

Food Safety Checklist: for settings using an external caterer



Food preparation facilities (inspect the work area)

	Yes	No	N/A
1. There is access to hot and cold running water	☐	☐	☐
2. A sink is available for hand washing	☐	☐	☐
3. There is soap available for hand washing	☐	☐	☐
4. Paper towels are available for hand drying	☐	☐	☐
5. A hand washing poster is displayed at the hand washing sink	☐	☐	☐
6. A two bowl sink or dishwasher is available for washing up	☐	☐	☐
7. All bowls and utensils used are cleaned and sanitised	☐	☐	☐
8. The refrigerator contains a thermometer	☐	☐	☐
<i>Record current temperature _____</i>			
<i>Is the temperature under the recommended limit?</i>			
<i>Are the fridge temperature checklists completed?</i>			
9. The freezer contains a thermometer	☐	☐	☐
10. Reheating checklists are completed accurately	☐	☐	☐
11. Thermometer calibration checklists are completed	☐	☐	☐
12. Thermometers are cleaned and sanitised after every use	☐	☐	☐
13. Food is stored in accordance with manufacturer's instructions	☐	☐	☐
14. Opened food is stored in sealed containers/bags, labelled and dated	☐	☐	☐
15. The food preparation area is not used for other activities (<i>i.e. craft</i>)	☐	☐	☐
16. The bin has a lid and is clean	☐	☐	☐
17. The facility is free from pests	☐	☐	☐
18. There is no airborne dust able to contaminate food	☐	☐	☐

Comments (areas needing attention):
