

Trading name	Food Notify #
Proprietor/Company	Phone
Business details	ABN
	FSS name
	FSS Cert no.

Indicate the following – compliance ✓, noncompliance ✗, or not observed –

General requirements

1	Food business has notified details to NSW Food Authority		1
2	If needed, FSS is appointed and certificate is on the premises		1
3	Food handlers have skills & knowledge to handle food safely		1
4	No sale of food that is damaged, deteriorated or perished; no use of cracked or dirty eggs or food past use by date		4

Food handling controls FSS 3.2.2 cl 5-12

5	Food protected from the possibility of contamination food receipt, storage, preparation, display and transport		4
6	Names and addresses are available for manufacturer, supplier or importer of food		1
7	Potentially hazardous food (PHF) is under temperature control: food receipt, storage, display and transport; less than 5°C, above 60°C. Frozen food is hard frozen	*	1 4 8
8	Processing of foods; items thawed correctly; processed quickly; no contamination risk.		4
9	Cooked PHF is cooled rapidly	*	8
10	Reheating of PHF is rapid – oven, stove top or microwave but not bain marie	*	8
11	Self serve food bar is supervised, has separate utensils and sneeze guard		1
12	Food wraps and containers will not cause contamination		1
13	Food for disposal is identified & separated from normal stock		1

Health and hygiene FSS 3.2.2 cl 13-18

14	Food handlers wash and dry hands thoroughly using hand wash facilities		4
15	Food handlers avoid unnecessary contact with ready-to-eat food or food contact surfaces by use of utensils, a gloved hand, food wraps		1
16	Food handlers do not spit or smoke in food handling areas or eat over exposed food or food contact surfaces		4
17	Food handlers have clean clothing, waterproof bandages		1
18	Food handlers wash hands before commencing/recommencing work and after: using the toilet, sneezing, smoking, handling raw meat, cleaning	*	8
19	Food handlers do not handle food if ill (vomiting, gastro)	*	8
20	Hand washing facilities easily accessible and used only for washing of hands, arms and face		1
21	Hand washing facilities have warm running water through single spout, single use towels and soap	*	4 8

Cleaning and sanitising FSS 3.2.2 cl 19-20

22	Premises, fixtures, fittings and equipment maintained to an appropriate standard of cleanliness	*	1 4 8
23	Food contact surfaces, eating and drinking utensils in a clean and sanitary condition/appropriate sanitising method in use (chemicals or dishwasher)	*	1 4 8

Miscellaneous FSS 3.2.2 cl 22-23

24	Accurate temperature measuring device readily accessible (digital probe thermometer – accurate to +/- 1°C)		1
25	Single use items protected from contamination and not reused (drinking straws, disposable utensils)		1

Animal and pests FSS 3.2.2 cl 24

26	Animals not permitted in areas in which food is handled		1
27	Practical pest exclusion measures used (screens, seals)		1
28	Practical measures to eradicate and prevent harbourage of pests used (housekeeping, stock rotation, pest controller)		1

29	No signs of insect infestation or rodent activity in premises (faeces, egg casings, teeth marks)		1 4 8
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Design and construction FSS 3.2.3

30	General design and construction of premises appropriate		1
31	Adequate supply of potable water available		1
32	Premises has adequate sewerage and waste water disposal system		1
33	Premises has adequate storage facilities for garbage and recyclables		1
34	Premises has sufficient lighting		1
35	Floors are able to be effectively cleaned		1
36	Walls, ceilings are sealed and able to be effectively cleaned		1
37	Fixtures, fittings and equipment are able to be effectively cleaned and, if necessary, sanitised		1
38	Adequate ventilation provided within the premises		1
39	Premises has adequate storage facilities (chemicals, food)		1

Maintenance FSS 3.2.2 cl 21

40	Premises, fixtures, fittings and equipment in a good state of repair and working order		1
41	No chipped, broken or cracked eating or drinking utensils observed		1

Labelling

42	Food labelling complies with the Food Standards Code, 1.2		1
43	For 'Standard Food Outlet', nutrition information displayed		n/a

Total points _____ (4 or 8 point items may significantly impact food safety and should be addressed as a priority)

★★★★★ (0-3) ★★★★ (4-8) ★★★ (9-15)
No grade (>15 or any critical 8 point * food safety failure)

Scores on Doors certificate issued

Notes

FPAR Left onsite emailed posted

Business satisfactory or further action required

Re-inspection Warning Letter

Improvement Notice Prohibition Order Penalty Notice

Other

I have read this report and understand the contents.

Owner/Employee signature: _____

NB: Assessment report contains findings from date/time of inspection only

Explanatory notes and definitions

(Food Standards Code Ch.3, Standards 3.2.2 and 3.2.3)

This assessment report is based on guidance in the Safe Food Australia (2001) publication: A Guide to the Food Safety Standards. The Guide should be consulted if assistance with interpretation of the food safety standards is required. The assessment is set up as a checklist. It might not be possible to observe all the areas in a single inspection. Despite the presence of a list each item is a single issue of compliance. The assessment focuses on the foodborne illness risk factors identified by the US Centres for Disease Control. The key targets for inspection are: inadequate cooling and cold holding temperatures; food prepared ahead of planned service; inadequate hot holding temperatures; poor personal hygiene and infected food handlers; inadequate reheating and inadequate cleaning of equipment.

Food handling controls

5. Protection from the possibility of contamination includes appropriately covering food so that it is protected from potential contamination sources and includes keeping ready to eat foods separated from raw foods.
7. 'Potentially hazardous food' is food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food. Examples of potentially hazardous food include meat, seafood, dairy and foods such as salads and some cut fruits.
7. Temperature control means maintaining potentially hazardous food at a temperature of:
 - (a) 5°C or below, or
 - (b) 60°C or above, or
 - (c) another temperature if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it will be maintained, will not adversely affect the microbiological safety of the food.
9. A food business must when cooling cooked potentially hazardous food, cool the food:
 - (a) within two hours – from 60°C to 21°C, and
 - (b) within a further four hours – from 21°C to 5°C.
10. A food business must when reheating previously cooked and cooled potentially hazardous food to hold it hot, use a process that rapidly heats the food to a temperature of 60°C or above, eg heating in an oven, microwave or on a stove top.
11. A food business must, when displaying unpackaged ready to eat food for self service:
 - (a) ensure the display of food is effectively supervised so that any food that is contaminated by a customer or is likely to have been contaminated is removed from display without delay,
 - (b) provide separate serving utensils for each food or other dispensing methods that minimise the likelihood of the food being contaminated, and
 - (c) provide protective barriers that minimise the likelihood of contamination by customers.

Health and hygiene requirements

14. Thorough hand washing includes using the designated hand washing facility to wash hands, fingers and wrists using warm water and soap for a recommended 15 seconds, thorough rinsing of hands under warm water and drying thoroughly on single use towel.

18. A food handler must wash his or her hands whenever their hands are likely to be a source of contamination of food. This includes:
 - before working with ready to eat food after handling raw food,
 - immediately after using the toilet,
 - before commencing or recommencing handling food,
 - immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking or using tobacco, and
 - after touching his or her hair, scalp or a body opening.
19. A food business must ensure the following persons do not engage in the handling of food for the food business where there is a reasonable likelihood of food contamination:
 - (a) a person known to be suffering from a foodborne disease, or who is a carrier of a foodborne disease, and
 - (b) a person known or reasonably suspected to have a symptom that may indicate he or she is suffering from a foodborne disease.

Cleaning and sanitising

22. Food premises and fixtures, fittings and equipment must be maintained to a standard of cleanliness where there is no accumulation of:
 - (a) garbage, except in garbage containers;
 - (b) recycled matter, except in containers;
 - (c) food waste;
 - (d) dirt;
 - (e) grease; or
 - (f) other visible matter
23. Clean and sanitary condition means a food contact surface or utensil is:
 - (a) clean; and
 - (b) has had applied to it heat and/or chemicals or other process so that the number of microorganisms has been reduced to a safe level.

Design and construction

30. General requirements for design and construction of food premises must:
 - (a) be appropriate for the activities for which the premises are used;
 - (b) provide adequate space;
 - (c) permit effective cleaning and, if necessary, sanitising and
 - (d) to the extent that is practicable exclude dirt, dust, fumes, smoke, not permit the entry or harbourage of pests.
31. Adequate supply of potable water means water that is acceptable for human consumption and available at an adequate volume, pressure and temperature for hand washing, cleaning and food processing requirements.
33. Adequate storage facilities for garbage and recyclable matter means facilities that will contain the volume and types of garbage and recyclable material produced by the food business and not provide a breeding ground for pests and be capable of being easily and effectively cleaned.
34. Lighting must be sufficient to enable food handlers to readily see whether areas or equipment are clean, to detect signs of pests and to clearly see food and equipment they are handling.
38. Adequate ventilation (natural or mechanical) must be provided to remove fumes, smoke, steam and vapours from the food premise.