes in a JavaScript-enabled PDF reader.

OK	ACTION	N/A	UNANSWERED
0	0	0	16

SCREENING RESULT

INCOMPLETE - answer all 16 checks

WHAT TO DO NEXT

1. Address ACTION items first

Record each gap, assign a responsible person and set a target date.

2. Keep evidence

Check actual records and practices—not just document titles.

3. Use tools if helpful

Explore the R3GOLA WORKS catalogue for optional documentation resources.

EXPLORE R3GOLA WORKS FOOD-SAFETY RESOURCES

1. Standalone support documents and records
Individual templates for specific operational needs.

2. Focused documentation bundles
Related forms and records grouped by topic.

3. Complete South African HACCP Food Safety Compliance Toolkit
For broader food-safety documentation support.

Explore the complete product catalogue: https://r3golaworks.com/products/

Documentation resources support food-safety management; they do not guarantee legal compliance.

Preliminary self-screening aid only—not a legal audit, certification or official regulatory assessment.
Verify evidence on site and confirm applicable requirements. If a critical risk is suspected, act promptly and seek qualified guidance.