

Food Safety Audit Checklist: What to Expect When Being Inspected

Thornhill Training, a division of the Food Management Institute, LLC

Food Establishment Name:	Completed By:			Date:	
	S=Satisfactory N=Needs improvement NA=Not Applicable				
Employee Health/Good Hygienic Practices/Training	S	N	NA	Corrective Action	Date Completed
1 Employee Illness Log maintained. Personnel with infections/symptoms restricted/excluded					
2 Employees with vomiting or diarrhea excluded from establishment. Prevent discharge from eyes, nose or mouth in food areas.					
3 Employees follow proper handwashing procedures				(*note: details are at the end)	
4 Use specific handwashing procedures with ready-to-eat foods (RTF). Employees restricted from bare hand contact with ready-to-eat foods. Proper documentation maintained.				<i>Example of violation and Corrective Action:</i> Employee didn't properly wash and sanitize hands before touching RTF foods with bare hands. <u>Corrective Action</u> - Voluntary destruction	
5 Employees restricted from eating, *drinking, smoking, or chewing tobacco in the food prep areas/other. Only in designated areas.				(*Drinking allowed in some states and local jurisdictions if using a non-spillable closed beverage container that prevents contamination of hands.)	
The rules in your jurisdiction may differ. Check with your regulatory authority for details.					

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	Employee Health/Good Hygienic Practices/Training	S	N	NA	Corrective Action	Date Completed
6	Employees' personal items stored away from food storage and food prep areas					
7	Employees trained and follow food safety procedures					
8	Certified food manager. Certified food handlers and documentation maintained. (check local regulatory authority)					
Preventing Contamination						
9	Food protected and separated to protect against cross-contamination. Raw meat, poultry and fish stored separately from other food types e.g. cooked, RTF food, raw foods, RTF, produce)					
10	Food-contact surfaces, equipment and utensils cleaned/sanitized and in good repair					
11	Handwashing stations properly stocked, accessible and maintained				(*note: details are at the end)	
12	Salad bars and food carts monitored against tampering and contamination. Check temperatures.					

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	Food Temperature/Time Requirement	S	N	NA	Corrective Action	Date Completed
13	Time/Temp for Safety foods cooked to the minimal internal temperature				(*note: details are at the end)	
14	Hot holding food kept at 135°F or above				<i>Example of violation & Corrective Action:</i> TCS food held below 135°F less than 4 hr. <u>Action:</u> Rapid reheat to 165°F	
15	Rapid reheating 165°F for 15 seconds within 2 hours					
16	Cold holding food held at 41°F or below					
17	Proper cooling for cooked/prepared food. Cooled from 135°F to 70°F within 2 hours, and from 70°F to 41°F in 4 hrs					
18	Thermometers used, accurate, properly calibrated (±2°F). Cleaned/sanitized before use.					
Approved Source/Sound Condition						
19	Purchase products from approved reputable sources					
20	Products inspected for damage, dates, pests and tampering before preparation and service					
21	Food properly labeled and date marked					
22	Receive food at proper temperatures				41°F or lower for TCS foods. 45°F or lower for milk, shell eggs and raw shellfish	

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	Chemicals	S	N	NA	Corrective Action	Date Completed
23	Toxic chemicals properly used, labeled and stored					
24	Material Safety Data Sheets for each chemical available and accessible					
Proper use of Utensils and Equipment						
25	Utensils and equipment properly stored and handled					
26	Equipment adequate to maintain product temperature					
27	Three-compartment sink/dishwashing machine operated properly with sanitizer, checked with test strips or monitor for hot water sanitizing temp				(*note: details are at the end)	
28	Wiping cloths properly used and stored in sanitizing solution. Use test strips to check ppm.					
Physical Facility						
29	Physical facility properly cleaned and maintained					
30	Integrated Pest Management program in place for pest management. No evidence of pest/insect contamination					
31	Proper lighting in all areas of facility					

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* Note: further details					
3	*Employees follow proper handwashing procedures				<p>1) Wet hands with running water at least 100°F. 2) Apply soap 3) Vigorously scrub hands & arms for 10 to 15 sec. The process from wetting hands through rinsing must take a total of 20 sec. minimum. Use nail brush to clean under fingernails & between fingers. 4) Rinse. 5) Dry hands/arms with single-use towel or warm-air hand dryer. Use a paper towel to turn off faucet. When in a restroom, use a paper towel to open the door. *If using a hand-sanitizer, apply after proper handwashing.</p>
11	*Handwashing stations properly stocked, accessible and maintained				<p>1. Hot (100°F) and cold running water. 2. Soap. 3. Disposable paper towels or warm-air dryer. No common cloth towels 4. Garbage container required if disposable paper towels are used. 5. Signage. Sign that tells employees to wash hands before returning to work.</p>
13	*Potentially hazardous foods cooked to the minimal internal temperature				<p>Raw fish, beef , pork (e.g. beef or pork roast) = 145°F Raw ground beef, ground pork, or minced fish = 155°F Raw chicken, poultry, stuffed pork chops pasta = 165°F</p>

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27	*Three-compartment sink/dishwashing machine operated properly with sanitizer, checked with test strips or monitor for hot water sanitizing temp			3-compartment sink. 1st sink wash water at least 110°F . Chlorine solution 7-10 seconds in 25 - 100 ppm. Quaternary Ammonium sol. 30 seconds in 200 - 400 ppm.	vs 09-18 nt
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