

Food Safety Checklist

Hygiene of Food Areas and Equipment				
No.	Description	Yes	No	Remarks
1	Are food areas and equipment in good condition and well maintained?			
2	Are food areas clean and tidy and do staff CLEAN AS THEY GO including difficult areas?			
3	Is equipment clean and kept in a clean condition?			
4	Are all food and hand contact surfaces eg. work surfaces, fridge handles, in good condition and cleaned/ disinfected regularly?			
5	Are suitable cleaning chemicals available and stored correctly and are proper cleaning methods used?			
6	Are cleaning cloths suitable for use and regularly cleaned and disinfected and used properly?			
Personal Hygiene				
No.	Description	Yes	No	Remarks
7	Are staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules particularly hand washing?			
8	Are the sinks cleaned with warm water, soap and dried?			
9	Are the sinks used for washing only?			
10	Are toilets and washing facilities clean and tidy?			

Food Storage				
No.	Description	Yes	No	Remarks
11	Are deliveries appropriately stored immediately?			
12	Is ready-to-eat food stored above/separate from raw food in the fridges and freezers?			
13	Is food in fridges/freezers covered?			
14	Are high risk foods date coded, codes checked daily and stock rotated? FIFO (First In, First Out)			
15	Are dried goods stored correctly eg. in a suitable room, off the floor, in covered containers?			
16	Are the fridge and freezers working properly?			
17	Are fridges and freezers cleaned regularly?			
Food Handling Practices				
No.	Description	Yes	No	Remarks
18	Are raw and ready-to-eat foods prepared in separate areas or are the work surfaces cleaned and disinfected between uses?			
19	Are team members handling food as little as possible? (eg. using tongs)			
20	If colour coded equipment is provided (eg. chopping boards), is it correctly used?			
21	Are high risk foods prepared in small batches and returned to the fridge immediately after handling/ preparation?			
22	Is food cooled as quickly as possible away from raw food and other sources of contamination?			
23	Are ready to eat fruit/salads/vegetables trimmed and washed thoroughly?			
24	Are frozen foods defrosted safely?			

25	Are controls in place to prevent contamination by chemicals/foreign bodies eg. glass, packaging material, bolts, rust, cleaning chemical?			
26	Are team members aware of food allergy hazards?			

Pest Control

No.	Description	Yes	No	Remarks
27	Are working areas pest proofed and free from any signs of pests?			
28	Where necessary are external doors/windows fitted with suitable flyscreens?			
29	Is food properly protected from risk of contamination by pests?			

Waste Control

No.	Description	Yes	No	Remarks
30	Is waste in work areas stored correctly?			
31	Is food waste stored correctly outside and is the refuse area kept clean?			
32	Are ingredients and cooked food clearly labelled and stored separately from other foods?			

Check and Record Keeping

No.	Description	Yes	No	Remarks
33	Are all checks properly taken and recorded?			
34	Has appropriate corrective action been taken where necessary?			
35	Are record forms up-to-date, checked and verified?			
36	Are equipment time/temperature combinations specified and regularly cross-checked?			