



## **Food and Drink Hall Test Check List**

### **Proposal stage**

1. Who has been given overall responsibility to ensure that all aspects of the hall test are being carried out to the required standards?

### **Client / Manufacturer**

2. Can the manufacturer confirm that the products being tested are manufactured and produced to the appropriate hygiene standards?
3. Has the manufacturer adhered to all of the required import licences?
4. Do the products comply with all of the required import regulations?
5. Who is responsible for getting the products imported? Is it you, the client or the manufacturer?
6. Do the products contain any ingredient that is banned in the country in which they are being tested?

### **Products**

7. Is it appropriate and are the products suitable for testing in the country?
8. Is it possible that any of the products being tested could initiate an allergic reaction with respondents? Have you investigated how this can be minimised and those who may possibly have an allergic reaction screened out at the initial recruitment stage?
9. Are there any respondents who should not test the product? E.g. alcohol among those underage, those with a nut allergy, women who are pregnant, etc.

10. Who within the agency's project team is aware of the food hygiene requirements for the hall test?

11. Are food hygiene standards being followed?

12. Are there any possible hazards associated with the food products (preparation, storage and/or consumption)?

13. Are the products appropriately labelled and do they comply with the law? Are there any genetically modified ingredients in your product? Have you made proper provision to inform the respondents of this fact?

14. If testing alcohol, are respondents going to be suitably informed of the required information? (e.g. how many units of alcohol they are being asked to consume)

15. Are the product labels suitable and do they include all the required information, this being:

- Name of product
- Place of origin
- Durability
- Instructions for use
- Ingredients
- Manufacturer/packer or seller details
- Net quantity

16. Is the list of ingredients and any special instructions clearly visible to the respondent?

17. Will you receive a sufficient amount of the products?

18. For each venue, has somebody been provided with the responsibility for the products being tested? (for receipt, storage, preparation, serving, disposal etc.)

### **Transportation, handling and storage of the products**

19. Do the products have any special storage requirements?
20. Has provision been made to ensure that the products are able to be kept at the required temperature and in the required conditions while they are in your possession (e.g. hire of refrigerators, refrigerated transportation)
21. Have you checked that the products can be stored/kept in an appropriate and clean storage area?

### **Disposal of the products**

22. Have you identified what your client's requirement is for the disposal of the product?
23. Have you made provision for the appropriate disposal of products during and after the hall tests?
24. Do you have the required disposal bags/means of disposal?
25. Are the products being disposed of properly and safely?

### **Selecting an appropriate hall test venue**

26. Have you checked that the venue is suitable and complies with all of the required legislation?
27. Is the venue suitable and hygienic for the proposed test?
28. Is the hall management happy for you to test out the products you are proposing to test (e.g. alcohol in church halls)?
29. Have you thought through the logistics of the hall test and what is going to happen in what way (before, during and after the hall test)? Is there sufficient space and are the facilities appropriate?
30. Has access been considered? If you have refrigerated units, is the room you have hired on the ground floor and do the units fit through the doors? Are there sufficient plugs for any electrical appliances you may wish to use?

31. If you need to use a kitchen, is it to the required standards and does it have all of the equipment you require (and are they clean and usable)?
32. Do you have clean cutlery/crockery? Have you considered using disposable cutlery/crockery?
33. Have you checked to see if you have the facilities and products to wash any items hygienically?

### **Interviewers and food handlers**

34. Do you have suitable clothing for the interviewers/checked that they have suitable clothing?
35. Have interviewers received all of the required information before attending?
36. Have the interviewers been informed that they cannot handle the food or be in the hall test situation if they are unwell?
37. Have the food handlers and/or interviewers been given the appropriate briefing, training and information on food hygiene standards and what is required for the testing of food products?
38. Do you or any members of your team need any training/ special instructions / briefing prior to the test? If so, has this been organised?
39. Do the food handlers need to keep a log of the procedures or anything else during the hall tests?
40. Have you made provision to ensure that all of the food handlers are hygienic and adhere to food products safely and hygienically?
41. Has the hall test supervisor been briefed to make a record of all of the procedures taken during the course of the hall test day?
42. Have you ensured that there will be a first aid kit in the hall and that you have brightly coloured plasters should any of the interviewers or food handlers cut themselves?

### **Testing the product itself/ during the course of the hall test day**

- 43. Have you checked that the food handlers and/or interviewers have their hair tied back and clothing hygienically covered?
- 44. Is the venue clean and suitable for the purpose to which it is being put?
- 45. Do you have suitable and a sufficient supply of clean cutlery, crockery and cleaning utensils for the hall?
- 46. Have you made sufficient provision to wash/clean the cutlery or crockery (if you are not using disposable items)?

### **Clients**

- 47. Does the client wish to attend any of the hall test days?
- 48. If the client wishes to attend and to listen in to some of the interviews, do you have the appropriate authorisation declaration forms for the respondent to sign or interviewer to read out to gain verbal consent before the client is able to listen in?
- 49. Do you need the client and/or any specialist(s) to attend the hall (e.g. technician, doctor, etc.)?

### **The law, insurance and other requirements**

- 50. Are you acting within the law relating to the alcoholic drink, food hygiene and the handling of the products?
- 51. Have you identified all of the ways you believe the respondent could be put at risk and how this can be minimised?
- 52. Are you abiding by all of the requirements in the Food Safety Act 1990 in relation with the "giving away of food for product testing"?
- 53. Who takes responsibility for the food if legal proceedings are instigated? If it is a company other than your own, do you have this in writing?

54. If you are testing products in the same location for five or more days in five weeks have you registered with the local authority. And, if so, have you or your client made provision to store samples of food?
55. Do you / your client have the appropriate indemnity insurance should anything go wrong and a respondent sues?
56. Do you have suitable respondent re-contact details (e.g. if respondents need to be re-contacted due to food poisoning outbreak, etc.)