* This internal review checklist is a tool to help you focus on areas that need attention and to ensure staff are following your food safety program.
* The questions must be answered ‘Yes’ or ‘No’.
* Describe what needs to be done/fixed in the observations column.
* corrective action is the action taken to overcome the problem.
* Signed and dated when the corrective action was completed.
* Your food safety supervisor should use this checklist every 2–3 months.

Some elements of these processes will not apply to your business. Simply mark N/A if the question is not applicable to your business.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Harvesting** | | **Yes** | **No** | **Observations** |
| Are processes in place for the removal of excess soil and other debris? | |  |  |  |
| Are the chemical levels used on the fruit, vegetables or other produce within Agricultural Code limits? | |  |  |  |
| Are fruit, vegetables or other produce washed with potable water? | |  |  |  |
| Are batch numbers /lot numbers in place? | |  |  |  |
| **2. Ordering/delivering** | | **Yes** | **No** | **Observations** |
| Are all the suppliers that you use on your approved Suppliers List? | |  |  |  |
| Are product temperatures monitored when received? | |  |  |  |
| After products are received, are they stored appropriately? | |  |  |  |
| Are all transport vehicles checked regularly? | |  |  |  |
| Are staff aware of what they need to check for when receiving products? | |  |  |  |
| Is the delivery record sheet completed? | |  |  |  |
| Are batch numbers recorded on delivery records? | |  |  |  |
| **3. Storage** | | **Yes** | **No** | **Observations** |
| Are all foods stored off the ground and not overstocked? | |  |  |  |
| Are storage areas in the correct temperature range and records completed? | |  |  |  |
| Is there a risk of cross contamination in the storage area from raw to cooked, or raw to ready-to-eat, foods? | |  |  |  |
| Are all food packaged adequately? | |  |  |  |
| Are all storage containers labelled and covered appropriately? | |  |  |  |
| Are food stocks stored and rotated to ensure products do not go out of date? | |  |  |  |
| **4. Preparation** | | **Yes** | **No** | **Observations** |
| Has the activity time log been completed? | |  |  |  |
| Is there a risk of cross-contamination in the preparation area? | |  |  |  |
| Are staff aware of safe food handling practices and how to avoid food contamination? | |  |  |  |
| Are staff personal belonging stored out of food preparation areas? | |  |  |  |
| Is preparation equipment well-maintained and clean? | |  |  |  |
| Is food waste disposed of appropriately and regularly removed from preparation areas? | |  |  |  |
| **5. Process controls** | | **Yes** | **No** | **Observations** |
| Is processing equipment clean and well-maintained? | |  |  |  |
| Do your records list the batch number/ lot number used in processing batches? | |  |  |  |
| Has there been a visual check to ensure that all filters and sieves are intact? | |  |  |  |
| Is there a method to ensure additives and processing aids do not exceed permitted levels? | |  |  |  |
| **6. Post-production handling** | | **Yes** | **No** | **Observations** |
| Has the activity time log been completed? | |  |  |  |
| Has corrective action been taken when problems were identified? | |  |  |  |
| Is there a risk of post-cooking cross-contamination? | Raw to cooked foods |  |  |  |
| Physical |  |  |  |
| Chemical |  |  |  |
| Is temperature measuring equipment accurate? | |  |  |  |
| Is food cooled for later use, cooled in line with correct temperature control practices? | |  |  |  |
| Is food protected from contamination during  cooling and when on display? | Hot — above 60 °C |  |  |  |
| Cold — below 5 °C |  |  |  |
| Frozen — below -15 °C |  |  |  |
| Are sufficient utensils available for use in display units? | |  |  |  |
| **7. Packaging and labelling** | | **Yes** | **No** | **Observations** |
| Is packaging material stored appropriately? | |  |  |  |
| Is packaging and labelling suitable for the foods being used? | |  |  |  |
| Have suppliers of glass packaging been recorded and are deliveries inspected? | |  |  |  |
| Does labelling comply with national food standards? | |  |  |  |
| To assist with food recalls, are there batch or lot numbers on the labels which identify production batches? | |  |  |  |
| **8. Transport** | | **Yes** | **No** | **Observations** |
| Are transport vehicles clean and in good condition? | |  |  |  |
| Is food transported at appropriate temperatures and stored to avoid contamination? | |  |  |  |
| Are transport staff aware of appropriate food safety practices, including the use of protective clothing? | |  |  |  |
| **9. Customer complaints** | | **Yes** | **No** | **Observations** |
| Are customer complaints and your businesses response recorded? | |  |  |  |
| Are staff aware of what to do if they receive a customer complaint? | |  |  |  |
| Does your business provide sufficient information to customers with allergies? | |  |  |  |
| **10. Personal health and hygiene** | | **Yes** | **No** | **Observations** |
| Are staff aware of safe food practices and their responsibilities to ensure the food they handle is safe? | |  |  |  |
| Do staff wear suitable clothing when handling food? | |  |  |  |
| Do staff wash their hands at appropriate times, and have clean hands at all times when handling food? | |  |  |  |
| Are staff aware that they must not be at work if suffering from any gastroenteritis illness or food-borne illness? | |  |  |  |
| **11.Cleaning** | | **Yes** | **No** | **Observations** |
| Does the cleaning schedule include all relevant information and regularly completed? | |  |  |  |
| Is there adequate equipment to undertake cleaning effectively? | |  |  |  |
| Are all cleaning chemicals clearly labelled and stored appropriately? | |  |  |  |
| **12.Premises, Equipment, pests and waste** | | **Yes** | **No** | **Observations** |
| Is the premises in good condition and are pests prevented from entering? | Storage area |  |  |  |
| Preparation |  |  |  |
| Cooking |  |  |  |
| Serving/display |  |  |  |
| Transport vehicle |  |  |  |
| Has the pest control record been completed? | |  |  |  |
| Has appropriate action been taken when evidence of pests has been recorded? | |  |  |  |
| Are externally stored waste disposal bins covered? | |  |  |  |
| Are bins and the waste storage area cleaned regularly? | |  |  |  |
| Are waste bins in the preparation area emptied regularly? | |  |  |  |
| If non-potable water is used, can you demonstrate that the safety of the food is not affected? | |  |  |  |