

Fixed premises

Checklist for operators

This checklist is designed as a guidance tool to ensure food premises operators are prepared for an inspection by a Council officer. These requirements are based on the Food Safety Standard 3.2.2 (Food safety practices and general requirements) and Food Safety Standard 3.2.3 (Food premises and equipment). It does not limit your legal responsibilities and obligations under the *Food Act 2006*.

Licence	✓
The licence or a copy of the licence is displayed within the fixed food premises.	
Skills and knowledge	✓
All staff have appropriate skills and knowledge in food safety and hygiene matters.	
Food handling controls (refer to attached "Incoming food checklist")	✓
Procedures are in place to ensure food that is being received is protected from contamination.	
<ul style="list-style-type: none"> • Check packaging is intact and use-by-date is current. • Potentially hazardous foods being received are only accepted at the correct temperature. 	
Records are kept of food being received.	
Food storage	✓
Raw food is stored separately from ready-to-eat foods.	
All food is covered for storing.	
Cold food is stored below 5°C.	
Hot food is stored above 60°C.	
Frozen food is stored at -18°C.	
Food is rotated to ensure first-in-first-out principle.	
Food processing	✓
Raw foods are processed separately to ready-to-eat foods.	
Separate utensils are used during food processing (A knife used to cut up raw meat is not used on cooked meat or salads).	
Chemicals are kept away from processing areas.	
Processing areas are kept free from dirt, dust and foreign objects.	
Potentially hazardous foods are held outside of temperature controls for minimal periods only.	
Thawing food	✓
Food is thawed in either the refrigerator or microwave.	
Cooling cooked food	✓
When cooling cooked potentially hazardous food, it is cooled:	
<ul style="list-style-type: none"> • from 60°C to 21°C within two hours • from 21°C to 5°C within a further four hours. 	
Reheating previously cooked then cooled food	✓
Food is rapidly heated to above 60°C.	

For more information, contact your local Council

Potentially hazardous food on display is under the following temperature control: <ul style="list-style-type: none"> • Cold food below 5°C • Hot food above 60°C. 	
Food packaging	✓
Food is packaged in a manner, and using materials, that protects it from contamination.	
Food Transportation	✓
Food is transported in a manner that protects it from contamination.	
Food is transported in a manner that keeps it under temperature control where appropriate.	
Food disposal	✓
Food, that is recalled or is suspected of being unsafe and/or unsuitable, is held separately and identified prior to disposal or return.	
Food recall	✓
If engaged in wholesale supply, manufacture or importation, a food recall system is in place.	
All other food businesses must ensure food is identifiable to ensure appropriate action in the event of a food recall.	
Contact with food	✓
Food handlers are to avoid unnecessary contact with food, e.g. gloves are to be used as much as possible.	
Health of food handlers	✓
Staff who are suffering from food-borne illnesses are temporarily excluded from food handling until medical clearances have been obtained.	
Hygiene	✓
Staff wear clean clothing.	
Staff eat away from food preparation areas.	
Staff wash their hands correctly and at appropriate times.	
Liquid soap, single-use towels and warm water are available at hand wash basins.	
Hot and cold water are available.	
Accessible hand wash basins are available at all times.	
Hand wash basins that are only used for hand washing are available.	
Other duties of a food business	✓
Food handlers have been informed of their health and hygiene obligations.	
Ensure persons on the premises are not contaminating food.	
Cleanliness	✓
Fixtures, fittings and equipment are maintained in a clean condition. Note: it is recommended that a documented cleaning schedule is devised and implemented.	
Sanitising	✓
Eating and drinking utensils are cleaned and sanitised before use.	
Food contact surfaces of benches and equipment are sanitised before use.	
Maintenance	✓
The premises and equipment are kept in a good state of repair and working order.	
Thermometer	✓
The food business has a thermometer (probe type with accuracy of +/- 1°C).	

A cleaner and sanitiser are available for probe between uses.	
Single-use items	✓
Single-use items are protected from contamination.	
Animals and pests	✓
Animals and pests are prevented from entering the premises.	
A regular pest control program is in place. Note: it is recommended that a log book is kept detailing all pest control treatments.	
Water supply	✓
An adequate supply of potable water is available on the premises.	
Waste storage	✓
All waste and recyclable matter is stored in appropriate, enclosed containers.	
Bin lids are kept closed when the bin is not in use.	
Ventilation	✓
Sufficient natural or mechanical ventilation is available to effectively remove fumes, smoke, steam and vapours.	
Lighting	✓
All areas of the premises (including storage areas) are adequately lit.	
Floors, walls and equipment	✓
All surfaces are easily and effectively cleaned.	
All surfaces are unable to absorb grease, food particles and water.	
All surfaces are sealed so as not to allow for the entry of dirt, dust and pests.	
Storage facilities	✓
Chemicals are stored away from food.	
Administrative items and personal items are stored away from food.	

Your name: _____ **Date:** _____

Incoming food checklist

Date/time	Product	Supplier	Temperature	Action taken	Checked by
20/1/07, 10.30am	Frozen chickens	Statewide Frozen Foods	8°C – chickens defrosted	Returned to supplier	Jim

**File this checklist with your business documents when completed. It is an important record in demonstrating the business complies with the *Food Act 2006*.

Cleaning and sanitising record

Tick ✓ when job is completed in accordance with the corresponding cleaning schedule

Area/equipment	Person responsible	Frequency	Week ending.....	Week ending.....	Week ending.....	Week ending.....
Supervisor to initial on completion of cleaning activity						

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