

## Food Safety Audit Checklist: What to Expect When Being Inspected

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

<b>Food Establishment Name:</b>	<b>Completed By:</b>			<b>Date:</b>	
	<b>S=Satisfactory   N=Needs improvement   NA=Not Applicable</b>				
<b>Employee Health/Good Hygienic Practices/Training</b>	<b>S</b>	<b>N</b>	<b>NA</b>	<b>Corrective Action</b>	<b>Date Completed</b>
<b>1</b> Employee Illness Log maintained. Personnel with infections/symptoms restricted/excluded					
<b>2</b> Employees with vomiting or diarrhea excluded from establishment. Prevent discharge from eyes, nose or mouth in food areas.					
<b>3</b> Employees follow proper handwashing procedures				(** note: more details are at the end)	
<b>4</b> Use specific handwashing procedures with ready-to-eat foods (RTF). Employees restricted from bare hand contact with ready-to-eat foods. Proper documentation maintained.					
<b>5</b> 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. Info from Food Code as of 2012.					

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		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)					
<b>Preventing Contamination</b>						
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: more 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
<b>13</b>	Potentially hazardous foods cooked to the minimal internal temperature				(** note: more details are at the end)	
<b>14</b>	Hot holding food kept at 135°F or above					
<b>15</b>	Rapid reheating 165°F for 15 seconds within 2 hours					
<b>16</b>	Cold holding food held at 41°F or below					
<b>17</b>	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					
<b>18</b>	Thermometers used, accurate, properly calibrated (±2°F). Cleaned/sanitized before use.					
Approved Source/Sound Condition						
<b>19</b>	Purchase products from approved reputable sources					
<b>20</b>	Products inspected for damage, dates, pests and tampering before preparation and service					
<b>21</b>	Food properly labeled and date marked					
<b>22</b>	Receive food at proper temperatures					

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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					
<b>Proper use of Utensils and Equipment</b>						
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: more details are at the end)	
28	Wiping cloths properly used and stored in sanitizing solution. Use test strips to check ppm.					
<b>Physical Facility</b>						
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.				
** <b>3</b>	Employees follow proper handwashing procedures				<p><b>1)</b> Wet hands with running water at least 100°F.  <b>2)</b> Apply soap <b>3)</b> Vigorously scrub hands &amp; 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 &amp; between fingers. <b>4)</b> Rinse. <b>5)</b> 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 <b>after</b> proper handwashing.</p>
** <b>11</b>	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>
** <b>13</b>	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>
** <b>27</b>	Three-compartment sink/dishwashing machine operated properly with sanitizer, checked with test strips or monitor for hot water sanitizing temp				<p>3-compartment sink.                  1st sink wash water at least <b>110°F</b>.                  Chlorine solution 7-10 seconds in 25 - 100 ppm.                  Quaternary Ammonium sol. 30 seconds in 200 - 400 ppm.</p>