

# Food Business - Self Inspection Checklist

This checklist is based on the [Food Premises Assessment Report](#) completed by Council's Environmental Health Officers during food business inspections



## GENERAL REQUIREMENTS

REQUIREMENT	DIRECTIONS	COMPLETED?
<b>Notification</b>	<i>If any of the food business details have changed complete the free online <a href="#">Notification Form</a></i>	
<b>Food Safety Supervisor (FSS)</b>	<i>There must be a current FSS nominated for the business and the certificate kept on site. Check the Service NSW website for more information: <a href="#">Food Safety Supervisor</a></i>	
<b>Skills and knowledge</b>	<i>Check Council's webpage for free food safety training and other resources: <a href="#">Food Safety Resources</a></i>	
<b>Damaged or deteriorated food</b>	<i>Check all fridges, freezers and dry food storage areas to ensure all food is in date and not damaged or deteriorated. Only use eggs which are clean and not cracked.</i>	

## FOOD HANDLING CONTROLS

PHF = Potentially Hazardous Food. *Food which requires temperature control to be kept safe*

REQUIREMENT	DIRECTIONS	COMPLETED?
<b>Food protected from contamination</b>	<i>Make sure food is protected from contamination when being received, transported, stored, prepared and displayed. Some important things to check:</i> <ul style="list-style-type: none"> <li>- Raw meat and fish to be stored below and separate to ready-to-eat foods</li> <li>- Regularly clean and sanitise food storage containers</li> <li>- Ensure all stored food is covered</li> <li>- Make sure high risk activities do not pose a risk to other foods (e.g. don't cut raw meat close to salad preparation areas)</li> <li>- Do not store food or food storage containers on the floor</li> <li>- Make sure equipment used to process food are kept clean and sanitary e.g. meat slicers, blenders, dough mixers</li> <li>- Do not store chemicals near food products</li> </ul>	
<b>Temperature control</b>	<i>PHF must be kept under temperature control: cold food <math>\leq 5^{\circ}\text{C}</math>, hot food <math>\geq 60^{\circ}\text{C}</math> and frozen food hard frozen. Regularly check temperatures of hot and cold stored or displayed foods. Test the core temperature of food, do not rely only on the temperature display gauge. If food needs to be prepared or stored outside of temperature control, ensure you follow the 2-hour/4-hour rule. FACTSHEET: <a href="#">Guideline on the 2-hour / 4-hour Rule</a></i>	
<b>Thawing and processing foods</b>	<i>Ensure food is thawed appropriately (e.g. microwave, overnight in fridge). PHF must be processed quickly and put back under temperature control as soon as possible.</i>	
<b>Cooling cooked PHF</b>	<i>Cooked PHF must be cooled rapidly from <math>60^{\circ}\text{C}</math> to <math>21^{\circ}\text{C}</math> in the first two hours, and from <math>21^{\circ}\text{C}</math> to <math>5^{\circ}\text{C}</math> in the next 4 hours. This can be difficult for large volumes of food (e.g. curries and soups). It is quicker if you separate the food into smaller portions, stir frequently and use fridges/cool rooms to cool the food faster. FACTSHEET: <a href="#">Cooling Potentially Hazardous Food</a></i>	

<b>Reheating PHF</b>	<i>Check processes to ensure all PHF are reheated rapidly (e.g. oven, stovetop or microwave, not in a bain marie).</i>	
<b>Self-serve</b>	<i>Ensure self-serve food bars are well managed to prevent contamination (supervised, separate utensils, sneeze guards).</i>	
<b>Food containers</b>	<i>Only use food grade containers and plastic wraps to store and serve foods. Do not store food in the fridge or freezer in plastic shopping bags. Food containers such as yoghurt or ice cream tubs are not suitable for repeated use as they degrade over time and are not designed for this purpose.</i>	
<b>Food for disposal</b>	<i>Make sure you have a clear method to identify and separate food which is to be thrown out so there is no risk that the food for disposal could get mixed in with normal stock.</i>	

## HEALTH AND HYGIENE

REQUIREMENT	DIRECTIONS	COMPLETED?
<b>Hand washing and food handler hygiene</b>	<p><i>Ensure all food handlers are aware of their requirements for hand washing and hygiene:</i></p> <ul style="list-style-type: none"> <li>- <i>Wash hands at the hand wash basin and dry hands using single use paper towel. Do not wash hands at food preparation sinks and do not dry hands on aprons or fabric hand towels</i></li> <li>- <i>Wash hands before starting work and after: using the toilet, sneezing, smoking, handling raw meat, cleaning</i></li> <li>- <i>Avoid unnecessary contact with ready-to-eat food</i></li> <li>- <i>Do not spit, smoke or eat in food handling areas</i></li> <li>- <i>Wear clean clothing and do not handle food if ill (vomiting, gastro)</i></li> </ul> <p><i>FACTSHEET: <a href="#">Handwashing in a Food Business</a> and <a href="#">Handwashing Poster</a></i></p>	
<b>Hand washing facilities</b>	<ul style="list-style-type: none"> <li>- <i>The hand wash basin must be easily accessible and not obstructed by boxes, personal items, cleaning equipment etc.</i></li> <li>- <i>The hand wash basin must only be used to wash hands and arms, and not used for washing vegetables, dishes etc.</i></li> <li>- <i>Hand washing facilities have warm running water through single spout, single use towels and soap</i></li> </ul>	

## CLEANING AND SANITISING

REQUIREMENT	DIRECTIONS	COMPLETED?
<b>Cleaning of premises, fixtures and fittings</b>	<p><i>The premises, fixtures and fitting should be cleaned daily, and deep cleans undertaken regularly. Use a torch to check under and behind equipment and benches to make sure the hard to reach areas aren't being missed:</i></p> <ul style="list-style-type: none"> <li>- <i>Move equipment on wheels to regularly clean behind and under it</i></li> <li>- <i>Regularly organise and clean inside all storage cupboards and shelves. Organised storage areas are easier to clean and remove areas where pests can hide</i></li> <li>- <i>Ensure ventilation systems are regularly maintained and cleaned, you may wish to organise a contractor to do this</i></li> <li>- <i>Pay attention to areas which are likely to build up with oil and grease, e.g. under and behind fryers. These areas will need to be scrubbed regularly</i></li> <li>- <i>Regularly clean inside fridges and cool rooms</i></li> </ul>	

<p><b>Cleaning and sanitising of food contact surfaces, eating and drinking utensils</b></p>	<p><u>Sanitising surfaces:</u> Ensure you have an appropriate food grade chemical sanitiser to sanitise surfaces. Be familiar with <b>dilution ratios</b> and <b>contact times</b> and make sure all staff know how to use the product properly.</p> <p><u>Sanitising food contact equipment (utensils, chopping boards, containers, crockery etc.):</u> This can be achieved with the use of a dishwasher, or if your business washes dishes by hand you must include a sanitiser step such as a utensil soak sanitiser. Be familiar with <b>dilution ratios</b> and <b>contact times</b> and make sure all staff know how to use the product properly.</p> <p><b>Sink 1</b> (detergent + hot water) used to clean equipment  <b>Sink 2</b> (hot water) used to rinse equipment (if you only have two sinks, the dishes can be rinsed under running water before being placed in the sanitiser sink)  <b>Sink 3</b> (sanitiser + warm water) used to sanitise your equipment</p> <p>FACTSHEETS: <a href="#">Using Chemical Sanitisers</a> and <a href="#">Cleaning and Sanitising in a Food Business</a></p>	
--	---	--

## ANIMALS AND PESTS

REQUIREMENT	DIRECTIONS	COMPLETED?
<b>Animals</b>	<i>Make sure no animals (birds, geckos, household pets etc.) can enter the areas where food is being handled or stored.</i>	
<b>Pest exclusion measures</b>	<i>Check over your entire premises to identify and block areas where pests may be able to enter the premises. Install pest proof strips under doors, ensure fly screens on doors and windows are in good condition, and check that walls and floors are fully sealed.</i>	
<b>Pest control</b>	<p><i>Implement measures to eradicate and prevent harbourage of pests. It is recommended that you engage the services of a licenced pest controller to assist with this. Other measures include:</i></p> <ul style="list-style-type: none"> <li>- <i>Keeping the premises tidy and organised. This reduces the areas where pests can hide and shows evidence of a pest issue (faeces, egg casings) to be easily seen</i></li> <li>- <i>Implement a good stock rotation method so all storage areas are regularly moved and checked for pest infestations</i></li> <li>- <i>Regular cleaning of the entire food premises to remove food debris, oil and grease which attracts pests</i></li> <li>- <i>Ensure there are no leaks which leave pooled water as this will attract pests</i></li> <li>- <i>Advise staff that they need to regularly check for signs of pests, and advise them of the process if they do identify something (e.g. inform manager, contact pest controller)</i></li> </ul> <p>FACTSHEET: <a href="#">Pest Control</a></p>	

## CONSTRUCTION AND MAINTENANCE

REQUIREMENT	DIRECTIONS	COMPLETED?
<b>Premises able to be effectively cleaned</b>	<i>Look over the floors, walls and ceiling to make sure they are sealed, smooth and able to be effectively cleaned. Repair any cracks, chips, holes and flaking paint.</i>	
<b>Fixtures, fittings and equipment</b>	<i>Check all fixtures, fitting and equipment to make sure they are in good condition and able to be effectively cleaned:</i> <ul style="list-style-type: none"> <li>- <i>Fridge shelves that are rusted and unable to be cleaned must be repaired or replaced</i></li> <li>- <i>Shelving that is chipped or has flaking paint must be repaired or replaced</i></li> <li>- <i>Castor wheels on equipment must be in good working order to allow the equipment to be easily moved for cleaning</i></li> <li>- <i>All equipment must be smooth and able to be effectively cleaned</i></li> </ul>	
<b>Eating and drinking utensils</b>	<i>Check all utensils, cutlery, plastic containers and crockery etc. and discard any that are chipped, broken or cracked.</i>	
<b>Storage facilities</b>	<i>Make sure the premises has adequate areas to store and separate food, food contact equipment, personal items and chemicals.</i>	

## MISCELLANEOUS

REQUIREMENT	DIRECTIONS	COMPLETED?
<b>Allergens</b>	<i>Food businesses must be aware of their requirements when it comes to allergens. All staff should be fully trained and regularly undergo refresher training for allergy management. The food business must implement a system of how allergens will be communicated from wait staff to the kitchen staff, and how the meal will be prepared and served without risk of contamination. Be aware that if you do not believe that you can cater for an allergy (particularly a severe allergy) you must advise this to the customer. Food businesses are not under any obligations to guarantee an allergen free meal if they do not believe it can be achieved (e.g. a sesame free meal in a restaurant that regularly uses sesame oil). It is critical that there is clear communication to the customer and all staff members. See the Food Authority webpage for more information: <a href="#">Allergies and Intolerances</a></i>	
<b>Temperature measuring device</b>	<i>Ensure you have a working and accurate thermometer available. To test its accuracy, it should read 100° C in rapidly boiling water and 0° in an ice slurry (+/- 1°). Sanitise the temperature probe before and after use.</i>	
<b>Single use items</b>	<i>Make sure open packets of single use items are resealed and stored in a way which prevents them from being contaminated.</i>	
<b>Food Labelling</b>	<i>If you label food as part of your business, or buy and sell products that are already labelled, make sure you are aware of the different food labelling requirements. See the Food Authority Webpage for more information: <a href="#">Food Labelling</a></i>	
<b>Raw Eggs</b>	<i>Food business which use raw eggs in sauces and desserts etc. must adhere to the <a href="#">Raw Egg Guideline</a></i>	