



# DIGITAL FOOD SAFETY MANAGEMENT AND CHECKIT – **briefing guide for inspectors and auditors**

**An increasing number of businesses are using digital systems for routine checks including compliance management. For businesses this provides a secure, paperless way to demonstrate due diligence and to support staff with the latest tools. For inspectors, it offers a fast, easy way to examine records and understand the food safety regime in a business.**

Checkit - the leading provider of this technology - has prepared this guide as a reference for inspectors to allow them to familiarise themselves with the system and to use it to make the inspection process as efficient as possible.

## **The guide:**

- Describes Checkit's pioneering Primary Authority Partnership with Cambridge City Council and how our system relates to existing food safety systems including Safer Food Better Business.
- Provides an overview of the Checkit system, in particular Automated Monitoring (wireless temperature sensors) and Work Management (paperless checklists)
- Shows how the system's reports and data can be accessed and support an inspection.

## Checkit and Cambridge City Council – Primary Authority Partnership

Checkit has established a Primary Authority Partnership with Cambridge City Council.

Any queries in relation to the Primary Authority Partnership can be directed to them.



## Checkit tailored Safer Food Better Business pack



Checkit has produced a tailored version of the Food Standards Agency's Safer Food Better Business pack to be used Checkit system. This provides a Food Safety Management System the business can use that falls under assured advice.

The Checkit system may also be used with the customer's own Food Safety Management System – however in such cases the customer's Food Safety Management System would not be covered by the assured advice.

# Elements of the Checkit system

## Automated Monitoring

The Automated Monitoring element of Checkit ultimately focuses on temperature sensors that are installed within a food business' fridges and freezers. These sensors record the temperature 24/7 which completely eliminates the need for "traditional" manual fridge and freezer paper based checks. Alerts can be set up so any issues can be dealt with promptly.

Rather than recording fridge and freezer temperatures two or three times a day, and only getting a snapshot of temperatures, automated monitoring provides continual temperature data and stores the records in the Cloud for easy retrieval.

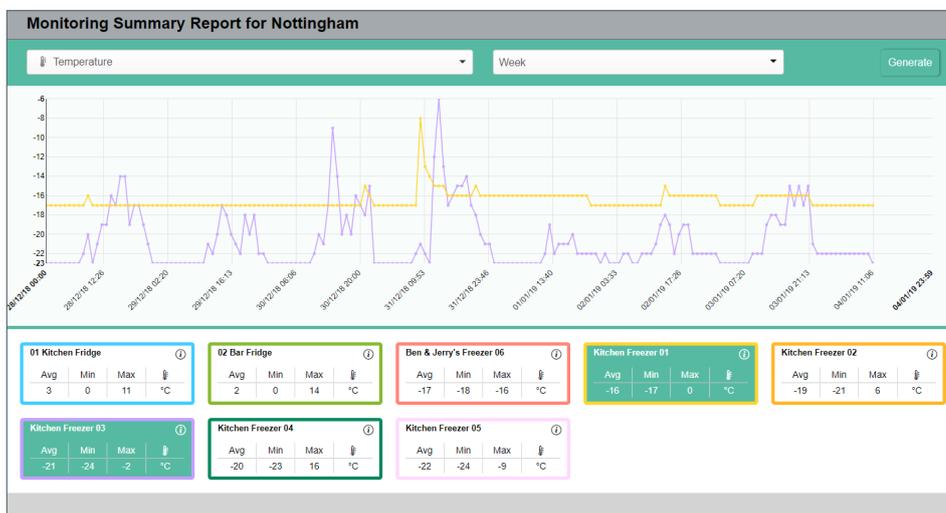


## Temperature sensor

The temperature sensor is placed in a fridge or freezer and measures the temperature of the unit every 5 minutes. Temperature sensors are swapped out every 2 years to replace the internal battery and calibrate the sensor.

## Hub

The hub is similar to a wifi router and receives the readings from all of the sensors transmitting data to the Control Centre. In the event of the internet connection dropping out the readings can be stored for several days.



Sensor reporting graph

## Work Management

The Work Management element of the Checkit system comprises of a series of digitised checklists completed by users either on their own Android device or our handheld device: The Memo. Checkit offers a standard set-up with a number of checklists that complement most typical food operations. These cover a range of food processes – from cooking temperatures through to cleaning schedules. Additionally, Checkit allows customers to tailor these checklists to their requirements.

Each user has a personal pin number to use when completing checklists. All checks are automatically time and date stamped and sent to the cloud when completed. Non compliance alerts are sent to supervisors who can action accordingly. This ultimately ensures accountability for the completion of the due diligence.



## The Memo

The Memo is the handheld device used for completing checklists. The Memo wirelessly sends completion of checklists real-time to the Checkit cloud. The Memo is made with anti-microbial plastic, minimising the risk of cross contamination and has been designed to survive a busy kitchen environment.

## Android App

As an alternative to using the Memo customers can download the Checkit App to their Android phone or tablet to complete their checklists in exactly the same way.

## Bluetooth probe

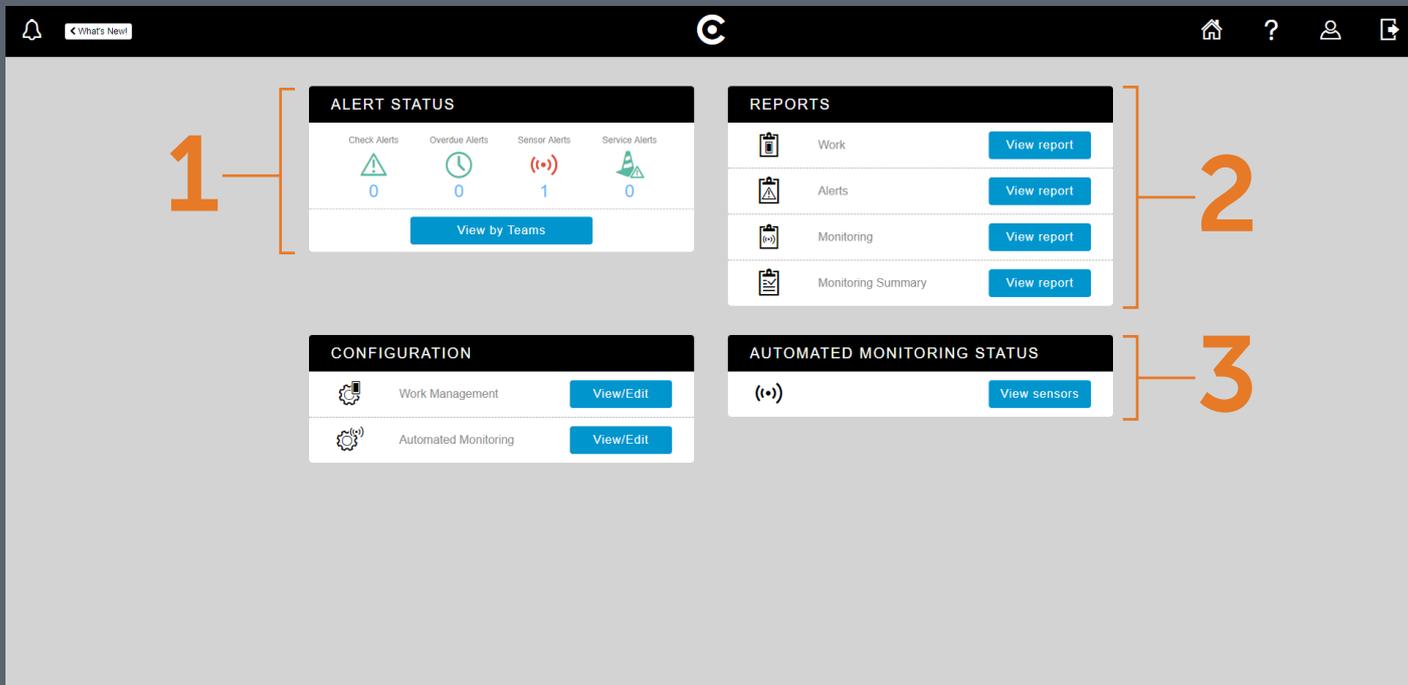
The Memo also links with a Bluetooth probe for taking of temperatures – whether this is hot or cold. This removes the need to manually record the temperature, as the temperature is taken directly from the probe without any need for human input.

## Control Centre

The Control Centre is where the information gathered from the checklists and temperature sensors comes together. It provides a current overview of the system status, allows alerts to be viewed and followed up and makes it easy to create and view reports.

# How to access due diligence records on Checkit

The customer should be able to direct you to the Checkit dashboard in the Control Centre. This can be accessed by all of the team that are set up as supervisors within Checkit.



## 1 Alert status

On the top left hand side is a section titled Alert Status. This provides a quick “at a glance” overview of the current status of the system. The status displays numbers in relation to 4 categories:

- **Check alerts**
- **Overdue alerts**
- **Sensor alerts**
- **Service alerts**

In an ideal scenario there should be no check alerts showing, however there may be a small number of open alerts depending on the action required and the supervisor’s availability to close off the alerts. A number of check alerts that haven’t been closed off for a long period of time may indicate that the system is not being used effectively. When closing off the alert the supervisor must enter the corrective action that was taken in response to that alert.



### Check alerts

Check alerts are alerts that have arisen and required action. An example of a check alert is a product being recorded as cooked to below temperature.



### Overdue alerts

Overdue alerts are alerts that have arisen when a checklist hasn’t been completed within a set time period. An opening check not completed in the designated window would be an example of an overdue alert.



### Sensor alerts

Sensor alerts are alerts related to the Automated Monitoring system. This will be where fridge temperatures have gone outside acceptable parameters.



### Service alerts

Service alerts are alerts related to the Checkit system – this is typically low batteries on sensors. Swapping of batteries in sensors is carried out by Checkit – these are simply swapped over. Batteries in probes are swapped over by customers.

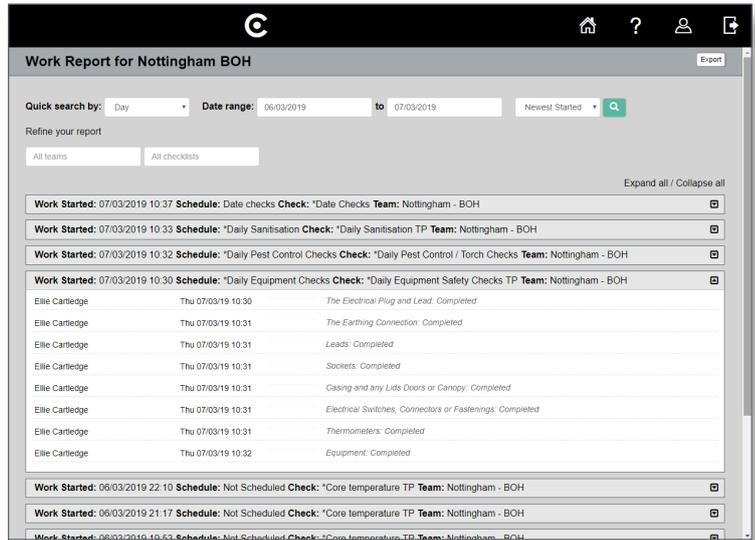
# 2 Reports

On the top right hand side is a section titled Report. This includes a series of reports, these are:

- Work
- Alerts
- Monitoring
- Monitoring summary

## Work report

The work report will allow you to show all checklists completed within a defined period. This can be useful if you wish to look at due diligence recorded over a set period of time. Any checks that were completed and created an alert will be highlighted in red. You may be able to use this as part of a food poisoning investigation, or to investigate a specific customer complaint.



## Alerts report

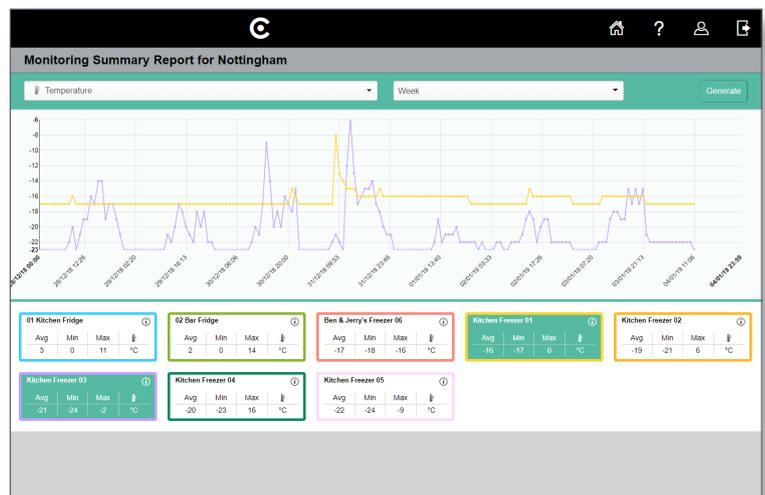
The alerts report will show you all of the alerts that were raised within a defined period. The alerts raised will show when an item has gone outside of acceptable parameters – such as a product being hot held has fallen below 63°C. It will also show where checklists have gone overdue. Where issues arise the alerts are sent to supervisors within the food business. Each alert requires that a supervisor enters corrective action – this is visible within the drop down for each alert. This report will be useful for most ordinary inspections – you will quickly be able to see what has gone wrong and what action was taken.

## Monitoring report

The monitoring report will show you all of the temperatures taken by the sensors over a defined period of time. This can be filtered by sensor to look at specific fridge / freezer sensors. This gives you a numerical temperature value for each reading. This can be useful for identifying specific temperatures where required, for example as part of a food complaint. Where temperatures go above acceptable parameters an alert will be created and this will be visible on the alert report.

## Monitoring summary

The monitoring summary will show a graph of the temperatures taken by the sensors over a defined period of time. This can give a quick overview of how fridge and freezer temperatures are managed within the business. Where temperatures go above acceptable parameters an alert will be created and this will be visible on the alert report.



## How to look on a report for checks over a defined period

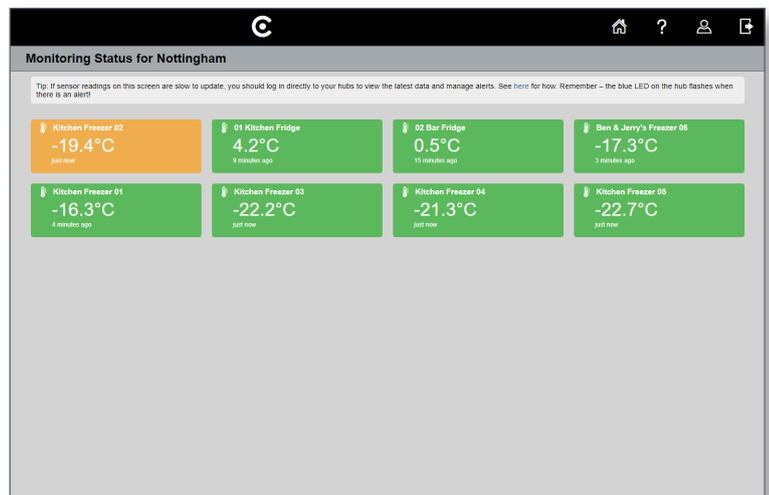
1. Select the location on the right hand menu
2. Choose the time frame in the main part of the window – you are able to select a year, month, week or day using the first drop down menu, or select dates for a specific date period

## How to look on a report for a specific check over a defined period

1. Complete the above process to choose the period you wish to examine
2. For alert reports select the type of alerts you wish to see (check alerts or overdue alerts), for work reports you do not need to complete this step
3. You are then able to select “All checklists”
4. This will bring up a drop down box and allow you to select the exact checklist you need

# 3 Automated Monitoring status

 The automated monitoring status shows an overview of the current readings of the sensors. This display is colour coded – showing sensors as green if in range, or red if out of range. Clicking on one of the sensors will bring up a detailed graph of recent temperature readings.



## Summary

### Simplifying inspections

Checkit makes inspections quicker and easier for inspectors and auditors. You can see all compliance tasks and checks between selected dates at a glance. Issues, trends or any gaps in checks can be seen in an instant and if alerts were triggered the relevant actions taken. Simple reports can be easily downloaded making the inspection process much simpler for all concerned.



