

FOOD SAFETY SELF-INSPECTION GUIDE

COMPLETE

- Within 30 Days of Opening a new food venue**
- After Change of Top Management**
- Once a month**

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INTRODUCTION

A foodservice manager must have direct responsibility over many areas of an operation to function in a profitable, satisfactory manner. One important area of concern is **food safety**.

Proper food safety practices and self-inspections play a vital role in:

- Preventing foodborne illness and possible lawsuits
- Meeting client and customer expectations
- Following regulatory and corporate requirements.

The food safety status of an operation should be routinely checked at frequent intervals. This self-inspection guide was developed to help facilitate that process. Its use will minimize the chance of overlooking items of public health importance. In addition, the guide will allow you to make a thorough, systematic evaluation of your operation. It is recommended that this tool be utilized on a frequent, consistent schedule.

Although its use is suggested on a more frequent basis, this guide must be completed on a monthly basis. It must also be used as an annual review of the entire food service operation and whenever there is a change in top management overseeing the operation. Completed self-inspection guides must be kept on file for one year.

The items listed in this guide are the requirements monitored by most regulatory agencies during food establishment inspections. They also represent the minimum standards of Five Star Catering. However, whenever the regulations of the governing regulatory agency conflict with this guide, the more stringent requirement should be followed.

SPECIFIC USES FOR THIS GUIDE

INVESTIGATING AN ALLEGED FOODBORNE ILLNESS INCIDENT

Management should thoroughly check the food safety status of the service venue when involved in an alleged foodborne illness incident. Using this guide will:

- Ensure that the major areas of concern are not overlooked
- Help determine if poor food safety practices may have contributed to the incident
- Point out deficiencies that should be eliminated.

INTRODUCING NEW FOOD VENUES, THEME CONCEPTS ETC AND OR CHANGING UNIT MANAGEMENT AND ANNUAL REVIEW

Serious food safety issues can occur during these changes because of the number of immediate demands, unforeseen problems, customer demands, training, etc. A change in management also can lead to similar problems. There is not always time to correct inherited operational problems in a timely manner and carry out daily required activities.

Therefore, when a venue or concept is introduced at the Club or there is a change in Club management, a comprehensive food safety evaluation is needed. Problem areas need to be quickly defined and a corrective action plan developed. This guide permits a number of persons (safety manager, trainer, etc.) to assist in doing that.

A comprehensive annual review of the entire food service operation is also required but may be conducted more frequently throughout the year to ensure that no problem areas are overlooked.

TRAINING FOODSERVICE PERSONNEL

Have foodservice personnel use this guide to check all or part of the operation. This is a must for all manager trainees. Such an exercise helps employees:

- Become familiar with the various food safety requirements
- Check the quality of their work
- Appreciate the quality of their job performance. (Management's concern for food safety will create more awareness and reinforce the need to perform duties properly.)

The inspection data also can provide management with a fresh look at the operation.

PREPARING FOR REGULATORY AGENCY INSPECTIONS

Many regulatory agencies have a policy that all foodservice establishments be inspected at a given frequency. By noting how often inspections are made, a self-inspection can be completed just before the official one. This would minimize the chance of a bad report, legal action, unfavorable publicity and/or license revocation. Thus, a self-inspection can help ensure that the license is not withheld.

Note: Keep in mind that the *Food Safety Audit*, the *24 Points Food Safety Standards and Requirements* and the *HACCP program* **DO NOT** cover everything that a health department checks. This self-inspection guide does. This guide provides a tool that helps ensure that all aspects of the food safety program are being monitored and addressed as necessary.

SELF-INSPECTION INSTRUCTIONS

Place a mark in the "Yes" or "No" column, whichever applies, for each item. A mark under "No" reveals an unsatisfactory condition or a **violation** of a food safety practice. If an item asks several questions together, you must be in **complete** compliance with all questions to mark "Yes". Otherwise, mark "No" and underline the requirement(s) not being met. If an item does not pertain to your operation, place a mark under the "N/A" column, which means it is not applicable.

This inspection is designed to be an action process. As best as practical, every item should actually be observed. For example, you must watch your foodservice personnel **to make sure** they are following proper procedures and not just assume they are following proper procedures.

Use of the Guide also is suggested as a self-training aid to familiarize new management persons with **all** food safety requirements and/or help them quickly determine the **overall** compliance level of their unit.

A **corrective action plan** must be developed to address all items which were marked "No". This action plan should note the unsatisfactory condition observed, the corrective action necessary, who is responsible for resolving the concern and when it will be corrected.

Food Safety Self-Inspection Guide

NO.	ITEMS TO CHECK	YES	NO	N/A
FOOD PROTECTION AND WHOLESOMENESS				
1	When received, products checked for good condition, possible contamination, and temperature abuse? Questionable products rejected – dented, swollen, or rusted cans, thawed or refrozen items, crushed cases, etc.? Refrigerated and frozen foods stored first – as soon as possible, but NOT to exceed one hour? All products dated to ensure first in-first out procedure?			
2	Packer’s tags from shellfish saved for 90 days?			
3	During storage, no food spoilage; leaking, swollen, or severely dented cans; or contamination in food: no foreign material, insects, food particles or soil from other food containers, etc.?			
4	China, pottery, glass, or other breakable containers stored on bottom shelves, separate from food items, throughout facility?			
5	All food stocks rotated to avoid spoilage and assure freshness? Manufacturer’s expiration, “Use By” or “Sell By” dates followed?			
6	Bulk food items properly labeled?			
7	All food completely covered or otherwise stored, prepared, displayed, served, or transported so it is protected from contamination?			
8	All food stored away from water or waste lines throughout facility (except for sprinkler heads)?			
9	All food and equipment stored 6” above floor or on movable dollies?			
10	Packaged food not stored in contact with water or undrained ice?			
11	Food containers not placed directly on top of uncovered food?			
12	Dispensing utensils, including frozen dessert dippers, stored so the part in contact with person’s hand does not touch food?			
13	Food containers not used for purposes other than storing food?			
14	Work tables and other equipment surfaces on which food is prepared are free of food cartons and other nonfood items such as repair tools, clothing, clipboards, and order books?			
15	Only approved wiping cloths used, i.e., disposable cloths or cotton cloths that can be laundered? Kept in sanitizing solution and used for no other purpose?			
16	Only nonmetallic pads used for pan scouring (no steel wool or stainless pads)?			
17	Canned goods opened so lids do not fall into food and fingers do not touch contents?			
18	Contents of canned foods not immediately used after opening are transferred to appropriate containers?			
19	All raw fruits and vegetables washed thoroughly in clean container or sink before being cooked, served, or sliced?			
20	Vegetable sinks used only for vegetable cleaning? Sanitizer section of pot sink used for vegetable cleaning only if the sink is washed, rinsed, and sanitized first?			
21	All foods prepared in operation are covered and labeled as to contents and date of preparation before placement in refrigerators and freezers?			
22	Packaged food, other than potentially hazardous food, is re-served only if still packaged and in sound condition, except for susceptible populations?			
23	Potentially hazardous foods left over on self-service bars, buffets, or food lines after meal period are reused only if the self-service stations are monitored consistently throughout service by employees trained in food safety?			
24	At end of meal period, leftover foods not required to be discarded are promptly refrigerated? Leftovers used within 48 hours and not mixed with fresh food?			
25	Single-service articles stored, dispensed, and handled properly?			
26	Separate cutting boards, distinguishable by color , used for raw and ready-to-eat foods, i.e., red for raw products of animal origin, white for ready-to-eat foods, green for washed raw fruits and vegetables?			
27	<i>Use of Fresh and Pasteurized Eggs</i> followed?			
28	Poisonous or toxic materials separated into two categories and stored on separate shelves ? Stored away from food, food equipment, utensils, and single-service articles? Prominently and distinctly labeled and properly used?			
29	Self-inspection program relating to food safety completed as required, with results and follow-up action recorded and kept on file for 12 months?			
30	HACCP/Food Safety logs completed as required, with results and follow-up action recorded and kept on file for 12 months?			
NO.	ITEMS TO CHECK	YES	NO	N/A
FOODSERVICE PERSONNEL				
1	Employees not infected with an illness that can be transmitted by food or while afflicted with a boil, an			

	infected wound or an acute respiratory infection?			
2	Cuts and burns on hands properly bandaged and covered with disposable gloves? Cuts and burns on exposed arms properly covered so they are not a source of contamination?			
3	Hands and exposed portions of arms thoroughly washed before beginning/returning to work? Hands thoroughly washed after: a) handling raw meat, poultry, and seafood; unwashed fruits and vegetables; b) trash or other contaminated objects, c) scratching head, touching hair, sneezing, blowing nose, or putting fingers in mouth, d) smoking, drinking, or eating, and e) doing outside work? Hands thoroughly washed after using toilet facilities and AGAIN IN PRODUCTION AND SERVICE AREAS ? Hands washed at proper sinks?			
4	Hands and fingernails clean fingernails no longer than end of finger, and no nail polish or artificial fingernails? No jewelry or watches on hands or arms during production and on serving lines, except smooth-surface rings/bands? Other jewelry, i.e., necklaces, earrings, pins, (not worn on hands or arms) that may possibly dislodge and fall into food also removed?			
5	Disposable gloves, tongs, or other dispensing devices used properly to handle ready-to-eat food? Disposable gloves changed with each activity or when gloves become torn or contaminated? Gloves are not washed and then reused? Gloves discarded when leaving work area?			
6	Fingers not licked to pick up napkins, checks, placemats, or money?			
7	Dishes, silverware, and glassware correctly handled; food-contact surfaces not touched?			
8	Eating, drinking, smoking, and gum-chewing done only in approved, designated areas, not in production and service locations or equipment and utensil washing areas?			
9	Clean uniforms, aprons, and shoes; approved hair restraints worn properly by all foodservice personnel, including management; good personal hygiene?			
10	Personal medications and first aid supplies stored to prevent the contamination of food, equipment, utensils, linens, and single-service items?			
11	New employees trained in food safety as required, beginning at time of hire?			
12	All management and supervisors certified in food safety practices through approved programs – US – SERVSAFE			
FOOD PREPARATION AND STORAGE				
1	All potentially hazardous foods meet proper temperature requirements during storage, preparation, display, service, and transportation? Hot foods – Cook all products to required internal temperature for 15 seconds? Reheat foods rapidly (within 2 hours) to 165°F (74°C) minimum temperature for 15 seconds? Hold hot foods at 140°F (60°C) or above? Cold foods – Cool foods rapidly to 70°F (21°C) within 2 hours and then to 40°F (4°C) within an additional 2 hours, using appropriate methods; depth of food not exceeding 3” (7.5 cm)? Hold cold foods at 40°F (4°C) or below? (Refer to HACCP Manual.)			
2	Accurate, sanitized food thermometers available and used by all foodservice personnel during storage, preparation, display, service, and transportation?			
3	All refrigeration equipment maintained at 40°F (4°C) or below and freezer equipment at 0°F (-18°C) or below ambient temperature? HACCP refrigerator and freezer temperature logs completed and kept on file for one year?			
4	Each refrigeration and hot food storage unit provided with accurate, properly located thermometers in good working condition?			
5	Adequate facilities available for maintaining all hot foods at 140°F (60°C) or above, cold foods at 40°F (4°C) or below, and frozen foods at 0°F (-18°C) or below? All such facilities properly maintained and in good repair?			
6	Frozen foods thawed under refrigeration at 40°F (4°C) or below? In emergency situations only , food thawed by using other approved means? Foods never defrosted at room temperature or refrozen after thawing?			

NO.	ITEMS TO CHECK	YES	NO	N/A
7	Raw foods of an animal origin (separated by type) stored <i>below</i> ready-to-eat foods in refrigerators to prevent contamination? All <i>unwashed</i> produce stored <i>below</i> ready-to-eat foods and <i>above</i> raw foods of an animal origin?			
8	Proper handling of ground meat is enforced.			
9	Steamtables, bain maries and food warmers not used to reheat or thaw foods?			
FOOD EQUIPMENT AND UTENSILS				
1	All utensils and equipment in good repair, smooth, easily cleaned, and free of cracks, chips, pits, open seams, and corrosion? Working parts of all equipment can be disassembled for cleaning or are designed for cleaning in place?			
2	Cutting boards in good condition, without cracks, deep grooves, and discoloration? Wooden cutting boards not used (except as approved for display and carving in front of customers)?			
3	Food grade containers used for food preparation and storage? Disposable plastic tubs, i.e., pickle, mayonnaise, sour cream tubs, etc., not reused for food preparation and storage?			
4	All equipment is regularly dismantled for cleaning and is clean? Food-contact surfaces of grills, griddles, and similar cooking devices, and cavities and door seals of microwave ovens cleaned at least once a day? (Does not apply to hot oil cooking equipment and hot oil filtering systems.) Food-contact surfaces of all cooking equipment kept free of encrusted grease deposits and other accumulated soil? Nonfood-contact surfaces of equipment cleaned as often as necessary to keep the equipment free of accumulation of dust, dirt, food particles, and other debris?			
5	Equipment adequately vented (rooms reasonably free of smoke, steam, and condensation)?			
6	All equipment sealed in place, mobile, or installed enough distance from other equipment and walls to permit cleaning all equipment and wall surfaces? Equipment placed on tables or counters is portable, sealed to table or counter, or elevated on legs to provide at least 4" clearance between tables or counter? Otherwise installed so equipment and adjacent areas can be easily cleaned?			
7	Dishes, tableware, utensils, etc., clean to sight and touch?			
8	Shelves and insides of all refrigeration and freezer units clean and free of corrosion? All door gaskets and latches in good repair and easily cleaned?			
CLEANING AND SANITIZING OF UTENSILS AND EQUIPMENT FOOD-CONTACT SURFACES				
1	Washing, rinsing, and sanitizing procedures posted <i>and</i> followed at all potwashing and dishwashing stations in use? Includes correct products, temperatures, procedures (bilingual if needed), sanitizer concentration and contact time, and dishwashing machine final rinse pressure and proper utensil racking?			
2	Sanitizer test strips, test kit, thermometers or other means provided and used to check water temperatures and sanitizer concentrations at preparation and during use? Sanitizer log maintained and kept on file for one year?			
3	Clearly labeled sanitizer of the proper concentration available and used to sanitize all food-contact surfaces of stationary equipment?			
4	Dishwashing machine in good working condition, clean interior and exterior, proper wash and rinse temperatures, proper racking, correct pressure, nozzles clean and have correct spray patterns, gauge cock or IPS valve provided, thermometers in good condition?			
5	Clean equipment and utensils air-dried, properly stored on clean surfaces, and handled in a way that protects them from contamination? Nonfood equipment and materials stored separate from food utensils and equipment? Knives stored in knife rack or other storage facility that can be easily cleaned? All utensil handles stored in same direction?			
ICE STORAGE AND HANDLING				
1	Ice machines in good repair, clean, and free of rust and lime deposits? Drain pipe properly installed? Ice machines located in clean area not subject to overhead contamination?			
2	Ice taken from storage facilities with appropriate sanitary dispensing device such as a scoop? Ice not touched by hands or by handle of dispensing device? Ice scoop stored in clean location protected from dust, dirt, and other types of contamination?			
3	Ice buckets stored off floor on clean surfaces, inverted or otherwise stored to protect interiors from contamination, and not stacked on top of each other?			
4	Ice intended for human consumption <i>not</i> used to cool or store food, beverages, or food containers?			

NO	ITEMS TO CHECK	YES	NO	N/A
TOILET AND HANDWASHING FACILITIES				
1	Toilet rooms provided with tight-fitting, self-closing doors? Doors kept closed? Proper waste receptacles provided and emptied frequently?			
2	Toilet rooms, fixtures, and vestibules kept clean, in good repair, and free of odors? Vented to outside?			
3	Handwashing facilities clean and in good repair? Accessible, properly maintained handwash sinks located in toilet facilities and in production, ware washing and service areas? Handwash sinks used only for handwashing purposes?			
4	Water provided at a temperature of 110°-115°F (43°-46°C) through a mixing valve or combination faucet? A self-closing, slow-closing, or metering faucet provides a flow of water for at least 15 seconds without the need to reactivate the faucet?			
5	Antimicrobial hand cleanser and disposable towels available at all times and kept in properly working dispensers?			
6	Handwashing signs posted over <i>all</i> handwash sink areas, including in toilet facilities used by foodservice personnel? If client does not permit handwashing signs in toilet facilities shared by foodservice personnel and client and/or public, every effort has been made to have the sign-posting requirement met (provide written documentation)?			
DRESSING ROOMS AND LOCKERS				
1	Adequate facilities provided and used for orderly storage of all clothes <i>and</i> personal belongings outside of food preparation and serving areas and ware washing locations? All items stored off floor?			
2	Dressing rooms or areas and lockers kept in a neat, clean manner?			
3	Soiled uniforms and other soiled clothing not stored in lockers? Foodservice personnel prevented from storing food in lockers and eating in dressing rooms?			
PEST CONTROL				
1	No evidence of insects, rodents, or other pests? A log kept reporting any evidence and location of pests observed?			
2	All openings to outside screened or otherwise protected against entrance of insects? All open doors, windows, holes, or other openings through which pests could gain entrance eliminated?			
3	Effective and safe pest control program in place? Pest control handled by licensed pest control company and personnel <i>only</i> ?			
4	Pest control reports left after each inspection and/or treatment of facility? Pest control company's inspection reports kept on file for 12 months? If client is responsible for pest control, copy of reports kept on file in the operation and available for review by an auditor?			
5	Conditions contributing to actual or potential pest problems listed on pest control reports are eliminated within a reasonable time?			
REFUSE DISPOSAL				
1	Refuse containers or receptacles durable, nonabsorbent, smooth, easily cleanable, pest proof, leakproof, adequate in number and size, emptied frequently, clean, and in good repair? When not in continuous use, covered with tight-fitting lids or kept in protective storage unreachable by pests?			
2	Outside bulk refuse storage containers (dumpsters, compactors, etc.) in good repair and covered? Outside refuse storage areas clean? Easily cleaned, nonabsorbent surface (such as a concrete slab or machine-laid asphalt) in good repair, provided for outside storage or refuse containers?			
3	Refuse storage areas clean, free of odors and pests, easily cleaned, and kept neat? Refuse storage rooms or enclosures are pest proof, properly constructed, and properly maintained?			
FLOORS, WALLS AND CEILINGS				
1	All floors, floor mats, walls, ceilings, and exhaust fans or vents clean?			
2	All floors nonabsorbent, smooth, free of cracks, in good repair, and easily cleanable? All inside floor mats cleanable and removable? Juncture between floor and walls properly constructed?			
3	All ceilings and walls in good repair and smooth, easily cleanable and free of cracks, holes, peeling paint and smooth?			
4	All piping along floors, walls, or ceiling clean and in good repair? Exposed utility service lines and pipes installed so they do not prevent floors, walls, or ceilings from being easily cleaned?			
5	Properly installed, trapped floor drains clean, free of standing water, and work properly?			

NO.	ITEMS TO CHECK	YES	NO	N/A
GENERAL SANITATION				
1	Mops, brooms, and other cleaning equipment stored in neat, orderly manner so that they do not contaminate food, utensils, equipment, or linens? Mop water disposed of properly (as if it were waste water)? Mop sink properly used?			
2	All exterior areas clean and well drained? Back dock area kept clean of debris?			
3	Soiled linen, coats, and aprons stored in laundry bags or in nonabsorbent, easily cleaned containers? All laundered cloths, aprons, and clothing stored in clean, dry place protected from splash, spillage, or other contamination?			
4	All waste water and sewer lines, including in basement areas, in good repair and free of leaks?			
5	No cross-connections (direct connections) between waste lines and water lines?			
6	Plumbing from all equipment properly sized, installed, and maintained? All equipment properly drained? Backflow prevention devices in place?			
7	Water supply inlets are at least twice their diameter (but no less than 1") above overflow level of equipment or fixture into which they discharge?			
8	All faucets to which a hose is or can be attached provided with backflow prevention device (vacuum breaker)?			
9	No waste water deposited on outside grounds?			
10	All areas well lit and ventilated? Safety-type lights or those with a shield provided at food preparation and serving areas, ware washing locations, and in refrigeration and other foodservice equipment to protect food products from glass fragments in event of breakage?			

Inspection Completed By: _____

Title: _____

Date: _____