

Food Safety Audit

Verify that food handling, storage and hygiene standards meet regulations. Covers everything from temperatures to cleaning schedules.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

General Information

1 Premise Name *

2 Location *

3 Conducted on *

4 Inspected by *

Hygiene

5 Employees wash their hands with soap and warm water before starting work, immediately after using washroom, any time needed to prevent cross-contamination

6 Employees wearing clean outer garments

7 Hair of employees is properly confined

8 Employees in good health with no open cuts or sores

9 Clothing and personal effects stored away from products in a proper manner

Sanitary Facilities

10 Toilet facilities, both public and staff are clean, well maintained and in proper working order

11 Self closing doors for toilet and dressing room working properly

12 Toilet tissue dispensers full. Sanitary napkin disposal unit available

13 Single service soap and towel dispensers operable and full

14 Ventilation provided and in proper working order

15 Separate hand washing basin in each area with required supplies

Water and Sewage

16 All sinks are fully operable with hot and cold water at each faucet

17 All sinks drain properly. Floor drains and sink in good order

18 Plumbing in good repair

Floors, Walls, Ceilings, Lighting and Ventilation

19 Floors clean, well maintained and in good repair

20 Walls, ceilings and windows clean. Well maintained and in good repair

21 Adequate lighting and ventilation provided throughout the facility

22 Light fixtures have approved safety covers

23 Exhaust ventilation filters are clean and well maintained

Equipment and Utensils

24 Food contact surfaces washed, rinsed and sanitised before using, at least every 4 hours when not in use

25 Non-food contact surfaces visibly clean and in good repair

26 All equipment (i.e. stoves, grills, refrigerators, tables, sinks, etc.) cleaned and well maintained

27 Inoperable equipment has been repaired, replaced, or removed from facility

28 Multi-service utensils are being washed and sanitised by one of the following methods

Hand washed in a two or three compartment sink (wash-rinse-sanitise)

Dish washing machine warewashing (low temp rinse water) with chemical sanitiser in solution

Dish washing machine warewashing (high temp rinse water) reaches at least 179°F/82°C for 10 seconds

29 Single service utensils are properly stored and dispensed

30 All multi-service utensils are clean, properly stored, maintained and dispensed

31 Damaged or unapproved utensils have been repaired or replaced

Ware Washing

32 High-temp dish machines minimum washing temp of 151°F/66°C rinse temp 179°F/82°C for 10 seconds

33 Low-temp dish machine minimum wash and rinse temp of 130°F to 150°F/50°C to 66°C with chlorine sanitiser solution at a minimum 100ppm

34 Manual sink ware washing minimum wash, rinse, sanitising sink water temp 113°F/45°C. Sanitising solution minimum chlorine 100mg/L; Quat. 200mg/L; or Iodine 12.5-25mg/L (ppm) Soak for 2 minutes

35 Pocket thermometers and sanitiser test kit readily available to verify temperatures and concentrations

36 Wiping cloths clean, sanitised, stored and maintained properly

Rubbish and Waste

37 Rubbish containers are lined with insect and vermin-proof disposable plastic bag at all times

38 Plastic bags are tied before being placed in outside rubbish bin. Bin lids are kept closed

39 Outside premises and refuse areas are clean, sanitised, illuminated by light and well maintained

40 Frequency of rubbish removal adequate to maintain premises in a sanitary condition

Pest Control

41 Adequate protection against the entrance of insects, vermin, rodents, dust and fumes

42 Outside doors and screen doors are self-closing and closures are in acceptable working order

43 Keep all areas free of debris, moisture, and visible soil and well lit

44 Working with a licensed pest control company

Items Critical to Food Safety

45 Food is purchased ONLY from approved sources

46 Food is inspected when received and found to be free from contamination, adulteration, and spoilage

47 Frozen food is received and stored at $-18^{\circ}\text{C}/0^{\circ}\text{F}$ or colder

48 Refrigerated food is received and stored at $4^{\circ}\text{C}/40^{\circ}\text{F}$ or colder

49 All food is stored a minimum 6 inches off the floor and 2 inches away from the walls

50 All food is labelled, dated and stored in leak proof packaging or food grade containers

51 All food is protected from dirt, unnecessary handling, over-head leakage and other forms of contamination

52 Prepared and ready to eat food are stored above and away from raw foods

53 A thermometer, accurate to $1^{\circ}\text{C}/2^{\circ}\text{F}$, is provided either as an integral part of the refrigerator/freezer (outside dial) or is located inside each unit at its warmest spot (usually at the point of access)

54 An accurate thermometer, approved for measuring food temperatures, is readily available and is being used to verify internal food temperature on a daily basis

55 Restrooms are not used for storage of food, equipment or non-washroom supplies

56 All paper products are stored in a manner so as to protect them from contamination

57 Thawing of food using acceptable methods

58 Thawed food items must not be refrozen. Cooked or processed foods may be refrozen

59 Separate raw foods from ready-to-eat foods during storage and handling

60 Maintain separation of ready-to-eat foods from raw foods during preparation and from surfaces and utensils

61 Food handlers use proper utensils to minimise direct hand contact with raw, cooked or prepared foods

62 Hands are properly washed before and after handling food

63 Foods are cooked to minimum internal temperatures

64 Holding hot foods at a minimum 140°F/60°C and cold foods at a maximum 5°C/40°F

65 Cool from 60°C to 20°C or less in 2 hours and from 20°C to 4°C or less in 4 hours for a total of 6 hours

66 Reheat food to a minimum 74°C/165°F within 2 hours. Hold at minimum 60°C/140°F

67 Unpackaged food, which have been served or returned are discarded

68 All food is protected from potential contamination

69 Foods are dispensed and/or disposed in an approved manner

70 High acid food are prepared and stored in corrosion resistant containers and equipment

Sign-off

71 Signed off by *

Signature