

Review the drinks process

Drinks-service food safety review

Food businesses need food safety procedures based on HACCP principles. This prompt sheet is not a complete HACCP plan and does not decide which controls are critical. Use an appropriate FSA or Food Standards Scotland system and competent advice.

Site / food safety plan reference / reviewer:

Drinks / ingredients / customers within scope:

Stage / task	Hazard to consider	Approved control / plan reference
Delivery / traceability		
Ingredient and milk storage		
Loading / preparation / dispensing		
Allergen information / shared equipment		
Cleaning and chemical residues		
Breakdown / interrupted refrigeration		

Unassessed process / stop and review action:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): Food Standards Agency: managing food safety | Food Standards Scotland: business guidance

Monitoring, verification and change

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The food safety lead must approve limits, monitoring, corrective actions and verification appropriate to the actual process. Retain the completed records with the site food safety system.

Plan / approved procedure reference:

Control / monitoring record	Owner / frequency or trigger	Action / verification reference

Ingredient / recipe / equipment changes to review:

Staff information / training needed:

Approved by / date:

Next review / verification arrangement:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): Food Standards Agency: managing food safety | Food Standards Scotland: business guidance