

FSI/08: Food safety & allergen inspection checklist

Unit:

Date:

Duration:

COMPLIANCE WITH FOOD HYGIENE & SAFETY PROCEDURES

Delivery area & dry store		Actual	Max
Area clean:	Stock rotation implemented:		5
Packaging intact & stored correctly:	Food dated, labelled & shelf-life intact:		5
Do food allergens present risk of contamination at this step?			Max -5
Food Safety Manual - Operational Standards: OS/02 & OS/03			

Chilled storage of food		Actual	Max
Unit 1 Food temp: Cleanliness:	Unit 2 Food temp: Cleanliness:		5
Packaging intact, stored correctly, dated, labelled & shelf-life intact:	Packaging intact, stored correctly, dated, labelled & shelf-life intact:		5
Do food allergens present risk of contamination at this step?			Max -5
Food Safety Manual - Operational Standards: OS/03			

Frozen storage of food		Actual	Max
Unit 1 Food temp: Cleanliness:	Packaging intact, stored correctly, dated, labelled & shelf-life intact:		5
Do food allergens present risk of contamination at this step?			Max -5
Food Safety Manual - Operational standards: OS/03			

Preparation of food		Actual	Max
Raw & cooked food kept separate:	Colour-coded boards in use:		5
Work surfaces and equipment clean:	Limited exposure to ambient temperature:		5
Do food allergens present risk of contamination at this step?			Max -5
Food Safety Manual - Operational Standards: OS/05			

Cooking & reheating of food		Actual	Max
Food probes and bacterial wipes available:	Food protected from contamination:		5
Is there evidence that food is overcooked, which could present the risk of acrylamides?			Max -2
Do food allergens present risk of contamination at this step?			Max -3
Food Safety Manual - Operational Standards: OS/06 & OS/09			

Defrosting & cooling of food		Actual	Max
Food protected from contamination:	Cooled in controlled environment:		5
Do food allergens present risk of contamination at this step?			Max -5
Food Safety Manual - Operational Standards: OS/04 & OS/07			

Blast-chilling of food		Actual	Max
Achieves 3°C within 90 minutes:	Labelled & dated appropriately:		5
Unit clean:	Appropriate shelf-life:		5
Food Safety Manual - Operational Standards: OS/12			

Vacuum packing of food		Actual	Max
Designated appliances for raw/cooked:	Signage & checklist in place:		5
Units clean:	Sanitiser available:		5
Food Safety Manual - Operational Standards: OS/18			

Ambient display of food		Actual	Max
Low/high-risk food:	Maximum exposure time observed:		5
Food covered where appropriate:			5
Is there evidence that food on display is overcooked, which could present the risk of acrylamides?			Max -2
Do food allergens present risk of contamination at this step?			Max -5
Food Safety Manual - Operational Standards: OS/19			

Production of ice		Actual	Max
Cleanliness of machine & scoop in D10:	Cleaning schedule & checklist in place:		5
Food Safety Manual - Operational Standards: OS/19			

Chilled display of food		Actual	Max
Unit 1 Food temp: Cleanliness:	Unit 2 Food temp: Cleanliness:		5
Packaging intact, stored correctly, dated, labelled & shelf-life intact:	Packaging intact, stored correctly, dated, labelled & shelf-life intact:		5
Do food allergens present risk of contamination at this step?			Max -5
Food Safety Manual - Operational Standards: OS/08			

Hot display of food		Actual	Max
Unit 1 Food temp: Cleanliness:	Unit 2 Food temp: Cleanliness:		5
Protected from contamination:	Displayed appropriately:		5
Is there evidence that food on display is overcooked, which could present the risk of acrylamides			Max -2
Do food allergens present risk of contamination at this step?			Max -5
Food Safety Manual - Operational Standards: OS/10			

Protective clothing, appropriate dressings & bad practice		Actual	Max
Uniform appropriate, clean & headwear worn:	Absence of jewellery & bad habits:		5
Waterproof dressings available:	Inappropriate items:		5
Food Safety Manual - Fitness to Work: FW/05			

Provision of toilet, rest & wash facilities				Actual	Max
Toilets - clean & appropriate:		Changing facilities clean & appropriate:			5
Rest facilities clean & appropriate:		Wash hand basins clean:			5
Soap:	Hot water:	Drying facilities:	Bin in location:		5
Food Safety Manual - Fitness to Work: FW/06					

Handwashing								Actual	Max
Category-A:									5
Category-B:									5
Category-C:									5
Food Safety Manual - Fitness to Work: FW/06									

Sub-total		÷ Potential total		X 100	
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Urgent improvement necessary (0%)		Major improvement necessary (1% - 20%)	
Improvement necessary (21% - 40%)		Generally satisfactory (41% - 60%)	
Good (61% - 80%)		Very good (81% - 100%)	

COMPLIANCE WITH STRUCTURAL REQUIREMENTS

Cleanliness of premises - items in need of cleaning	
1	7
2	8
3	9
4	10
5	11
6	12

	5
Is there evidence of spillage involving food allergens?	Max -5
Food Safety Manual - Hygiene standards: HS/01	

Safe use of chemicals & cleanliness of equipment		Actual	Max
Sanitiser available & in use:	General cleaner available & in use:		5
All chemicals marked & stored appropriately:	Cleaning equipment fit for purpose:		5
Food Safety Manual - Hygiene standards: HS/01			

Use of dishwashers		Actual	Max
Clean:	Wash & rinse temperature:		5
Food Safety Manual - Hygiene standards: HS/01			

Pest control		Actual	Max
Bait boxes in place:	EFK working, clean and checked:		5
Signs of pests:	Windows & doors protected, proofing issues:		5
Food Safety Manual - Due Diligence: DD/08			

Waste bins & control of waste		Actual	Max
Tight-fitting lids & pedals:	Suitably located:		5
No accumulation of waste:	External area clean:		5
Food Safety Manual - Hygiene Standards: HS/05			

Sub-total		÷ Potential total		X 100	
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Good (61% - 80%)		Very good (81% - 100%)	

CONFIDENCE IN MANAGEMENT

Exclusion of food-handlers & reporting of illness				Actual	Max
Reporting of illness procedures completed and retained in FSM:					5
Frequency of, and date completed:					5
Coughs	Colds	Sores	Styes		5
Skin infections	Discharge	Vomiting/diarrhoea	48hours symptom-free		
Food Safety Manual - Fitness to Work: FW/01, FW02, FW/03 & FW/04					

Knowledge of good practice and bad habits			Actual	Max
When hands must be washed	After using toilet	After cleaning		5
After handling raw food	At start of shift	After eating/drinking		
After handling money	After smoking	After touching parts of body		
Bad personal practices that may lead to cross-contamination of food and/or equipment etc.			Actual	Max
Coughing & sneezing	Wearing of jewellery	Touching parts of body		5
Biting finger nails	Food dipping & licking fingers	Eating & drinking		
Food Safety Manual - Fitness to Work: FW/05 & FW/06				

Knowledge of important temperatures			Actual	Max
Storage of perishable food	Parameters for refrigerator	Storage of frozen food		5
Cooking temperature (general)	Hot holding of food	Maximum cooling time (ambient temperature)		
Food Safety Manual - Temperature Control: TM/04, TM/05, TM/08				

Knowledge of controls for acrylamides			Actual	Max
				5
Food Safety Manual - Temperature Control: TM/04, TM/05, TM/08				

Food handlers aware of 14 major allergens					Actual	Max
Peanut	Tree-nuts	Egg	Milk	Sesame		5
Mustard	Fish	Crustaceans	Molluscs	Celery/Celeriac		
Soya	Lupin	Sulphites	Gluten			
Sources of gluten	Wheat	Barley	Rye	Oat		
Food Safety Manual - Food Allergens: FA/02						5

Provision & display of information and knowledge for food-handlers				Actual	Max
Allergen information sheets 1 -12 available: Yes / No		'Special dietary requirements' poster: Yes / No			5
'Storage/decanting' flowchart: Yes / No	'Production/handling' flowchart: Yes / No	'Display/service' flowchart: Yes / No	'Provision of information' Flowchart: Yes / No		
Food Safety Manual - Food Allergens: FA/03					

Provision of information to customers				Actual	Max
'Sign-posting' in place:					5
Information available, current, clear and concise:					5
Menu/labels reflect inclusion of allergens, where appropriate:					5
Where 'gluten-free' products are exposed to environment, wording is appropriate:					5
Food Safety Manual - Food Allergens: FA/03					20

Overall management of premises					Actual	Max
National Food Hygiene Rating displayed:			FSM in place & followed in practice:			5
Food probes tested every 2 weeks:			Cleaning checklists - complete, signed, retained:			5
Compliance with hazard analysis/completion of control sheets:						5
CCP1	Cooking of food		CCP10	Storage of blast-chilled food		
	Complete, signed, retained			Complete, signed, retained		
CCP2	Cooling of food		CCP11	Blast-freezing of food		
	Complete, signed, retained			Complete, signed, retained		
CCP3	Preparation 'post-cook'		CCP12	Storage of blast-frozen food		
	Complete, signed, retained			Complete, signed, retained		
CCP4	Chilled storage of food		CCP13	Defrosting of food		
	Complete, signed, retained			Complete, signed, retained		
CCP5	Chilled display of food		CCP14	Transportation of food		
	Complete, signed, retained			Complete, signed, retained		
CCP6	Reheating of food		CCP15	Receipt of ready-to-eat food		
	Complete, signed, retained			Complete, signed, retained		
CCP7	Hot display of food		CCP16	Vacuum packing		
	Complete, signed, retained			Complete, signed, retained		
CCP8	Service of food		CCP17	Sous-vide cooking		
	Complete, signed, retained			Complete, signed, retained		
CCP9	Blast-chilling of food		CCP18	Production of ice		
	Complete, signed, retained			Complete, signed, retained		
Food Safety Manual - Policy: POL/01 - POL/07 and Hazard Analysis: HAZ						15

Sub-total		÷ Potential total		X 100	
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