

# SPAR2U FOOD SAFETY CHECKLIST



Date:				
Store Name:				
SPAR2U Drivers name and surname as per driver's license/ID: *No abbreviated, shortened name/nickname to be used.				
SPAR2U DOCUMENTATION				
Number	Question	Yes	No	Comment
1	Is there a certified copy of the vehicle COA present? *Copy to be kept in a plastic sleeve inside the lid of the product delivery container.			
2	Does the driver have a valid driver's license present? Insert driver's license expiry date in the comment's column.			
3	Has the driver been on the Food Handlers training and understands all the requirements?			
PRODUCT				
Number	Question	Yes	No	Comment
1	Are the SPAR2U bags clean and in good condition?			
2	Are there any signs of product damage? Example: Leaking bottles			
PRODUCT TEMPERATURE				
*Kindly select 3 random samples, if available.				
*The thermometer must be sanitised in-between product samples.				
*Thermometer used to be within calibration date.				
Number	Product Name	Temperature	Comment	
1				
2				
3				
Temperature Guidelines		Frozen food products	18°C for ice cream and sorbet, all other frozen product -12°C.	
		Chilled food products	Between 0°C and 4°C for raw unpreserved fish, mollusks, crustaceans, edible offal, poultry meat and milk. Between 0°C and 5°C for all other perishable chilled food.	
		Heated/Hot food products	All perishable food that has been sold as heated/hot must be minimum 60°C and above.	
DRIVERS PERSONAL HYGIENE				
Number	Question	Yes	No	Comment
1	Does the driver have the correct SPAR2U uniform?			
2	Is the driver's uniform clean and neat?			
3	Inspect overall personal hygiene of the driver. Example - driver's nails short and clean, personal odour, facial hair neat and orderly?			
VEHICLE / SCOOTER				
Number	Question	Yes	No	Comment
1	Is there a pack of disposal food grade wipes available?			
2	Is the vehicle/tuk-tuk/bike clean, neat, and in working condition?			

3	Are there personal items in the delivery vehicle/tuk-tuk/bike? If yes, are personal items being stored separately from SPAR2U food items.			
4	Is the delivery vehicle food storage area/bike box tightly closed and in good working condition?			
5	Document the measures the store has in place to ensure chilled/frozen product remains chilled or frozen and hot/heated food remains hot.			*Are there ice bricks/coolers present? and/or *Is the food being transported in temperature control bags?
6	Are the ice bricks/coolers/temperature control bags clean and in good condition?			
7	Is there any evidence of pests?			
STAGING AREA				
1	Staging area clean, neat and tidy?			
2	Orders packed systematically?			
3	No unnecessary items that do not belong in the staging area?			
4	Cold chain rules are maintained?			
UNSUCCESSFUL ORDERS				
Considering that the bags will be sealed, our aim is to confirm that perishable products were stored at the appropriate temperature by verifying their storage conditions before sending them to the customer and in the case of unsuccessful order before being returned to the shop floor fridge or freezer.				
Product Name		Storage Type		Temperature
		Fridge		
		Freezer		
				Comment

Checklist conducted by (manager/instore FSA) name & position:

- ☒ It is recommended that a dedicated SPAR2U file is implemented in store to retain the required documentation.
- ☒ This checklist covers the key areas that must be checked before a delivery.
- ☒ This checklist must be completed before each delivery to monitor food safety and good sanitation practices.
- ☒ The store must provide the driver with the following:
  - At store: Disposal yellow cloths and cleaning/disinfectant sprays,
  - On route: Disposal cleaning and sanitation wipes