

This checklist provides an overview of the relevant steps for successful Healthy choices policy directive reporting.



This checklist can be used in conjunction with the [‘Reporting against the drinks targets’](#) resource

VENDING

- We have identified and counted the number of vending machines (food, drink and mixed) and layouts across all sites of the health service.
- We have contacted our vending supplier (if applicable) and they are aware of the Policy directive drinks implementation requirements:
 - At least 50% of drinks must be **GREEN**
 - No more than 20% of drinks are artificially sweetened
 - No **RED** drinks.
- We have spoken to our vending supplier to ensure vending machine/s is/are fully stocked on a specific date so we can assess them.
- All drinks have been assessed in FoodChecker.
- Relevant feedback from FoodChecker has been implemented and relevant FoodChecker reports have been undertaken
- We have a FoodChecker vending report (using the Policy directive FoodChecker assessment flow) from the last six months for each vending machine layout. We have:
 - At least 50% **GREEN** drinks
 - No more than 20% **AMBER** artificially sweetened drinks
 - No **RED** drinks available.
- Our FoodChecker drinks assessment report/s are ready to submit to the reporting tool

Access [FoodChecker](#) to do your assessment.

For further information and drinks suggestions go to: [Vending planogram resource](#)

RETAIL OUTLETS

- We have identified the number of retail drinks fridges across all sites in our organisation
- We have contacted our drinks fridge supplier/s (if applicable) and they are aware of the Policy directive drinks implementation requirements
 - At least 50% **GREEN** drinks
 - No more than 20% **AMBER** artificially sweetened drinks
 - No **RED** drinks available.

- We have spoken to our drinks fridge supplier to ensure the drinks fridge/s is/are fully stocked on a specific date so we can assess them.
- Recipes have been identified for cold drinks made onsite (smoothies, juices).
- All drinks have been assessed in FoodChecker.
- Necessary feedback from FoodChecker has been implemented and our FoodChecker report reflects what is in the drinks fridge.
- Our FoodChecker drinks assessment report/s are ready to submit to the reporting tool



POLICY

- Our organisation has or is developing a healthy eating policy/guidelines/procedure for staff/event catering.

For further information and policy templates [click here](#).

SUPPORTING RESOURCES

- Our key implementers have read the '[Reporting against the drinks targets](#)' resource

[Subscribe to receive email updates from the Healthy Eating Advisory Service](#)

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nutritionaustralia.org

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