

Food Safety Self-Inspection Checklist

Name of Observer _____

Date: _____ Time: _____

Personal Hygiene

Hands are washed thoroughly using proper hand-washing procedures at critical points

Handwash sinks are provided-Easily accessible, conveniently located with soap and paper towels

Open sores, cuts, infected wounds, or bandages are completely covered with a single use glove

Employees take appropriate action when coughing or sneezing

Hands are washed before putting on gloves
Gloves are changed at critical points

Hair restraint is worn. Fingernails clean & trim

Eating, drinking, or chewing gum are observed only in designated areas away from work areas

No jewelry such as rings, bracelets, wristwatches, or any other items that may interfere with thorough handwashing

Smoking is not allowed in the food prep, dishwashing, service or storage areas

Food workers do not handle foods if they are ill with a disease transmissible by foods or have symptoms associated with such illness

Food Handling

Food workers do not handle raw foods then cooked or ready-to-eat foods without proper handwashing in between

Food is not allowed to be in the temperature "danger zone" (between 45° and 140°F) for more than 4 hours

Once served to the customer, portions of leftover food is not served again

Frozen food is thawed under refrigeration, cold running water or as part of the cooking

Reusable towels are used only for sanitizing equipment surfaces and not for drying hands, utensils, floor, etc.

Food is handled with utensils, clean gloved hands, or clean hands

Raw fruits and vegetables are properly washed before serving

Food is tasted using proper method

In use food (including ice) dispensing utensils are properly stored (1. In the food 2. Clean and dry 3. In running water) and handled to avoid contamination of parts that will be in direct contact with food

Accurate thermometers available, calibrated and used to monitor cooking, hot holding, cooling, reheating, and refrigerated storage temperatures

Refrigerated Storage and Proper Cooling

Food is stored at 45° or below, properly covered, labeled & dated and at least 6 inches off the floor

Cooked or ready to eat foods are stored above raw foods

Shellfish properly stored and tagged. Tag kept on file for at least 90 days

All cooked PHF cooled to 70°F or below within 2 hours then to 45°F or below within 4 hours by placing into shallow pans, stirring the food in containers placed in an ice water bath, breaking it down to smaller portions, using rapid cooling equipment, adding ice, or other effective methods

Thermometer is accurate, available & conspicuous

The FIFO (First In, First Out) method is used


Hot Holding and Reheating

PHF kept at 140°F or above, except when properly labeled

Steam tables, warmers and other hot holding equipment are not used for reheating

Food is reheated to 165°F within 2 hours before placing in hot holding equipment

Thermometer is accurate, available & conspicuous

Continue 

Cooking

All poultry, poultry stuffing, stuffed meats, and stuffing containing meat are cooked to 165°F or above

Ground beef and other comminuted meats are cooked to 155°F or above

All pork or any food containing pork are cooked to 155°F or above

All other PHF requiring cooking are heated to 145°F before they are placed in hot holding equipment, except rare roast beef which may be served at 130°F or above

Food Storage and Protection

All food and paper supplies are at least 6 inches off the floor

The FIFO (First In, First Out) method of inventory is being practiced

All food is labeled with name and delivery date

All foods are wholesome and free from spoilage or adulteration (no rodent or insect filth, unapproved chemicals) or molds

There are no bulging or leaking canned goods

Food is protected from contamination and properly covered

Single service items properly protected

Water and ice are from approved sources

Chemicals are labeled and stored away from food and other food related supplies

Cleaning and Sanitizing

Three compartment sink is properly sized, installed and maintained. Proper procedures followed: Pre-wash, wash, rinse, sanitize and air dry

Wash water: 110°F, Chemical sanitizer: 75°F Final rinse temperature: 180°F (mechanical dishwashing)

Sanitizing is by heat (hot water), chemical immersion or chemical swabbing

Equipment and utensils immersed in chemical sanitizer for at least 1 minute at proper concentration and temperature of at least 75 °F

Chemical test kits and accurate thermometers are present and functional

Thermometers are washed and sanitized

Dishwasher washes hands before handling clean dishware

Wiping cloths are stored in sanitizer

Food contact surfaces are cleaned after each use

Non-food contact surfaces are cleaned as needed

Cooking surfaces are cleaned at least once a day

Garbage Storage and Disposal

Adequate number of leakproof, vermin-proof, and covered containers provided

Pickup frequency, cleaning schedules of dumpsters and containers adequate to prevent a nuisance

Garbage storage areas, loading docks and areas around the dumpster are clean and do not create a nuisance

Pest Control

Presence of insects, rodents and other vermin minimized

Effective measures used to control entrance and harborage of vermin

Screen doors open to the outside

Screens are on open windows and doors and in good repair