

Plan the shutdown

Shutdown & restart planning checklist

Agree the equipment-specific procedure and site water and food safety arrangements before prolonged non-use. This checklist does not prescribe flushing, disinfection, electrical isolation or internal repairs.

Site / equipment / shutdown dates / owner:

Manufacturer shutdown instructions / revision:

Site water safety and food safety advice references:

Planning item	Approved action / responsible role	Record / confirmation
Ingredients / fresh milk / waste		
Cleaning before non-use		
Water system / occupancy controls		
Power / access / security arrangements		
Service or specialist visit before restart		

Contingency drinks provision / users informed:

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

Source notes (checked 12 Sep 2026): HSE: assess legionella risks | Food Standards Agency: managing food safety | HSE: pressure systems and examination

Authorise the restart

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Do not restart on the basis of this blank sheet. Confirm the approved tasks and specialist checks have actually been completed and resolve any restriction before use.

Site / equipment / planned restart date:

Confirmation	Evidence / outcome	Owner / date
Manufacturer restart procedure completed		
Water safety requirements reviewed		
Food / milk / ingredient checks completed		
Required service / examination completed		
Leaks / damage / faults addressed		
Users briefed and instructions available		

Open restrictions / alternative provision:

Return to use authorised by / date:

Follow-up monitoring / review date:

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

Source notes (checked 12 Sep 2026): HSE: assess legionella risks | Food Standards Agency: managing food safety | HSE: pressure systems and examination