Klidy
Klean and Tidy

Start here

Pin this up in the kitchen

Klidy is your food safety diary, on one phone or tablet that stays in the kitchen. The owner signs it in once. Staff just tap their name and type their 4-number PIN. No logins, no paper.

Set up (about 10 minutes, owner or manager)

1 Add your team
Manage > Staff and PINs. A name and PIN for each person. Mark who's a manager.

2 Add fridges and freezers
Manage > Fridges and freezers. Give each a name, like "Under-counter 1".

3 Check your checklists
Manage > Checklists. Opening and closing checks are ready to go. Tweak them to fit your kitchen.

4 Add your suppliers (optional)
Manage > Suppliers. Makes deliveries one tap.

5 Add dishes and allergens
Manage > Menu and allergens. Tick the 14 allergens for each dish.
Already have an allergen sheet?
Snap a photo or upload it in Manage > Documents > Add another document. It goes in your EHO pack.

6 Print the allergen chart
Manage > Allergen chart > Print. Put it up front of house.

Every day (everyone)

1. Tap your name and type your PIN. **2.** Start on **Today**: your checks are listed there. Tap one to do it, and it turns green when it's done. **3.** Tap **Switch** when you're finished. It locks itself after 3 minutes anyway.

Check	When	What to do
Opening checks	When you open	Answer Yes, No or N/A for each one. A No asks what you did about it.
Fridges and freezers	Once a day	Type the reading. Fridges 1 to 5°C, freezers -18°C or colder.
Food temperatures	Every time you probe	Cook or reheat to 75°C or above in the middle. Hot hold at 63°C or above.
Deliveries	When one arrives	Pick the supplier, then All good or Problem (add a photo).
Cleaning	Every day	Tick off the jobs. Weekly and monthly ones are under "This week and month".
Closing checks	When you close	Answer every question, same as opening.

When something goes wrong

A "No" or a bad temperature
Write what you did about it. A manager then reviews it on Today. It stays there until they do.

Typed the wrong number?
Records can't be changed, so inspectors can trust them. Just take the reading again and record it properly. Both stay on the record.

No signal?
Keep going. Checks save on the phone and send themselves when it's back online.

Customer asks about allergens?
Open the allergen chart and tap what they can't eat. Not sure? Ask the manager. Never guess.

Training

- **Training > Give someone a course.** Level 1, 2 and 3 food hygiene courses are included: 3 a month, at most one Level 3.
- Send the person their link by text or WhatsApp, or they do it on the kitchen phone after their PIN.
- Score 80% in the final test and they get a certificate from Klidy International Academy.
- Got certificates from somewhere else? Add them under Training so they're in your EHO pack.

When the inspector (EHO) visits

- **Manage > EHO compliance pack.** Pick the dates, then save the PDF or email it straight to the inspector.
- It has your checks, problems and how they were fixed, fridge readings, training, certificates, documents and allergens.

Need a hand?

- Managers: **Manage > Help** has answers to common questions, and you can message us there.
- Or email **help@klidy.co.uk**. It comes straight to us.

Get the Klidy app

On the phone or tablet your kitchen will use. Sign in with the same email and password.

Download on the App Store GET IT ON Google Play

Search "Klidy" in the App Store or Google Play, or use it in a web browser at **app.klidy.co.uk**.

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