**Resource 2: Step-by-step photo audit**

**Instructions**

* The following protocol is intended to be carried out immediately prior to and post healthy changes.
* The aim of photo-audits is to monitor food and drinks available.
* Audit schedule should be more frequent during the early stages of change. Once the healthy change has become the new norm it is recommended to be completed at least once every six months.
* Ensure that:
* there are no people in the audit photos
* to the best of your ability that the fridge and vending machine and food items are well stocked at the time of audit
* audit is conducted during opening hours
* This audit should be used to complete the drink assessment in FoodChecker.

1. Check in with the café staff

* Introduce yourself if you have not previously and explain the purpose of audit.

1. Take photos of overall display per fridge

* Take a photo of the overall fridge in one frame
* Take photos in which each product line is clearly visible to allow categorisation into ‘RED’/‘AMBER’/‘GREEN’ categories (e.g. this may be up to 3 photos per door of a fridge)
* Take photos of any drink advertising or promotion (e.g. branding stickers, 2-for-1 deal signage)
* Ensure the fridge door is open to reduce glare
* Where milkshake/ smoothie and tea/ coffee making facilities are available in the café, take photos of items in the fridge/ freezer in which drink- specific ingredients are kept. Some of this may be on the bench. If ingredients for making milkshakes are present (e.g. syrup), take pictures of that as well. If milk for making tea/ coffee cannot be seen, ask staff which milk is being used as the default for tea/ coffee making.
* Ask outlet to provide you with a copy of the drinks menu (e.g. hard copy or electronic copy).

1. Take photos of any vending machines

* Take a photo of the overall vending machine present in one frame
* Take photos in which each product line is clearly visible to allow categorisation into ‘RED’/‘AMBER’/‘GREEN’ categories (e.g. this may be 3 photos per door of a fridge)
* Take photos of any vending advertising or promotion (e.g. branding stickers, 2-for-1 deal signage)
* Ask outlets to provide you with the stock list of the vending machine.

1. Take photos of food and menu

* For all food displayed take a photo of the overall café in one frame.
* Take detailed photos of the food items on display. Ensure it is possible to identify what the food item is.
* Take photos of any food advertising or promotion (e.g. branding stickers, 2-for-1 deal signage)
* Ask outlets to provide you with a copy of the food menu (e.g. hard copy or electronic copy).

1. Save photos

* It is important to save the photo so it easy to identify what it is and the date and location it was taken

1. Interpreting data from photos

* Photos can be used to track the changes made over time:
* Have the display healthy options increased? (total number and % of all options)
* Has the display of unhealthy options decreased? (total number and % of all options)
* Has promotion of healthy options changed?