

Guidelines for Completing Tesco Bakery Dilapidation Form

Aim:

The aim of this dilapidation report is to independently review the Tesco in-store bakery. This includes an in-depth look at the equipment and general look at the bakery in its entirety such as cleanliness, tiling etc. Tesco are going to use this data as a starting point to bring the in-store bakery up to current standards and improve it over all. This report will be used by the Tesco team in cooperation with the Bakery Manager, IST, Maintenance Managers and SDM's to work towards a better in store bakery.

Capture:

In order to aid the capture of this information we have created a simple and intuitive form for you to use. This form will then populate several data destinations in order for ourselves and Tesco to track the information gathered. This form can be changed at any time and can be continuously improved so if you have any builds on the format or content please let us know.

Completing the Form & Delap

Signing In:

Due to the nature of the work required when completing the form you must sign in at each store and get a permit to work signed off. We are tracking these visits with Verisae. Once your visit has been completed then the Verisae job will be updated from the office. This will include a copy of your report.

Introduction to Staff:

You need to sign in and contact the duty manager on arrival. If the IST is available he should be invited to join you whilst you open up the machines. This may be beneficial to his/her personal development. You need to inform any staff that enquire that you are from Norbake and here to carry out an "Independent Bakery Dilapidation Report". You can inform them of what you are looking at in general but please don't comment on any specifics or findings. i.e. do not tell them that there bakery is a mess and dirty.

Signing Out Process:

The same as signing in, you must ensure you sign out before you leave the premises. This needs to be done on both the Verisae system and the Permit to Work book. Please take a picture of the permit to work and attach it to your report before submitting it. This can be attached under the "Permit to Work" question on the sign off page of the report.

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Completing the Report:

The report is broken down into 5 page formats. Details page, Inspection Item page, General Bakery Condition page, NOL Inspection Item page, Sign off page. Each section must be completed before submitting the report.

To access the report open the "Protoforms" app under the "Work" folder on your iPad. Once on this page at the bottom left hand side is a refresh icon. Please ensure this is pressed before each report to ensure your using the latest version of the report and any previous reports are submitted.

Now select the "Forms" tab to see a complete list of forms available. Select the "Tesco Bakery Delapidation Report" to begin.

You can navigate through the report several ways. There is an index that is on the left hand side of the page with the names of each page. Selecting a page will jump to that page. All of your data will be stored during navigation so you can jump back and forward with no problems. You can swipe the current page left and right to go forward or back a page.

There are also arrows on the top of the page to progress forward or backwards.

Details Page

This page is used to capture information on the store you are carrying out the report in.

Search Store Name:

Begin typing the store name in this box. You can enter any part of the store name, for example typing "Bar" for Potters Bar will suffice. The more you can type the more it will filter the store list for you but please be careful of spelling mistakes.

Store Name:

This lists the store names after the filter from the above field has been applied. Please select the store you are visiting by tapping the name. A tick should appear next to the name. Even if there is only one store in the list you need to tap it in order to select.

Store Number:

This field should automatically populate for you once you have selected the correct store.

Date:

This field is locked and will automatically fill the current date and time in.

User:

As with the above field this will automatically be populated with your username.

Inspection Item Page

This page format is used to collect information on each individual piece of equipment. Such as a divider or moulder etc.

Equipment:

Using the drop down list please select the equipment you are surveying.

Make:

This is the make of the equipment you are surveying.

Model:

This is the model of the equipment you are surveying.

Current & Refurb:

Please fill in to the best of your knowledge who the current supplier of equipment is and who the refurbished supplier is. This is of the current specification, i.e. If a bread plant is a Pietro Berto plant the current supplier is Mono as they supply the Fusion Bread Plant which is the current Tesco specification.

Serial Number:

Please provide any manufacturer serial numbers you can find on the equipment. If one is not present then please leave blank.

Asset Number:

Please provide the Tesco Asset Number, this is found on the official Tesco asset tag that is on the equipment. Any other serial number must be placed in the serial number field. If the number isn't present please write "None". If it is unreadable please write "Unreadable" and ensure to take a picture.

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Inspection Item Page Continued

Year:

This is the supplied or manufacture year of the equipment. If there is no year present please give your best educated guess and complete using the approx. ##### option.

Overall Condition:

This is where you need to rag the equipment based on your inspection. There are three options for the rag, green, amber and red. Each option is detailed below;

- Red - Not operational, major structural damage, heavily soiled which cannot be removed with deep clean. Signs of insulation loss or damage. Major repair or many repairs required. Urgent Repair required on equipment.
- Amber - Working, minor repairs required. Deep clean required.
- Green - Good cosmetically re cleanliness, H&S and operation.

Comments:

Please provide a comment for each piece of equipment. This must not be left blank, if the equipment is fine then please comment such as 'All Ok'. This field is a confirmation of the grading above. If a fault is found please provide as much detail as possible about the fault and any recommendations. i.e. if a mixer sounds like the bearing have gone please say that it should be checked and then replaced if deemed necessary.

Recommendation:

This should reflect what you have put in the comments box. i.e. if you have said the machine is dirty and needs a clean please ensure that the clean recommendation is ticked. This is your recommendation. Please be decisive. Clean, Repair and Replace all together is not acceptable. Below is details on each option;

- No Action - Equipment will last longer that two years.
- Clean - The equipment requires cleaning or a deep clean.
- Repair - Equipment not working, items missing or broken but can be repaired to last 2 years.
- Refurbishment - Equipment will not last 2 years but can be refurbished to last 5 years. Asset less than 10 years old
- Replace - Equipment will not last 2 years and can NOT be refurbished or isn't current standard.

Photo of Asset & Asset Tag:

Please upload photographs of the asset itself including any good pictures. An overview and any pictures of supplies and stops. Also a picture of the asset tag on the equipment. E.g. for a water meter, a picture of the whole water meter. A picture then of the asset tag, then finally a picture of the pipes connecting and any stop valves in the pipework.

Photo of Issues :

Photographs of any issues that you find with the asset. Paint chips, damage to body or panels, belts etc. There must be a picture for every fault that is visually found. There must also be at least one internal picture of the equipment.

Safety Risk:

This box should only be ticked if you deem the equipment an immediate safety threat and should no longer be used. For example if the top guard is missing on the hopper of a divider there is an imminent threat to life or limb and the equipment should be put out of use. If this is the case then the equipment should be made 'none usable' and the Store Manager informed. If you have identified any safety issue then please add this in the comments on your permit to work. You will also need to inform Anthony S Green prior to leaving the store. This can be done day or night.

More Equipment:

This field is on yes by default. This then allows you to create another inspection item when you progress to the next page. If you have completed you report for equipment or the only equipment left is an item that isn't on the lookup list then please change this to no. This will automatically progress you to the General Bakery Condition Page.

NB. If you change this to NO then go back to your list it will delete everything before it. BE VERY CAREFULL We don't want to have to go back to sites.

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General Bakery Condition Page

This page format is used to collect information on the overall bakery condition. Items such as plumbing, cleanliness, extract hoods, ceiling tiles, etc.

Cleanliness of Bakery:

Is the bakery tidy and clean?

- Red
 - Possible food contamination. open products without date labels. infestation or signs of. out of date stock. poor general cleanliness and/or tidiness.
- Amber
 - Storage boxes in the bakery. items left on top of equipment. floor not cleaned. personal food containers within the bakery.
- Green
 - Bakery is clean and tidy. No rubbish is left around unless in approved containers.

Cleaning of Equipment:

This is to capture the cleaning regime of the equipment by the staff. Is the equipment clean and is daily cleaning etc. being carried out?

- Red
 - Equipment is dirty. Old dough in equipment. daily cleaning is not being upheld
- Amber
 - Equipment has general cleaning being carried out approximately every week. Daily cleaning isn't being carried out or not to manufacturers guidelines.
- Green
 - Daily cleaning is being carried out. all the equipment is clean and tidy. Please remember that staff do not have access to tools so only open surfaces etc. can be cleaned.

Bakery Plumbing:

The overall plumbing of the bakery. Pipework for sinks and equipment etc. Is there any pipework hanging off the wall? Any old redundant pipework that hasn't had a stop put on it? This also relates to the sink and surrounding area and supplies.

- Red
 - Old plumbing has not got stop ends on. Possibility of bursting pipe. leaking causing potential health and safety issue. Drains are blocked.
- Amber
 - Pipework is not fixed to walls correctly. Pipework isn't painted as rest of pipework. Drain covers missing.
- Green
 - Wall pipework is clean and tidy. All painted where appropriate. Fixed to walls correctly. Drains are all cover sufficiently. No leaks.

Bakery Electrics:

As with the plumbing this is for the electrics. Are there any sockets that are broken? Are there any cables trailing across the bakery.

- Red
 - Potential H&S issue. Socket broken showing wires. Wires not terminated. Signs of arcing on fascia.
- Amber
 - Cables trailing across bakery, including cables hung up on ceilings etc. Extension cords used within bakery. Minor superficial damage to sockets. Lights not working.
- Green
 - All sockets are working fine. All cables are correctly mounted and run. No damage to any sockets etc.

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General Bakery Condition Page Continued

Bakery Extract Canopies:

Are the canopies in the bakery working? Are they clean, filters clean etc. We are not going into detail with this just a quick look and listen. If you can hear the extract working and there isn't any dirt or leaking water then that is fine. Please also check the drains of the condensation on the canopies.

- Red
 - Extract isn't working. Drain isn't working and leaking water. Canopies is extremely dirty and soiled.
- Amber
 - Canopies are working but, are soiled. Drains require attention but are not leaking. Filters require cleaning.
- Green
 - No Canopies in the bakery. Canopies are in perfect working order. There is no sign of dirt from excessive periods of time. All drains are working correctly. Filters are clean.

Bakery Extract Flues:

The flues that are attached to the ovens if any. Are they in good condition. Also are there any redundant extract flues that haven't been capped off etc.

- Red
 - Flue has become detached. Flue has been disconnected but not capped. Hole in flue. Severe insulation loss.
- Amber
 - Minor insulation loss. Damage to flue but not affecting workings.
- Green
 - No flues in the bakery. Flues are working correctly. No sign of insulation loss. All flues are connected where required. Flues no longer required are capped off.

Bakery Floor:

Are there any broken tiles? Do the tiles meet the wall? Are there any uncovered holes etc. This includes tiles that surround the base of the wall.

- Red
 - Possible H&S issue. Tiles are missing. Metal plates covering floor are a trip hazard or are in disrepair.
- Amber
 - Tiles are cracked but not causing trip hazard. Tiles are missing and have been filled with filler or cement etc. Grout missing from tiles. Grout mouldy or discoloured.
- Green
 - All tiles and floor coverings are in perfect order. No grout issues.

Bakery Ceiling:

Are there any ceiling tiles missing? Is the ceiling in good condition? Any stains etc. on them.

- Red
 - Tiles missing. Tiles could fall down or loose. Items other than insect catchers hanging from ceiling tiles.
- Amber
 - Ceiling tiles soiled. Cut ceiling tiles not cut correctly leaving gaps.
- Green
 - All tiles are clean. No soiling or dirt on tiles. All tiles are secure and safe.

Sprinklers:

Are all the sprinklers visually fine. Not covered up. Correct colour. Blue or Green over and around ovens. Red everywhere else.

- Red
 - Sprinklers are covered up.
- Amber
 - Sprinklers are of the wrong colour. Red for general use, Green or Blue for around ovens.
- Green
 - Sprinklers are not in bakery. All sprinklers are in good working order. All are correct colour.

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General Bakery Condition Page Continued

Safe & Legal book up to date?:

Please ask the bakery staff for the Safe & Legal book. This is a small blue book that should be completed by the IST and Bakery Manager daily saying they have checked every piece of equipment in the morning and ragged it either Green/G for working fine and safe or, Red/R for not working, issues or not safe. Just check the last page and ensure the check for the current day has been completed.

- Red
 - Staff don't know the location of the book. The book is not up to date.
- Green
 - Book is up to date and filled. Only the pre-operational checks need to be completed as a minimum.

Safe & Legal Book:

Please attach a picture of the last page of the safe & legal book.

Comments:

Please write any comments with regards to bakery issues.

General Bakery Issues:

Please use this and the next question to upload images of any issues you have found within the bakery itself. Only 10 images per question can be uploaded so if needed please use the next question as well.

General Bakery Issues:

Please continue to add pictures as required.

Sign Off Page

This page is an area for you to upload general pictures of the bakery and sign off the report.

Pictures:

There are four additional questions on to which you can upload photos that have overrun the 10 per item. Once they are all uploaded please use any remaining questions to upload pictures of the bakery in general from the store for instance and of access and back door that may help in any future installs. Front doors, floor matts, dock levellers etc. Please take as many pictures as you can. The more you take the better it is.

Permit to Work:

Once you have completed the report please take a picture of the Permit to Work sheet you have completed. This will speed up the accounting.

Sign Off:

Please sign the field to complete sign off.

Have you completed the form?:

- Yes - All items have been inspected, Bakery has been checked and I am ready to submit the report.
- No - Item Not on Look Up - Select this if there is any equipment you have to check that isn't in the look up list in the inspection page. This will then take you to a page the same as the inspection page but has fields that can be filled with text.

NOL Inspection Item Page

This page is the same as the Inspection Item page but with text fillable fields for assets that are not in the look up list.

Submit Page

This is the final page before submitting the report. Once you have submitted the report you cannot edit, add or remove any information. Please ensure that everything is completed before submitting. If there are any issues once you have submitted the audit or you need to add anything etc. please contact Anthony S Green immediately. An email or text is preferred with the issue and what needs correcting. This is also true if you have accidentally added an empty piece of equipment.