



Walk-Around Checklist

Use this checklist to help you investigate where food is being thrown away as you walk around your site. Use the separate **Food Waste Review Sheet** to record your findings.

We have also developed a **Food Waste Review Cost Calculator** in Excel, so that you can use whichever is easiest.

Goods Inwards

Issue	✓ X ?	If you answered...	Notes
Do you order only the ingredients needed for the production process?		✓ X By smart ordering, you can avoid having to throw away unused products.	
Are food deliveries inspected on arrival?		✓ What happens to defective or damaged goods? How are they damaged? Could this be prevented?	



Issue	✓ X ?	If you answered...	Notes
Are ingredients stored appropriately?		? Do you order only the ingredients needed for the production process?	
What happens to part-containers of ingredients?		? If residue or hard-to-get-at ingredients are left in a container, what happens to them? Are they thrown away or washed down the drain, where a bit of extra effort would save you ingredients and disposal costs?	
Do ingredients have a shelf-life?		✓ How is this managed? Are there any records of the amounts which are thrown away because of out of date shelf-life?	
Are good quality off cuts of food re-used, where possible, in other products for retail outlets?		✓ The demands of customers for a certain size of product can lead to otherwise good quality whole product or off cuts being wasted – at a substantial cost. Try chatting this through with the customer and/or find additional customers with less stringent specifications.	



Production Processes

Issue	✓ X ?	If you answered...	Notes
Is there food wastage during the start-up of the process?		✓ If so, what happens? How could this be avoided?	
Are there food wastes from preparation (peel, trimmings, bones, etc.)?		✓ Can these be re-used in any way, such as animal feed, and if not are they disposed of correctly in line with the Animal By-Product Regulations (ABPR)?	
Does spillage occur when food is transferred?		✓ Is this a regular spill or a one-off occurrence? Can you measure how much food is being spilled and roughly what this spill costs?	
Are products falling off conveyors? Does the machinery damage food?		✓ Could the line be redesigned to help this?	

Issue	✓ X ?	If you answered...	Notes
Have process speeds been changed from their optimum settings?		✓ Is this change increasing reject rates?	
Can you avoid breakages and damage by better storage and handling (especially after value has been added by processing)?		✓ You may be able to fix this problem easily with low-cost measures. It is best to calculate the cost of food waste caused by damages and weigh this up against any new purchases.	
Do you set production % overruns to ensure 100% completion of customer order?		✓ Have you considered setting a target to reduce % production overruns?	
Can you plan production to minimise changeover losses?		? All losses cost you money in materials and waste disposal costs. If you can reduce wastes, do.	
Is there any reprocessing of materials?		✓ Excellent; re-use is always better than recycling.	



Issue	✓ X ?	If you answered...	Notes
Are samples taken and, if so, how much and for what purpose?		✓ ? What is the purpose? Quality or temperature control? Is too much taken? How is it disposed of?	
Are materials left over at the end of a batch?		✓ If so, what happens to them? Refer to the waste hierarchy for the best option.	
Is finished product written off (e.g. cancelled orders, out of shelf-life)?		✓ Can you reduce this by more tightly controlled management or improved communication with customers?	
Are materials wasted during cleaning of transfer containers/pipework?		✓ What happens to materials left in containers or pipework after transfer? Could a method such as pigging reduce waste?	
Have you identified at which part of the production process most waste occurs?		✓ ? Identifying where most waste occurs will help to set priorities for process waste reduction and to build the business case for investment.	



Food Surplus & Waste Management

Issue	✓ X ?	If you answered...	Notes
Is there good segregation of food thrown away throughout the site?		X Install clearly labelled bins for 'food for redistribution' (for people), 'food for animal feed' and 'food for disposal'. Colour coding bins can be helpful.	
Is food that's still edible ('surplus food') sent to a secondary market or charity for redistribution?		X See if any commercial organisations will take the surplus, such as Company Shop or TakeStock, or contact a local or national charity such as FareShare, Neighbourly, OLIO or His Church.	
Is surplus food that's not suitable for people sent for animal feed?		X Investigate options for sending surplus to animal feed producers, as long as this follows the rules.	
Do you work with your waste contractor to ensure food waste is put to best use?		X Talk to your waste contractor about moving food waste away from landfill towards anaerobic digestion or composting.	
Are there other areas food is thrown away? (e.g. canteen, offices, staff facilities)		✓ What happens to this food? It's great to get everyone involved in food waste prevention!	