

FREE OPERATIONAL TEMPLATE

Restaurant Audit Checklist

Use this 60-point checklist to audit restaurant readiness, food safety, employee hygiene, receiving, storage, kitchen execution, dining service, beverages, delivery, inventory, cash, equipment, safety, security, and corrective-action closure.

Restaurant / location

Audit date

Auditor

Restaurant manager

1. Audit setup, restaurant profile, compliance, and ownership

1

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

RESTAURANT AUDIT

NAME | Enter

DATE / TIME | Enter

APPROVAL | Sign

🔍

Execution tip: Set the restaurant scope, applicable standards, and critical-failure rules before the audit so scoring and accountability stay consistent.

2

Record whether the location provides table service, counter service, takeaway, delivery, bar service, catering, private dining, breakfast, or late-night operations.

RESTAURANT AUDIT

Record	Current	Owner	Evidence	Action

🔍

Execution tip: Set the restaurant scope, applicable standards, and critical-failure rules before the audit so scoring and accountability stay consistent.

3

Verify business licences, food permits, inspection certificates, insurance records, and mandatory customer or employee notices are current and available.

RESTAURANT AUDIT

Record	Current	Owner	Evidence	Action

🔍

Execution tip: Set the restaurant scope, applicable standards, and critical-failure rules before the audit so scoring and accountability stay consistent.

4

Confirm the team has current SOPs, recipe cards, food safety limits, allergen information, cleaning schedules, service standards, and emergency contacts.

RESTAURANT AUDIT

Record	Current	Owner	Evidence	Action

🔍

Execution tip: Set the restaurant scope, applicable standards, and critical-failure rules before the audit so scoring and accountability stay consistent.

5

Review previous audit scores, repeat findings, overdue actions, customer complaints, food safety incidents, equipment faults, and regulatory inspection results.

CRITICAL

RESTAURANT AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

🔍

Execution tip: Set the restaurant scope, applicable standards, and critical-failure rules before the audit so scoring and accountability stay consistent.

6

Define critical-failure rules and confirm ownership for food safety, kitchen operations, front-of-house service, stock, maintenance, cash, safety, and action closure.

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip: Set the restaurant scope, applicable standards, and critical-failure rules before the audit so scoring and accountability stay consistent.

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

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

RESTAURANT AUDIT

Safe

Needs action

Critical

LIVE PHOTO || Add

 Execution tip: Audit the guest journey from the outside in and capture wide-angle evidence before service begins or during a normal trading period.

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

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Audit the guest journey from the outside in and capture wide-angle evidence before service begins or during a normal trading period.

- 9 Check the host station, reservation system, waiting list, seating plan, menus, and guest communication tools are ready before service.

RESTAURANT AUDIT

Safe

Needs action

Critical

LIVE PHOTO || Add

 Execution tip: Audit the guest journey from the outside in and capture wide-angle evidence before service begins or during a normal trading period.

- 10 Inspect dining tables, chairs, booths, highchairs, floors, partitions, and customer fixtures for cleanliness, stability, damage, and correct layout.

RESTAURANT AUDIT

Safe

Needs action

Critical

LIVE PHOTO || Add

 Execution tip: Audit the guest journey from the outside in and capture wide-angle evidence before service begins or during a normal trading period.

- 11 Inspect customer washrooms and baby-care facilities for cleanliness, supplies, odour control, accessibility, privacy, and working fixtures.

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Audit the guest journey from the outside in and capture wide-angle evidence before service begins or during a normal trading period.

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

RESTAURANT AUDIT

READING || Enter

LIMIT || Enter

DEVICE ID || Enter

 Execution tip: Audit the guest journey from the outside in and capture wide-angle evidence before service begins or during a normal trading period.

3. Opening readiness, staffing, hygiene, training, and shift controls

13

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

RESTAURANT AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Observe employees during live service, not only during the briefing, to confirm that training and hygiene controls are consistently applied.

14

Verify the staffing plan covers forecast covers, reservations, events, expected peaks, required skills, breaks, and management supervision.

CRITICAL

RESTAURANT AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Observe employees during live service, not only during the briefing, to confirm that training and hygiene controls are consistently applied.

15

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

RESTAURANT AUDIT

Safe Needs action Critical LIVE PHOTO | Add

 Execution tip: Observe employees during live service, not only during the briefing, to confirm that training and hygiene controls are consistently applied.

16

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

CRITICAL

RESTAURANT AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Observe employees during live service, not only during the briefing, to confirm that training and hygiene controls are consistently applied.

17

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

RESTAURANT AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Observe employees during live service, not only during the briefing, to confirm that training and hygiene controls are consistently applied.

18

Verify training and competency records are current for food safety, allergens, service, alcohol or restricted sales where applicable, equipment, cash handling, and emergencies.

RESTAURANT AUDIT

Record	Current	Owner	Evidence	Action

 Execution tip: Observe employees during live service, not only during the briefing, to confirm that training and hygiene controls are consistently applied.

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

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

Record	Current	Owner	Evidence	Action

 **Execution tip:** Sample several high-risk and high-value items across receiving, cold storage, dry storage, and preparation areas instead of checking only one location.

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

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

 **Execution tip:** Sample several high-risk and high-value items across receiving, cold storage, dry storage, and preparation areas instead of checking only one location.

- 21
Verify rejected items, shortages, substitutions, damage, and delivery discrepancies are recorded, segregated, communicated, and resolved.
RESTAURANT AUDIT

Compliant
Partial
Non-compliant
N/A

 **Execution tip:** Sample several high-risk and high-value items across receiving, cold storage, dry storage, and preparation areas instead of checking only one location.

- 22
Confirm raw food, ready-to-eat food, allergens, chemicals, packaging, employee items, returned products, and waste are segregated correctly.
CRITICAL
RESTAURANT AUDIT

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

 **Execution tip:** Sample several high-risk and high-value items across receiving, cold storage, dry storage, and preparation areas instead of checking only one location.

- 23
Record temperatures for selected chillers, freezers, cold rooms, and temperature-sensitive ingredients, and confirm thermometers and alarms are working.
RESTAURANT AUDIT

Compliant
Partial
Non-compliant
N/A

 **Execution tip:** Sample several high-risk and high-value items across receiving, cold storage, dry storage, and preparation areas instead of checking only one location.

- 24
Check FIFO and FEFO rotation, preparation labels, use-by dates, batch traceability, opened-product shelf life, dry-store organization, and stock levels.
RESTAURANT AUDIT

Compliant
Partial
Non-compliant
N/A

 **Execution tip:** Sample several high-risk and high-value items across receiving, cold storage, dry storage, and preparation areas instead of checking only one location.

5. Food preparation, cooking, holding, allergens, and contamination controls

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

RESTAURANT AUDIT

Safe

Needs action

Critical

LIVE PHOTO || Add



Execution tip: For each critical food control, record the actual reading, product, equipment, time, device ID, and immediate containment, not only a pass or fail.

- 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

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: For each critical food control, record the actual reading, product, equipment, time, device ID, and immediate containment, not only a pass or fail.

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

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: For each critical food control, record the actual reading, product, equipment, time, device ID, and immediate containment, not only a pass or fail.

- 28 Confirm produce washing, thawing, marinating, batch preparation, and ready-to-eat food handling follow approved time, temperature, and contamination controls.

CRITICAL

RESTAURANT AUDIT

READING || Enter

LIMIT || Enter

DEVICE ID || Enter



Execution tip: For each critical food control, record the actual reading, product, equipment, time, device ID, and immediate containment, not only a pass or fail.

- 29 Verify cooking and reheating temperatures and times meet approved limits, are measured with a calibrated probe, and are recorded correctly.

CRITICAL

RESTAURANT AUDIT

READING || Enter

LIMIT || Enter

DEVICE ID || Enter



Execution tip: For each critical food control, record the actual reading, product, equipment, time, device ID, and immediate containment, not only a pass or fail.

- 30 Confirm cooling, cold holding, hot holding, display, transfer, and temporary exposure remain within approved limits, with immediate action for any deviation.

CRITICAL

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: For each critical food control, record the actual reading, product, equipment, time, device ID, and immediate containment, not only a pass or fail.

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

31

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

RESTAURANT AUDIT

Record	Current	Owner	Evidence	Action

 **Execution tip:** Inspect both visible areas and hidden hygiene risks such as drains, under-equipment spaces, ice machines, extraction filters, and waste holding points.

32

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

CRITICAL

RESTAURANT AUDIT

Record	Current	Owner	Evidence	Action

 **Execution tip:** Inspect both visible areas and hidden hygiene risks such as drains, under-equipment spaces, ice machines, extraction filters, and waste holding points.

33

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

RESTAURANT AUDIT

Compliant Partial Non-compliant N/A

 **Execution tip:** Inspect both visible areas and hidden hygiene risks such as drains, under-equipment spaces, ice machines, extraction filters, and waste holding points.

34

Verify dishwashers, glasswashers, sinks, sanitizing systems, racks, and drying areas operate correctly and meet approved temperature or chemical limits.

RESTAURANT AUDIT

Safe Needs action Critical LIVE PHOTO | Add

 **Execution tip:** Inspect both visible areas and hidden hygiene risks such as drains, under-equipment spaces, ice machines, extraction filters, and waste holding points.

35

Confirm there is no active pest evidence, monitoring devices are correctly positioned, service reports are current, and entry gaps or findings are addressed.

CRITICAL

RESTAURANT AUDIT

Safe Needs action Critical LIVE PHOTO | Add

 **Execution tip:** Inspect both visible areas and hidden hygiene risks such as drains, under-equipment spaces, ice machines, extraction filters, and waste holding points.

36

Inspect floors, walls, ceilings, drains, grease traps, hoods, vents, waste areas, and hard-to-reach spaces for cleanliness, damage, buildup, leaks, mould, and odour.

RESTAURANT AUDIT

Compliant Partial Non-compliant N/A

 **Execution tip:** Inspect both visible areas and hidden hygiene risks such as drains, under-equipment spaces, ice machines, extraction filters, and waste holding points.

7. Reservations, table service, order accuracy, timing, and customer experience

- 37 Confirm reservations, walk-ins, waiting lists, table allocation, special occasions, accessibility needs, and expected waiting times are managed accurately.

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Observe complete guest journeys across more than one table and record actual waiting, ordering, course, and bill times where service speed matters.

- 38 Inspect table settings, menus, glassware, cutlery, linen, condiments, water service, and presentation against the approved service standard.

CRITICAL

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Observe complete guest journeys across more than one table and record actual waiting, ordering, course, and bill times where service speed matters.

- 39 Observe greetings, seating, introductions, menu knowledge, recommendations, dietary questioning, and communication of unavailable items.

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Observe complete guest journeys across more than one table and record actual waiting, ordering, course, and bill times where service speed matters.

- 40 Verify allergy and dietary information is captured, communicated to the kitchen, clearly marked on the order, and confirmed again at final handoff.

RESTAURANT AUDIT

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter



Execution tip: Observe complete guest journeys across more than one table and record actual waiting, ordering, course, and bill times where service speed matters.

- 41 Check sampled orders for accurate entry, coursing, preparation, timing, table delivery, check-backs, clearing, and billing without missed items or avoidable delays.

RESTAURANT AUDIT

ACTUAL | | Enter

TARGET | | Enter

VARIANCE | | Enter



Execution tip: Observe complete guest journeys across more than one table and record actual waiting, ordering, course, and bill times where service speed matters.

- 42 Assess complaint handling, manager involvement, service recovery, guest feedback capture, farewell, and follow-up against the restaurant standard.

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Observe complete guest journeys across more than one table and record actual waiting, ordering, course, and bill times where service speed matters.

8. Beverage, takeaway, delivery, POS, cash, and digital channels

43

Inspect bar and beverage areas, glassware, ice, garnishes, liquor storage, measures, dispensing equipment, and age-verification controls where applicable.

CRITICAL

RESTAURANT AUDIT

Safe

Needs action

Critical

LIVE PHOTO || Add

Execution tip: Trace a sample transaction from order entry through payment, production, handoff, refund or adjustment controls, and final settlement.

44

Verify coffee, tea, soft drink, juice, cocktail, and other beverage recipes, temperatures, presentation, cleaning, and allergen information meet the standard.

CRITICAL

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Trace a sample transaction from order entry through payment, production, handoff, refund or adjustment controls, and final settlement.

45

Check takeaway and delivery orders are prepared on time, matched to the order, packaged safely, sealed, labelled, temperature-controlled, and handed to the correct recipient.

RESTAURANT AUDIT

READING || Enter

LIMIT || Enter

DEVICE ID || Enter

Execution tip: Trace a sample transaction from order entry through payment, production, handoff, refund or adjustment controls, and final settlement.

46

Confirm menus, prices, taxes, promotions, modifiers, availability, allergen information, and opening hours match across POS, website, apps, kiosks, and delivery platforms.

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Trace a sample transaction from order entry through payment, production, handoff, refund or adjustment controls, and final settlement.

47

Verify till floats, safe drops, refunds, voids, discounts, complimentary items, tips, manager overrides, cash handovers, and end-of-shift reconciliation are controlled.

CRITICAL

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Trace a sample transaction from order entry through payment, production, handoff, refund or adjustment controls, and final settlement.

48

Check payment terminals, customer data, reservations, loyalty accounts, delivery credentials, passwords, user access, and end-of-day settlements are protected and reviewed.

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Trace a sample transaction from order entry through payment, production, handoff, refund or adjustment controls, and final settlement.

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

49

Inspect ovens, ranges, fryers, grills, refrigeration, freezers, dishwashers, coffee machines, ice machines, and preparation equipment for safe operation and cleanliness.

RESTAURANT AUDIT

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test a representative sample of safety and emergency controls and raise a work order immediately for any defect that weakens a critical safeguard.

50

Verify extraction, HVAC, lighting, water, drainage, gas, electrical supply, grease management, and backup systems operate without alarms, leaks, or unsafe conditions.

CRITICAL

RESTAURANT AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Test a representative sample of safety and emergency controls and raise a work order immediately for any defect that weakens a critical safeguard.

51

Review preventive maintenance, calibration, service tags, cleaning services, breakdown records, spare parts, vendor visits, and open work orders.

RESTAURANT AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Test a representative sample of safety and emergency controls and raise a work order immediately for any defect that weakens a critical safeguard.

52

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

CRITICAL

RESTAURANT AUDIT

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test a representative sample of safety and emergency controls and raise a work order immediately for any defect that weakens a critical safeguard.

53

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

CRITICAL

RESTAURANT AUDIT

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test a representative sample of safety and emergency controls and raise a work order immediately for any defect that weakens a critical safeguard.

54

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

CRITICAL

RESTAURANT AUDIT

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test a representative sample of safety and emergency controls and raise a work order immediately for any defect that weakens a critical safeguard.

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

55

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

RESTAURANT AUDIT

Finding	Priority	Owner	Due	Proof

Execution tip: Keep actions open until objective evidence confirms the risk is controlled, the fix is sustained, and repeat issues have been addressed at root cause.

56

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

CRITICAL RESTAURANT AUDIT

Finding	Priority	Owner	Due	Proof

Execution tip: Keep actions open until objective evidence confirms the risk is controlled, the fix is sustained, and repeat issues have been addressed at root cause.

57

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

CRITICAL RESTAURANT AUDIT

Finding	Priority	Owner	Due	Proof

Execution tip: Keep actions open until objective evidence confirms the risk is controlled, the fix is sustained, and repeat issues have been addressed at root cause.

58

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

CRITICAL RESTAURANT AUDIT

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

Execution tip: Keep actions open until objective evidence confirms the risk is controlled, the fix is sustained, and repeat issues have been addressed at root cause.

59

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

RESTAURANT AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Keep actions open until objective evidence confirms the risk is controlled, the fix is sustained, and repeat issues have been addressed at root cause.

60

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

CRITICAL RESTAURANT AUDIT

NAME | | Enter

DATE / TIME | | Enter

APPROVAL | | Sign

Execution tip: Keep actions open until objective evidence confirms the risk is controlled, the fix is sustained, and repeat issues have been addressed at root cause.

RUN THIS CHECKLIST DIGITALLY

Turn restaurant 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.

Scheduled restaurant audits

Food safety and service scoring

Live photo and temperature evidence

Immediate risk escalation

Corrective-action tracking

Multi-location compliance dashboards

Try the Restaurant Audit Checklist in Taqtics