

Skeinmark Kitchen Pilot Kickoff Guide

A print-ready workflow reference for kitchen managers, team members, and supervisors.

Pilot kitchen/location:	
Pilot start date:	
Kitchen manager:	
Participating team:	
Supervisor:	
Approved HACCP plan/reference:	

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| 01. Prepare the shift: | Kitchen manager: Complete the fields above and confirm the active kitchen and HACCP checklist in Skeinmark. Show the team where to find the kitchen's current approved plan and who to contact with questions. |
| 02. Complete the check: | Team member: Complete every required item in the active check and record the result, observation, and any corrective action. Follow the approved plan for check timing, critical limits, and response steps; do not infer or replace them. |
| 03. Add useful evidence: | Team member: Add a clear photo when it helps explain the check. Dictate a concise note when browser speech and microphone access are available, or type it. Review the text for accuracy before saving. |
| 04. Reconnect and sync: | Team member: Offline work stays on this device and cannot be submitted until you reconnect. Allow the draft and evidence to sync to the shared kitchen record. Retry sync or resolve any visible conflict before submitting. |
| 05. Review and decide: | Supervisor: Review the submitted check, evidence, and notes. Edit observations or corrective actions when appropriate, approve a complete check, or reject it with a clear reason so the worker knows what needs follow-up. |
| 06. Export approved records: | Supervisor: In Records, filter to approved checks and export a CSV or approved audit bundle. Use the review card's Download audit PDF action for an individual approved HACCP record. Keep exported copies according to the kitchen's record policy. |