

**CHECKLIST FOR FOOD VENDORS AT OUTDOOR/TEMPORARY EVENTS**

Check your arrangements against the following checklist and return the completed form to the event organiser.

Should you find your business does not meet one or more of the requirements, your business may not be able to trade at an event in Aberdeenshire. In this instance, please contact us for advice.

REQUIREMENT	Y/N
Register food business with own local authority	
Obtain 'Pass' status for Food Hygiene Information Scheme	
Stall/table/preparation surfaces in good, washable condition	
Adequate supply of hot/cold potable water, clean containers	
Access to suitable hand washing facilities (see page 2)	
Access to suitable equipment washing facilities/acceptable alternative (page 2)	
Suitable cleaning equipment (e.g., BS EN disinfectant, disposable cloths/towels)	
Adequate facilities for safe food storage (i.e., hot and cold)	
Temperature monitoring device (probe and wipes, or laser) and recording method	
Adequate cross contamination controls (separate areas, equipment etc.)	
Adequate number of suitably trained staff (certificates available)	
Clean aprons/head coverings/uniforms (as required)	
Adequate waste facilities and disposal arrangements	
Allergen management controls and accurate allergen information for all foods for sale (written and available) including meeting PPDS requirements	
All electrical and gas equipment tested and safe (certificates available)	
Adequate written rules on how food safety will be managed and controlled at the event	

Name of food business:	
Address of business:	
Name of main contact:	
Email address:	
Telephone number:	
Name of event attending:	
Date(s) of event:	
Brief description of food available at event:	

**PLEASE RETURN COMPLETED FORM TO:**      **Event Organiser**