

Food Safety Checklist: for settings who provide food



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 or dishwasher sink is available for washing up	☐	☐	☐
7. There is sufficient refrigerator space for storing all perishable food	☐	☐	☐
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. Equipment such as cutting boards are in good condition	☐	☐	☐
11. Items within the fridge are within their use by date.	☐	☐	☐
<i>Record the use by date of one item in the fridge. Item: _____ Use by date: _____</i>			
12. Reheating checklists are completed accurately	☐	☐	☐
13. Thermometer calibration checklists are completed	☐	☐	☐
14. Thermometers are cleaned and sanitised after every use	☐	☐	☐
15. Food is stored in accordance with manufacturer's instructions	☐	☐	☐
16. Opened food is stored in sealed containers/bags, labelled, and dated	☐	☐	☐
17. The food preparation area is not used for other activities (<i>i.e. craft</i>)	☐	☐	☐
18. Dry storage areas are clean and tidy	☐	☐	☐
19. The bin has a lid and is clean	☐	☐	☐
20. The facility is free from pests	☐	☐	☐
21. There is no airborne dust able to contaminate food	☐	☐	☐

Comments (areas needing attention):
