

DATE CODE DAILY CHECK SHEET

Person doing checks to initial

MONTH:

| DATE | FRIDGE 1 Check by | FRIDGE 2 Check by | OTHER Specify | SUPERVISORS Check by | COMMENTS/ACTION |
|------|----------------------|----------------------|------------------|-------------------------|-----------------|
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INSTRUCTIONS FOR FILLING IN THE DATE CODE CHECK SHEET

- 1 All fridges should be checked every day
- 2 Person doing checks should initial boxes
- 3 Supervisor should ensure checks are done and initial box.
- 4 "Action/Comments" column should be used to record all relevant information such as any products removed from sale or reduced in price.

The example below shows how the check sheet should be filled in:

| DATE | FRIDGE 1 Check by | FRIDGE 2 Check by | SUPERVISORS Check by | COMMENTS/ACTION |
|------|----------------------|----------------------|-------------------------|--|
| 1 | PJ | PJ | AP | <i>10 yoghurts reduced to clear</i> |
| 2 | MD | DL | AP | <i>4 yoghurts removed from sale</i> |
| 3 | DL | DL | AP | |
| 4 | PJ | MD | AP | <i>2 pies, 4 sausage rolls reduced</i> |
| 5 | PJ | PJ | AP | <i>1 sausage roll removed</i> |
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