MEAL PORTION PREPARATION CHECK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List one recipe or batch per row and choose a consistent portion size.

STEP 2 Record the planned and actually prepared portions.

STEP 3 Use the note for container labels, ingredients to recheck and the next serving adjustment.

STEP 4 Which fact or document still needs checking?

MEAL PORTION PREPARATION CHECK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

PREPARATION DATE	MEAL OR BATCH	PERSON RESPONSIBLE	PORTIONS PLANNED	PORTIONS PREPARED	CONTAINER LABELS AND SERVING ADJUSTMENTS

Outstanding question or record to confirm

MEAL PORTION PREPARATION CHECK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List one recipe or batch per row and choose a consistent portion size.

Concrete next action	Owner / due

ACTION 2 Record the planned and actually prepared portions.

Concrete next action	Owner / due

ACTION 3 Use the note for container labels, ingredients to recheck and the next serving adjustment.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Portion counts do not assess nutrition, allergies or food safety. Follow suitable food-handling guidance and check dietary needs separately.

- [ ] Source checked
- [ ] Next action assigned