

# Food and Beverage Sampling Check List

## Exhibitors' Due Diligence Checklist

### Documents required to be submitted **28 days** before the event

The following list of documents must be provided to the organiser before any sampling activity can take place. Please use the checklist below to ensure you have all the necessary documentation.

Documents required	Provided? (Y/N/NA)
Food business registration from the Local Authority where the producer, manufacturer or seller is registered as a food business	
The most recent food hygiene inspection report from the Local Authority including the food hygiene rating awarded	
List of products to be sampled and allergen information for all products including actual products, garnishes and accompaniments	
HACCP-based food safety procedures covering the specific products to be sampled at ExCeL. The procedures must explain how food safety will be ensured at every step. Including food/drink leaving the production/storage facility, transport to and arrival at the venue, storage and service at the venue. Where appropriate, temperature control must be explained, and examples of record-keeping forms provide	
HACCP-based food safety procedures for the production facility. ( <i>May not be required for low-risk sampling*</i> )	
Method statement covering all process steps of the event	
Food hygiene certificates for staff. (Supervisors should be Level 3 and all food handlers Level 2. All certificates must be dated in the last 3 years)	
Public Liability Insurance certificate (min. £5 million cover)	
PAT testing records of all electrical equipment (where applicable)	
Copy of personal licence (if applicable)	

*\*N.B. Low-risk sampling is for products not requiring temperature control, and the products must be confirmed as low risk by a commensurately trained food safety person.*

*Examples include: biscuits, crisps, sweets, chocolate, bread, jam, chutney, sauces, alcohol, tea, coffee, nuts, certain ambient products in sealed packaging, soft drinks dispensed directly from the packaging.*

# Food and Beverage Sampling Check List

## Onsite checklist for exhibitors

Please ensure all items below are available on the stand during event

Documents required	(Y/N/NA)
HACCP-based food safety risk assessment covering the specific products to be sampled at ExCeL	
Up to date, completed HACCP monitoring documents such as delivery records, fridge/ freezer temperature records, cooking/ reheating/ holding temperature records, opening and closing check records etc. <i>(May not be required for low-risk sampling*)</i>	
Traceability records – ensuring all products are labelled appropriately and maintained relevant monitoring records as above to facilitate traceability	
Food handler Food Hygiene training certificates	
Proof that food handlers who has handled food at production or onsite at ExCeL are fit to work <a href="https://www.food.gov.uk/sites/default/files/media/document/fitnesstoworkguide.pdf">https://www.food.gov.uk/sites/default/files/media/document/fitnesstoworkguide.pdf</a>	
Allergy information for all food and drink provided. An allergy matrix template can be downloaded here: <a href="https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf">https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf</a>	
Allergen signage. An allergy sign can be downloaded here: <a href="https://www.food.gov.uk/document/allergy-and-intolerance-sign">https://www.food.gov.uk/document/allergy-and-intolerance-sign</a>	
For all pre packaged product for direct sales (PPDs), must ensure correct labelling attached. <a href="https://www.food.gov.uk/business-guidance/introduction-to-allergen-labelling-changes-ppds">https://www.food.gov.uk/business-guidance/introduction-to-allergen-labelling-changes-ppds</a>	

Items or Equipment required	(Y/N/NA)
Probe thermometer and Probe wipes compliant with BS EN 1276 or BS EN 13697 <i>(May not be required for low-risk sampling*)</i>	
Food safe surface sanitiser compliant with BS EN 1276 or BS EN 13697 <i>(required if handling open foods)</i>	
Easily cleaned surfaces for food preparation areas <i>(only required if handling open foods)</i>	
Wash hand basin with hot water, anti-bacterial soap and paper towels. This does not necessarily have to be a plumbed sink with electricity. A small portable wash hand facility can be used. An example is provided below: <a href="https://www.tealwash.com/product-category/handeman-xtra-range/">https://www.tealwash.com/product-category/handeman-xtra-range/</a> <i>(required if handling open foods)</i>	
Equipment and food washing sinks. There must be a separate sink for washing equipment and a separate sink for washing foods. The wash hand basin must not be used for washing food or equipment. If the show you are attending does not provide adequate communal washing facilities, you will need to have these facilities installed on your stand. Plumbed sinks can be ordered from ExCeL by emailing <a href="mailto:ExhibitorOrders@excel.london">ExhibitorOrders@excel.london</a> <i>(required if handling open foods)</i>	
Fridges and/ or freezers (where required) with 24-hour power (where required). <i>(May not be required for low-risk sampling*)</i>	
Appropriate onsite waste management system implemented	