

FREE OPERATIONAL TEMPLATE

QSR Audit Checklist

Use this 60-point checklist to audit food safety, employee hygiene, receiving, storage, preparation, cooking, cleaning, order accuracy, service speed, delivery, drive-thru, equipment, cash, safety, security, and corrective-action closure.

Restaurant / location

Audit date

Auditor

Shift manager

1. Audit setup, restaurant profile, food safety governance, and ownership

1

Confirm the restaurant, location, format, audit date, auditor, shift manager, operating hours, and areas included in the audit.

QSR AUDIT

NAME | | Enter

DATE / TIME | | Enter

APPROVAL | | Sign

Execution tip: Set the restaurant format and critical rules before the audit so scoring, evidence, and accountability are clear.

2

Record whether the location provides dine-in, takeaway, drive-thru, delivery, self-order kiosks, breakfast, late-night service, or other operating channels.

QSR AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Set the restaurant format and critical rules before the audit so scoring, evidence, and accountability are clear.

3

Verify the team has current SOPs, recipe cards, food safety limits, cleaning schedules, allergen information, promotion briefs, and emergency contacts.

QSR AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Set the restaurant format and critical rules before the audit so scoring, evidence, and accountability are clear.

4

Review the previous audit score, repeat findings, overdue actions, customer complaints, incidents, equipment faults, and regulatory inspection results.

QSR AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Set the restaurant format and critical rules before the audit so scoring, evidence, and accountability are clear.

5

Define critical-failure rules for unsafe food, cross-contamination, temperature deviations, pest activity, blocked exits, unsafe equipment, and serious cash or security breaches.

CRITICAL

QSR AUDIT

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

Execution tip: Set the restaurant format and critical rules before the audit so scoring, evidence, and accountability are clear.

6

Confirm ownership for food safety, shift operations, service, stock, equipment, cleaning, cash, and corrective-action approval.

QSR AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Set the restaurant format and critical rules before the audit so scoring, evidence, and accountability are clear.

2. Exterior, entrance, dining area, and brand readiness

- 7 Inspect exterior signage, lighting, windows, menu boards, opening hours, delivery pickup signs, and promotional materials for cleanliness and accuracy.

QSR AUDIT

Safe

Needs action

Critical

LIVE PHOTO || Add

 Execution tip: Inspect the restaurant from the customer perspective first, then verify the operating controls behind what customers can see.

- 8 Verify entrances, ramps, doors, mats, queues, and customer routes are safe, accessible, unobstructed, and suitable for expected traffic.

QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Inspect the restaurant from the customer perspective first, then verify the operating controls behind what customers can see.

- 9 Check dining tables, chairs, highchairs, floors, counters, partitions, and customer fixtures are clean, stable, damage-free, and arranged to standard.

QSR AUDIT

Safe

Needs action

Critical

LIVE PHOTO || Add

 Execution tip: Inspect the restaurant from the customer perspective first, then verify the operating controls behind what customers can see.

- 10 Inspect customer washrooms, handwashing facilities, and baby-care areas for cleanliness, supplies, odor control, accessibility, and working fixtures.

QSR AUDIT

Safe

Needs action

Critical

LIVE PHOTO || Add

 Execution tip: Inspect the restaurant from the customer perspective first, then verify the operating controls behind what customers can see.

- 11 Confirm tray-return points, waste bins, condiment stations, beverage refill areas, and self-service counters are clean, stocked, organized, and not overflowing.

QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Inspect the restaurant from the customer perspective first, then verify the operating controls behind what customers can see.

- 12 Verify lighting, music, temperature, digital screens, team uniforms, campaign assets, and overall ambience reflect the approved brand experience.

QSR AUDIT

READING || Enter

LIMIT || Enter

DEVICE ID || Enter

 Execution tip: Inspect the restaurant from the customer perspective first, then verify the operating controls behind what customers can see.

3. Opening readiness, people, hygiene, and shift controls

13

Confirm opening checks are completed before service, including staffing, food preparation, equipment startup, stock availability, tills, and delivery platforms.

QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Observe real shift behavior, not only records. Hygiene and readiness controls must work during peak demand.

14

Verify employees are fit for work and that illness reporting, exclusion, return-to-work, and contamination controls are followed.

CRITICAL

QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Observe real shift behavior, not only records. Hygiene and readiness controls must work during peak demand.

15

Inspect uniforms, grooming, hair restraints, hand hygiene, jewelry, gloves, and task-specific PPE against the approved hygiene standard.

QSR AUDIT

Safe

Needs action

Critical

LIVE PHOTO | Add

 Execution tip: Observe real shift behavior, not only records. Hygiene and readiness controls must work during peak demand.

16

Check handwashing stations are accessible, supplied, functional, clearly signed, and not used for food preparation, utensil washing, or storage.

CRITICAL

QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Observe real shift behavior, not only records. Hygiene and readiness controls must work during peak demand.

17

Confirm the shift briefing covers forecast demand, menu changes, allergens, promotions, unavailable items, service targets, safety risks, and role assignments.

QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Observe real shift behavior, not only records. Hygiene and readiness controls must work during peak demand.

18

Verify training and competency records are current for food safety, allergens, equipment, cash handling, emergency response, and customer service.

QSR AUDIT

Record	Current	Owner	Evidence	Action

 Execution tip: Observe real shift behavior, not only records. Hygiene and readiness controls must work during peak demand.

4. Receiving, storage, cold chain, and stock rotation

19 Confirm approved suppliers, delivery schedules, purchase records, product specifications, shelf-life requirements, and rejection criteria are current.

QSR AUDIT

Record	Current	Owner	Evidence	Action

 Execution tip: Sample multiple products and storage zones. One acceptable reading does not prove the complete cold chain is controlled.

20 Inspect delivery vehicles, seals, packaging, product condition, temperatures, dates, quantities, and traceability information before accepting goods.

CRITICAL

QSR AUDIT

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

 Execution tip: Sample multiple products and storage zones. One acceptable reading does not prove the complete cold chain is controlled.

21 Verify raw food, ready-to-eat food, allergens, chemicals, packaging, employee items, and returned products are segregated correctly.

QSR AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Sample multiple products and storage zones. One acceptable reading does not prove the complete cold chain is controlled.

22 Record temperatures for selected chillers, freezers, cold rooms, and temperature-sensitive ingredients, and confirm thermometers and alarms are working.

CRITICAL

QSR AUDIT

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

 Execution tip: Sample multiple products and storage zones. One acceptable reading does not prove the complete cold chain is controlled.

23 Check FIFO and FEFO rotation, preparation labels, use-by dates, batch traceability, secondary shelf life, and opened-product controls are followed.

QSR AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Sample multiple products and storage zones. One acceptable reading does not prove the complete cold chain is controlled.

24 Confirm stock is stored off the floor in clean food-grade containers, with adequate airflow, no overloading, and no leaks, condensation, damage, or pest evidence.

QSR AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Sample multiple products and storage zones. One acceptable reading does not prove the complete cold chain is controlled.

5. Food preparation, cooking, holding, and cross-contamination controls

- 25 Inspect preparation surfaces, utensils, cutting boards, knives, probes, containers, and small equipment for cleanliness, sanitation, condition, and correct color coding.

QSR AUDIT

Safe

Needs action

Critical

LIVE PHOTO | Add

 Execution tip: Watch the process from raw ingredient to finished order. Time, temperature, separation, and hand hygiene must work together.

- 26 Verify raw and ready-to-eat workflows are separated by space, time, equipment, and employee practice, with handwashing and glove changes between tasks.

CRITICAL

QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Watch the process from raw ingredient to finished order. Time, temperature, separation, and hand hygiene must work together.

- 27 Check approved recipes, portion sizes, ingredients, substitutions, allergen controls, thawing methods, and preparation sequences are followed consistently.

QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Watch the process from raw ingredient to finished order. Time, temperature, separation, and hand hygiene must work together.

- 28 Confirm cooking and reheating temperatures and times meet the approved limits, are measured with a calibrated probe, and are recorded correctly.

CRITICAL

QSR AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

 Execution tip: Watch the process from raw ingredient to finished order. Time, temperature, separation, and hand hygiene must work together.

- 29 Verify cooling, thawing, cold holding, hot holding, display, transfer, and temporary exposure remain within approved time and temperature limits.

CRITICAL

QSR AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

 Execution tip: Watch the process from raw ingredient to finished order. Time, temperature, separation, and hand hygiene must work together.

- 30 Confirm critical deviations trigger immediate stop-service decisions, product isolation or disposal, manager escalation, root-cause review, and documented corrective action.

CRITICAL

QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Watch the process from raw ingredient to finished order. Time, temperature, separation, and hand hygiene must work together.

6. Cleaning, sanitation, pest, waste, and facility condition

- 31 Verify the master cleaning schedule is current and defines areas, frequencies, methods, chemicals, responsible employees, and verification requirements.

QSR AUDIT

Record	Current	Owner	Evidence	Action

 Execution tip: Use visual evidence and cleaning records together. Focus on food-contact surfaces and hard-to-reach contamination risks.

- 32 Confirm food-contact surfaces and utensils are cleaned and sanitized at required intervals and after raw-food, allergen, contamination, or maintenance activities.

CRITICAL

QSR AUDIT

Record	Current	Owner	Evidence	Action

 Execution tip: Use visual evidence and cleaning records together. Focus on food-contact surfaces and hard-to-reach contamination risks.

- 33 Check cleaning chemicals are approved, labeled, diluted correctly, securely stored, supported by safety information, and separated from food and packaging.

QSR AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Use visual evidence and cleaning records together. Focus on food-contact surfaces and hard-to-reach contamination risks.

- 34 Inspect floors, walls, ceilings, drains, grease traps, hoods, vents, ice machines, and hard-to-reach areas for cleanliness, damage, buildup, leaks, and mold.

QSR AUDIT

Safe Needs action Critical LIVE PHOTO | Add

 Execution tip: Use visual evidence and cleaning records together. Focus on food-contact surfaces and hard-to-reach contamination risks.

- 35 Confirm there is no active pest evidence, monitoring devices are correctly positioned, service reports are current, entry gaps are sealed, and findings are escalated.

CRITICAL

QSR AUDIT

Safe Needs action Critical LIVE PHOTO | Add

 Execution tip: Use visual evidence and cleaning records together. Focus on food-contact surfaces and hard-to-reach contamination risks.

- 36 Verify waste is segregated, internal bins are clean and lidded, used oil is handled safely, external waste areas are controlled, and collections are timely.

QSR AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Use visual evidence and cleaning records together. Focus on food-contact surfaces and hard-to-reach contamination risks.

7. Menu availability, order accuracy, speed of service, and customer experience

- 37 Confirm advertised menu items are available or correctly marked unavailable across menu boards, self-order kiosks, apps, websites, and delivery platforms.

QSR AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Sample real orders across channels and dayparts. Compare accuracy and speed with the approved recipe and service standard.

- 38 Verify prices, taxes, meal deals, promotions, modifiers, product descriptions, calorie information, and allergen information match the POS and customer-facing channels.

CRITICAL

QSR AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Sample real orders across channels and dayparts. Compare accuracy and speed with the approved recipe and service standard.

- 39 Observe whether orders are entered accurately with required modifiers, dietary requests, allergen alerts, customer names or numbers, and channel details.

QSR AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Sample real orders across channels and dayparts. Compare accuracy and speed with the approved recipe and service standard.

- 40 Check each sampled order is assembled to the approved recipe, portion, temperature, presentation, packaging, seal, and completeness standard.

QSR AUDIT

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

 Execution tip: Sample real orders across channels and dayparts. Compare accuracy and speed with the approved recipe and service standard.

- 41 Review order-to-serve times by channel and daypart, and confirm employees identify bottlenecks, prioritize overdue orders, and communicate delays.

QSR AUDIT

ACTUAL | | Enter

TARGET | | Enter

VARIANCE | | Enter

 Execution tip: Sample real orders across channels and dayparts. Compare accuracy and speed with the approved recipe and service standard.

- 42 Assess greetings, queue communication, product knowledge, order handover, complaint handling, service recovery, and farewell against the service standard.

QSR AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Sample real orders across channels and dayparts. Compare accuracy and speed with the approved recipe and service standard.

8. Drive-thru, delivery, takeaway, POS, cash, and digital channels

- 43 Inspect drive-thru menu boards, speaker, camera, timer, lane markings, clearance, lighting, safety controls, and pickup window for cleanliness and functionality. CRITICAL QSR AUDIT

Safe

Needs action

Critical

LIVE PHOTO || Add

 Execution tip: Trace selected transactions from order receipt to payment and handover to identify delays, losses, and control gaps.

- 44 Verify delivery orders are accepted promptly, prepared by the promised time, held safely, sealed, labeled, and handed to the correct delivery partner. CRITICAL QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Trace selected transactions from order receipt to payment and handover to identify delays, losses, and control gaps.

- 45 Check takeaway shelves and pickup zones are organized, secure, temperature-controlled where required, and designed to prevent mix-ups, delays, and theft. QSR AUDIT

READING || Enter

LIMIT || Enter

DEVICE ID || Enter

 Execution tip: Trace selected transactions from order receipt to payment and handover to identify delays, losses, and control gaps.

- 46 Confirm kiosks, digital menu boards, QR ordering, mobile apps, aggregators, printers, kitchen display systems, and order routing are synchronized and functional. QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Trace selected transactions from order receipt to payment and handover to identify delays, losses, and control gaps.

- 47 Verify till floats, safe drops, refunds, voids, discounts, coupons, manager overrides, cash handovers, and end-of-shift reconciliation are controlled and approved. CRITICAL QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Trace selected transactions from order receipt to payment and handover to identify delays, losses, and control gaps.

- 48 Check payment terminals, receipts, customer data, delivery accounts, passwords, user access, and end-of-day settlements are protected and reviewed. QSR AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Trace selected transactions from order receipt to payment and handover to identify delays, losses, and control gaps.

9. Equipment, maintenance, safety, security, and emergency readiness

49 Inspect fryers, grills, ovens, microwaves, toasters, coffee machines, ice machines, dishwashers, and preparation equipment for safe operation, cleanliness, and damage.

QSR AUDIT

Safe

Needs action

Critical

LIVE PHOTO | Add

 Execution tip: Test critical equipment and emergency controls where safe. Open work orders must have temporary controls and clear owners.

50 Verify refrigeration, freezers, extraction, HVAC, lighting, water, gas, electrical supply, and backup systems operate without alarms, leaks, unusual noise, or unsafe conditions.

CRITICAL

QSR AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

 Execution tip: Test critical equipment and emergency controls where safe. Open work orders must have temporary controls and clear owners.

51 Review preventive maintenance, calibration, filter changes, cleaning services, service tags, breakdown records, spare parts, and open work orders.

QSR AUDIT

Record	Current	Owner	Evidence	Action

 Execution tip: Test critical equipment and emergency controls where safe. Open work orders must have temporary controls and clear owners.

52 Check fire extinguishers, suppression systems, alarms, emergency exits, emergency lighting, gas shutoff, evacuation information, and emergency contacts are accessible and current.

CRITICAL

QSR AUDIT

Safe

Needs action

Critical

LIVE PHOTO | Add

 Execution tip: Test critical equipment and emergency controls where safe. Open work orders must have temporary controls and clear owners.

53 Confirm slip, trip, burn, cut, manual-handling, sharps, chemical, and electrical risks are controlled, with first aid, PPE, spill kits, and incident supplies ready.

CRITICAL

QSR AUDIT

Safe

Needs action

Critical

LIVE PHOTO | Add

 Execution tip: Test critical equipment and emergency controls where safe. Open work orders must have temporary controls and clear owners.

54 Verify CCTV, keys, access codes, back doors, delivery entrances, cash areas, employee spaces, and opening or closing lone-work controls protect people and assets.

CRITICAL

QSR AUDIT

Safe

Needs action

Critical

LIVE PHOTO | Add

 Execution tip: Test critical equipment and emergency controls where safe. Open work orders must have temporary controls and clear owners.

10. Findings, corrective actions, verification, and management sign-off

- 55 Record every finding with the requirement, observed condition, risk, food or asset affected, evidence, and immediate containment completed.

QSR AUDIT

Finding	Priority	Owner	Due	Proof

 **Execution tip:** Keep actions open until objective evidence confirms the risk is controlled and the corrected condition is sustained.

- 56 Classify findings as critical, major, minor, or observation using the approved scoring, stop-service, escalation, and reporting rules.

CRITICAL

QSR AUDIT

Finding	Priority	Owner	Due	Proof

 **Execution tip:** Keep actions open until objective evidence confirms the risk is controlled and the corrected condition is sustained.

- 57 Assign every corrective action to a named owner with priority, due date, required evidence, escalation route, and temporary control where needed.

CRITICAL

QSR AUDIT

Finding	Priority	Owner	Due	Proof

 **Execution tip:** Keep actions open until objective evidence confirms the risk is controlled and the corrected condition is sustained.

- 58 Verify closure through repeat inspection, live photos, temperature records, maintenance proof, product disposal records, retraining, or updated procedures.

CRITICAL

QSR AUDIT

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

 **Execution tip:** Keep actions open until objective evidence confirms the risk is controlled and the corrected condition is sustained.

- 59 Review repeat food safety failures, service delays, complaints, waste, equipment issues, overdue actions, and trends requiring regional or head-office support.

QSR AUDIT

Compliant Partial Non-compliant N/A

 **Execution tip:** Keep actions open until objective evidence confirms the risk is controlled and the corrected condition is sustained.

- 60 Record the final score, critical failures, unresolved risks, next audit date, shift manager, auditor, reviewer, date, time, and signatures.

CRITICAL

QSR AUDIT

NAME | | Enter

DATE / TIME | | Enter

APPROVAL | | Sign

 **Execution tip:** Keep actions open until objective evidence confirms the risk is controlled and the corrected condition is sustained.

RUN THIS CHECKLIST DIGITALLY

Turn QSR findings into verified operational improvement

Use Taqtics to schedule restaurant audits, capture live evidence and temperature readings, escalate critical food and safety failures, assign actions, verify closure, and compare recurring risks across every location.

Try the QSR Audit Checklist in Taqtics

[Scheduled restaurant audits](#)
[Food safety and critical-control scoring](#)
[Live photo and temperature evidence](#)
[Immediate risk escalation](#)
[Corrective-action tracking](#)
[Multi-location compliance dashboards](#)